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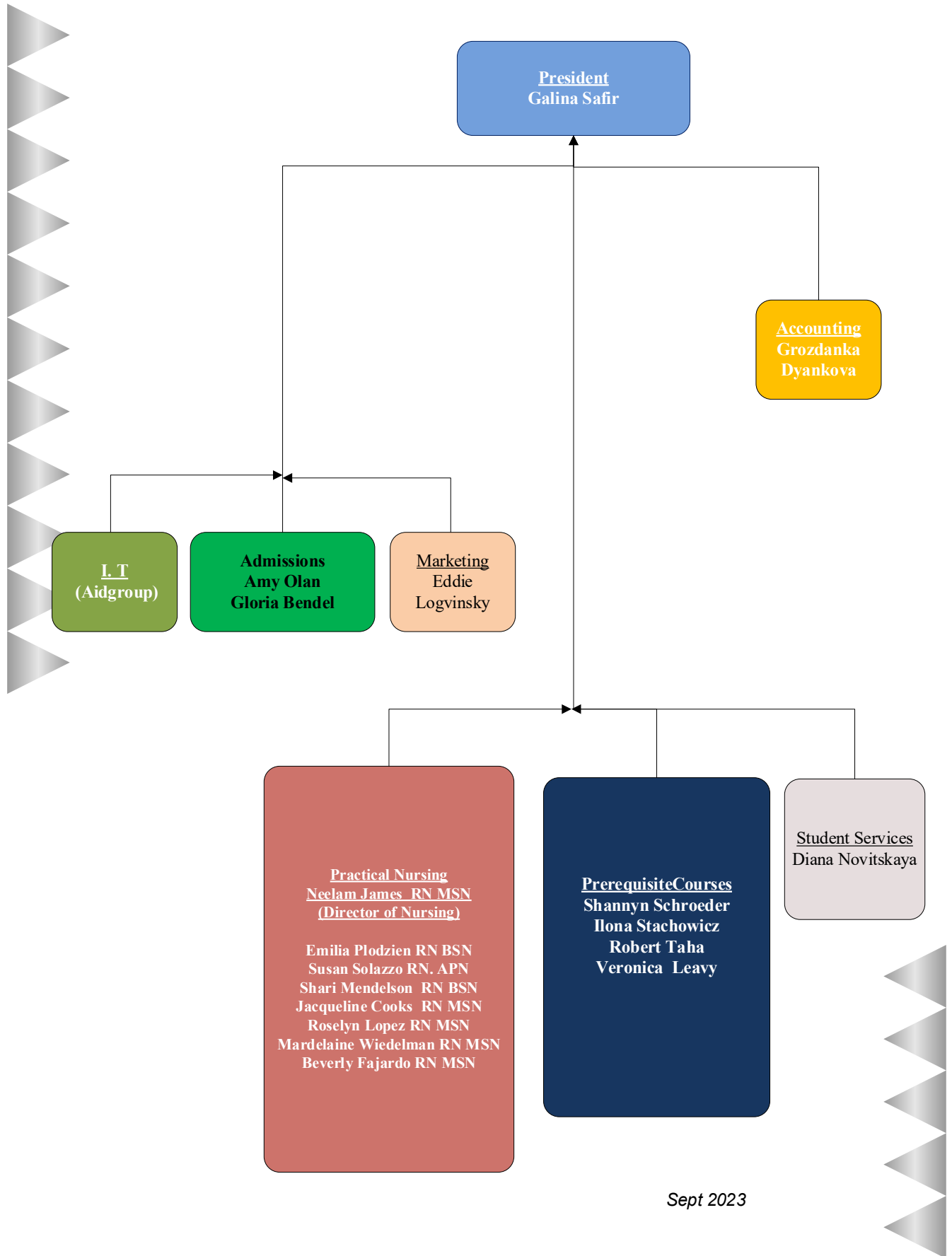
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NSC Organizational Chart



Sept 2023

Introduction

Welcome to Northbrook College of Health Care (NCOHC, LLC) doing business as (DBA) North Shore College (NSC), a privately-owned for-profit institution. You will discover that North Shore College is a special, even unique, place recognized as a culturally diverse, student-centered college that provides a solid foundation in health education.

North Shore College supports the U.S. Department of Education accrediting body's fundamental purpose of providing quality assurance and continued institution improvement. While the college is not currently recognized by the U.S. Department of Education's accrediting body, it is the intent of the college to establish an affiliation with an approved accrediting body.

Mission Statement

The mission of North Shore College (NSC) is to produce effective healthcare leaders through exemplary academic excellence, best practices, research, and incorporating state of the art innovative technology in our healthcare programs. NSC's mission is to be accomplished through a continued commitment to foster lifelong learning relevant to healthcare professions and practices.

Vision Statement

North Shore College envisions an academic and learning institution producing healthcare professionals with exemplary ethics and practices rooted in classical as well as innovative knowledge base.

Statement of Values

North Shore College agrees to abide by all applicable local, state and federal laws. Furthermore, NSC agrees to uphold standards of Professionalism, Integrity, Excellence and Best Practices to facilitate learning and ensure success of the students as its core values.

North Shore College does NOT offer any online courses at this time. ALL programs are considered Residential with instruction provided either on campus or at its clinical affiliates (e.g., Nursing Homes).

NSC History

North Shore College (NSC) began in Northbrook, Illinois as Northbrook College of Healthcare in 2010. The college was moved thereafter, and on May 16, 2011 the new campus started serving the community in Wheeling, Illinois (our current location). Initially, program offerings included Allied Healthcare courses such as Phlebotomy, Electrocardiograph, Basic Nursing, etc. However, with the passage of time, these programs were phased out, but Practical Nursing and Pre-Practical Nursing remain as successful and favored programs.

Since its inception, NSC had strong traditions of outstanding academic achievements, integrity and excellence. By maintaining an average pass rate of 90% at NCLEX-PN since the first batch and a 94% employment rate, our graduates are well respected and welcomed at facilities around the area. The college is owned by Galina Safir and Eddie Logvinsky.

North Shore College remains a vibrant and growing community with alