

Comprehensive

College Catalog 2026 - 2027



NORTHWEST SUBURBAN COLLEGE



Effective Date:
November 1, 2026

5999 S. New Wilke Road
Buildings 400-500
Rolling Meadows, IL 60008
847-290-6425
nwsc.edu

Northwest Suburban College

TABLE OF CONTENTS

A MESSAGE FROM THE FOUNDER 3

WHO WE ARE 4

- Brief Introduction 4
- Mission & Core Values 5
- Background & History 7
- Organizational Information 8
  - *Institutional Structure* *8*
  - *Functions* *10*
  - *Facilities* *12*
  - *Approvals, Accreditation, and Authorizations* *13*
  - *Academic Programs* *13*
  - *Modality of Instruction* *13*
  - *Training Courses* *13*

STUDENT SERVICES 14

CRIME AND SAFETY 19

FINANCIAL POLICIES 20

- School of Undergraduate Studies Tuition & Fees 20
- School of Allied Health Sciences Tuition & Fees 21
- Financial Obligations 25
- Payments 25
- Payment Discount 26
- Refund Policy 26
  - *Full Refunds* *26*
  - *Partial Refunds* *27*
- Institutional Grants 28
- Financial Hardship Policy 28

STUDENT POLICIES 29

- Dress Code 29
- Drug Screening Policy 29
- Vaccinations 30
- Course Materials 30
- Transcripts 30
- Registration Hold Policy 31
- Email 31
- Technical Requirements for Populi Learning Management System (Recommended) 31
- Electronic Use 32
- Copyright and Licenses 32
- Privacy of Records 32
- Code of Conduct 34
- Campus Safety Policies 36
- Student Grievances 37

SCHOOL OF UNDERGRADUATE STUDIES (SUS) 38

- General Admissions for SUS 38
- SUS Programs 41
  - *General Education* *41*
  - *Associate of Applied Science in Medical Assisting* *42*
  - *Bachelor of Health Science* *46*
- SUS Academic Policies 51

SCHOOL OF ALLIED HEALTH SCIENCES 61

- General Admissions for SAHS 61
- SAHS Programs 65

Healthcare Management Program *65*
Magnetic Resonance Imaging Technologist Program *69*
Medical Assistant Program *75*
Pharmacy Technician Program *78*
SAHS Academic Policies 82

COURSE DESCRIPTIONS 91

Department of Biological Sciences 92
Department of Communications 94
Department of Health Science 94
Department of Healthcare Management 96
Department of Humanities & Fine Arts 97
Department of Language & Literacy 98
Department of Magnetic Resonance Imaging 99
Department of Mathematics & Finance 101
Department of Medical Assisting 102
Department of Pharmacy Technician 104
Department of Physical Sciences 107
Department of Research & Development 107
Department of Social & Behavioral Sciences 108
Training Courses 110

APPENDICES 111

Academic Calendar 112
Faculty 117
Administrative Team 118

A Message from the Founder

On behalf of the Corporate Board, Board of Regents, Administration, and Faculty, I welcome you to Northwest Suburban College. This institution was built with the belief that education should be accessible to all, without crippling student debt and unnecessarily long programs, and with the goal of empowering students to contribute to their society. I am proud to see that today—as when the College first started—Northwest Suburban College is continuing to provide students with a comprehensive and focused education that gives them practical and critical thinking skills needed for success, and without being saddled with large accumulated debt.

Northwest Suburban College was established in 2008 as an independent, private, not-for-profit institution committed to providing quality, employment-oriented, and affordable education. The College has come a long way, and through the process, they held true to the founding principles: NWSC strives to disseminate knowledge with passion and innovation, fostering each and every student's educational aspiration. The graduates' achievements are made possible by what has become NWSC's key strengths: the small college environment and low teacher-to-student ratio—enabling one-on-one attention and personalized education—as well as the broad affiliations with various externship and placement sites.

For those new to the College, you will find that NWSC's success is due in large part to the dedicated faculty, staff, and of course, the aspiring students. Collaboratively, they have created an environment that fosters a love for learning, lifelong friendships, and opportunities for networking. You will find that a strong sense of support and encouragement fuels success for NWSC students.

I feel privileged to have founded this institution, proud to see how far it has come, and humbled by the continued support of the community for the past 18 years. I hope you will reap the benefits of a caring community that believes in the power of education.

Sincerely,

Dr. M.T. AliNiazee
Founder & Professor Emeritus
Northwest Suburban College

Who We Are

Brief Introduction

Located in Rolling Meadows, Northwest Suburban College (NWSC) is a private, non-profit, degree-granting institution approved by the Illinois Board of Higher Education (IBHE), IBHE's Private and Business & Vocational Schools Division (PBVS), and accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Rooted in the values of integrity, service, and lifelong learning, NWSC is dedicated to providing accessible, high-quality education that empowers students to pursue meaningful careers and contribute to their communities. NWSC's degree-granting programs and certificate programs are divided between "schools":

Degree-Granting Programs: School of Undergraduate Studies:
Associate of Applied Science in Medical Assisting (AAS-MA)
Bachelor of Health Science (BHS)

Certificate Programs: School of Allied Health Sciences:
Healthcare Management (HCM)
Magnetic Resonance Imaging Technologist (MRI Tech)
Medical Assisting (MA)
Pharmacy Technician (PhT)

Training Courses: Non-Degree; Open only to enrolled students:
CE-CPR
CE-HIPAA
CE-OSHA

This is a comprehensive catalog that provides policies and procedures for all NWSC programs. Northwest Suburban College retains the right to modify the offerings and regulations outlined in its publications as necessary. While every reasonable effort has been made to accurately present information regarding the curriculum, regulations, and requirements at the time of publication, the College does not assume responsibility for editorial or publication errors. The College reserves the right to implement changes in course offerings, curricula, academic policies, and other rules and regulations affecting students. These changes will take effect as determined by the College and will apply to both current and former students.

Any changes to the Catalog will be identified through an addendum at the end of the document. Addenda are an addition to the Catalog and are to be used alongside the Catalog, not in isolation. Changes listed in the Catalog Addendum supersede the published Catalog. The most up-to-date edition of the Catalog, along with any addenda, can be accessed on the College website, www.nwsc.edu.

Mission & Core Values

Statement of Mission
Northwest Suburban College's mission is to provide high-quality 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:

- Provide accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Utilize innovative use of methodologies that create new standards in outcomes and achievements of academic excellence
- Understand and meet the changing needs of our students, communities, and other constituents
- Create 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 the 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 serving 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 that are 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
- Directly supporting 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, 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 (NWSC) was founded in 2008 as a not-for-profit institution by Professor Mohammed T. AliNiazee. NWSC serves as a culmination of Dr. AliNiazee's persistent dream of establishing a world class center of higher education dedicated to science and healthcare. He and his team, including the Board of Regents, believe that the cost of an education should not hinder one's growth. Together, they are working to build a diverse institution—in both programs offered and our community—that fosters educational equity, with an emphasis on the underprivileged communities and deserving students.

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 early allied health science certificate programs. Through diligence and determination, NWSC has come a long way during the past 18 years as it has now graduated over 700 students from various allied health and basic sciences undergraduate programs while continuing to grow our community of highly qualified faculty and administrators to support our students' success.

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.
- October 2013: The Illinois Board of Higher Education granted NWSC authority to award bachelor's degrees in biology and chemistry.
- August 2014: The first batch of undergraduate students graduated from the School of Basic Sciences.
- January 2017: NWSC's Medical Assistant and Dental Assistant programs are approved by American Medical Technologists (AMT).
- January 2019: IBHE-PBVS approved NWSC's application for the updated Pharmacy Technician Certificate Program (600 Clock Hours).
- May 2020: The Dental Assistant, Medical Assistant, and Pharmacy Technician Programs are approved for Hybrid Learning (HL).
- August 2022: NWSC is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES).
- June 2025: NWSC is reapproved by the Illinois Board of Higher Education for operating and degree granting authority.
- September 2025: NWSC's undergraduate programs are approved by ABHES, and undergraduate courses commence.

- December 2025: NWSC is authorized by PBVS to offer three new certificate programs: Healthcare Management, Sterile Processing, and Magnetic Resonance Imaging Technologist.
- February-March 2026: The Magnetic Resonance Imaging Technologist Program and Healthcare Management Program are approved by ABHES.

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, DBA Northwest Suburban College, has the ultimate responsibility for safeguarding the College's financial sustainability and ensuring the responsible stewardship of its assets and resources. The CB is responsible for the College's endowment and non-profit status and devotes its efforts to secure financial backing for the support and growth of the College. The Corporate Board meets at least once a year and oversees the financial progress of the institution, developments of initiatives for the 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	Tajuddin Ahmed, MD
Vice President	Mateen AliNiazee, MD
Treasurer	Misbahuddin Syed, MS-IS, PMP
Secretary	Mubeen M. AliNiazee, MBA
Member	Samra Ahmed, AB
Member	Nahid A. AliNiazee, MEd
Member	Kader Sakkaria, MBA

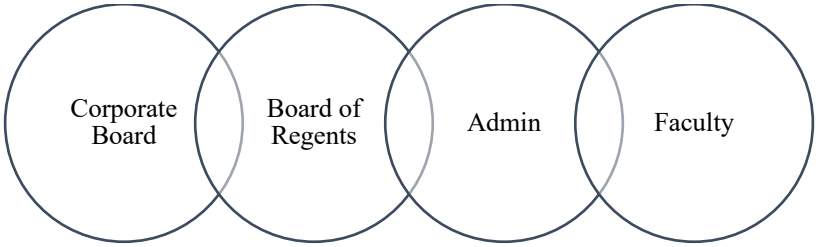
The governing body of Northwest Suburban College is the Board of Regents (BOR). The BOR is an independent, self-nominating, and confirming group responsible for college governance and operations. The BOR makes all final determinations about college policy; approves the budget; and hires, reviews, and may dismiss the College President. The BOR acts to clarify the mission, approve short- and long-term programs, and monitor and evaluate the performance of the institution. The BOR 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 BOR 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 BOR ranges from seven to seventeen members and currently includes:

Title	Name	Title	Name
Chairman	Mr. Kader Sakkaria	Member	Ms. Shazia Bux
Vice Chairman	Mr. Syed Musbahuddin	Member	Mr. Qutub Farooqui
Treasurer	Dr. Mohammad Siddiqi	Member	Mr. Rafeek Kottai
Secretary	Mr. Adnan Khan	Member	Ms. Fatema Mirza
Member	Mr. Thabraize Ahmed	Member	Mr. Talat Rashid
Member	Dr. Mateen AliNiazee	Member	Dr. Imaad Shaikh

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. For a current list of Administrators and Faculty, please see the Appendix.

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



Functions

In the absence of personnel, the supervisor is responsible for the respective function.

Academic Affairs
Monday – Friday: By Appointment
This function is responsible for the development, delivery, and quality assurance of the College's academic programs, including programs within the School of Undergraduate Studies and School of Allied Health Sciences. The Division is led by the Dean of Academic & Student Affairs and supported by the Associate Dean of Academic & Student Affairs. The Deans oversee the Director of Programs, who is responsible for implementing all academic policies and programs.

Student Affairs
Monday – Friday: By Appointment
Overseen by the Dean of Academic & Student Affairs and managed by the Associate Dean of Academic & Student Affairs and Director of Student Services, 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.

Finance & Budgeting
Monday – Friday: By Appointment
This function is responsible for the management of the College's financial, physical, and technological assets and the preparation of the institution's financial statement. The Vice President of Finance & Budgeting is responsible for implementing all finance-related policies, and preparing and overseeing the budget under the oversight of the President's Office, along with input from the various divisions of the College for planning purposes.

Admissions
admissions@nwsc.edu
Monday – Friday: 9:00AM – 5:30PM
Saturday: By Appointment
The Admissions function interfaces with prospective students by providing accurate information and support for academic programs, campus tours, and applications for admission, readmission, and enrollment verification. The division is overseen by the Director of Admissions & Marketing, supervised by the Provost's Office, and assisted by the Admissions Associates.

Accounts
accounts@nwsc.edu
Monday – Friday: 9:00AM – 5:00PM
The Accounts division handles tuition payment arrangements, refunds, questions regarding billing information, payroll, accounts payables, accounts receivable, and tax information. This division is managed by the Accounts Associate and led by the Vice President of Finance & Budgeting.

Career Services
careerservices@nwsc.edu
Monday – Friday: By Appointment
This function supports students with advising and job placement support. It offers assistance through one-on-one career counseling, job-search support including job/career fairs, and references to NWSC's large network of professionals in the fields. It also offers support services for resume-writing, cover letters, and interviewing strategies. This division is led by the Director of Student Services.

Compliance
admin@nwsc.edu
Monday – Friday: By Appointment
Overseen by the Director of Compliance and supported by the Accreditation Associate, this function ensures that the College stays up-to-date on all regulatory and accreditor requirements and coordinates student complaints, grievances, and disciplinary procedures.

Facilities
Monday – Thursday: 9:00AM – 10:00PM
Friday: 9:00AM – 5:30PM
Saturday – Sunday: Varies; Contact the NWSC Operator for Timings
Hours listed above are the building hours. Operations, maintenance, and security of College facilities are supervised by the Director of Operations.

Institutional Aid
finaid@nwsc.edu
Monday – Thursday: 9:00AM – 2:00PM or By Appointment
Institutional Aid provides information about institutional grant requirements and student eligibility, describes and audits the requirements for academic programs, and compiles institutional grant application documents provided by students. Managed by the Institutional Aid Administrator, this function assists students in researching and acquiring potential aid to pay for college costs and applying for institutional grants and external resources for additional grants, scholarships, or loans.

Human Resources
Monday – Friday: 9:00AM – 5:30PM
Led by Human Resources Associate and supervised by the President's Office, this function ensures that the College has all necessary records for employees and independent contractors (both faculty and staff), and operates in compliance with HR guidelines and legal requirements.

Information Services
helpdesk@nwsc.edu
Monday – Friday: 9:00AM – 5:30PM
This department ensures proper functioning of College computer hardware and software, email, databases, and internet services. It is supervised by IT Support.

Student Learning Resources & Library
library@nwsc.edu
Monday – Friday: 9:00AM – 5:30PM
Online: Monday – Sunday: 24 Hours
Led by the Librarian, the on-campus Learning Resources Room and Library offers a variety of textbooks, journals, magazines, and internet-accessible computers and is available for research assistance. The bulk of the College's information resources are provided through access to online databases selected in coordination with ongoing academic programs.

Registrar
registrar@nwsc.edu
Monday – Friday: By Appointment
The Director of Student Services leads the academic records and registration system of the College, including ensuring the timely creation and updating of the student records system, providing reports based on this information to other divisions, and responding to student records requests. Registrar services are overseen by the Deans of Academic & Student Affairs.

Facilities

Our suburban Chicago campus is home to a thriving, diverse, and multicultural community. 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 is also accessible to students from the City of Chicago.

The campus is located at 5999 S. New Wilke Road, which has ample parking. NWSC operates out of two buildings comprised of 23,000 square feet. Our facility includes seven classrooms, six laboratories, one library, twelve administrative offices, and seven other rooms. The total seating capacity in our classrooms is 140, including 80 seats in the laboratories, 15 in a typical classroom, 16 in the Library & Resource Room, 30 in the administrative rooms, and 150 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 within 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.

Approvals, Accreditation, and Authorizations

Northwest Suburban College (NWSC) is approved by the following organizations:

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 3333, Springfield, IL 62701-1377
217-557-7359

Private Business & Vocational Schools Division of the Illinois Board of Higher Education
1 N. Old State Capitol Plaza Suite 333, Springfield, IL 62701
217-557-7359

NWSC is institutionally accredited by ABHES:

Accrediting Bureau of Health Education Schools
6116 Executive Boulevard Suite 730, North Bethesda, MD 20852
301-291-7550
info@abhes.org

Academic Programs

The College offers both undergraduate degree programs and certificate programs in technical fields and fields related to the health sciences. The School of Undergraduate Studies offers an Associate of Applied Science in Medical Assisting and Bachelor of Health Science. The School of Allied Health Sciences offers certificate programs in Healthcare Management, Magnetic Resonance Imaging Technologist, Medical Assisting, and Pharmacy Technician.

Modality of Instruction

All programs at Northwest Suburban College are delivered in either full residential (in-person) or hybrid format:

Fully In-Person Programs	Hybrid Programs
Bachelor of Health Science (BHS)	Healthcare Management Program (HCM)
Associate of Applied Science in Medical Assisting (AAS-MA)	Magnetic Resonance Imaging Technologist Program (MRI Tech)
	Medical Assisting Program (MA)
	Pharmacy Technician Program (PhT)

Training Courses

The College also periodically offers health-related training courses such as OSHA, HIPAA, & CPR. (Open only to enrolled students.)

Student Services

Resource Room

The Resource Room is open to students during building hours. 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.

Computer Laboratories

NWSC's Computer Labs provide internet access and printing capabilities. The computer labs are available in Buildings 400 and 500 and are open during building hours, except if classes are in session in the lab.

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 a stove.

Library & Learning Resource Center

The Library & Learning Resource Center is accessible to all students, faculty, and staff during daytime and evening hours. The library is located in Building 500, and includes a computer lab where students may work on assignments as well as access the library's digital collections. Alternatively, students may remotely access the library's digital catalog and research materials at all times via the College website.

The digital collection includes the online catalog of the Northwest Suburban College's library collection, as well as several open access databases. The library's book and media collection houses over 1,000 items, which specifically support the curricula. In addition, the library contains general and medical research sources, as well as books and media in other areas of medicine such as surgery and pathology.

The library website contains links to several scholarly open-access sites, which students use for research. These links are to databases in the scientific, medical, and related fields. Examples include PubMed Central and MedlinePlus, both comprehensive sites sponsored by the National Institutes of Health and the National Library of Medicine.

The Northwest Suburban College Library is a member of ILLINET, the statewide network which provides interlibrary loan and reciprocal borrowing privileges to our students, faculty, and staff. This service allows our students, faculty, and staff to obtain both books as well as journal articles that we do not physically hold in our collection. The library is a participating member in several networks and associations, including RAILS (Reaching Across Illinois Libraries System), the National Network of Libraries of Medicine (NNLM), the American Library Association, the Illinois Library Association, and the Health Science Librarians of Illinois.

Providing information literacy instruction in a variety of ways, the Librarian works with individual students with specific information needs and collaborates with instructors in providing the necessary resources for students to complete class assignments. When the Librarian is not on campus, a knowledgeable staff member is available to assist students with library materials. The Librarian may be contacted Monday through Friday, 10:00AM to 5:00PM, either by email at library@nwsc.edu or by calling (847) 290-6425.

In addition, NWSC encourages students to use the valuable resources of local public libraries, including the 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

Student Advising

The Director of Programs and Student Services serves as advisor to students in the School of Undergraduate Studies. In the School of Allied Health Sciences, faculty serve as advisors and are overseen by the Director of Programs and Student Services. Advisors are available on an appointment basis to guide and advise students 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 students' 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
- Counseling may focus on issues affecting students' studies and adjustments to college life and may include referrals

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

Tutoring

Upon student request and faculty availability, free tutoring is available for all courses. A study room is reserved for this purpose. Faculty Advisors may also help students by recommending other students as peer tutors.

Writing and Math Support

Workshops and one-on-one sessions are available to all students to improve writing and math skills. These sessions are scheduled by the departments. For upcoming events, please see the Dean of Academic & Student Affairs.

Academic Success Workshops

Academic Success Workshops provide students with practical strategies to enhance learning and academic performance. Sessions focus on essential skills such as time management, effective study techniques, and exam preparation. Open to all students, these workshops help students build strong academic habits and confidence for long-term success.

Career Services

Students and alumni are encouraged to utilize the Career Services Department led by the Director of Student Services. This function 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.

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

Registrar

The Registrar supports students by providing assistance with enrollment verification, transcript requests, and course registration. The office ensures accurate academic records and offers guidance on registration processes to help students stay on track with their educational goals. These services are available to support all enrolled students with timely and reliable academic record management.

Counseling & Wellness Support

Counseling and Wellness Support services is overseen by the Dean of Academic & Student Affairs and provides students with access to confidential mental health resources designed to support personal well-being and academic success. Students can receive professional guidance for managing stress, anxiety, and life challenges through individual counseling, wellness workshops, and stress-management resources. These services promote emotional resilience, healthy coping strategies, and overall personal development in a supportive and inclusive environment.

Meditation Room

The Meditation Room in Building 500 is available for all members of the College. It provides a quiet, welcoming space where students can pause, reflect, and recharge from the demands of academic life. All members are asked to remove their shoes prior to entering.

Equity, Diversity, & Inclusion

Equity, Diversity, & Inclusion (EDI) support initiatives foster a welcoming and inclusive learning environment where all students feel valued and supported. Through educational workshops, mentoring opportunities, and faculty–student engagement programs, these resources encourage meaningful dialogue, cultural awareness, and mutual respect. The program is designed to promote equity in access and participation while strengthening a campus community that celebrates diverse perspectives and experiences and is led by the Provost.

Learning Management System Help Desk

NWSC uses Populi for the institutional learning management system (LMS). Populi login information is emailed to each student upon enrollment. For assistance with course access, assignments, grade tracking, and discussion boards, students may reach out to their course instructor. For technical assistance, all members of the College are encouraged to contact the Populi Help Desk by calling 877-476-7854 or via email. The support hours are 8 am CST to 7 pm CST, Monday through Friday (excluding major holidays). Requests submitted during regular support hours are responded within an hour or two. Outside of Populi support hours, NWSC also offers IT and LMS support from Sunday through Saturday, 18 hours a day, overseen by the Directors of Operations at helpdesk@nwsc.edu.

Accommodations

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 should speak with the Director of Programs & Student Services during the first week of the course. The Director of Programs & Student Services will provide two forms to be completed by the student and appropriate medical professionals: (1) Request for Reasonable Accommodations Form, and (2) Accommodations Documentation Form. Forms may be submitted in person or emailed at accommodations@nwsc.edu.

Resources may include, but are not limited to, 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. For more information, contact the Director of Programs & Student Services.

Student Activities

Student Organizations

Students are encouraged to participate in organizations. For more information on developing a new organization, contact the Director of Student Services.

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 17th, 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 be presented in a common area of campus.

- Debates: Debate teams will present a debate on issues relevant to the constitution.
- Contests: Students will respond to a prompt, and their essays 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/.

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 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 Security and Fire and Safety Report is provided at https://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 the incident, and suggested precautions.

Emergency Response Guide

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 upon request. In addition, flyers with potential emergency responses are posted on each campus building's bulletin board.

Financial Policies

School of Undergraduate Studies Tuition & Fees

Undergraduate students are officially registered for courses upon completion of the enrollment process and establishment of payment arrangements with the Accounts Office. The estimated cost of attendance is provided using the minimum full-time credit hour requirements (12) and estimates of external expenses (room, board, etc.).

The Registration Fee is nonrefundable.

Current Tuition	
Full-Time Tuition: 12+ Credit Hours	$ 6,550.00
Part-Time Tuition: < 12 Credit Hours	$ 437.00 per credit hour

Mandatory Institutional Fees	
Registration Fee	$ 450.00
Student Services Fee	$ 100.00
Lab Fee	$ 250.00 per lab course

One-Time, Required Third-Party Fees	
BHS: DISA Healthcare Technology Service Fee*	$ 170.50
AAS-MA: DISA Healthcare Technology Service Fee*	$ 210.50

Optional Fees (Charged Only if Applicable)	
Healthcare Training Courses (OSHA, HIPAA, CPR)	$ 50.00/ Course
Official Transcript	$ 25.00/ Transcript
Graduation	$ 50.00

Estimated External Expenses/Semester	
Books & Supplies	$ 500.00
Transportation	$ 500.00
Housing	$ 2,500.00

Estimated Cost of Attendance (COA)	
AAS-MA Estimated COA: First Academic Year (Semester 1 & 2)	$ 21,610.50
AAS-MA Estimated COA: Subsequent Academic Year (Semester 3 & 4)	$ 20,850.00
AAS-MA Estimated COA: Final Semester (Semester 5)	$ 8,338.50
AAS-MA Estimated Total Cost of Program & Attendance	$ 50,799.00
BHS Estimated COA: First Academic Year (Semester 1 & 2)	$ 21,320.50
BHS Estimated COA: Subsequent Academic Year (Semester 3 & 4)	$ 20,600.00
BHS Estimated COA: Subsequent Academic Year (Semester 5 & 6)	$ 20,600.00
BHS Estimated COA: Final Semester (Semester 7)	$ 10,300.00
BHS Estimated Total Cost of Program & Attendance	$ 72,820.50

Notes:

* DISA Healthcare Technology Service Fee: The DISA Fee is a one-time, mandatory fee assessed by a third-party vendor and includes a 48-month screening and document tracking service with the following components per program:

BHS	AAS-MA
Background Check	Background Check
10-Panel Drug Screen	10-Panel Drug Screen
Required Vaccinations	Required Vaccinations
CPR Certification	CPR, OSHA, and HIPAA Certification
Emergency Contact Form	Emergency Contact Form

- Tuition and fees are subject to change upon approval by Northwest Suburban College.
- Optional fees are assessed only when a student requests or participates in the associated service or activity.
- Estimated external educational expenses are not charged by Northwest Suburban College and may vary based on individual student circumstances. Costs noted above are based on estimates for a full-time (12 credit hours), dependent (commuting from home) student.

School of Allied Health Sciences Tuition & Fees

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

Program & Duration	Start Date	Tuition & Fees		Total Cost
Healthcare Management 126 Clock Hrs, 7 Didactic Wks	Every 8 Weeks	Tuition	$ 2,000.00	$ 2,300.00
		Initial Fees: Non-Refundable Enrollment: Textbooks:	 $ 50.00 $ 250.00	
Magnetic Resonance Imaging Technologist: 1500 Clock Hrs, 45 Wks	Semester Enrollment	Tuition	$ 18,000.00	$ 20,100.00
		Initial Fees: Non-Refundable Enrollment: Textbooks & Supplies:	 $ 50.00 $ 600.00	
		Laboratory Fee:	$ 250.00	
		Clinical Placement Fee:	$ 1000.00	
		Technology Fee:	$ 100.00	
		Student Services Fee:	$ 100.00	
Medical Assistant: 720 Clock Hrs, 32 Wks Total	Monthly Enrollment	Tuition	$ 11,034.00	$ 11,584.00
		Initial Fees: Non-Refundable Enrollment: Lab Supplies: Textbooks:	 $ 50.00 $ 50.00 $ 250.00	
		Student Service Fee	$ 100.00	
		Clinical/Externship Placement Fee	$ 100.00	

Pharmacy Technician: 600 Clock Hrs, 32 Wks Total	Monthly Enrollment	Tuition	$ 7,950.00	$ 8,500.00
		Initial Fees: Non-Refundable Enrollment: Lab Supplies: Textbooks:	 $ 50.00 $ 50.00 $ 250.00	
		Student Service Fee	$ 100.00	
		Clinical/Externship Placement Fee	$ 100.00	

One-Time, Required Third-Party Fee:		
DISA Healthcare Technology Service Fee: The DISA Fee is a one-time, mandatory fee assessed by a third-party vendor and includes a 48-month screening and document tracking service with the following components per program:		
MRI Technologist DISA $170.50	**Medical Assistant DISA $180.50**	**Pharmacy Technician DISA $180.50**
Background Check	Background Check	Background Check
10-Panel Drug Screen	10-Panel Drug Screen	10-Panel Drug Screen
Required Vaccinations	Required Vaccinations	Required Vaccinations
CPR Certification	CPR, OSHA, HIPAA Certification	CPR, OSHA, HIPAA Certification
Health Insurance Verification	Emergency Contact Form	Emergency Contact Form
Physical Examination Form		
Emergency Contact Form		

Optional (Charged Only if Applicable)	
Healthcare Training Courses (OSHA, HIPAA, CPR)	$ 50.00/ Course
Official Transcript	$ 25.00/ Transcript
Return Payment Fee	$ 35.00
Commencement Participation Fee	$ 50.00
Replacement Diploma Fee	$ 25.00

- The College will provide an itemized account statement or other written disclosure of charges for the enrollment period.
- Tuition and fees are subject to change upon approval by Northwest Suburban College.
- There are no additional or specialized fees charged solely for participation in hybrid or distance education coursework.
- The enrollment fee must be paid at the time of signing the Enrollment Agreement Form.
- Students can purchase the recommended textbooks through the College or have the option of buying them on their own. If buying through the College, then textbook fees will be charged to the student account.
- The DISA Healthcare Technology Service Fee is a one-time fee assessed by a third-party vendor and is subject to change by the vendor.
- Optional fees are assessed only when a student requests or participates in the associated service or activity.

International Student Tuition & Fees

International students are required to make an initial non-refundable payment of $4,000.00 toward tuition and fees after obtaining their visa and before traveling to the United States.

Installment plans are available upon approval by the Admissions Committee.

Program & Duration:	Start Date	Tuition & Fees		Total Cost
Medical Assistant 720 Clock Hrs: 24 Didactic Wks, 32 Wks Total	Monthly Enrollment	Tuition	$ 11,034.00	$ 11,534.00
		Initial Fees: I-20 Issuance Fee: Enrollment Fee: Lab Supplies: Textbooks:	 $ 150.00 $ 50.00 $ 50.00 $ 250.00	
Pharmacy Technician 600 Clock Hrs: 20 Didactic Wks, 32 Wks Total	Monthly Enrollment	Tuition	$ 7,950.00	$ 8,450.00
		Initial Fees: I-20 Issuance Fee: Enrollment Fee: Lab Supplies: Textbooks:	 $ 150.00 $ 50.00 $ 50.00 $ 250.00	

One-Time, Required Third-Party Fee:	
DISA Healthcare Technology Service Fee: The DISA Fee is a one-time, mandatory fee assessed by a third-party vendor and includes a 48-month screening and document tracking service with the following components per program:	
Medical Assistant DISA $180.50	**Pharmacy Technician DISA $180.50**
Background Check*	Background Check*
10-Panel Drug Screen	10-Panel Drug Screen
Required Vaccinations	Required Vaccinations
CPR, OSHA, HIPAA Certification	CPR, OSHA, HIPAA Certification
Emergency Contact Form	Emergency Contact Form

* DISA will ask students to submit their legal name, any aliases, primary email address, phone number, date of birth, home address, and social security number (SSN). Students who do not have an SSN may attest that they do not have one. If any additional information is required, the student will be prompted to provide it.

Optional (Charged Only if Applicable)	
Healthcare Training Courses (OSHA, HIPAA, CPR)	$ 50.00/ Course
Official Transcript	$ 25.00/ Transcript
Graduation	$ 50.00

Notes:

- Tuition and fees are subject to change upon approval by Northwest Suburban College.
- The enrollment fee must be paid at the time of signing the Enrollment Agreement Form.
- Students can purchase the recommended textbooks through the College or have the option of buying them on their own. If buying through the College, then textbook fees will be charged to the student account.
- Optional fees are assessed only when a student requests or participates in the associated service or activity.
- International students who do not have a U.S. Social Security Number (SSN) must provide valid identification and immigration documentation required for admission and enrollment, including a valid passport and applicable immigration documents such as the Form I-20, visa, and Form I-94. Additional documentation may be required to establish identity, immigration status, and financial ability.
- An Individual Taxpayer Identification Number (ITIN), if applicable, may be collected for institutional or tax-related purposes; however, an ITIN is not a substitute for an SSN for purposes.

Financial Obligations

Northwest Suburban College is committed to supporting student access, academic progress, and compliance with applicable federal and State of Illinois regulations regarding financial obligations.

Students are responsible for satisfying all tuition, fees, and other financial obligations owed to the College in accordance with their enrollment agreement and approved payment arrangements.

Payment Arrangements

Students experiencing financial hardship are encouraged to contact the Accounts Office to establish or revise payment arrangements. The College may offer payment plans or other approved arrangements at its discretion.

Administrative Restrictions

Students with unresolved financial obligations may be subject to administrative restrictions permitted by law, including limitations related to future registration, graduation clearance, or other non-academic administrative services.

It is the NWSC policy that official transcripts and diplomas will be withheld until financial clearance is awarded.

Institutional Commitment

The College seeks to balance responsible financial stewardship with student success and educational access. Financial matters are addressed through progressive communication, student support, and compliance with all applicable consumer protection requirements.

Payments

Student Accounts

Students are required to make all payments or develop payment plans prior to the start date of the term. Only students showing good standing will be eligible to attend the next term; those students whose account is not up-to-date may not be eligible to attend the next term 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) have the option of setting up a payment plan with NWSC. The Accounts Office accepts payments by cash, money order, credit card, and debit card. For payments made via debit/credit card, processing fees will apply.

For School of Allied Health Sciences Programs:

A deferral payment option may be provided if the student demonstrates total lack of income. The student is given the option of making the payment after program completion and finding employment. Modification to tuition plans may be applied at any time, at the discretion of the Institutional Aid Committee.

Payment Discount

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 three percent (3%) discount on the program tuition fee.

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 the NWSC Student's Code of Conduct, the student will 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 the student has provided written notification of withdrawal to the College; 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 received from the College as these funds are meant only to pay for the student's tuition fees.

Full Refunds

A full refund of the initial enrollment fee and all tuition paid will also be 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 the guaranteed transfer of college credits to an equivalent accessible institution); or
- the College failed to provide the student a copy of his or her enrollment agreement.

For School of Undergraduate Studies

Notwithstanding the other limitations of this policy, the College will provide a full refund (defined as the per credit tuition rate multiplied by the number of credits for the course) plus lab fee (if applicable) to any student registered for a course for which the College fails to conduct classes on days or times scheduled, detrimentally affecting the student. In such cases, the student is still required to complete and submit the Course Withdrawal Form.

For School of Allied Health Sciences

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 brought from the College and are not returned or used, the textbook/supplies fees will be deducted from the total refund.

Partial Refunds

Questions about refunds of tuition and other charges should be referred to the Accounts Office. Examples of refund calculations are available upon request.

For School of Undergraduate Studies

The College's Tuition Refund Schedule applies to course tuition for courses registered on a per-credit basis and aggregate tuition for the current semester for program withdrawals.

Refunds will be computed based on the effective date of withdrawal as defined in the College's Policy on Course Drops and Withdrawals. Tuition refunds will be made within forty-five (45) days of a voluntary drop or withdrawal, or an administrative withdrawal determination.

Effective Date of Withdrawal (Semester)	Eligible Refund
Three (3) days after effective date of enrollment contract, but prior to the drop/add date	Tuition minus costs of registration fees
After the drop/add date, but within the first three weeks of the course	80% tuition minus costs of registration fees
After the first three weeks of the course, but within the first six weeks of the course	60% tuition minus costs of registration fees
After the first six weeks of the course, but within the first nine weeks of the course	40% tuition minus costs of registration fees
After the first nine weeks of the course	No refund

For School of Allied Health Sciences

If a student withdraws after the beginning of classes, the enrollment fee of $50.00 is non-refundable.

Healthcare Training courses fees (OSHA, HIPAA, and CPR) training fees are refundable only if the student pays any of the fees directly at the time of enrollment and submits written proof of the payment to the Accounts Office.

The following tuition refund policy applies only if tuition is paid in full by the student:

Percent of Clock Hours Attended (Rounded)	Percent of Refund
0 – 9%	90%
10 – 19%	80%
20 – 29%	70%
30 – 39%	60%
40 – 49%	50%
Over 50%	0%

Students on a payment plan with the College, upon withdrawal, will be required to pay the tuition owed based on the number of clock hours attended. See the table below:

Percent of Clock Hours Attended (Rounded)	Tuition Owed by Student
0 – 9%	10% of Tuition
10 – 19%	20% of Tuition
20 – 29%	30% of Tuition
30 – 39%	40% of Tuition
40 – 49%	50% of Tuition
Over 50%	100% of Tuition

Institutional Grants

Northwest Suburban College believes in and strives for providing affordable education for each of its students who are deserving and are willing to work hard to make a difference in their lives through education. NWSC offers need-based institutional grants for truly deserving students who are eager to pursue a career in the field of allied and health sciences and demonstrate a need for financial assistance. Please contact the Institutional Aid Office for further information on student eligibility, availability of need-based grants, and for an institutional aid application.

Institutional Aid Parameters

For detailed information on institutional aid parameters and requirements, please contact the Institutional Aid Office or visit the NWSC website at https://nwsc.edu/scholarships-grants/.

Financial Hardship Policy

Northwest Suburban College recognizes that students may face unexpected financial challenges that affect their ability to continue their education. In such cases, students may request a withdrawal based on financial hardship.

- Students experiencing significant financial difficulty should complete & submit a written request form for a Financial Hardship Withdrawal to the Director of Admissions or a designated Institutional Aid representative. The request must include documentation supporting the hardship (e.g., loss of employment, unexpected medical expenses, or family emergency).
- Each request will be reviewed on a case-by-case basis by the Institutional Aid Committee. Students who are approved for a Financial Hardship Withdrawal may be eligible for a partial tuition waiver or adjusted payment obligations, depending on the timing of the withdrawal and the student's academic progress.
- Students who make satisfactory arrangements with the Accounts Office may be eligible to return to their program in good standing, with consideration for waiving prior balances if they demonstrate continued academic progress toward completion.
- All students withdrawing under this policy must follow the official withdrawal procedures outlined in this Catalog.

Student Policies

Dress Code

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. 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 and caps 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.

School of Allied Health Sciences

Students in the NWSC certificate programs are required to wear the provided uniforms to each course session.

Drug Screening Policy

Students enrolled in programs requiring drug screening must register with the College-designated screening provider, DISA, and complete all required drug-screening requirements as part of the enrollment and start-clearance process. All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.

Students who do not satisfy the drug-screening requirement by the established deadline will not be permitted to begin the program on the scheduled start date.

A student who wishes to challenge a drug-screen result must initiate the challenge through the applicable Medical Review Office (MRO) in accordance with the testing provider's established procedures. A challenge must be initiated within five (5) business days of notification of the result, unless a different timeframe is required by the testing provider or applicable law. Any applicable challenge or retesting costs are the responsibility of the student. College personnel do not independently evaluate medical explanations for drug-screen results or determine the technical validity of laboratory results. A pending challenge does not waive the drug-screening requirement or authorize the student to begin the program.

Following completion of the applicable challenge process, the College will determine start-clearance eligibility based upon the final drug-screen result and applicable College, program, and clinical eligibility requirements. A student who does not obtain an acceptable final drug-screen result may be considered for one subsequent program start, subject to program eligibility and space availability. A new College-approved drug screening and all other applicable enrollment and start-clearance requirements must be completed before the subsequent start. Clinical affiliates may impose additional or more stringent drug-screening or eligibility requirements.

Vaccinations

Some programs at NWSC require accepted students to submit documentation of having received immunizations for hepatitis B, influenza, tuberculosis, varicella, diphtheria, tetanus, pertussis, measles, mumps, and rubella. Admitted students under the age of 22 may also need to submit proof of having at least one dose of meningococcal conjugate vaccine on or after 16 years of age, if applicable.

Proof of immunity for all vaccines 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 for MMR, official evidence of birth on or before January 1st, 1957

Vaccination information must be submitted via the NWSC DISA Healthcare Technology portal.

Vaccination exemptions may be provided for medical reasons or conflicting religious beliefs. Students may identify the reason for the exemption via DISA and may be required to provide documentation/explanation, such as a signed statement from a physician or a written and signed statement detailing the specific belief that conflicts with vaccinations.

Failure to provide proof of immunity will preclude the student from enrollment in subsequent courses until the Admissions Representative receives appropriate documentation or the student is granted an exemption by the Director of Admissions.

Course Materials

On the first day of class, instructors provide students with a syllabus referencing course materials. It is the student's responsibility to obtain the materials by the designated deadlines.

Transcripts

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

Transcripts Release

Northwest Suburban College is committed to supporting student access, academic progress, and compliance with applicable federal and State of Illinois regulations regarding student records and financial obligations. Students are responsible for satisfying all obligations owed to the College in accordance with their enrollment agreement and approved payment arrangements.

Official Transcripts

The College may place restrictions on the release of official transcripts in cases involving outstanding financial obligations, except where prohibited by applicable law or regulation. Official transcripts required

for employment, transfer, financial aid applications, military service, or other legally protected purposes will be processed in accordance with Illinois law and institutional policy.

Unofficial Transcripts

In accordance with applicable Illinois law, the College will provide access to unofficial transcripts, regardless of a student's outstanding financial balance.

Registration Hold Policy

Northwest Suburban College (NWSC) reserves the right to place a registration hold on a student's account if there are outstanding financial obligations, missing academic records, or unresolved administrative requirements. A registration hold prevents the student from enrolling in future courses, participating in externships, or receiving official transcripts and diplomas.

Reasons for Registration Holds may include:

- Outstanding Tuition or Fees: Failure to pay tuition or fees by the scheduled due date or failure to set up an approved payment plan
- Incomplete Documentation: Missing required admissions documents, immunization records, or other required forms
- Academic Requirements: Not meeting prerequisite course requirements or mandatory academic advising
- Conduct Violations: Disciplinary actions resulting in restricted enrollment
- Library or Equipment Obligations: Unpaid library fines or unreturned College property

Students are notified of holds in writing and are encouraged to contact the appropriate department, such as Accounts, Registrar, or Admissions, to address and clear the hold. Financial holds may be resolved by either full payment or by establishing a formal payment arrangement with the Accounts Department.

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.

Technical Requirements for Populi Learning Management System (Recommended)

Operating System

- PC: Windows 7, Windows 8 (Windows 10 Recommended)
- Mac/Apple: MacOS 10.7, (MacOS 10.14.4 Recommended)

Processor

- Intel 2 GHz, Core Solo 1.5 GHz (Intel 2 GHz, Core Duo 1.83 GHz or faster Recommended)

Memory (RAM)

- 1 GB (4 GB recommended)

Free Hard Drive Space

- 20 GB (recommended)

Web Browsers

- Google Chrome: Best Option for Windows Users, Also Good for Mac Users
- Mozilla Firefox: Another Good Choice for Mac and Windows Users
- Safari: Great Option for Mac Users
- Internet Explorer: Not Available to Download for Mac Users
- Microsoft Edge: Encouraged for Windows 10 Users

Mobile Browsers

- Safari: Works Best with iOS Devices
- Google Chrome: Works Well with iOS and Android Devices
- Mozilla Firefox: iOS and Android
- Microsoft Edge: Baked-in to Windows 10 devices and works well with Populi
- Internet Explorer: Version in Windows 8.1 works as well

Monitor

- Minimum Resolution: 1280 x 1024 pixels (recommended)

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.

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 copyright.gov, especially their FAQs at copyright.gov/help/faq. For legal alternatives to unauthorized downloading, visit 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.

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 following:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar 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 to be 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; or 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, or 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 or Director 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, D.C. 20202

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, is considered a violation of the Code of Conduct. This includes disruption or obstruction of teaching, research, administration, or any other college activities.

Violence and Harassment

The following are examples of 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

The following are examples of theft and damage of 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 Director of Student Services & Programs. 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 the 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.

Procedure

Any allegation of a policy violation must be immediately reported to the Director of Programs & Student Services. The Director will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of the evidence, such as electronic and written material, if any exists. The Director will prepare a summary of its investigative findings, an assessment of the policy requirements in question, and an interpretation of the implications to the policy of the allegations, which will be provided to the Dean of Academic & Student Affairs.

Review of grievances and findings will be presided on by the Dean of Academic & Student Affairs. The Dean may meet with the respondent of the violation or grievance, giving that person an opportunity to acquiesce to or contest the allegations.

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 the existence of aggravating or mitigating circumstances of the infraction, solely at the discretion of the Dean.

- 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.

Appeals

A decision reached or a sanction imposed by the Dean may be appealed by the respondent to the Provost within ten days of receipt of the decision. Failure to respond within ten days of the receipt of the decision will result in the implementation of the recommended sanction(s). Appeals must be submitted in writing to the Provost clearly explaining the basis for the appeal. The decision of the Provost will be final.

Campus Safety Policies

Northwest Suburban College strives to maintain an environment that is healthy and safe. We strongly believe we are each responsible for creating a space where everyone is treated with respect and dignity.

Please refer to the NWSC Annual Security Report for a list of College policies, including anti-harassment and -sexual misconduct policies, drug- and hate crime-free policies, as well as resources for sexual and domestic violence, drug and alcohol-abuse, and more. The Annual Security Report is available at https://nwsc.edu/campus-safety/.

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.

Student Grievances

NWSC is committed to both the welfare of its students and continuous quality improvement. The College recognizes that a complaint from a student has to be addressed seriously and expeditiously, and might also represent an opportunity for improvement.

Grievances are defined as allegations by students that faculty or employees have violated College policies in a manner that affects the students' interests (and may include, but are not limited to, discrimination, harassment, capricious grading, or determinations made in the application of other College policies).

A student who has been unable to resolve a problem with a faculty or staff member should contact the Director of Programs & Student Services for the NWSC Grievance Form. The form should be completed and submitted to the Director of Programs 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.

The Director of Programs & Student Services will report all materials to the Director of Compliance (or, if against the Director of Compliance, then report to the President; if against the President, then reported to the Board of Regents). The Director of Compliance will conduct an investigation, identifying potential evidence and witnesses. Investigations include interviews and the review of the evidence, such as electronic and written material, if any exists. The Director of Compliance will prepare a summary of the investigation findings, an assessment of the policy requirements in question, and an interpretation of the implications to the policy of the allegations. The Director of Compliance shall then deliver the findings and decision to the reporter within ten days of receiving the Grievance Form and supporting evidence from the Director of Programs & Student Services. 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.

External Complaints

Complaints against this school may be registered with:
Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Boulevard, Suite 730
North Bethesda, MD 20852
Phone: 301-291-7550
Email: info@abhes.org

Illinois Board of Higher Education (IBHE)
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701
Phone: 217-782-2551
http://complaints.ibhe.org/

School of Undergraduate Studies (SUS)

General Admissions for SUS

Northwest Suburban College (NWSC) has a rolling admission policy. Please note the following requirements are for general entrance to the School of Undergraduate Studies. Admission to a specific program may require fulfilling its own entrance criteria. For program-specific requirements, refer to the specific program within this Catalog. If none is listed, refer to the General Admissions.

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

General Requirements

- High school diploma or GED certificate
- Minimum high school CGPA of 2.0 or minimum transfer CGPA of 2.5
    - Provisional acceptance may be provided to students who do not meet the minimum CGPA requirements. Contact the Admissions Representative for more information.

Admission Procedure

- Meet with an Admissions Representative for information about the programs.
- Complete the NWSC Application for Admission.
    - Applications are available in the NWSC Admissions Office or on the College website: www.nwsc.edu.
- Request your official high school or GED (General Education Development) transcript showing the courses taken and grades received to be sent directly from the school to: Northwest Suburban College, ATTN: Undergraduate Admissions, 5999 S. New Wilke Road, Building 500, Rolling Meadows, IL 60008).
    - Prior to the first day of attendance, students must provide documentation evidencing a regular high school diploma or recognized equivalent. An unofficial transcript or copy of diploma may be accepted for this purpose. The College must receive the official copy prior to completion of the first term. Failure to do so may result in Administrative Withdrawal from the term, unless an exception is provided by the Dean's Office.
    - In some circumstances where institutions are unable to send transcripts to NWSC (e.g., school abroad closed), exceptions may be made. See the Director of Admissions for additional information.
- If available, submit the ACT or SAT score, either as an official report or within an official high school transcript.
    - High school advanced placement (AP) courses may receive college credit upon receipt of the official AP exam report indicating a score of 4 or higher.

Returning Student Admission Steps

- Reapply for admission by completing an Application for Admission.
- Meet with a Student Advisor.
- Attend the NWSC Student Orientation on the scheduled date.

Transfer Student Admission Steps

- Meet with the Admissions Representative for information about the programs.
- Complete the NWSC Application for Admission. Applications are available in the NWSC Admissions Office or on the College website: www.nwsc.edu.
- Request all official college transcript(s) showing the courses taken and grades received from approved college(s) to be sent directly from the school to Northwest Suburban College (ATTN: Undergraduate Admissions, 5999 S. New Wilke Road, Building 500, Rolling Meadows, IL 60008).
    - At the time of enrollment, students may provide an unofficial copy of college transcripts. However, students must submit the official transcripts to the College prior to graduation in order for courses to be officially transferred.
    - In some circumstances where institutions are unable to send transcripts to NWSC (e.g., school abroad closed), exceptions may be made. See the Director of Admissions for additional information.
    - NWSC publishes clear policies for transfer credit and prior learning. See the section titled Transfer Credits for Degree Programs under Academic Policies.
    - Approved credits are applied to the program requirements and students will receive written notification.

Enrollment Procedure for all SUS Applicants

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.
    - Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).
- Complete the Enrollment Packet.
- Set up your DISA Healthcare Technology Account: NWSC uses DISA, a third-party vendor for screening and document tracking services. Applicants are required to set up the DISA account by visiting: http://nwsccompliance.com/. DISA document requirements include:
    - Screening Requirements: Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
        - 10-Panel Drug Screen
            - See Student Policies: Drug Screening Policy for more information.
        - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
            - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.

- Tracking Requirements:
  - CPR Training
  - For AAS-MA Only: OSHA Certification, HIPAA Certification
  - Emergency Contact Information
  - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella
- All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.

- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Cooperative Programs Admission Requirements

NWSC may offer cooperative programs with other schools. When available, details on the programs and admissions requirements will be provided in the Catalog.

Ability-to-Benefit (ATB) Students

NWSC does not currently enroll students under the Ability-to-Benefit provision.

High School or Program Verification

In reviewing high school diplomas from applicants for admissions purposes, NWSC authenticates the issuing high school from the list published by the Illinois Board of Education site, https://www.isbe.net/Pages/PublicSchoolDistrictLookup.aspx.

Should the diploma originate from a high school situated outside the state or a private educational institution, the NWSC Admissions Associate will authenticate it by calling the issuing school or checking their official website based on available information, or conducting an online search for relevant information, or by referring to the official website of the Board of Education of the state where the issuing school is located. The results of this authentication will be maintained in the applicant's file and serve as the basis for an appropriate admissions decision.

Verification & Documentation of Student's Physical Location/Address

The NWSC admissions process requires the Admissions Associate to review and keep a copy of each student's government-issued ID (state ID, driver's license, or passport) to confirm and document, amongst other information, the U.S. physical location/address of the student. Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address.

SUS Programs

For the current Academic Calendar, please refer to the College website, Academics page.

General Education

Philosophy

Northwest Suburban College's General Education Program aims to cultivate in students the intellectual foundation, competencies, critical outlook, and motivation necessary to integrate ideas, address complex challenges, and contribute meaningfully to societal improvement. It's designed to foster curiosity beyond one's immediate needs or goals, while building the capacity to interpret and evaluate a wide range of topics and situations through reasoned judgment.

NWSC's general education components include:

- Communication: 9 Semester Credit Hours: 2 writing courses, 1 speech course
- Humanities and Fine Arts: 9 Semester Credit Hours: 1 course in Humanities, 1 course in Fine Arts
- Mathematics: 3-5 Semester Credit Hours
- Physical Sciences and Life Sciences: 7-8 Semester Credit Hours: 1 course in Physical Sciences, 1 course in Life Sciences
- Social and Behavioral Sciences: 9 Semester Credit Hours: Must take courses in at least 2 different disciplines

Learning Outcomes

The general education component of each undergraduate program is designed to provide students with a solid foundation by exposing them to different areas of study. In addition to strengthening effective communication and critical thinking skills, courses offer greater insight to students choosing their lifelong careers. As requisites for graduation from the undergraduate programs, these courses include students from a variety of backgrounds, thereby providing a real-world, diverse interactive experience. Hence, upon completion of the general education components, the student should be able to:

- Develop a range of interests and communicate these curiosities through critical inquiry and problem-solving;
- Identify civic and community involvement;
- Understand diverse perspectives by communicating an appreciation of differences and its impact on personal and professional lives; and
- Utilize learning skills gained to actively pursue knowledge and apply new information and skills in interdisciplinary approaches.

Associate of Applied Science in Medical Assisting

The Associate of Applied Sciences in Medical Assisting (AAS-MA) program will prepare students to perform both clinical duties and administrative responsibilities in any medical care facility including physicians' offices, clinics, urgent care, and hospitals under the supervision of medical professionals. This program is ideal for both students who have received their medical assistant certificate as it builds upon the knowledge learned in the program, and for students who are new to the medical assisting field as it provides a comprehensive curriculum covering all areas of medical assisting.

Students will gain hands-on experience and competency in clinical and administrative medical assisting including but not limited to blood drawing, vital signs recording, patient examination assisting, laboratory specimens collecting, laboratory tests conducting, administering medication, patient records management, appointment scheduling, hospital admissions processing, billing and coding correspondence, as well as professionally communicate with supervisors, subordinates, patients, and other parties. The general education courses will provide students with comprehensive and versatile knowledge that expand their understanding of the diverse world around them and prepare them to professionally communicate, both verbally and in writing.

The skills gained from this program will expand career opportunities in the field of medical assisting. Upon successful completion of the program, students will be awarded an Associate of Applied Science in Medical Assisting.

Requirements for Enrollment

Enrollment requirements for the AAS-MA Program that are screened/tracked by DISA include:

- Screening Requirements:
  Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
  - 10-Panel Drug Screen
    - See Student Policies: Drug Screening Policy for more information.
  - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
    - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.
- Tracking Requirements:
  - CPR Training
  - OSHA Certification
  - HIPAA Certification
  - Emergency Contact Information
  - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella.

All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.

Requirements for Graduation

- Complete a minimum of 64 credit hours (30 general education credit hours, 34 core credit hours).
    - In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, 16 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

Program Objectives

Upon completion of the AAS-MA Program, the graduate should:

- Serve as a multifunctional member of the healthcare team by providing valuable service and support.
- Utilize administrative and clinical competencies to assist in procedures.
- Utilize competencies in a variety of healthcare settings, including but not limited to doctors' offices, laboratories, free-standing clinics, and hospitals.
- Apply legal and ethical concepts to the medical practice.
- 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 unique opportunities for advancement in any area of healthcare (continuing education), professional growth, and personal satisfaction.
- Understand diverse perspectives and communicate professionally with all members of the healthcare team and patients.

Occupational Objectives

Graduates of the Associate of Applied Science in Medical Assisting program are prepared for positions in medical offices, clinics, and other medical settings and may qualify for the following positions: Medical Assistant, Medical Secretary, Medical Receptionist, and Clinical Assistant.

Licensure and Credentialing

Illinois does not require Medical Assistants to obtain state licensure or certification as a condition of employment. Accordingly, there are no Illinois state educational requirements for Medical Assistant licensure or certification that graduates of this program must satisfy as a condition of employment. Individual employers may establish their own credentialing or certification requirements.

Program Length and Delivery

- Total Credit Hours: 64
- Program Duration: 5 Semesters; 75 Weeks
- Program Delivery Method: On Campus/Residential

Program Delivery Method

The program delivery method for the Associate of Applied Science in Medical Assisting program at Northwest Suburban College (NWSC) is an in-person, semester-based format.

Program of Study

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 1. Requirements for an Associate of Applied Science in Medical Assisting

Area	Min. Credit Hours	Course Code	Course Name	Course Credit Hours	General Edu
Communications	9	ENG 101	English Language and Composition I	3	✓
		ENG 102	English Language and Composition II	3	✓
		ENG 202	Fundamentals of Speech Comm.	3	✓
Mathematics	4	MTH 121	College Algebra/Pre-Calculus	4	✓
Physical & Life Sciences	5	BIO 101	Principles of Biology	5	✓
Humanities & Fine Arts	6	*HUM Elective*		3	✓
		FA Elective		3	✓
Social & Behavioral Sciences	6	PSY 101	Principles of Psychology	3	✓
		SOC or HIS Elective		3	✓
Core	34	BIO 104	Medical Terminology	2	
		BIO 201	Human Anatomy & Physiology I	4	
		BIO 202	Human Anatomy & Physiology II	4	
		HS 200	Introduction to Healthcare	2	
		MA 110	Medical Law & Ethics	3	
		MA 111	Administrative Medical Assisting I	4	
		MA 112	Administrative Medical Assisting II	4	
		MA 113	Clinical Medical Assisting I	5	
		MA 114	Clinical Medical Assisting II	2.5	
		MA 117	Medical Assisting Externship	3.5	

Table 2. Suggested Plan of Study for Associate of Applied Science in Medical Assisting

Semester	Course Code	Course Title	Credits
1st Semester	BIO 101	Principles of Biology	5
	ENG 101	English Language & Composition I	3
	HS 200	Introduction to Healthcare	2
	MA 111	Administrative Medical Assisting I	4
			14
2nd Semester	BIO 104	Medical Terminology	2
	ENG 102	English Language & Composition II	3
	MA 112	Administrative Medical Assisting II	4
	MTH 121	College Algebra/ Pre-Calculus	4
			13
3rd Semester	ENG 202	Fundamentals of Speech Communication	3
	MA 110	Medical Law & Ethics	3
	MA 113	Clinical Medical Assisting I	5
	SOC 101	Principles of Sociology I	3
			14
4th Semester	BIO 201	Human Anatomy & Physiology I	4
	FA 103	Religion in Architecture	3
	MA 114	Clinical Medical Assisting II	2.5
	PSY 101	Principles of Psychology	3
			12.5
5th Semester	BIO 202	Human Anatomy & Physiology II	4
	HUM 203	Humanities Appreciation	3
	MA 117	Medical Assisting Externship	3.5
			10.5
		Total Credit Hours	64

Medical Assistant-Certificate-to-AAS-MA Pathway

Graduates of NWSC's Medical Assistant Certificate Program may receive advanced standing in the Associate of Applied Science in Medical Assisting Program for corresponding coursework successfully completed at NWSC. Upon review of the student's academic record, up to 34 credit hours of applicable Medical Assistant Certificate coursework may be applied toward the AAS-MA core requirements.

Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
BIO 104	Medical Terminology	2	MA 111	Administrative Medical Assisting I	4
BIO 201	Human Anatomy & Physiology I	4	MA 112	Administrative Medical Assisting II	4
BIO 202	Human Anatomy & Physiology II	4	MA 113	Clinical Medical Assisting I	5
HS 200	Introduction to Healthcare	2	MA 114	Clinical Medical Assisting II	2.5
MA 110	Medical Law & Ethics	3	MA 117	MA Externship	3.5

Certificate courses/programs completed at other institutions are not eligible for transfer credits.

Bachelor of Health Science

Students in the Bachelor of Health Science Program (BHS) will gain a basic understanding of the different healthcare-related settings and services alongside current healthcare-related issues, including the dynamics of the healthcare delivery system, policies, and ethics. Students will be exposed to healthcare research through externship training and/or a clinical research project. Moreover, students will develop foundational knowledge in the field of human biology, human anatomy and physiology, medical terminology, epidemiology, disease prevention, health promotion, mental health, and public health.

The BHS prepares students to be proficient and gain experience in multiple areas that will expand career opportunities in the field or enable them to pursue graduate education. Students may find employment in positions including, but not limited to, clinical research coordinator, medical and health services specialist, public health education specialists, community health specialists, medical equipment and sales representatives, and health insurance processing specialists.

Upon successful completion, students will be awarded a Bachelor of Health Science degree.

Requirements for Enrollment

Enrollment requirements for the AAS-MA Program that are screened/tracked by DISA include:

- Screening Requirements:
  Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
  - 10-Panel Drug Screen
    - See Student Policies: Drug Screening Policy for more information.
  - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
    - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.
- Tracking Requirements:
  - CPR Training
  - OSHA Certification
  - HIPAA Certification
  - Emergency Contact Information
  - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella.

All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.

Requirements for Graduation

- Complete a minimum of 120 credit hours (42 general education credit hours and 78 core credit hours, including 7 research credit hours). A minimum of 40 credit hours should be at the upper-levels.
    - In order to obtain a degree from NWSC, transfer students from other accredited colleges must complete, at a minimum, 30 credit hours of required coursework at NWSC.
- Maintain a minimum CGPA of 2.0/4.0.

Program Objectives

Upon completion of the Bachelor of Health Science Program, the graduate should:

- Apply critical and scientific inquiry to identify and evaluate valid and reliable knowledge in the health discipline and in various healthcare settings.
- Identify organizational and societal needs and apply the most effective interventions for problem-solving.
- Utilize appropriate methods to promote health behaviors and practices.
- Interpret and apply ethical principles and values in the practice of health.
- Recognize varying perspectives towards health and illness in order to effectively assist and advocate for diverse populations.
- Understand diverse perspectives and communicate professionally to inform health information to the public.

Occupational Objectives

Graduates of the Bachelor of Health Science program are prepared for positions such as Clinical Research Coordinator, Medical and Health Services Specialist, Public Health Education Specialist, Community Health Specialist, Medical Equipment and Sales Representative, and Health Insurance Processing Specialist.

Program Delivery Method

The program delivery method for the Bachelor of Health Science (BHS) at Northwest Suburban College (NWSC) is an in-person, semester-based format. Many courses include both lecture and lab components, ensuring hands-on scientific training in addition to classroom learning.

Program Length and Delivery

- Total Credit Hours: 120
- Program Duration: 7 Semesters; 105 Weeks
- Program Delivery Method: On Campus/Residential

Program of Study

Courses identified in the table below are required courses, including both general education and core courses. Possible elective courses are also included, but students are encouraged to contact the student advisor for an updated list of courses and their application in general education versus core course requirements.

Table 3. Requirements for a Bachelor of Health Science

Area	Min. Credit Hours	CourseCode	Course Name	Course Credit Hours	General Edu
Communications	9	ENG 101	English Language and Composition I	3	✓
		ENG 102	English Language and Composition II	3	✓
		ENG 202	Fundamentals of Speech Comm.	3	✓
Mathematics	8	MTH 121	College Algebra/Pre-Calculus	4	✓
		MTH 122	Calculus	4	✓
Physical & Life Sciences	7	BIO 101	Principles of Biology	5	✓
		CHEM Elective		2	✓
Humanities & Fine Arts	9	HUM 205	Introduction to Ethics	3	✓
		Upper-Level HUM Elective (300 or above)		3	✓
		FA Elective		3	✓
Social & Behavioral Sciences	9	PSY 101	Principles of Psychology	3	✓
		Upper-Level PSY Elective 300 or above)		3	✓
		SOC 101	Principles of Sociology	3	✓
Core	78	BIO 102	Cellular & Molecular Biology	5	
		BIO 104	Medical Terminology	2	
		BIO 201	Human Anatomy & Physiology I	4	
		BIO 202	Human Anatomy & Physiology II	4	
		BIO 210	Genetics	4	
		BIO 302	Molecular Genetics & Biotechnology	5	
		BIO 303	Microbiology	4	
		COMM 203	Fundamentals of Public Relations	3	
		HS 200	Introduction to Healthcare	2	
		HS 201	Introduction to Clinical Research	3	
		HS 222	Introduction to Hospital Patient Care Practices	2	
		HS 250	Healthcare in the U.S.	3	
		HS 251	Fundamentals of Public Health	4	
		HS 260	Healthcare Practice	3	
		HS 301	Healthcare Ethics & Legal Issues	3	
		HS 310	Epidemiology and Public Health	3	
		HS 312	Mental Health	3	
		HS 430	Healthcare Policy	3	
		MTH 301	Biostatistics	4	
		PSY 350	Organizational Behavior	3	
		RES 200	College Seminar	2	

		RES 307	Undergraduate Research Seminar	2	
		RES 399/408	Externship/Undergrad Research Project	3	
		SOC 220	Medical Sociology	4	

Table 4. Suggested Plan of Study for Bachelor of Health Science

Term	Course Code	Course Title	Credits
1st Semester	BIO 101	Principles of Biology	5
	CHEM 100	Chemicals Around Us	2
	ENG 101	English Language & Composition I	3
	HS 200	Introduction to Healthcare	2
	MTH 121	College Algebra/Pre-Calculus	4
			16
2nd Semester	BIO 102	Cellular & Molecular Biology	5
	BIO 104	Medical Terminology	2
	ENG 102	English Language & Composition II	3
	MTH 122	Calculus	4
	PSY 101	Principles of Psychology	3
			17
3rd Semester	BIO 201	Human Anatomy & Physiology I	4
	ENG 202	Fundamentals of Speech Communication	3
	COMM 203	Fundamentals of Public Relations	3
	HUM 205	Introduction to Ethics	3
	SOC 101	Principles of Sociology I	3
			16
4th Semester	BIO 202	Human Anatomy & Physiology II	4
	FA 103	Religion in Architecture	3
	HS 201	Introduction to Clinical Research	3
	HS 301	Healthcare Ethics & Legal Issues	3
	SOC 220	Medical Sociology	4
			17
5th Semester	BIO 210	Genetics	4
	HS 250	Healthcare in the U.S.	3
	HS 251	Fundamentals of Public Health	4
	HS 310	Epidemiology and Public Health	3
	PSY 310	Adult Development & Aging	3
	RES 200	College Seminar	2
			19
6th Semester	BIO 302	Molecular Genetics & Biotechnology	5
	HS 222	Introduction to Hospital Patient Care Practices	2
	HS 260	Healthcare Practice	3
	HS 312	Mental Health	3
	HUM 310	Literature, Culture, and the Human Experience	3
	RES 307	Undergraduate Research Seminar	2
			18

7th Semester	BIO 303	Microbiology	4
	MTH 301	Biostatistics	4
	HS 430	Healthcare Policy	3
	PSY 350	Organizational Behavior	3
	RES 399	Externship	3
			17
		Total Credit Hours	120

Healthcare Management Certificate-to-BHS Program Pathway

Graduates of NWSC's Healthcare Management Certificate Program (HCM) may be eligible to apply their certificate toward the Bachelor of Health Science Program (BHS). Students who complete the HCM certificate with a minimum cumulative GPA of 2.0 may receive credit for the following three BHS courses, subject to transcript review and approval:

Course Code	Course Title	Credit Hours
HS 200	Introduction to Healthcare	2
HS 250	Healthcare in the U.S.	3
HS 260	Healthcare Practice	3
	Total	8

Certificate courses/programs completed at other institutions are not eligible for transfer credits.

SUS 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.

Academic Credit

An academic credit hour is a unit of measure used to award academic credit.

- One lecture credit hour consists of 50 minutes of direct instruction per week over the academic term.
- One laboratory credit hour consists of 100 minutes of direct instruction per week over the academic term.
- One clinical credit hour consists of 45 hours of supervised clinical experience over the academic term.

Scheduled breaks may be provided but are not included in the calculation of instructional time.

Tracks & Pathways

Tracks are optional suggested curriculum sequences within an academic program that allows students to focus their studies in a specific area of specialization while completing the requirements for a single degree or credential. Pathways are optional guided curriculum routes that may include routes to stackable credentials. Potential tracks and pathways are noted on the College website and can be discussed with advisors.

Tracks and pathways are intended for academic advising purposes only and do not constitute separate academic programs, majors, minors, concentrations, specializations, certifications, or licensure pathways. Tracks and pathways have not been separately approved by the Illinois Board of Higher Education, Accrediting Bureau of Health Education Schools, or any other governing body. Completion of a track or pathway does not guarantee employment, certification, or professional licensure and will not appear as a distinct credential on a student's diploma or transcript. Students remain responsible for fulfilling all degree program requirements. The institution reserves the right to modify or discontinue tracks and pathways at any time. Reasonable efforts will be made to inform students of changes affecting their course planning.

Evaluation of Transfer Credit for Degree Programs

If a student transfers to Northwest Suburban College from another institution, the transfer credits accepted by the College will count as total semester credits attempted and total semester credits completed. The grades from such credits will not be included in the calculation of minimum cumulative GPA or final GPA.

The evaluation of transfer credits is based on an evaluation of transcripts, assessment of course equivalency including content, articulation agreements (if applicable), and the accreditation status of the awarding institution. Because of the individuality of each course, careful consideration is made when transferring credits to the College's program in order to ensure that the course content meets the high standards of the College and is aligned with the program objectives.

The College considers granting transfer credit for the following:

- College level courses taken from another institution with appropriate state approvals and recognized by the Department of Education recognized accreditation in the United States.

- Foreign transcripts must be evaluated at the student's expense by a qualified credential evaluation agency designated or accepted by the College. The evaluation must establish the qualitative and quantitative equivalency of the foreign education, including the specific coursework for which transfer credit is sought. The College will consider evaluations from qualified agencies that meet applicable ABHES requirements, including members of organizations such as NACES or AICE..
- Credits from proficiency examinations such as Advanced Placement exams and the College Level Examination Program (CLEP).

Application of Credit Transfer

Transfer credits will be applied to the requirements of a degree program if students complete their residency requirement at NWSC and satisfactorily complete the remaining coursework in his/her degree program. Please see the specific program page for information on the number of transfer credit hours accepted by program.

No credit for the coursework completed at another institution will be applied if the same or an equivalent course is taken at NWSC. Credits taken at another institution while enrolled at NWSC may not be transferred; students are encouraged to consult with their advisor.

Application of Credit from Medical Assisting Certificate Program to Associate of Applied Science in Medical Assisting Program

Students who have satisfactorily completed the NWSC Medical Assisting Certificate Program may be awarded equivalency credit hours toward the AAS-MA Program. See the Associate of Applied Science in Medical Assisting section for more details. The Associate Dean of Academic & Student Affairs will review the student's MA Certificate transcript and determine course transfers. Contact the Dean for more information.

Application of Credit from Healthcare Management Certificate Program to Bachelor of Health Science Program

Students who have satisfactorily completed the NWSC Healthcare Management Certificate Program may be awarded equivalency credit hours toward the BHS Program. See the Bachelor of Health Science section for more details. The Associate Dean of Academic & Student Affairs will review the student's HCM Certificate transcript and determine course transfers. Contact the Dean for more information.

Transfer of Credit Disclaimer

Northwest Suburban College does not guarantee that credits earned at the institution will be accepted by any other college, university, or program. The acceptance of transfer credit is always at the discretion of the receiving institution, and each institution sets its own policies and criteria for evaluating transfer coursework.

Standards for Credit Evaluation

The Admissions Committee will determine transferrable credits, based on:

- Course Descriptions: The Committee will determine if: (1) a course satisfies the learning objectives of an equivalent College course, (2) a course satisfies substantively similar learning objectives to a non-equivalent course and it is appropriate to allow the course to substitute for the College course, or (3) it is appropriate to allow the course to transfer as a general elective.
- Course Grades: College-level courses in which a student has earned a C-grade or higher taken at an accredited and state approved institutions of higher education in the United States. A numeric

average of 80 percent or better is required for schools not using a traditional grading scale (Though infrequent, exceptions may be made by the Dean of Academic & Student Affairs for courses with grades of C or higher.).

- Course Accreditation: The committee will give weight to the rigor of the institutional or programmatic accreditation of a course applied for transfer in making a determination of transferability. Only courses deriving from state approved institutions and from a Department of Education recognized accreditor will be considered for transfer (unless meeting the separate requirements for foreign credits).
- Credit Differences: Transfer courses with credits that are greater than the NWSC equivalent course will be given the NWSC course credit amount. Transfer courses with credits that are less than the NWSC equivalent course will be given the transfer credit amount.
- Age of Credits: Transfer courses taken more than 10 years before admission—or more than 5 years before admission for science courses—may not be denied.
- Foreign Credits: Foreign transcripts must be evaluated at the student's expense by an outside agency designated by the College. The results of such a review will be considered, along with other factors in a decision to award transfer credit.
- Test Results: The Admissions Committee shall develop standards for acceptance of credit by approved examination, including acceptable subjects' equivalent to College courses and required minimum test scores.

Credit for Prior Learning (CPL) (AAS-MA program only)

Students in the Associate of Applied Science in Medical Assisting Program may apply for Credit for Prior Learning (CPL) from work experience to MA 117/Medical Assisting Externship. To do so, the student must complete an NWSC CPL Form, available from the Associate Dean of Academic & Student Affairs. Students must explain how their life or professional experience is commensurate with each of the course learning outcomes. The explanation must be typed, double-spaced, and between 500-1000 words (not to exceed 1000 words). The student must also provide documentation of a minimum of four years of validated work experience within the last five years. Upon submission to the Dean, a member of the NWSC faculty will review and determine if the quality of the work proposed is equivalent to college-level learning.

Course Syllabi

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

Satisfactory Academic Progress

All students at Northwest Suburban College must meet the College's standards for Satisfactory Academic Progress (SAP). The College requires compliance with the SAP policy for all students in undergraduate degree programs and certificate programs.

Students are expected to adhere to the guidelines for the SAP Policy for both Minimum Cumulative GPA (Qualitative Progress) and Timely Completion (Quantitative Progress). Satisfactory academic progress evaluations will be conducted by the NWSC Dean of Academic & Students Affairs using the criteria below.

SAP Evaluation

Satisfactory Academic Progress evaluations will be conducted by the Dean of Academic & Student Affairs after final grades have been posted for the program's designated Evaluation Increment in the degree programs (i.e., at the end of each term). Students who fail to meet the SAP guidelines will be notified in writing.

Credit evaluation for measurement of SAP is calculated as follows:

- Grades of A, B, C, or D are earned credit.
- Grades of F and W are considered hours attempted, but no credit is earned.
- Incomplete grades (I) are considered hours attempted, but not earned credit until a passing grade is posted. An Incomplete grade will revert to an F if the work is not completed by the end of the following semester.

Repeated classes are considered hours attempted in all terms, but are earned credit only in the term with the highest passing grade is posted. Students can repeat course(s) with a "D" or "F" grade, and only the final grade will be included in the GPA.

Students who fail to meet standards for satisfactory academic progress are subject to being placed on academic probation. Students are expected to work closely with their advisor to maintain good academic standing and for rehabilitation of good academic standing. Continued failure to comply with SAP may become ineligible for institutional aid and face dismissal from the College.

Credit Policies

Courses in the College's degree programs are measured in terms of credit hours. A semester is 15 weeks long. One semester credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.
- Two hours of lab per week for a semester or the equivalent number of hours.
- Three hours of externship/clinical per week for a semester or the equivalent number of hours.

Students are expected to work outside hours for each credit hour or lecture/laboratory for the associate and bachelor's programs as follows:

- Each hour of class work requires two hours of out-of-class activities.
- Each hour of laboratory work requires one hour of out-of-class activities.

Course Scale and Course 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 syllabus.

Degree program courses are evaluated using a letter grade system. The following grading scale will be used to assess each student's performance in graded courses:

Grade	Grade Percentage	Grade Description	Grade Points	Credits Earned (Per Credit)
A	100 – 90	Excellent	4	1
B	89 – 80	Good	3	1
C	79 – 70	Average	2	1
D	69 – 60	Poor	1	1
F	59 or Below	Failure	0	0

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

Grade	Grade Description	Application	Credits Earned (Per Credit)
P	Pass	Used to designate passing performance in courses designated as eligible for Pass/ Fail grading in the academic catalog. A student must identify their desire for Pass/Fail grading at the time of registration.	1
I	Incomplete	Students not completing specific course requirements and/or the Final Exam may be assigned an "I" grade by the instructor. There will be a written explanation of the work to be completed. To convert an "I" grade to a letter grade, a student must complete all requirements by the end of the following semester. If the student fails to do so, the "I" will automatically convert into an "F" grade.	0
R	Repeat	Students may repeat courses in which a D or F was earned. Upon successful completion, the prior grade will convert to an R. Any credits granted for that course will be removed, and it will not be included in GPA calculations.	0
W	Withdrawal	Student withdrawn from a course after the last date to drop (generally 10 days after the start of the semester) but before the end of the last day to withdraw.	0
AW	Administrative Withdrawal	Student removal from a course or program due to failure to comply with College policies or due to dismissal.	0

The last day to drop is generally the tenth day of the semester, and the last day to withdraw is Friday of the ninth week of the semester. If a student withdraws from a course before the last day to drop, the course will not appear on the student's transcript. All courses appearing on the transcript with a grade or designation described here are considered attempted credits.

Course Load

Students in the undergraduate programs are expected to enroll in 12-17 credit hours/term. Any student enrolled 18-21 credit hours must receive approval from the advisor. In rare circumstances, a student may be granted additional credit hours, which may be granted by the Dean of Academic & Student Affairs.

Minimum Cumulative GPA

The College's qualitative measure of academic progress requires that students maintain a minimum cumulative GPA. At the end of each evaluation increment, degree-seeking students must achieve a minimum cumulative grade point average of 2.0 on a 4.0-point scale. Exception is for the end of the first academic year, where an undergraduate student must attain a minimum cumulative grade point average of 1.5/4.0 for 1-29 registered credit hours and 2.0/4.0 for 30+ credit hours. This ensures that students are on track to achieve the necessary grade point for program completion.

Timely Completion

The College's quantitative measure of academic progress requires timely program completion. To achieve satisfactory academic progress for Timely Completion, the student must complete 2/3 of the cumulative hours attempted. This ensures that students are making reasonable progress toward program completion.

In addition, the College's enrollment agreement sets expectations for the level of course enrollment expected of full-time and part-time students. These expectations are designed to ensure that students complete their degrees within 150% of the normal program length (for their enrollment type) when complying with SAP standards.

Maximum Time Frame & Minimum Completion of Work

Each student must complete their degree within 150% of the normal program length. Therefore, the following table details the SAP policy, including the maximum amount of time a student can take to complete the program, when students will be evaluated (Evaluation Increment), and the minimum amount of work that must be completed by the evaluation increment in order to meet the maximum time frame. Credits counted in the maximum time frame include all attempted courses, including pass/fail (P/F), each repeated course, withdrawals (W), failures (F), and incompletes (I).

Program	Time Frame	Max Time Frame	Evaluation Increment	Min. Work Completed at Evaluation Increment
Associate of Applied Science in Medical Assisting	5 Semesters	8 Semesters	End of Semester	12 Credit Hours
Bachelor of Health Science	7 Semesters	11 Semesters	End of Semester	12 Credit Hours

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 written notice of his/her probationary status, and the status will be identified on the student's transcript.

Once placed on Academic Probation, a student must comply with the Probationary Standards:

- In each term a student registers for courses, the student must earn credit for 2/3 of the courses registered and receive a minimum term GPA of 2.0/4.0.
- The student must meet with their advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over their academic progress.

A student will be removed from academic probation when they establish 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 term, will be continued on academic probation for another term.

A student who fails to meet the Probationary Standards for any term 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 they will be able to comply with the Probationary Standards in future terms. 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.

Minimum Graduation Requirements

The minimum requirements for graduation include the following:

- Achieve a minimum CGPA of 2.0/ C average.
- Satisfactorily complete all required courses.
- Meet minimum attendance requirements and requirements for assignments and out-of-class work.

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, they must directly notify the instructor prior to the session. Moreover, in cooperation with the instructor, the student is required to make-up the missed hours.

The College policy is that a student may not exceed two absences per course. However, each instructor has the right to modify his/her course attendance policy, which can be found in the course syllabus. Failure to meet the attendance policy may result in an administrative withdraw (AW) from or Failure (F) in the course and may require repeating it.

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. Instructors may ask for cell phones to be placed in a designate space; in such case, students may retrieve their phones once the class is dismissed.
- No items should be on or under the desk, unless provided by instructor.
- No headphones/ear buds are allowed.
- Backpacks and/or bags must be placed at the front of the classroom.

Instructors have the right to modify exam procedures.

Externships
Some programs at Northwest Suburban College may 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.

Students shall note 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. If necessary, students are also required to purchase individual liability insurance at their own expense.

Attestation Policy
Northwest Suburban College will allow students and graduates attestation for two specific purposes: admissions and placement verification. All student and graduate attestations must be signed and dated by the student or graduate.

For admissions purposes, student attestation will be allowed in exceptional circumstances when:

- The original high school diploma or equivalent cannot be obtained by usual means.
- The student's physical location/address is not ascertainable through a government-issued ID (Examples of such circumstances include a student with refugee status and situations where obtaining a copy of a high school diploma or equivalent would be impractical, impossible, and/or dangerous.)

For placement purposes, graduate attestation will be allowed for documenting placement.

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.

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. The student should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grades due date. The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, they have until the end of the current semester to submit the student's written statement and written resolution to the Dean of Academic & Student Affairs.

Program Change

For those students interested in changing programs or seeking to earn additional credentials, standing credits attempted and grades earned will count towards the new program of study and satisfactory academic progress.

Transfer students seeking to change programs will have their transcripts reevaluated according to the maximum transfer credits allowed for the desired program.

Course Drops and Withdrawals

A student wishing to drop or withdraw from a course must complete the Course Withdrawal Form. The form may be submitted to Registrar in person or by registered mail. The effective date of a withdrawal is the date submitted in this manner.

If a student withdraws from a course prior to the drop/add date (specified in the academic calendar) it is considered a drop. The student may elect to register for a different course or have their drop processed according to the College's Policy on Tuition Refunds, if eligible.

Withdrawals after the drop/add date will be processed according to the College's Policy on Tuition Refunds, if eligible. Withdrawals after the drop/add date will be counted as courses attempted and appear on the student's transcript as described in the College's Policy on Grading.

The College may initiate an administrative course withdrawal if:

- The student fails to attend a course for two weeks; or
- The student fails to attend 25% (aggregate) of the class sessions for a course.

Administrative withdrawals are recorded on a student's transcript per the College's Policy on Grading, and will be processed according to the College's Policy on Tuition Refunds. The effective date of an administrative withdrawal is the later of:

(1) the last day that the student attended the course, or
(2) the day after the drop/add date.

If an administrative withdrawal would be effective after the last day to withdraw designated on the academic calendar, the student will instead receive a failing grade (F) for the course.
For refund information, please refer to the College's Institutional Refund Policy.

Repeating Courses
Students may repeat course(s) with a D or F grade, and 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 degree.

Program Withdrawals
A student 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 fail to attend the College for two consecutive terms, without requesting a leave of absence, will be administratively withdrawn. Failure to attend is defined as failure to register for any courses, withdrawal from all courses, or administrative withdrawal from all courses. Such students must complete an application for readmission and new enrollment agreement before being allowed to register for any subsequent courses.

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.

Students who withdraw from their programs after the drop/add date for the term will have all courses recorded on their transcript as course withdrawals. Students who are administratively withdrawn from their programs after the drop/add date for the term will have all courses recorded on their transcript as administrative withdrawals.

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

Leave of Absence
Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to six months. 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 or spouse, child, or parent; birth of a child; jury duty; or military obligations. In order for the student to be granted an LOA, the student must submit a completed, signed, and dated Leave of Absence Form to the Dean of Academic & Student Affairs.

Students should note that a LOA might 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 required to maintain the normal progress in the program will be available at the time of reentry.
- Students may have to wait for the appropriate course to be offered.

Students requiring extended leave must consult the Dean. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program, and 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.

School of Allied Health Sciences

General Admissions for SAHS

Northwest Suburban College has a rolling admission policy. Please note the following requirements are for general entrance to the School of Allied Health Sciences. Admission to a specific program may require fulfilling its entrance criteria. If specific entrance criteria exist per program, it will be listed under the respective program in this Catalog.

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 admissions requirements are:

- High school diploma, GED, or equivalent

International Students: In addition to the above:

- Proof of English proficiency may be required, such as a minimum TOEFL iBT score of 61/100, TOEFL PBT score of 500/670, IELTS score of 6.0/9.0, or Duolingo English Test score of 90/160, unless they have completed their education in English or are U.S. citizens. If the student studied in an English-speaking country (2+ years), then no English proficiency test is needed.
- A personal statement or letter of intent explaining your interest in the program, career goals, and reasons for seeking admission to the program is requested. This should be no more than one page, typed, single-spaced, 12-point font.
- Conditional acceptance may be possible if English proficiency scores are less than the minimum requirement and based on an evaluation of the personal statement and ESL plan.

Applicants who do not meet the minimum requirements may be asked to participate in a brief interview (virtual or on-site) to discuss their goals and readiness for the program.

Admission & Enrollment Procedures

- 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 & required documentation.
- Request your official high school or GED transcript be sent directly to: Northwest Suburban College, ATTN: SAHS 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.

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.

- Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).

- Complete the Enrollment Packet.
- Set up your DISA Healthcare Technology Account: NWSC uses DISA, a third-party vendor for screening and document tracking services. Applicants are required to set up the DISA account by visiting: http://nwsccompliance.com/. DISA requirements vary by program; see the program page for more information.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Note: If any enrolled student should move outside the State of Illinois prior to the completion of his or her program, the student must contact the College of their change in physical location. Any change in the student's physical location outside of the State of Illinois will hinder their ability to complete the blended academic program at NWSC and thus also prevent future employment in their field of study.

Returning Student

Requirements

- Minimum cumulative GPA of 2.0/4.0
- SAHS general admissions criteria are met

Readmission Procedure

- Provide a detailed, written explanation to the Program Director 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 and Enrollment Process.
- Be evaluated by the Program Director and Director of Programs & Student Services to assess retained theory and clinical/lab skills.
- Be approved by the Dean of Academic & Student Affairs.

Readmission Policies

Students who have been approved for readmission will be readmitted on a space-available basis. A student applying and accepted for readmission will join the next cohort during the course in which they left the institution.

Readmitted students will be evaluated qualitatively only on the work completed while at the College. Any courses/modules below a 2.0 (70%, C-grade) from the prior admission must be retaken. Students must have a Passing score (70% and above) in all prior clinical education courses. The maximum timeframe will be reduced for readmitted students, based upon the remaining length of the program in which they enroll.

Tuition will be prorated based on the length of the program. Each student will need to meet with the Institutional Aid Office to determine their payment options.

Ability-to-Benefit (ATB) Students

NWSC does not currently enroll students under the Ability-to-Benefit provision.

High School or Program Verification

In reviewing high school diplomas from applicants for admissions purposes, NWSC authenticates the issuing high school from the list published by the Illinois Board of Education site, https://www.isbe.net/Pages/PublicSchoolDistrictLookup.aspx.

Should the diploma originate from a high school situated outside the state or a private educational institution, the NWSC Admissions Associate will authenticate it by calling the issuing school or checking their official website based on available information, or conducting an online search for relevant information, or by referring to the official website of the Board of Education of the state where the issuing school is located. The results of this authentication will be maintained in the applicant's file and serve as the basis for an appropriate admissions decision.

Verification & Documentation of Student's Physical Location/Address

The NWSC admissions process requires the Admissions Associate to review and keep a copy of each student's government-issued ID (state ID, driver's license, or passport) to confirm and document, amongst other information, the U.S. physical location/address of the student. Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address.

Distance Education Authorization and State Authorization

SAHS programs are offered in hybrid format. Please note:

- The institution is authorized to offer these programs in the State of Illinois.
- Students are required to reside in Illinois at the time of admission and throughout program completion.
- Students who relocate outside Illinois will not be permitted to continue enrollment as NWSC does not hold authorization to deliver distance education outside of Illinois.
- Failure to maintain Illinois residency may result in administrative withdrawal, consistent with institutional policy.

Determination of Student Physical Location

For the purposes of distance education authorization and regulatory compliance, a student's physical location is defined as the state in which the student is physically present while participating in coursework or clinical activities, not the student's mailing address.

Student location is determined based on information provided at admission and monitored through:

- Student self-reporting
- Enrollment records
- Clinical placement documentation
- Learning management system (LMS) access data, when applicable

Students enrolled in any program are required to notify Northwest Suburban College in writing of any change to their physical location (state of residence). Notification must be submitted to the Director of Programs or their Program Director via institutional email or written correspondence within 10 business days of the change.

A student's physical location, or a change in physical location, may affect the student's ability to continue or complete the program, gain employment in the field, or satisfy applicable licensing or credentialing requirements for employment. A change in location may also result in delays in program completion or

administrative withdrawal if the College is not authorized to provide the program in the student's new location.

Information for Enrollment in a Hybrid Learning Program

Process of Initial Contact

Students who contact Northwest Suburban College for enrollment in any one of our certificate programs are initially advised that our programs are currently being delivered in a Hybrid Learning Model (HL). Students are provided details about how the Hybrid Learning Model works, and are also queried about their experience with this learning model.

Enrollment

Students who wish to pursue the program will then complete an internet speed test, providing the details of their experience and proficiency using the internet to determine their potential outcome with online learning. Students who have minimal experience will meet with the Admissions Department about obstacles they would have to overcome throughout the program. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students will then complete the enrollment documents. These documents contain a summary of HL and all it entails. Students are encouraged to read all of the documents they complete in full detail before enrolling. This ensures that the student is aware of all the policies, practices, and procedures in place. Once all documents have been read and completed, the student is then required to attend a new student orientation before starting the program.

Orientation

Students are scheduled for an orientation at NWSC before the start of their prospective programs, at which time they will meet with an Admissions Representative and the Director of Programs & Student Services. Students are orientated to the specific requirements of being enrolled in a program at NWSC and given an overview of available resources and contact information should students have any technology, connectivity, or general issues. Students are also provided a HL Orientation and given a short questionnaire to evaluate their readiness and resources to be successful in a hybrid program.

Program Auditing Policy

To facilitate a better understanding of the College's programs and learning environment for committed prospective students, NWSC permits short-term (no more than 2 weeks) auditing or observing of a particular program under specific conditions ahead of formal enrollment. Requests for class audits may be submitted to the Admissions Office and will be subject to final approval by the Director of Admissions and the Director of Programs & Student Services, with necessary instructor consultation and notification, and include a definition of specific auditing conditions (such as student requirements for attendance, fees/supplies, discipline, assignments, and clock hours).

Minimum 2-Weeks Starting Attendance Policy

According to College policy, students are required to complete at least two full weeks of classes in a new program to be successfully enrolled as continuing students for that program. Absent extenuating circumstances under which written approval is obtained from the Director of Programs & Student Services, students who do not complete the first two weeks of classes of a new program will be dropped from the roster of enrolled students for that program.

SAHS Programs

For the current Academic Calendar for each program, please refer to the Appendix or College website, Academics page.

Healthcare Management Program

Requirements for Admissions

- High school diploma, GED, or equivalent

International Students:

- Proof of English proficiency may be required, such as a minimum TOEFL iBT score of 61/100, TOEFL PBT score of 500/670, IELTS score of 6.0/9.0, or Duolingo English Test score of 90/160, unless they have completed their education in English or are U.S. citizens. If the student studied in an English-speaking country (2+ years), then no English proficiency test is needed.
- A personal statement or letter of intent explaining your interest in the program, career goals, and reasons for seeking admission to the program is requested. This should be no more than one page, typed, single-spaced, 12-point font.
- Conditional acceptance may be possible if English proficiency scores are less than the minimum requirement and based on an evaluation of the personal statement and ESL plan.

Applicants who do not meet the minimum requirements may be asked to participate in a brief interview (virtual or on-site) to discuss their goals and readiness for the program.

While no formal healthcare management experience is required, applicants with prior work experience in healthcare settings (e.g., clinical or administrative roles) may be given preference.

Requirements for Enrollment

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.
    - Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).
- Complete the Enrollment Packet.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Note: There are no clinical requirements or background check for admission.

Note: If any enrolled student should move outside the State of Illinois prior to the completion of his or her program, the student must contact the College of their change in physical location. Any change in the student's physical location outside of the State of Illinois will hinder their ability to complete the blended academic program at NWSC and thus also prevent future employment in their field of study.

Program Details

The Healthcare Management Program (HCM) prepares students for leadership roles in the dynamic and evolving healthcare industry. This program provides students with a strong foundation in healthcare administration, policy, finance, human resources, ethics, and technology. Students will develop essential management skills to oversee healthcare facilities, improve patient care services, and ensure regulatory compliance. Through a combination of theoretical knowledge and practical applications, including case studies, discussions, and capstone projects, graduates will be well-equipped to manage healthcare organizations effectively. Additionally, the program prepares students to excel in various healthcare settings, including hospitals, clinics, nursing homes, and private practices.

Upon satisfactory completion of the program, students will earn an undergraduate Certificate in Healthcare Management.

Program Objectives

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

- Demonstrate foundational knowledge of U.S. healthcare systems, policies, and regulations.
- Apply leadership and management principles to effectively oversee healthcare organizations and teams.
- Analyze financial and economic factors that impact healthcare costs, reimbursement, and budgeting.
- Develop strategies for workforce management and team leadership to enhance organizational performance.
- Implement quality improvement and performance measurement techniques to optimize healthcare services.
- Evaluate healthcare technology and information systems to support data-driven decision-making.
- Examine ethical, legal, and compliance issues within the healthcare industry and develop solutions to address them.
- Apply strategic planning and problem-solving skills to real-world healthcare management scenarios.
- Communicate effectively with diverse stakeholders in healthcare settings, including patients, providers, and administrators.
- Integrate knowledge from coursework into a culminating capstone project that demonstrates competency in healthcare management.

Occupational Objectives

Graduates of the Healthcare Management Program may qualify for the following positions: Hospital Departmental Manager, Healthcare Office Manager, Patient Services Coordinator, Medical Billing & Coding Specialist, Administrative Support Specialist, and Healthcare Operations Assistant.

Program Length and Delivery

- Total Clock Hours: 126 hours (42 hours onsite, 84 hours remote)
- Program Duration: 7 Weeks
- Program Delivery Method: Hybrid

Program of Study

Course Code	Course Title	Didactic Hrs: Online	Didactic Hrs: Onsite
HCM 101	Leadership & Management in Healthcare	12	6
HCM 102	Organizational Behavior & Strategic Planning in Healthcare	12	6
HCM 103	Healthcare Informatics	12	6
HCM 104	Healthcare Financing & Cost Management	12	6
HCM 105	Healthcare Workforce Management & Team Leadership	12	6
HCM 106	Cultural Competency, Ethics, & Compliance in Healthcare	12	6
HCM 107	Capstone Course: Healthcare Management Project	12	6
	Total Hours:	84	42
	Total Program Hours:	126	

Disclosures

Northwest Suburban College (NWSC) discloses the following material circumstances that may impact a student's ability to complete the Healthcare Management Program (HCM) or gain employment in the healthcare administration field:

Program Completion

Completion of the Healthcare Management Program requires successful completion of all didactic coursework.

Barriers to Credentialing, Certification, and Employment

Graduates of the Healthcare Management Program may seek employment in healthcare facilities. The HCM Program does not result in a professional license or certification. Employment requirements are determined by employers, not by the institution.

Potential barriers may include, but are not limited to:

- Criminal history or background check results, including felonies or misdemeanors
- Drug screening results
- Failure to meet employer health and vaccination requirements

A criminal record, prior disciplinary action, or failure to meet eligibility criteria may limit or prevent employment in the field.

No Guarantee of Employment or Certification

Completion of the Healthcare Management Program does not guarantee employment. Employment outcomes depend on individual qualifications, employer requirements, background screening results, and local labor market conditions.

Technology Requirements

The HCM Program is a hybrid program that includes both online and in-person sessions. Hybrid instruction integrates onsite sessions for interactive learning, experiential exercises, and networking, with online sessions for lectures, assignments, and online discussions.

The NWSC Enrollment Packet contains a section titled “Technology Questionnaire” in which students are asked about their experience and proficiency with online learning. Students who express unfamiliarity with the internet will meet with the Admission Advisor and/or the Dean of Administration & Operations to address obstacles they might have to overcome during our programs. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students are encouraged to read all of the documents in the Enrollment Packet in full, including this College Catalog. This ensures that the student is aware of all the policies, practices, and procedures in place, including the technical requirements for Populi. For details, please see Technical Requirements for Populi Learning Management System under Student Policies.

Student Acknowledgment

Applicants are encouraged to:

- Review employer requirements prior to enrollment
- Disclose any concerns that may affect program completion or employment
- Consult with program or admissions staff before enrolling

By enrolling, students acknowledge that they have received and reviewed this disclosure and understand that certain circumstances may impact their ability to complete the program or gain employment in the field.

Magnetic Resonance Imaging Technologist Program

Requirements for Admissions

- Completed application for admission
- An associate degree of any discipline and minimum cumulative GPA of 2.5.
    - For applicants who do not meet the minimum CGPA requirements, Provisional Acceptance may be granted upon review by the Admissions Committee. Applicants may be required to submit additional information, including interviews and personal statements explaining why they believe they can benefit and prosper from the MRI Tech Program. To remove Provisional Acceptance Status, the applicant must earn a minimum GPA of 2.0 in their first term at NWSC.
- Satisfactory completion of program prerequisite courses, including Medical Terminology, Human Anatomy & Physiology I, Healthcare Ethics and Legal Issues, College Algebra, and General Physics.
    - For applicants who have not completed these courses or have not satisfactorily completed these courses, they may be granted Provisional Acceptance and enroll in the prerequisite courses at NWSC. To remove the Provisional Acceptance status, the student must earn a minimum GPA of 2.0 in the prerequisite courses.
- Must hold current CPR certification throughout the externship portion of the program.

International Students:
In addition to the above, please also submit:

- Proof of English proficiency may be required, such as a minimum TOEFL iBT score of 61/100, TOEFL PBT score of 500/670, IELTS score of 6.0/9.0, or Duolingo English Test score of 90/160, unless they have completed their education in English or are U.S. citizens. If the student studied in an English-speaking country (2+ years), then no English proficiency test is needed.
- A personal statement or letter of intent explaining your interest in the program, career goals, and reasons for seeking admission to the program is requested. This should be no more than one page, typed, single-spaced, 12-point font.
- Conditional acceptance may be possible if English proficiency scores are less than the minimum requirement and based on an evaluation of the personal statement and ESL plan.

Requirements for Enrollment

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.
    - Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).
- Complete the Enrollment Packet.
- Set up your DISA Healthcare Technology Account: NWSC uses DISA, a third-party vendor for screening and document tracking services. Applicants are required to set up the DISA account by visiting: http://nwsccompliance.com/. DISA requirements vary by program; for the MRI Tech Program, it includes:
    - Screening Requirements: Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
        - 10-Panel Drug Screen

        - See Student Policies: Drug Screening Policy for more information.
    - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
        - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.
  - Tracking Requirements:
    - CPR Training
    - OSHA Certification
    - HIPAA Certification
    - Emergency Contact Information
    - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella, Primary COVID Vaccination Series
    - Proof of current health insurance (required to participate in clinical education sites)
  - All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Note: If any enrolled student should move outside the State of Illinois prior to the completion of his or her program, the student must contact the College of their change in physical location. Any change in the student's physical location outside of the State of Illinois will hinder their ability to complete the blended academic program at NWSC and thus also prevent future employment in their field of study.

Program Details

The Magnetic Resonance Imaging Technologist Program (MRI Tech) is designed to prepare students for entry-level careers as MRI technologists in hospitals, diagnostic centers, and specialty clinics. MRI technologists are skilled healthcare professionals who operate sophisticated imaging equipment to produce detailed anatomical images, assisting physicians in diagnosing and treating medical conditions.

NWSC's comprehensive program combines rigorous classroom instruction with hands-on laboratory training and supervised clinical experiences. Students will develop proficiency in MRI physics and instrumentation, cross-sectional anatomy, patient positioning, safety protocols, image evaluation, and contrast administration. A strong emphasis is placed on professionalism, patient care, critical thinking, and adherence to ethical and legal standards in medical imaging.

Upon successful completion of the program, students will earn a Certificate in Magnetic Resonance Imaging Technology. This certificate reflects completion of the program's required didactic instruction, laboratory training, and supervised clinical education.

Graduates who wish to pursue national certification may be eligible to sit for the ARRT-MRI credential. Eligibility for certification is determined solely by the certifying body and requires successful completion of the ARRT educational, clinical, and examination requirements.

Program Objectives

Upon successful completion of the program, students will be able to:

- Demonstrate competence in operating MRI equipment and performing imaging procedures according to established protocols.
- Apply knowledge of anatomy, physiology, and pathology to accurately obtain diagnostic-quality images.
- Adhere to MRI safety standards, including screening, equipment operation, and patient monitoring.
- Exhibit effective communication skills with patients, families, and members of the healthcare team.
- Uphold the highest standards of professionalism, ethics, and cultural sensitivity.
- Demonstrate readiness for national certification and entry-level employment as an MRI technologist.

Program Length and Delivery

- Total Clock Hours: 1500 hours (540 didactic, 960 clinical)
- Program Duration: 45 Weeks
- Program Delivery Method: Hybrid

Program Delivery Methods

The MRI Tech Program is a hybrid program that includes both online and in-person sessions. Hybrid instruction integrates onsite sessions for interactive learning, experiential exercises, and networking, with online sessions for lectures, assignments, and online discussions. Laboratory sessions and clinical externships are conducted in-person. Lectures may be conducted onsite or online.

The program uses NWSC's Populi Learning Management System (LMS) to facilitate online instruction and student engagement.

Program of Study

The MRI Tech Program is measured in clock hours for a total of 1500 clock hours, including 540 didactic (lecture and labs) hours and 960 clinical hours.

Courses listed below are required and students must pass each course with a minimum grade of C (2.0).

Course Code	Course Title	Didactic Hours: Online/Onsite	Laboratory Hours	Clinical Hours
Term 1				
MRI 101	MRI Physics and Principles I	50: 30/20	20	0
MRI 103	Patient Care and Safety	50: 30/20	30	0
MRI 104	MRI Procedures I	50: 30/20	30	0
MRI 201	Cross-Sectional Anatomy & Pathology I	50: 30/20	30	0
MRI 301	MRI Clinical Experience I	0	0	150
Term 2				
MRI 102	MRI Physics and Principles II	50: 30/20	20	0
MRI 105	MRI Procedures II	50: 30/20	30	0
MRI 202	Cross-Sectional Anatomy & Pathology II	50: 30/20	30	0
MRI 302	Clinical Experience II	0	0	285
Term 3				
MRI 303	MRI Clinical Experience III	0	0	525
	Total Hours:	**350**	**190**	**960**
	Total Program Hours:	**1500**		

Disclosures

Northwest Suburban College (NWSC) discloses the following material circumstances that may impact a student's ability to complete the Magnetic Resonance Imaging Technologist Program or gain employment in the field:

Program Completion

Successful completion of the Magnetic Resonance Imaging Technologist Program requires successful completion of all didactic and laboratory coursework and clinical experience.

Clinical education is an essential component of preparation for national certification and professional practice. Clinical education in the MRI Technologist Program begins concurrently with didactic instruction at the start of the program. All clinical experiences are scheduled in alignment with the didactic curriculum to ensure progressive skill development from the first week.

Credentialing and Licensure Disclosures

Upon successful completion of the MRI Technologist Program, students are awarded a Certificate in Magnetic Resonance Imaging Technology. This certificate confirms that the student has completed the program's required didactic instruction, laboratory training, and associated clinical education components.

The State of Illinois does not currently require a separate state-issued license specifically for MRI technologists. As a result, employment eligibility in Illinois is typically based on attainment of national

certification rather than state licensure. Employers may impose additional requirements, such as cardiopulmonary resuscitation or basic life support certification, background checks, or health screenings.

Graduates who wish to pursue national certification may be eligible to sit for the American Registry of Radiologic Technologists (ARRT) MRI Credential as NWSC's MRI Tech Program is recognized by ARRT.

Barriers to Credentialing, Certification, and Employment

Employment and credentialing requirements are determined by employers and certifying bodies, not by the institution.

Potential barriers may include, but are not limited to:

- Criminal history or background check results, including felonies or misdemeanors
- Drug screening results
- Failure to meet employer health and vaccination requirements
- Ineligibility to sit for or pass national certification examinations (e.g., ARRT), which may require:
    - Proof of education
    - Completion of clinical hours
    - Compliance with ethical or professional standards set by certifying organizations

A criminal record, prior disciplinary action, or failure to meet certification eligibility criteria may limit or prevent employment in the field.

Employment Requirements

The NWSC MRI Tech Program provides the theoretical knowledge and supervised clinical education needed to enter the field. Professional certification through ARRT is external to the institution and may require additional requirements. Please note that NWSC's MRI Tech Program confers a certificate, not a professional credential, and that successful completion of the program does not guarantee certification or employment.

NWSC provides guidance on career pathways, but ultimate eligibility for employment is determined by employers, credentialing agencies, or state regulations. Employment opportunities may vary by location, employer, and state-specific regulations, which are outside the control of NWSC.

Technology Requirements

The MRI Tech Program is a hybrid program that includes both online and in-person sessions. Hybrid instruction integrates onsite sessions for interactive learning, experiential exercises, and networking, with online sessions for lectures, assignments, and online discussions. Laboratory sessions and clinical externships are conducted in-person. Lectures may be conducted onsite or online.

The NWSC Admissions Application contains a section titled "Hybrid Learning Query" in which students are asked about their experience and proficiency with using the internet and to determine their potential outcome with online learning. Students who express unfamiliarity with the internet will meet with the Admission Advisor and/or the Director of Programs to address obstacles they might have to overcome during our programs. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students will then complete the enrollment documents. These documents contain a summary of Hybrid Learning and all it entails. Students are encouraged to read all of the documents in full detail before enrolling. This ensures that the student is aware of all the policies, practices, and procedures in place. Within the enrollment documents, students are instructed on the technical requirements for Populi. For details, please see Technical Requirements for Populi Learning Management System under Student Policies.

Student Acknowledgment

Applicants are encouraged to:

- Review employer and certification body requirements prior to enrollment
- Disclose any concerns that may affect program completion or employment
- Consult with program or admissions staff before enrolling

By enrolling, students acknowledge that they have received and reviewed this disclosure and understand that certain circumstances may impact their ability to complete the program or gain employment in the field.

Medical Assistant Program

Requirements for Admissions

See the section titled General Admissions for SAHS.

Requirements for Enrollment

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.
    - Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).
- Complete the Enrollment Packet.
- Set up your DISA Healthcare Technology Account: NWSC uses DISA, a third-party vendor for screening and document tracking services. Applicants are required to set up the DISA account by visiting: http://nwsccompliance.com/. DISA requirements vary by program; for the MA Program, it includes:
    - Screening Requirements: Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
        - 10-Panel Drug Screen
            - See Student Policies: Drug Screening Policy for more information.
        - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
            - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.
    - Tracking Requirements:
        - CPR Training
        - OSHA Certification
        - HIPAA Certification
        - Emergency Contact Information
        - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella
    - All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Program Details

The Medical Assistant 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, administrating 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-clock 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 in Medical Assistant and become eligible to take the Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association (www.nhanow.com).

Licensure and Credentialing

Illinois does not require Medical Assistants to obtain state licensure or certification as a condition of employment. Accordingly, there are no Illinois state educational requirements for Medical Assistant licensure or certification that graduates of this program must satisfy as a condition of employment. Individual employers may establish their own credentialing or certification requirements.

Upon successful completion of NWSC's Medical Assistant Certificate Program, graduates are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) examination. Completion of the program does not itself confer professional certification; graduates must satisfy applicable certification requirements established by the credentialing organization.

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, freestanding 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.

Occupational Objectives

Graduates of the Medical Assistant Certificate 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 Length and Delivery

- Total Clock Hours: 720 hours
- Program Duration: 32 Weeks
- Program Delivery Method: Hybrid

Program of Study

Course Code	Course Title	Clock Hours	Open Enrollment
MA 101	Healthcare Procedures	93.34	✓
MA 102	Clinical Assisting and Examination Techniques	93.34	✓
MA 103	Diagnostic and Specialty Procedures	93.34	✓
MA 104	Medical Records and Pharmacology	93.34	✓
MA 105	Medical Billing and Insurance Processing	93.34	✓
MA 106	Medical Records and Patient Education	93.34	✓
MA 107	Externship	160	X

Disclosures

Northwest Suburban College (NWSC) discloses the following material circumstances that may impact a student's ability to complete the Medical Assistant Program (MA) or gain employment in the field:

Program Completion

Completion of the Medical Assistant Program requires successful completion of all didactic coursework and clinical experience.

No Guarantee of Employment or Certification

Completion of the Medical Assistant Program does not guarantee employment. Employment outcomes depend on individual qualifications, employer requirements, background screening results, and local labor market conditions.

Technology Requirements

The MA Program is a hybrid program that includes both online and in-person sessions. Hybrid instruction integrates onsite sessions for interactive learning, experiential exercises, and networking, with online sessions for lectures, assignments, and online discussions.

The NWSC Admissions Application contains a section titled "Hybrid Learning Query" in which students are asked about their experience and proficiency with using the internet and to determine their potential outcome with online learning. Students who express unfamiliarity with the internet will meet with the Admission Advisor and/or the Dean of Administration & Operations to address obstacles they might have to overcome during our programs. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students will then complete the enrollment documents. These documents contain a summary of Hybrid Learning and all it entails. Students are encouraged to read all of the documents in full detail before enrolling. This ensures that the student is aware of all the policies, practices, and procedures in place. Within the enrollment documents, students are instructed on the technical requirements for Populi. For details, please see Technical Requirements for Populi Learning Management System under Student Policies.

Student Acknowledgment

Applicants are encouraged to:

- Review employer and certification requirements prior to enrollment

- Disclose any concerns that may affect program completion or employment
- Consult with program or admissions staff before enrolling

By enrolling, students acknowledge that they have received and reviewed this disclosure and understand that certain circumstances may impact their ability to complete the program or gain employment in the field.

Pharmacy Technician Program

Admissions

See the section titled General Admissions for SAHS.

Requirements for Enrollment

Upon receiving the Acceptance and Next Steps Letter, the applicant must meet with the Admissions Associate to complete the enrollment process. Please see below for important enrollment steps:

- Submit a copy of the government-issued ID (state ID, Driver's license, or passport) which confirms and documents, amongst other information, the U.S. physical location/address of the student.
    - Absent such identification of address/location, NWSC will, on an exceptional basis, accept a student's signed attestation of their current physical location/address (see Attestation Policy under SAHS Academic Policies).
- Complete the Enrollment Packet.
- Set up your DISA Healthcare Technology Account: NWSC uses DISA, a third-party vendor for screening and document tracking services. Applicants are required to set up the DISA account by visiting: http://nwsccompliance.com/. DISA requirements vary by program; for the PhT Program, it includes:
    - Screening Requirements: Students are required to complete a background check and drug screen, which must be received by the College seven days before the start of the class.
        - 10-Panel Drug Screen
            - See Student Policies: Drug Screening Policy for more information.
        - Background check with the following agencies: County Criminal, Healthcare Exclusion List, Nationwide Criminal Search, Statewide Criminal, SSN/Residence History Service, Illinois Child Abuse
            - Applicants enrolling in the College who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, the College reserves the right to deny admission. Be sure to discuss licensing/credentialing eligibility concerns and the effects of a criminal background on the applicant's program goals with Admissions Associate, in consultation with the Admissions Director and Dean.
    - Tracking Requirements:
        - CPR Training
        - OSHA Certification
        - HIPAA Certification
        - Emergency Contact Information
        - Proof of immunization detailing the month, day, and year of vaccine receipt for: Hepatitis B, Influenza, MMR, Tdap, Tuberculosis, Varicella

    - All required documentation and screening requirements must be completed and available for review no later than seven (7) days prior to the first day of class.
- Set up payment arrangements with the NWSC Accounts Office.
- Attend the Student Orientation on the scheduled date. Orientation covers academic expectations, student resources, safety protocols, and student support services.

Program Details

Licensed and 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 NWSC Pharmacy Technician Program consists of 360 clock hours of didactic, lecture, and lab components, and 240 clock hours of externship training at a local retail or hospital pharmacy under the supervision of a registered pharmacist. It thoroughly prepares you to take the board examination, instilling confidence when you enter your exam. Illinois requires certification within two years of licensure.

Upon successful completion of the program, students will earn a Certificate in Pharmacy Technician.

Pharmacy Technician Registration and Certification Requirements

Illinois requires individuals practicing as pharmacy technicians to obtain the applicable registration or license through the Illinois Department of Financial and Professional Regulation (IDFPR). Under Illinois law, registered pharmacy technicians generally must qualify for registered certified pharmacy technician status within the prescribed timeframe, subject to applicable exceptions and renewal requirements.

The NWSC Pharmacy Technician Program prepares students to pursue national certification through the Pharmacy Technician Certification Board (PTCB) or National Healthcareer Association (NHA). Both organizations administer certification examinations recognized by Illinois. Eligibility for these examinations is determined by the respective certifying organizations and may include additional requirements beyond completion of the NWSC program.

Successful completion of the PhT Program results in a Certificate in Pharmacy Technician. Program completion does not automatically confer national certification, Illinois registration or licensure, or employment.

NWSC provides instruction designed to prepare students for pharmacy technician practice in Illinois. Students intending to seek employment in another state should review that state's licensing, registration, certification, and educational requirements. NWSC has not determined whether the program satisfies the applicable educational requirements in jurisdictions outside Illinois.

Note: Licensing is a requirement by the state of Illinois for pharmacy technicians to practice. All applicants must complete a background check before the first day of classes.

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.

Occupational Objectives

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 Length and Delivery

- Total Clock Hours: 600
- Program Duration: 32 Weeks
- Program Delivery Method: Hybrid

Program of Study

Course Code	Course Title	Clock Hours	Open Enrollment
PhT 101	Pharmacy History, Laws, and Ethics with Conversions and Calculation	72	✓
PhT 102	Pharmacy Practice Settings with Sterile & Non-Sterile Compounding	72	✓
PhT 103	Pharmacy Operations and Workflow	72	✓
PhT 104	Pharmacology of Body Systems and Practice Labs	72	✓
PhT 105	Pharmacology of Body, Alternative Medicine, Dilutions and Allegations	72	✓
PhT 106	Externship	240	X

Disclosures

Northwest Suburban College (NWSC) discloses the following material circumstances that may impact a student's ability to complete the Pharmacy Technician Program (PhT) or gain employment in the field:

Program Completion

Completion of the Pharmacy Technician Program requires successful completion of all didactic coursework and clinical experience.

For international students, please note that completion of the PhT Program does not guarantee eligibility to work as a pharmacy technician in the United States; M-1 students have limited employment authorization under U.S. immigration law. Applicants are responsible for determining their own immigration, employment, and professional registration eligibility before enrolling.

No Guarantee of Employment or Certification

Completion of the Pharmacy Technician Program does not guarantee employment. Employment outcomes depend on individual qualifications, employer requirements, background screening results, and local labor market conditions.

Technology Requirements

The PhT Program is a hybrid program that includes both online and in-person sessions. Hybrid instruction integrates onsite sessions for interactive learning, experiential exercises, and networking, with online sessions for lectures, assignments, and online discussions.

The NWSC Admissions Application contains a section titled “Hybrid Learning Query” in which students are asked about their experience and proficiency with using the internet and to determine their potential outcome with online learning. Students who express unfamiliarity with the internet will meet with the Admission Advisor and/or the Dean of Administration & Operations to address obstacles they might have to overcome during our programs. Once all obstacles are addressed and clarified, the student will then be able to attend the hybrid programs.

Students will then complete the enrollment documents. These documents contain a summary of Hybrid Learning and all it entails. Students are encouraged to read all of the documents in full detail before enrolling. This ensures that the student is aware of all the policies, practices, and procedures in place. Within the enrollment documents, students are instructed on the technical requirements for Populi. For details, please see Technical Requirements for Populi Learning Management System under Student Policies.

Student Acknowledgment

Applicants are encouraged to:

- Review employer and certification requirements prior to enrollment
- Disclose any concerns that may affect program completion or employment
- Consult with program or admissions staff before enrolling

By enrolling, students acknowledge that they have received and reviewed this disclosure and understand that certain circumstances may impact their ability to complete the program or gain employment in the field.

SAHS 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.

Clock Hour
A clock hour is a unit of measure based on 60 minutes of direct instruction. Laboratory and clinical instruction are measured in clock hours according to program requirements. Break periods are scheduled in addition to instructional time and do not count toward clock-hour requirements.

Transfer of Credit Disclaimer
Northwest Suburban College does not guarantee that credits earned at the institution will be accepted by any other college, university, or program. The acceptance of transfer credit is always at the discretion of the receiving institution, and each institution sets its own policies and criteria for evaluating transfer coursework.

Advanced Placement, Experiential Learning, and Transfer Credit
NWSC will accept for due consideration any requests for acceptance of advanced placement and/or credit for experiential learning or transfer of credit or clock hours earned at another institution. These requests will be reviewed by the Director of Student Services & Programs and the Dean for possible acceptance in view of associated curriculum requirements and regulatory standards.

Course/Module Syllabi
The syllabus for each course/module* is distributed by the instructor on the first day of class. The syllabus includes outlines related to goals, learning objectives, instructional methods, course criteria, attendance, and the grading policy.
* NWSC's SAHS uses the terms "course/module" interchangeably.

Satisfactory Academic Progress
Monitoring of Satisfactory Academic Progress (SAP) is a team effort. At Northwest Suburban College, student progress is overseen by the student's instructors, lead faculty, and the Director of Programs. 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 to be eligible to remain enrolled at the College and eligible for institutional aid. Satisfactory Academic Progress is recorded by the Director of Programs & Student Services in the student's portfolio and computed on a cumulative basis every four weeks/monthly, on the first day of the following module, at any given midpoint, and 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 their program.

Course Scale & Course 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 syllabus. Certificate program courses 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/Percent	Grade	Description	Points
100 – 90	A	Excellent	4.0
89 – 80	B	Good	3.0
79 – 70	C	Average	2.0
69 – 0	F	Failure	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, and upon successful completion, the prior grade will convert to an R. Any clock hours 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 third day of the course.
AW	Administrative Withdrawal	Student removal from a course or program due to failure to comply with College policies or dismissal.

Quantitative Component

Satisfactory Academic Progress is evaluated at midpoints (approximately one-half of the program completion time) and at the end of the didactic portion.

Program Name	Total Program Clock Hours	Midpoint Clock Hours	Program Length (Wks)	Maximum Time Frame (Wks)
Healthcare Management	126	63	7	10
Magnetic Resonance Imaging Technologist	1500	750	45	68
Medical Assistant	720	361	32	48
Pharmacy Technician	600	300	32	48

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 the maximum time frame listed above. Students may retake portions of the program only if it falls within 1.5 times the normal completion

time. 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.

Students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program.

Qualitative Component

The qualitative measure of SAP 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 of C (70% or 2.0 GPA), based on a scale of 0-100. 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 written notice of his/her probation status, and the status will be identified on the student's transcript. The student must meet with their advisor at the completion of 25%, 50%, 75%, and 100% of the evaluation increment to go over their academic progress.

A student will be removed from academic probation when they establish 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 circumstances have been resolved so that they will be able to comply with the Probationary Standards in future modules. The student will receive notification 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 Course

Students will have to repeat a course with a grade below C (70%). Students may repeat a module/course that they failed only once. Only the highest grade earned will be included in the transcript and 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 time frame.

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 withdrawal. All withdrawal grades are considered incomplete and negatively impact Satisfactory Academic Progress. A student wishing to withdraw must complete a program withdrawal form and submit it to the Director of Programs.

Dismissal

Students who have been dismissed due to a 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. All student disciplinary actions, including probation and academic dismissal, should be discussed with the Dean before any actions are taken.

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, they must directly notify the instructor prior to the session. Moreover, in cooperation with the instructor, the student is required to make-up the missed hours.

Each instructor has the right to modify his/her course attendance policy, which can be found in the course syllabus. Failure to meet the attendance policy may result in an administrative withdraw (AW) from or Failure (F) in the course and may require repeating it.

Attendance Policy for Hybrid Learning

Classroom absences and tardiness interfere with instruction and contribute to academic failure. Therefore, students are expected to timely attend all classes in which they are enrolled. In the event that a student cannot attend class, they must directly notify the instructor prior to the session. Any student who is tardy for regularly scheduled classes on campus by 30 minutes or more will be marked absent.

Students attending in-person classes as well as participating in synchronous or asynchronous distance learning modalities must follow the syllabus and the instructions of the instructor. In a synchronous module, a student is considered in attendance if the student is visibly participating on camera in an online class session (unless approved by the instructor), is actively engaged in online assignments and discussions, completes assignments that are returned to the instructor during a face-to-face class, or communicates with the instructor electronically or otherwise about progress in the course. A student is considered absent if they do not communicate with the instructor electronically or otherwise during a distance learning session, is not visible on camera during a remote learning session without prior approval of the instructor, and/or is tardy or off-line during the remote class for 30 minutes or more. For attendance purposes, students must complete their missed hours.

Students who miss in-person learning sessions must make up lost hours only via in-person hours. In the synchronous mode, students must follow the instructions provided on the syllabus by the instructor.

The College policy is that a student cannot miss more than 25% of the total attendance per module/course. Students missing 40% or more of their total attendance will be required to repeat the module/course. Students will be placed on attendance probation if they miss more than 25% but less than 40% of the instruction hours for the module/course. To overcome the attendance probation, students must complete advising sessions with the instructor and the Program Director and complete successfully compensating classes and/or learning assignments. Failure to meet the attendance policy or overcome attendance probation may result in a Failure (F) in the module/course and may require repeating it.

Asynchronous Clock Hours Engagement Policy

Contact hours will be based on the total hours of engagement on Populi or attendance at Zoom office hours. Engagement includes completing assignments, participating in discussions with other students and instructors, and any other course-related activities, as outlined in the syllabus. The number of engagement hours is verified by the instructor and tracked through Populi. Students are expected to regularly check for course updates, complete assigned tasks on time, and actively participate in discussions to demonstrate their engagement. Failure to meet the required engagement hours may affect overall course performance and participation grades.

Asynchronous Online Attendance Policy

1. Engagement Tracking: Contact hours will be tracked based on engagement in the course platform (Populi) and attendance at Zoom office hours. Engagement includes completing assignments, participating in discussions, quizzes, and any other course-related activities, as outlined in the syllabus. Students are responsible for regularly logging into Populi to stay updated on course material and deadlines.
2. Assignment Submission: To count towards attendance, students must submit all assignments by the due dates listed in the syllabus. Failure to submit assignments on time may result in a reduction of participation points and may impact final grades. In case of emergencies, students must notify the instructor as soon as possible to discuss alternative arrangements.
3. Discussion Participation: Active participation in discussion boards is required. Students are expected to post thoughtful responses to prompts and engage with their peers by replying to posts. Minimum participation standards, including the number and frequency of posts, will be outlined in the syllabus and will be used to verify engagement.
4. Office Hours Participation: Although attendance at Zoom office hours is optional, students are encouraged to attend to ask questions, clarify course content, or engage in discussions. Participation in office hours may contribute to the overall engagement tally. Instructors will note attendance during these sessions.
5. Response Time and Communication: Students are expected to respond to instructor emails and messages through Populi within 24 hours. Consistent communication is necessary to ensure timely feedback on assignments and to clarify any questions or concerns. Lack of communication may be reflected in participation grades.
6. Time Management: Students are responsible for managing their own schedules to ensure they meet the required engagement hours. It is expected that students dedicate the same amount of time and effort to online courses as they would for in-person courses. Suggested time commitments will be provided in the syllabus, and students should pace themselves accordingly to meet deadlines.
7. Attendance Verification: Engagement hours will be verified by the instructor, based on data from Populi (logins, participation, assignment completion) and Zoom attendance records. The instructor will periodically review participation levels, and students who fail to meet the minimum engagement requirements may be contacted for follow-up or placed on probation.
8. Missed Engagement/Make-Up Work: Students who miss substantial engagement due to personal emergencies must notify the instructor promptly and provide documentation, if necessary. Make-up work will be assigned at the instructor's discretion and must be completed within the timeline provided.
9. Academic Integrity: Students are expected to adhere to the institution’s academic integrity policy when completing assignments and participating in discussions. All work must be original and properly cited when using external resources. Violations of this policy, including plagiarism or cheating, will result in disciplinary action.

10. Technology Requirements: Students are responsible for ensuring they have access to reliable internet and the necessary hardware/software to engage in the online course. Technical issues must be reported immediately to the instructor or Director of Programs. The inability to participate due to technical difficulties will not excuse students from attendance and participation requirements.

Exam Procedures

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

- At the start of the class session, cell phones must be silenced or turned off and put away.
- No items should be on or under the desk, unless authorized by the instructor.
- No headphones/earbuds are allowed.
- Backpacks and/or bags must be placed in front of the classroom.
- Instructors have the right to modify exam procedures.

Externships

Northwest Suburban College maintains sufficient clinical sites to serve students enrolled in programs requiring externships. Back-up sites are also available to ensure that the educational process is continuous.

Many of the certificate programs at Northwest Suburban College require students to complete off-campus clinical training experience. Students will be provided with externship site information upon successful completion of all prerequisites. Clinical externship documents will be provided by NWSC to the student and will stipulate guidelines and procedures, including qualifications, attendance requirements, and site assessment procedures.

Clinical externships are non-paid training experiences with affiliated sites. Responsibilities, dress codes, days and hours of operations/externship schedules, etc. are dependent on the requirements of the externship facility. Most sites conduct business during day hours only; therefore, all students are hereby advised that the externship experience may be conducted only during daily 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.

To be eligible for the externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Students who are delinquent in their payment plan or who have unfunded debt with the College will be withdrawn from the College until their financial obligations are met, unless exempt by the administration. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process.

Some externship sites require students to complete an interview, criminal background checks, immunizations, and/or a health clearance before being accepted to the site. For students who do not have a social security number (SSN), NWSC will work to place students at sites that do not have this requirement. If necessary, students may also be required to purchase individual liability insurance. All costs for background checks, immunizations, health clearance, liability insurance, etc. are the responsibility of the student. Students enrolled in a program with an externship component in a clinical setting may need to complete the following before beginning their clinical experience:

- Externship Orientation
- Current CPR certification that is valid for the length of all externship components

- Complete immunization record which may include titers
- Flu Shot (depending on the season)
- Physical from a physician
- Two-step TB test (PPD) (allow a two-week time frame for completion) or blood test (QuantiFERON-TB Gold) if approved by the externship site
- Hepatitis Series

During Externship Orientation with the Externship Coordinator, students are provided a list of required immunizations.

After Externship Orientation, a site is selected for the student, the students agree to take their externship at that site, and no changes will be made. For students who are pregnant at the time of externship, the externship site may or may not accept the student.

During the externship, the student will be evaluated in professional performance, work habits, initiative, and other areas. If a student is unable to reach minimum competency in the externship facility, they will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on their externship.

For the MA and PhT Programs: Maximum externship hours are 20 hours a week. Hours on-site required by the program are 160 hours or 8 weeks for Medical Assistant, and 240 hours or 12 weeks for Pharmacy Technician.

Students on externship may be removed from an externship site for various reasons. The College expects students to conduct themselves professionally at all times while performing duties at an externship site. This includes, but is not limited to, arriving on time, performing all duties to the best of their ability, and professionally conducting themselves. Students may be removed from an externship site due to a lack of following the guidance or direction of the externship facility. In the event a student is removed, the College will evaluate the circumstances surrounding the removal and opt to either place the student at another externship facility or dismiss the student from the program. If the student is placed at a second externship/clinical facility and is removed again from the site, it will become the student's responsibility to secure a third and final externship site.

Each removal from an externship site, unless otherwise approved by the Program Director, will be treated as an attempt at the externship course and recorded appropriately on the student's transcript. If a student refuses an externship site for any reason, the student will be expected to secure their externship facility, including working with the campus to ensure the externship site is appropriate for training in a continuous education model.

Attestation Policy

Northwest Suburban College will allow students and graduates attestation for two specific purposes: admissions and placement verification. All student and graduate attestations must be signed and dated by the student or graduate.

For admissions purposes, student attestation will be allowed in exceptional circumstances when:

- The original high school diploma or equivalent cannot be obtained by usual means.

- The student's physical location/address is not ascertainable through a government-issued ID (Examples of such circumstances include a student with refugee status and situations where obtaining a copy of a high school diploma or equivalent would be impractical, impossible, and/or dangerous.)

For placement purposes, graduate attestation will be allowed for documenting placement.

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.

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. The student should provide a dated, written statement with the reason/proof of error within fourteen (14) days of the final grades due date. The instructor will assess the situation and determine an appropriate resolution. Should the instructor decide to change the grade, they have until the end of the current semester to submit the student's written statement and written resolution to the Director of Programs.

Program Change

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

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 the 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 a 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. Students who withdraw or are dismissed from the program will lose their eligibility for the institutional aid grant and will be required to pay for the clock hours they attended.

Leave of Absence

Students can interrupt their educational program at Northwest Suburban College for a Leave of Absence (LOA) for up to 90 days. An 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 an LOA as long as there are documented and 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. For the student to be granted an LOA, they must submit a completed, signed, and dated Leave of Absence Form to the Director of Programs & Student Services.

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

- Students returning from an LOA are not guaranteed that the course/module required to maintain 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 Programs & Student Services. Failure to return from an LOA on or before the date indicated in the written request may result in termination from the program, and 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 to determine the refund amount.

Returning Students

Readmitted students will be considered for re-entry. Students must provide a detailed written explanation to the Director of Programs 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 returning to the program will need to complete the full admissions process and will be evaluated by the Director of Programs 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 & Student Affairs.

See the SAHS Admissions: Returning Students for details.

Course Descriptions

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).

Introductory courses in core curricula (100-199) generally do not have prerequisites. Intermediate courses (200-299) build on skill sets from introductory courses and generally have prerequisites. Generally, courses within the 100- and 200-range are associate-level courses.

Courses below 100-level are considered remedial courses and are not applied toward credit hours required for completion of the degree programs.

Department	Courses	
	Prefix	Discipline
Biological Sciences	BIO	Biology
Communication	COMM	Communication
Health Sciences	HS	Health Sciences
Healthcare Management	HCM	Healthcare Management
Humanities & Fine Arts	FA	Fine Arts
	HUM	Humanities
Language & Literacy	ENG	English
	FL	Foreign Language
Magnetic Resonance Imaging Technologist	MRI	Magnetic Resonance Imaging Technologist
Mathematics & Finance	ACCT	Accounting
	FIN	Finance
	MTH	Mathematics
Medical Assistant	MA	Medical Assistant
	MA XXX (C) MA XXX (D)	MA certificate courses are identified by (C) at the end of the course code. AAS-MA courses are identified by (D) at the end of the course code.
Pharmacy Technician	PHT	Pharmacy Technician
Physical Sciences	CHEM	Chemistry
Research & Development	DES	Development
	RES	Research
Social & Behavioral Sciences	HIS	History
	PSY	Psychology
	SOC	Sociology

The following training courses are offered at NWSC to only enrolled students.

Course Code	Course Title	Prerequisites	Clock Hours
CE-CPR	CPR	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

Department of Biological Sciences

BIO 101/ Principles of Biology
Prerequisite: None
5 Credit Hours: 4 Lecture Hours + 1 Lab Hour
This course provides a basic understanding of the biological system. Emphasis is placed on cellular structure and function, classification, genetics, evolution, and more. Biological issues with personal and social implications are discussed to enable students to think critically and make informed decisions. Upon completion of this course, the student will have: learned about life at the molecular and cellular levels, applied the use of the scientific method for investigation of biological problems, learned how to collect and interpret data, gained competence in performing laboratory activities and its presentation with valid conclusions, and developed insight from exposure to scientific principles to make informed decisions concerning biological and other scientific issues with personal and social implications.

BIO 102/ Cellular & Molecular Biology
Prerequisite: BIO 101 or Consent of Instructor
5 Credit Hours: 4 Lecture Hours + 1 Lab Hour
This course is designed to focus on a comprehensive survey of modern biology with an emphasis on enhancing science literacy. Topics include cell biology, including structure and function; genetics; evolution; systematics; and physiological and scientific explanations of biological processes. Lectures and labs are designed to complement each other: Lectures introduce students to the principles of biological study and our current understanding of biology, while lab activities are designed to provide the exploration of the topics taught in the lecture via observation and experiments.

BIO 104/ Medical Terminology
Prerequisite: None
2 Credit Hours
BIO 104 covers basic medical vocabulary for those students with a minimal background in the healthcare field. At the end of this course, students will be able to analyze any medical term as to its root, prefix, suffix, as well as its part of speech (noun, verb, adverb, adjective, etc.); demonstrate the ability to relate the medical term to the clinical situation; and effectively communicate with other healthcare members.

BIO 201/ Human Anatomy & Physiology I
Prerequisite: None
4 Credit Hours: 3 Lecture Hours + 1 Lab Hour
BIO 201 covers basic Human Anatomy and Physiology. Students study general anatomical terminology as well as structure and function as they relate to physiology. Topics covered in this course include basic knowledge, cell biology, various organ systems, as well as the study of the special senses. Student presentations, as appropriate to the discipline, are part of the course. This course is equivalent to the Illinois Articulation Initiative's (IAI) general education generic course numbered CLS 904.

BIO 202/ Human Anatomy & Physiology II
Prerequisite: BIO 201 or Consent of Instructor
4 Credit Hours: 3 Lecture Hours + 1 Lab Hour
As a continuation of Human Anatomy & Physiology I, students study the following systems: endocrine, lymphatic, cardiovascular, digestive, respiratory, urinary, and reproductive. Also included in this course is the study of the special senses. Writing assignments, as appropriate to the discipline, are part of the course. This course is equivalent to the Illinois Articulation Initiative's (IAI) General Education generic course numbered CLS 904.

BIO 210/ Genetics
Prerequisite: BIO 101 or Consent of Instructor
4 Credit Hours: 3 Lecture Hours + 1 Lab Hour
This course covers the basic and advanced concepts in genetics and allows the students to develop critical thinking. Topics include DNA structure and replication, gene expression, prokaryotic and eukaryotic gene structure, gene regulation, recombinant DNA, and population genetics.

BIO 302/ Molecular Genetics and Biotechnology
Prerequisite: BIO 101, BIO 102, & BIO 210 or Consent of Instructor
5 Credit Hours: 3 Lecture Hours + 2 Lab Hour
Students are introduced to the basic concepts in recombinant DNA technology, gene cloning, and its impact on industry, including ideas in bioengineering and biotechnology. Theory and techniques covering molecular biology of polymerase chain reaction (PCR), protein acryl amide gel electrophoresis (PAGE), western blotting, immunochemistry, RNA and DNA isolation and purification, non-coding RNAs and microRNAs (miRNA), cDNA library construction, and screening techniques are explored.

BIO 303/ Microbiology
Prerequisite: BIO 101 & BIO 102 or Consent of Instructor
4 Credit Hours: 3 Lecture Hours + 1 Lab Hour
This course introduces students to the biology of microorganisms (bacteria, fungi, protozoa, and viruses) and includes their identification, growth, and physiology. It also focuses on the importance of microorganisms in human health and disease (mechanisms of pathogens and control of disease) as well as innate and adaptive defense mechanisms. It introduces students to medical microbiology and biotechnology (isolation of DNA, agarose gel electrophoresis, polymerase chain reaction, restriction endonuclease).

Department of Communications

COMM 203/ Fundamentals of Public Relations
Prerequisite: ENG 101 or Consent of Instructor
3 Credit Hours
The objective of this course is to familiarize students with the basic concepts, principles, and processes of public relations (PR). It is the foundation course in public relations. Students learn about various PR techniques and the art of establishing mutually beneficial relationships with their clients.

Department of Health Science

HS 200/ Introduction to Healthcare
Prerequisite: None
2 Credit Hours
This course provides an overview of the role of various healthcare professions, ethical and legal responsibilities, patient assessment techniques, medical terminology, electronic health records, preventive health and wellness, cultural competence, communication and problem-solving skills. Additional skills taught in this course include: vital signs assessment, safe body mechanics and safety, basic first aid, standard & transmission-based infection precautions.

HS 201/ Introduction to Clinical Research
Prerequisite: None
3 Credit Hours
This course provides an overview of the concepts of clinical research, including the purpose and protocols implemented in performing clinical. Students will learn about informed consent, FDA forms and procedures, regulatory documents, study initiation visit and close-out visits, clinical safety data management, safety and effectiveness in the development of drugs and devices, compliance and retention, storage and documentation, Institutional Review Boards (IRB) submissions, HIPAA, adverse events and safety monitoring, quality assurance audits and monitor visits, and preparing for FDA audit visits.

HS 222/ Introduction to Hospital Patient Care Practices
Prerequisite: None
2 Credit Hours
This course will briefly cover the general hospital admission process. Students will learn specimen collection and handling procedures; risk factors, complications, quality assurance, and laboratory operations including safety and quality control. Practical instruction provides hands-on training in venipuncture techniques as well as the interpersonal skills needed when working with patients.

HS 250/ Healthcare in the U.S.
Prerequisite: None
3 Credit Hours
This course will explain the U.S. healthcare system, health insurance, healthcare professionals, hospitals, primary care, healthcare policy, cost of healthcare services, equity, vulnerable population and technology in healthcare. The course also will integrate the concept of managed care and community healthcare services.

HS 251/ Fundamentals of Public Health
Prerequisite: HS 200 & HS 250 or Consent of Instructor
4 Credit Hours
This course will address public health concepts, including the philosophy, purpose, history, and the roles and responsibilities. Students will get an in-depth understanding of the core functions and essential services of public health, as well as the unique roles and responsibilities of public health at different levels of governments.

HS 260/ Healthcare Practice
Prerequisite: None
3 Credit Hours
This course offers a broad and comprehensive knowledge of healthcare fields for health and safety professionals who work in hospitals and nursing homes. It provides insight into professional practice issues and the legal implications of license and practice as well as in- depth understanding of rules of practice and the standards of care.

HS 301/ Healthcare Ethics & Legal Issues
Prerequisite: HUM 205 or Consent of Instructor
3 Credit Hours; 45 Clock Hours
This course will present healthcare ethics principles in organizations and clinical trials and the legal issues that managers and providers face in healthcare settings. Ethical dilemmas of 21st century will be discussed (e.g., human cloning, abortion, etc.). The role of healthcare committee members or board in protecting the rights of patients and participants in clinical trials will be explained.

HS 310/ Epidemiology & Public Health
Prerequisite: None
3 Credit Hours
This course will introduce students to the broad base of epidemiological knowledge, its applications, and its research methods. Students will explore ways in which variation in disease occurrence is documented and how that variation is studied to understand causes of disease. A generalized track will help them to respond to new emerging situations (new infections, environmental disasters, ongoing public health problems, cardiovascular diseases, obesity and tobacco abuse—to name a few) and other ongoing public health problems.

HS 312/ Mental Health
Prerequisite: PSY 101 or Consent of Instructor
3 Credit Hours
A mental disorder due to organic changes in the brain or a disorder primarily because of patient's behavior can become a challenge in the present healthcare system. Current issues and concepts will be introduced in HS 312/ Mental Health in order to develop an effective process in evaluating the legal, political, and ethical challenges facing healthcare in the United States.

HS 430/ Healthcare Policy
Prerequisite: None
3 Credit Hours
This course will introduce and explain a list of popular healthcare policies such as: abortion, do-not-resuscitate, embryo research, medical needs, parental consent, and vaccine injury compensation program. The course will help students understand the benefits of debate issues and conflict of healthcare policy.

Department of Healthcare Management

HCM 101/ Leadership & Management in Healthcare
Prerequisite: None
18 Clock Hours
This course provides an in-depth exploration of leadership and management principles within healthcare organizations. It examines the differences between leadership and management, historical and contemporary leadership models, motivation theories, and strategic approaches to governance. Students will analyze leadership styles, competencies, and protocols while addressing ethical responsibilities, barriers, and challenges faced by healthcare leaders. The course also explores motivation theories and their application in managing healthcare professionals effectively. Through case studies, discussions, and applied projects, students will develop skills to lead and manage healthcare teams successfully.

HCM 102/ Organizational Behavior & Strategic Planning in Healthcare
Prerequisite: None
18 Clock Hours
This course explores the fundamental principles of organizational behavior and strategic planning within healthcare organizations. Students will examine how human behavior, leadership, perception, and decision-making impact healthcare management. The course also covers essential strategic planning processes, including situational assessment, strategy execution, and performance monitoring. Through interactive discussions, case studies, and practical applications, students will develop skills to analyze and implement effective organizational and strategic management practices in healthcare settings.

HCM 103/ Healthcare Informatics
Prerequisite: None
18 Clock Hours
This course provides an in-depth exploration of performance improvement and health information technology (IT) in healthcare organizations. Students will learn about historical and contemporary quality improvement models, key quality assurance principles, and system-wide performance enhancement strategies. The course also delves into the role of health information technology, covering its applications, challenges, and impact on healthcare management. By integrating both quality improvement and IT solutions, students will gain the necessary skills to drive efficiency, safety, and innovation in healthcare systems.

HCM 104/ Healthcare Financing & Cost Management
Prerequisite: None
18 Clock Hours
This course explores the financial and economic aspects of healthcare, including health insurance systems, cost management, revenue cycles, and financial governance. Students will examine the structure of national health spending, private and public insurance models, and the financial challenges faced by healthcare providers. Additionally, the course covers financial management techniques, such as reimbursement strategies, cost allocation, break-even analysis, and budgeting. The final segment of the course focuses on managing healthcare professionals, addressing leadership, workforce challenges, and performance optimization.

HCM 105/ Healthcare Workforce Management and Team Leadership
Prerequisite: None
18 Clock Hours
This course explores the management of healthcare professionals, strategic human resource (HR) management, and teamwork dynamics within healthcare organizations. Students will examine the roles of various healthcare professionals, workforce planning, employee retention, and HR functions that drive organizational success. Additionally, the course covers the importance of teamwork, challenges in interprofessional collaboration, and strategies for improving communication and performance in healthcare teams.

HCM 106/ Cultural Competency, Ethics, and Compliance in Healthcare
Prerequisite: None
18 Clock Hours
This course provides a comprehensive understanding of cultural competency, healthcare ethics and law, and fraud and compliance regulations in healthcare management. Students will explore frameworks for cultural awareness, legal and ethical principles governing patient care, and strategies for preventing fraud and abuse in healthcare organizations. The course also includes case studies to apply theoretical knowledge to real-world healthcare scenarios.

HCM 107/ Capstone Course: Healthcare Management Project
Prerequisite: Successful completion of HCM 101, HCM 102, HCM 103, HCM 104, HCM 105, HCM 106
18 Clock Hours
This course is a culminating course where students apply their knowledge to a healthcare management project. It integrates knowledge from all previous courses in the program. Students will work on a real-world healthcare management project, applying strategic thinking, financial analysis, and operational planning.

Department of Humanities & Fine Arts

FA 103/ Religion in Architecture
Prerequisite: None
3 Credit Hours
Students in this course can expect to gain an introductory and historical understanding of how religion affects and has affected art and architecture in the last several centuries. A great deal of emphasis will be placed on sacred architecture in Islam, Christianity, and Judaism, and the structural, functional, and

aesthetic characteristics attributed to religious buildings in each faith group. This course will survey some important architectural structures in the three major faith groups.

HUM 203/ Humanities Appreciation
Prerequisite: None
3 Credit Hours
An overview of the content and purpose of the humanities, this course explores the relationship of the individual to society through materials from various humanities disciplines. It includes a thematic- or genre-based interdisciplinary study of selected works of art, music, literature, philosophy, and history. Differing subject matter and issues will be discussed and analyzed, with attention directed to the role of humanities in current society.

HUM 205/ Introduction to Ethics
Prerequisite: None
3 Credit Hours
Through analyses of readings, films, and discussions/debates, this course attempts to discover by rational methods the truth about right and wrong, good and bad, as well as morality and immorality—otherwise referred to as the branch of philosophy known as ethics. Course content will critically examine existing systems of values and their applications to life situations and help improve students' ability to understand and make ethical choices.

HUM 310/ Literature, Culture, and the Human Experience
Prerequisite: ENG 102 or Consent of Instructor
3 Credit Hours
This upper-level humanities course examines literature as a reflection and interpretation of human experience, culture, and society. Through close reading and critical analysis of literary works from varied historical periods, genres, and cultural contexts, students explore themes such as identity, family and community, morality, power, social change, belonging, conflict, and the human condition. Students examine the relationship between literary expression and the historical, social, and cultural contexts in which works are produced and interpreted. Emphasis is placed on critical reading, comparative analysis, scholarly research, and the development of evidence-based written and oral arguments.

Department of Language & Literacy

ENG 101/ English Language and Composition I
Prerequisite: None
3 Credit Hours
ENG 101 provides an overview of the writing process, including invention, editing/proofreading, style, and voice. English grammar and mechanics, parts of speech, and characteristics of strong sentences and paragraphs are reviewed. Vocabulary expansion is also included. Writings explore a variety of genres, with an emphasis on essays.

ENG 102/ English Language and Composition II
Prerequisite: ENG 101 or
Consent of Instructor
3 Credit Hours
This course concentrates on the proper understanding and use of the English language in various written genres. It reviews the steps of the writing process; Northwest Suburban College continues the review of grammar and mechanics; requires textual analysis, written summaries, and narrative and persuasive writings both in and out of class; and introduces the basics of writing various types of argument essays.

ENG 202/ Fundamentals of Speech Communication
Prerequisite: ENG 101 or Consent of Instructor
3 Credit Hours
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students will improve their skills in communicating with others through the preparation and delivery of formal public speeches. This course requires college-level skills in reading and writing. Skills developed include understanding the writing/speaking processes from invention to presentation, the importance of audience, understanding and applying appropriate modes of expression, participating in groups with emphasis on listening, as well as using critical and reflective proficiency in the development of exposition and argument.

Department of Magnetic Resonance Imaging

MRI 101/ MRI Physics and Principles I
Prerequisite: Admission in MRI Tech Program, including successful completion of prerequisite courses
70 Clock Hours: 50 Lecture + 20 Lab
This course introduces the foundational physics of magnetic resonance imaging, including magnetism, tissue relaxation, radiofrequency pulses, gradients, and image formation. Students learn how MR images are produced and explore the principles affecting image quality and patient safety.

MRI 102/ MRI Physics and Principles II
Prerequisite: MRI 101
70 Clock Hours: 50 Lecture + 20 Lab
MRI Physic and Principles II builds on MRI Physics and Principles I, with an emphasis on advanced imaging techniques, pulse sequences, and strategies to optimize image quality. Students learn to analyze contrast parameters, recognize artifacts, and apply physics knowledge to clinical applications.

MRI 103/ Patient Care and Safety
Prerequisite: Admission in MRI Tech Program, including successful completion of prerequisite courses
80 Clock Hours: 50 Lecture + 30 Lab
This course teaches the essential skills for providing safe and compassionate care to MRI patients. Topics include patient preparation, screening for contraindications (e.g., metal implants), infection control, contrast media use, and responding to medical emergencies in the MR environment.

MRI 104/ MRI Procedures I
Prerequisite: Admission in MRI Tech Program, including successful completion of prerequisite courses
80 Clock Hours: 50 Lecture + 30 Lab
This course introduces routine MRI procedures and imaging protocols for common anatomical regions, including the brain, spine, and musculoskeletal system. Emphasis is placed on patient positioning, coil selection, imaging planes, and scan parameters.

MRI 105/ MRI Procedures II
Prerequisite: MRI 104
80 Clock Hours: 50 Lecture + 30 Lab
MRI Procedures II expands on MRI Procedures I, focusing on advanced clinical applications such as neuroimaging, cardiac, abdominal, and vascular studies. Students learn contrast-enhanced studies, specialty protocols, and troubleshooting in clinical practice.

MRI 201/ Cross-Sectional Anatomy & Pathology I
Prerequisite: Admission in MRI Tech Program, including successful completion of prerequisite courses
80 Clock Hours: 50 Lecture + 30 Lab
This course focuses on cross-sectional anatomy of the head, neck, and spine using MRI images. Students develop spatial recognition skills and learn to correlate anatomical structures with MR appearances.

MRI 202/ Cross-Sectional Anatomy & Pathology II
Prerequisite: MRI 201
80 Clock Hours: 50 Lecture + 30 Lab
This course covers cross-sectional anatomy of the thorax, abdomen, pelvis, and extremities. Students expand their understanding of anatomy and pathology, with emphasis on correlating imaging with clinical conditions.

MRI 301/ MRI Clinical Experience I
Prerequisite: Admission in MRI Tech Program and concurrent enrollment in MRI 101, MRI 103, MRI 104, and MRI 201.
150 Clinical Clock Hours
This first supervised clinical rotation introduces students to the MRI environment. Students observe professionals and begin assisting with patient care, safety screening, positioning, and observation of routine procedures.

MRI 302/ MRI Clinical Experience II
Prerequisite: MRI 301
285 Clinical Clock Hours
Students advance their clinical skills by performing routine MRI procedures under supervision. Emphasis is placed on protocol selection, patient management, and building independence.

MRI 303/ MRI Clinical Experience III
Prerequisite: MRI 302
525 Clinical Clock Hours
The final practicum provides advanced clinical training. Students perform a wide range of MRI procedures independently, applying safety, technical, and professional standards in preparation for ARRT certification.

Department of Mathematics & Finance

MTH 121/ College Algebra/Pre-Calculus
Prerequisite: None
4 Credit Hours
College Algebra covers basic mathematics using algebraic equations. Topics include polynomial, rational, exponential, logarithmic functions, systems of equations and inequalities, sequences, matrices, and series mathematical matching. Emphasis is placed on algebraic and graphical approaches.

MTH 122/ Calculus
Prerequisite: MTH 121 or Consent of Instructor
4 Credit Hours
Calculus covers real numbers and basic properties. Emphasis is on the following concepts: algebraic operations involving integer exponents, including scientific notation, polynomial operations, and factoring polynomials; solutions of linear and quadratic equations as well as linear inequalities; solutions and manipulations of literal equations; and graphical and algebraic solutions of systems of linear equations in two variables. Emphases on geometry concepts include the following: perimeter; area of geometric figures, including triangles, rectangles, and circles; and volumes of spheres, cylinders, and pyramids. Applications of problem-solving skills are emphasized throughout the course. Writing assignments are part of the course.

MTH 201/ Statistics
Prerequisite: MTH 121 or Consent of Instructor
4 Credit Hours
Statistics examines the following concepts: probability spaces, random variables and distribution, laws of large numbers, central limit theorem, joint probability distributions, sampling distributions, theory of estimation, and sample linear regression.

The course theme may include biostatistics, which provides an introduction to selected important topics in biostatistical concepts and reasoning. Specific topics include tools for describing central tendency and variability in data; methods for performing inference on population means and proportions via sample data; statistical hypothesis testing and its application to group comparisons; issues of power and sample size in study designs; and random sample and other study types.

MTH 301/ Biostatistics
Prerequisite: MTH 121 or Consent of Instructor
4 Credit Hours
This course provides an overview of biostatistical methods and gives students the skills to perform, present, and interpret basic statistical analyses. Topics include the collection, classification, and presentation of descriptive data; the rationale of estimation and hypothesis testing; analysis of variance; analysis of contingency tables; correlation and regression analysis; multiple regression, logistic regression, and the statistical control of confounding; sample size and power considerations; survival analysis.

Department of Medical Assisting

MA 101/ Healthcare Procedures (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
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 psychosocial 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 (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
This course stresses the importance of asepsis and sterile technique in today's healthcare 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 (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
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. The 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 also study facility management and personnel procedures.

MA 104/ Medical Records and Pharmacology (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
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, which are 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 and prepare medication for administration by various methods.

MA 105/ Medical Billing and Insurance Processing (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
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, which are 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 and are introduced to 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 inpatient triage processing and other routine administrative procedures.

MA 106/ Medical Records and Patient Education (C)
Prerequisite: None
93.34 Clock Hours (56 Hours Lecture + 37.34 Hours Lab)
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, which are 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 (C)
Prerequisite: Successful completion of MA 101, MA 102, MA 103, MA 104, MA 105, & MA 106
160 Clock Hours
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.

MA 110/ Medical Law & Ethics (D)
Prerequisite: None
3 Credit Hours
This course is designed to introduce the students to the legal and ethical issues pertaining to the profession of healthcare field, specifically in relation to medical assisting. This course covers an overview of the law and ethics that relate to patient care, patient-physician relationship, professional liability, drug regulation, and the general code of ethics followed by healthcare professionals, specifically medical assistants.

MA 111/ Administrative Medical Assisting I (D)
Prerequisite: None
4 Credit Hours: 3 Lecture, 1 Lab
This course is designed to prepare students to perform clerical work in doctors and hospital offices. Topics covered include but not limited to medical office management, patient reception, appointment scheduling, office facilities, equipment, and supplies, as well as paper and electronic medical records management.

MA 112/ Administrative Medical Assisting II (D)
Prerequisite: None
4 Credit Hours: 3 Lecture + 1 Lab
This course complements MA 111/ Administrative Medical Assisting I and covers topics including but not limited to diagnostic coding, procedure coding, medical insurance, banking and practice finances, and patient billing and collections all through which formal written communication techniques are emphasized.

MA 113/ Clinical Medical Assisting I (D)
Prerequisite: None
5 Credit Hours: 3 Lecture + 2 Lab
This course prepares students to work directly with patients performing hands-on care and testing under the supervision of a nurse or physician. Students will learn about infection control, examination assisting, vital signs, phlebotomy and blood collection, urinalysis, hematology, the clinical laboratory, microbiology, pulmonary function, pharmacology, administering medications, patient education, nutrition, and mental health.

MA 114/ Clinical Medical Assisting II (D)
Prerequisite: None
2.5 Credit Hours: 1 Lecture + 1.5 Lab
Along with MA 113/ Clinical Medical Assisting I, this course provides students with the needed hands-on skills to succeed in clinical procedures pertaining to medical assistants. Students will learn assisting with numerous medical specialties such as but not limited to reproductive and urinary, eye and ear care, pediatrics, geriatrics, minor surgery, medical emergency and emergency preparedness, radiology, and electrocardiography.

MA 117/ Medical Assisting Externship (D)
Prerequisite: Successful completion of MA 110, MA 111, MA 112, MA 113, and MA 114
3.5 Credit Hours
Upon successful completion of all of the above-mentioned prerequisite courses, students will participate in a 160-clock hour externship at an approved medical facility. The 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.

Department of Pharmacy Technician

PHT 101/ Pharmacy History, Laws and Ethics with Conversions and Calculations
Prerequisite: None
72 Contact Hours (45 Hours Lecture + 27 Hours Lab)
This 4-week module includes an overview and historical development of medicine and pharmacy. Pharmacy law and ethics are also discussed in detail, which includes the Food and Drug Act, the 1970 Comprehensive

Drug Abuse Prevention and Control Act, and other modern-day drug legislation and regulatory agencies pertaining to pharmacy practice. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians and the different associations and settings for pharmacy technicians. Students will also be able to define the term "ethics" and explain its importance for pharmacy technician practice. Professionalism in the workplace and communication with customers and patients are also covered in this module, along with dosage forms and routes of administration.

Students will practice conversions and calculations used by pharmacy technicians regularly and will be tested on their progress throughout the module. These subjects include apothecary, household, and metric measurements and temperature scales. Elemental arithmetic calculations are briefly summarized, as students should already have a fundamental foundation of these basics. A review of the Top 200 medications will be tested in this module and every module proceeding. Laboratory lectures and activities cover subjects such as proper documentation, helpful forms and reports, and understanding why accurate documentation is essential for pharmacy practice. Hands-on skills in the laboratory practice setting are performed.

PHT 102/ Pharmacy Practice Settings with Sterile and Non-Sterile Compounding
Prerequisite: None
72 Contact Hours (50 Hours Lecture + 22 Hours Lab)
This course is designed to provide the student with an overall understanding of community and institutional pharmacy practices with additional pharmacy practice settings. Students are introduced to the professional aspects of working in pharmacy technology, will be able to explain different workflows and management styles, and apply this knowledge for responsible job performance. Emphasis is placed on the roles and responsibilities of the pharmacy technician in an array of settings, and different opportunities are explored. Students will describe the importance of health information systems for pharmacy practice activities, and how they facilitate effective decision-making for patient care. Medical terminology and different learning styles and tools that are helpful in studying and learning are introduced. Students will practice calculations correlated with community and institutional pharmacy, along with compounding calculations following lab exercises demonstrated on lecture days. Extemporaneous compounding will be introduced, along with the aseptic technique and the different regulations from USP 797 and 800. Simulated labs using mock pharmacy software will be used in this module. Subjects covered include medication reconciliation, entering orders, prior authorization, and adjusting prescriptions. Hands-on skills in the laboratory practice settings are performed.

PHT 103/ Pharmacy Operations and Workflow with Drug Classification
Prerequisite: None
72 Contact Hours (50 Hours Lecture + 22 Hours Lab)
This module is designed to introduce the student to an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy, such as pharmacy billing and inventory management, medication safety and error prevention, pharmacy operations management and workflow, and extemporaneous compounding. Students will practice preparing and processing ointments, creams, gels, medicated troches, medicated lollipops, capsules, medication recalls, inventory returns, and disposal considerations. Students will also receive direct training in a practice laboratory setting. The body systems discussed in this module start with the nervous system and endocrine system. Medications used to treat conditions of these systems (i.e., medications for neurological conditions, mental disorders, and a discussion on muscle relaxants) are covered as well. Students will also be practicing how to calculate billing compounds, powdered drug preparations, and inventory control. Focus on parenteral doses using ratio and proportion calculations is emphasized in this module. A review of the Top 200 medications will be tested in

this module. Other laboratory lectures and activities cover subjects such as reports and forms for specific processes and Drug Utilization Review (DUR). Hands-on skills in the laboratory practice setting are performed.

PHT 104/ Pharmacology of Body Systems and Practice Labs
Prerequisite: None
72 Contact Hours (50 Hours Lecture + 22 Hours Lab)
This module covers body systems including musculoskeletal, cardiovascular, respiratory, gastrointestinal, renal, and reproductive systems, and medications used to treat conditions of these systems. Also covered in this module are percentages, ratio solutions, and dosage calculations based on body weight. The responsibilities of a pharmacy technician consist of filling prescriptions, including the information required to fill prescriptions, and typing the prescription label. This module also covers how to read a drug label. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, and compensation and methods of payment for pharmacy services are discussed. Hands-on skills in the laboratory practice settings are performed.

PHT 105/ Pharmacology of Body Systems (C), Alternative Medicines, and Dilutions & Allegations
Prerequisite: None
72 Contact Hours (50 Hours Lecture + 22 Hours Lab)
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding medications for the immune, eyes, ears, nose & throat, dermatological, and hematological systems, along with medications for disorders of those systems (i.e., students will learn about migraine headaches, analgesics, and drugs like NSAIDs), as well as a study of general operations of pharmacies at different settings. Complementary & Alternative Medications (CAM) are discussed in further detail. Over-the-counter medications, vitamins, and skincare products are also discussed in this module. Students learn about the most common alternative medication and food and drug interactions. Pharmacy calculations include extensive dilution and allegation work, along with medication label dosage calculations. Additionally, this module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Simulated labs using mock pharmacy software will be used in this module. Subjects covered include medication reconciliation, entering orders, and aseptic technique. Hands-on skills in the laboratory practice settings are performed.

PHT 106/ Clinical Externship
Prerequisite: Successful completion of PHT 101, PHT 102, PHT 103, PHT 104 and PHT 105
240 Clock Hours
This 240-clock hour 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 experience in an institutional or 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.

Department of Physical Sciences

CHEM 100/ Chemicals Around Us
Prerequisite: None
2 Credit Hours
This course is designed as an introductory course for chemistry. Students will learn about the definition of chemicals, identify chemicals in the environment and their multiplication with the industrial revolution, and recognize harmful chemical exposure and the related health risks. Students will also learn about the different government and private agencies that identify chemicals, biomonitoring, and the measures taken to limit the harmful effects.

CHEM 101/ General Chemistry I
Prerequisite: None
5 Credit Hours: 3 Lecture Hours + 2 Lab Hours
As an introductory course to chemistry, the following concepts are explored: scientific notation, metric system of measurement, the periodic table and its trends, atomic structure, molecular geometry, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, nomenclature, and the relationships governing gaseous behavior. A basic research paper may be part of the course, as deemed necessary by the instructor.

PHYS 201/ General Physics I
Prerequisite: MTH 121 or Consent of Instructor
4 Credit Hours: 3 Lecture Hours + 1 Lab Hour
Students will explore the foundational concepts of physics, including mechanics, heat, wave motion statics, dynamics of a particle and a rigid body, and oscillatory wave motion with application to sound. Writing assignments, as appropriate to the discipline, are part of the course.

Department of Research & Development

RES 200/ College Seminar
Prerequisite: None
2 Credit Hours
This course focuses on topic of interest in the fields of science and medicine through an exploration of trends and guest speakers. Student discussion and participation is a required component of this course.

RES 307/ Undergraduate Research Seminar
Prerequisite: None
2-3 Credit Hours
Undergraduate Research is intended to guide the students through the different stages of conducting research. Students will acquire the skills needed to write and present a proposal. They will conduct rigorous research to answer a specific proposed question. Students will also learn about proper presentation techniques. This course covers topics including planning, research and documentation, writing style and editing, document design, ethics, abstracts, literature reviews, presentation skills and oral presentation of the proposal.

RES 399/ Externship
Prerequisite: Consent of Instructor at least 2 weeks before the term start date
3 Credit Hours
This course provides students with the opportunity to apply their knowledge and skills learned in the health sciences curriculum at an affiliated facility. Students will be exposed to career opportunities and participate in the practical application of their program's learned objectives through hands-on experience at relevant organizations that may include health clinics, companies, laboratories, etc.

RES 408/ Undergraduate Research Project
Prerequisite: Satisfactory Completion or Concurrent Enrollment in RES 307 & Consent of Instructor at least 2 weeks before term start date
3-5 Credit Hours
This course is designed to give the students hands-on experience in carrying out research in different areas of science related to the field of study. Students are required to plan and conduct a research project and submit a paper based on the data derived from the conducted research and lab experimentation.

Department of Social & Behavioral Sciences

PSY 101/ Principles of Psychology
Prerequisite: None
3 Credit Hours
This introductory survey course covers the basic concepts of the biological basis of behavior (especially the central and peripheral nervous systems), sense and perception, states of consciousness, learning, memory, motivation, emotions, personality development, psychological disorders, therapies, and social psychology. The basic vocabulary of the discipline, as well as social science research methods, is examined. A major paper and various topical assignments are required.

PSY 220/ Abnormal Psychology
Prerequisite: PSY 101 & PSY 201 or Consent of the Instructor
3 Credit Hours
A survey of research and theory concerning the nature, origins, and treatment of major psychological disorders is addressed in PSY 220. The course considers behavioral, biological, cognitive, and psychodynamic approaches to understanding psychopathology. Topics may include schizophrenia, mood disorders, anxiety disorders, childhood disorders, and personality disorders.

PSYC 310/ Adult Development & Aging
Prerequisite: PSY 101 or Consent of Instructor
3 Credit Hours
This upper-level psychology course examines human development across adulthood, from early adulthood through later life. Students explore major theories and current research related to cognitive, emotional, social, and personality development; identity and relationships; family and work; life transitions; physical and psychological changes associated with aging; and adaptation to changing roles and circumstances across the adult lifespan. The course considers individual and contextual influences on adult development, including culture, family, social relationships, and environment. Emphasis is placed on the critical evaluation and application of developmental theories and psychological research to the experiences and challenges of adulthood and aging.

PSY 350/ Organizational Behavior
Prerequisite: PSY 101 or Consent of Instructor
3 Credit Hours
This course will provide an overview of organizational behavior, values, personality, workplace emotions, work-related stress, stress management, decision making, job satisfaction, organizational commitment, communicating in teams, communication barrier negotiation in the workplace, leadership in organizational setting, organizational culture, and organizational change. It will explain also the importance of emotional intelligence and critical thinking in solving conflict in the workplace.

SOC 101/ Principles of Sociology I
Prerequisite: None
3 Credit Hours
This introductory survey course covers the basic concepts across various institutions, such as marriage and family, education, religion, work, the media, and political and economic systems. It also addresses social identities, such as race, ethnicity, sex, gender, age, and health. Basic vocabulary of the discipline and research methods for social science are examined. A major research paper and various shorter assignments are required.

SOC 220/ Medical Sociology
Prerequisite: SOC 101 or Consent of Instructor
4 Credit Hours
Medical Sociology, also known as the Sociology of Health and Illness, is a survey course that covers the definitions and interactions of health, wellness, illness, healthcare, and the American medical system. The relationships of social class and the social stratification of society as well as such societal institutions as the political-economic system, education, rural-urban differences, and religion are studied. Additional topics of discussion include: medical and sociological models of illness, individual experience of illness, medicalization-demedicalization of illness, as well as the current access and types of healthcare delivery systems. The role of science in medical care, current issues in medical ethics, and the nature and current issues of third-party payers are also examined.

Training Courses

CE-CPR/ Cardiopulmonary Resuscitation
Prerequisite: None; Open only to enrolled students
6 Clock Hours
This training course is designed for all healthcare professionals and workers. The CPR course is designed to provide lay rescuers with the fundamental skills and confidence to perform CPR on adults, children, or infants. This course will teach participants 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; Open only to enrolled students
7 Clock Hours
This training course is designed for all healthcare professionals. Understanding HIPAA for Healthcare Professionals provides a general overview of the Health Insurance Portability and Accountability Act (HIPAA), that includes 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; Open only to enrolled students
7 Clock Hours
This training course is designed for all healthcare professionals. 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 instructed in various OSHA standards. Special emphasis is directed at safety and health hazards that cause serious injuries and illnesses in the healthcare sector. The course features mock healthcare-related scenarios and the use of safety techniques and laboratory equipment.

Appendices

- **Appendix A: Academic Calendar**
- **Appendix B: Administrative Staff**
- **Appendix C: Faculty**

Academic Calendar

School of Undergraduate Studies

Programs within the School of Undergraduate Studies use a semester system (15 weeks). See the Admissions Dept or your advisor for each semester's schedule of course offerings.

FALL 2026		DATES FOR INSTRUCTORS	
		Syllabus Due	08/28/2026
Registration Begins	07/06/2026		
Classes Begin	08/31/2026		
Labor Day: No Classes	09/07/2026		
Last Date to Add Course	09/14/2026		
Last Day to Drop Course	09/14/2026		
Constitution Day*	09/17/2026		
Midterm Week Begins	10/19/2026	Midterm Grades Due	10/29/2026
Fall Break	11/26/2026 - 11/28/2026		
Last Day to Withdraw (W)	12/07/2026		
Finals Week Begins	12/14/2026		
Last Day of Term	12/19/2026	Final Grades Due	12/23/2026
WINTER/ SPRING 2027		**DATES FOR INSTRUCTORS**	
		Syllabus Due	01/06/2027
Registration Begins	11/16/2026		
Classes Begin	01/11/2027		
Martin Luther King Jr. Day	01/18/2027		
Last Date to Add Course	01/25/2027		
Last Day to Drop Course	01/25/2027		
Midterm Week Begins	03/01/2027	Midterm Grades Due	03/10/2027
Spring Break	03/22/2027 - 03/28/2027		
Last Day to Withdraw (W)	04/17/2027		
Finals Week Begins	04/26/2027		
Last Day of Term	05/01/2027	Final Grades Due	05/07/2027
SUMMER 2027		**DATES FOR INSTRUCTORS**	
		Syllabus Due	05/07/2027
Registration Begins	03/15/2027		
Classes Begin	05/10/2027		
Memorial Day: No Classes	05/31/2027		
Last Date to Add Course	05/24/2027		
Last Day to Drop Course	05/24/2027		
Juneteenth: No Classes	06/19/2027		
Midterm Week Begins	06/27/2027	Midterm Grades Due	07/07/2027
Summer Break	07/01/2027 - 07/05/2027		
Independence Day	07/05/2027		

Last Day to Withdraw (W)	08/02/2027		
Finals Week Begins	08/16/2027		
Last Day of Term	08/21/2027	Final Grades Due	08/27/2027

*Please note that classes are regularly scheduled on Constitution Day, but the College will host Constitution Day events on campus.

SUS 2026 – 2027 Observed Holidays & Break

No Classes

HOLIDAY	DATE
Labor Day	Monday, September 7, 2026
Fall Break	Thursday, November 26, 2026 – Sunday, November 29, 2026
Winter Break	Sunday, December 20, 2026 – Sunday, January 10, 2027
Martin Luther King Day	Monday, January 18, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth	Saturday, June 19, 2027
Summer Break	Thursday, July 1, 2027 – Monday, July 5, 2027

School of Allied Health Sciences

Each certificate program within the School of Allied Health Sciences has its own academic calendar. See the Admissions Dept or your advisor for each program's specific schedule of course offerings.

Healthcare Management (HCM)

- 7-Week Program
- Method of Instruction: Hybrid
- In-Person Hours: Thursdays, 4:00 pm – 10:30 pm
- Online Hours: Asynchronous and Remote Office Hours Posted on Syllabus

PROGRAM START	START DATE	END DATE
FALL I 2026	08/06/2026	09/19/2026
FALL II 2026	10/01/2026	11/14/2026
WINTER 2027	01/07/2026	02/20/2027
SPRING 2027	03/04/2027	04/15/2027
SUMMER I 2027	05/06/2027	06/18/2027
SUMMER II 2027	07/08/2027	08/21/2027

These are proposed start dates subjected to change based on enrollments.

Magnetic Resonance Imaging Technologist (MRI Tech)

- 3-Semester Program
- Method of Instruction: Hybrid
- In-Person Hours: See the Syllabus/ Course Schedule
- Clinical Hours: Schedule varies based on clinical sites
- Online Hours: Asynchronous and Remote Office Hours Posted on Syllabus

SEMESTER	START DATE	END DATE	HOLIDAYS
COHORT I			
SUMMER 2026	06/08/2026	09/18/2026	07/09/2026
FALL 2026	09/28//2026	01/22/2027	12/19/2026 - 01/03/2027
WINTER 2027	01/25/2027	05/14/2027	03/22/2027 - 03/28/2027
COHORT II			
FALL 2026	08/31/2026	12/19/2026	11/26/2026 - 11/28/2026
WINTER 2027	01/11/2027	05/01/2027	03/22/2027 - 03/28/2027
SUMMER 2027	05/10/2027	08/21/2027	07/01/2027 - 07/05/2027

Medical Assistant (MA)

- 7-Course Program
- Method of Instruction: Hybrid
- In-Person: Morning Sessions: Thursdays, 8:45 am - 1:00 pm & Fridays, 8:45 am - 3:15 pm
- In-Person: Evening Sessions: Mondays & Wednesdays: 5:00 pm – 10:00 pm & Saturdays, 8:30 am – 6:50 pm
- Externship Hours: Hours vary based on clinical site
- Online Hours: Asynchronous and Remote Office Hours Posted on Syllabus

COURSE NUMBER	START DATE	END DATE	HOLIDAYS
MA 101	08/31/2026	09/28/2026	09/07/2026
MA 102	09/30/2026	10/27/2026	
MA 103	10/28/2026	11/24/2026	11/25/2026 - 11/29/2026
MA 104	11/30/2026	12/28/2026	12/24/26 - 01/03/2027
MA 105	01/04/2027	02/01/2027	01/18/2027
MA 106	02/03/2027	03/02/2027	
MA 101	03/03/2027	03/30/2027	03/26/2027, 03/27/2027
MA 102	03/31/2027	04/27/2027	
MA 103	04/28/2027	05/25/2027	
MA 104	05/26/2027	06/23/2027	05/31/2027, 06/19/2027
MA 105	06/28/2027	07/26/2027	07/02/2027 – 07/05/2027
MA 106	07/28/2027	08/24/2027	

Pharmacy Technician Program

- 6-Course Program
- Method of Instruction: Hybrid
- In-Person: Tuesdays & Wednesdays, 5:30 pm - 8:45 pm
- Externship Hours: Hours vary based on clinical site
- Online Hours: Asynchronous and Remote Office Hours Posted on Syllabus

COURSE NUMBER	START DATE	END DATE	HOLIDAYS
PHT 101	09/01/2026	09/26/2026	09/05/2026 - 09/07/2026
PHT 102	09/29/2026	10/24/2026	
PHT 103	10/27/2026	11/21/2026	11/25/2026 - 11/29/2026
PHT 104	12/01/2026	12/29/2026	12/24/2026 - 12/28/2026
PHT 105	01/05/2027	01/30/2027	
PHT 101	02/02/2027	02/27/2027	
PHT 102	03/02/2027	03/27/2027	
PHT103	03/30/2027	04/24/2027	
PHT 104	04/27/2027	05/22/2027	
PHT 105	05/25/2027	06/22/2027	05/31/2027
PHT 101	06/28/2027	07/22/2027	07/01/2027 - 07/05/2027
PHT 102	07/28/2027	08/23/2027	

SAHS 2026 – 2027 Observed Holidays & Break

No Classes

HOLIDAY	DATE
Labor Day	Monday, September 7, 2026
Fall Break	Thursday, November 26, 2026 – Sunday, November 29, 2026
Winter Break	See Program Calendar
Martin Luther King Day	Monday, January 18, 2027
Spring Break	See Program Calendar
Memorial Day	Monday, May 31, 2027
Juneteenth	Saturday, June 19, 2027
Summer Break	See Program Calendar

Faculty

Jay Shahed, MD, MBA
Doctor of Medicine
Technological University of Santiago;
Master of Business Administration, Management
Robert Morris University

Omar Abead, PharmD
Doctor of Pharmacy
Jordan University of Science and Technology

Sonji Barnes, PhD, MEd
Doctor of Philosophy, Education
Tuskegee University
Masters in Education, Counseling and Student Development
University of Illinois, Chicago

Bruce Elegant, MS
Master of Science, Public Health
University of Illinois, Chicago

Delilah Figueroa, CCMA, CPT
Certificate, Medical Assistant
State Career College

Isaac Gold, PhD
Doctor of Philosophy, Mathematics
Ege University

Rabab Gomaa, PhD
Masters in Islamic Studies
American Open University;
Bachelors in Architecture
University of Houston

Debra Gurney, EdD, MSN, RN
Doctorate in Adult Education
Masters of Science, Nursing
Northern Illinois University

Shazia Ilyas, ALM
Master of Liberal Arts, Creative Writing & Literature
Harvard University

Raia Hamad, MEng
Master of Engineering
Illinois Institute of Technology

Amber Jacob, BA, CCMA, CPT, CET
Bachelor of Arts, Political Science
Holy Cross College;
Certificate, Medical Assistant
Chicago ORT Technical Institute

Maimoon Khan, MD
Doctor of Medicine
Technological University of Santiago

Rubina Khan, PhD
Doctor of Philosophy, Education and English
University of New Orleans

Sena M. Kinkle, CMA
Diploma, Medical Assistant
Everest College

Auxi Sharon Kumar, PhD
Doctor of Philosophy, Physics
Vellore Institute of Technology

Juan Prado, BS, ARRT (MR)
Bachelor of Science, Magnetic Resonance Imaging
Rush University

Gayathree Raman, PhD
Doctor of Philosophy, Molecular Biology
Loyola University

Don Rey, MBA
Master of Business Administration, Finance
DeVry University

Rachel Rodriguez-Sorbis, BS, ARRT (MR)
Bachelor of Science, Magnetic Resonance Imaging
Rush University

Claudecia N. Saffo, CPhT
Diploma, Allied Health
George Westinghouse Career Academy High School

Ghazi Sarhan, PhD
Doctor of Philosophy, Mathematics Education
Holy State University

Administrative Team

Jay Shahed, MD, MBA
Acting President, Provost
jshahed@nwsc.edu

Debra Gurney, EdD, MSN, RN
Dean of Academic & Student Affairs, Director of Nursing
dgurney@nwsc.edu

Shazia Ilyas, ALM
Associate Dean of Academic & Student Affairs, Director of Compliance
silyas@nwsc.edu

Gayathree Raman, PhD
Director of Programs and Student Services, Accreditation Associate
graman@nwsc.edu

Isaac Gold, PhD
Principal Designated School Official
igold@nwsc.edu

Mary Byrne, MILS
Librarian
mbyrne@nwsc.edu

Fehmina Fatima, MS
Data and Compliance Analyst
ffatima@nwsc.edu

Andy Berger, MS
Director of Admissions and Marketing
aberger@nwsc.edu

Matt Knopoff, AAS
Senior Digital Marketing Associate
mknopoff@nwsc.edu

Mallory Burgess, BA
Admissions Associate
mburgess@nwsc.edu

Edgar Montalvo, MBA
Vice President of Finance and Budgeting
emontalvo@nwsc.edu

Lori Henert, CPA
Accountant
lhenert@nwsc.edu

Anusha Qadeer, BS
Accounts Associate, Human Resource Associate
aqadeer@nwsc.edu

Mohammed Salam, PhD
IT Support
helpdesk@nwsc.edu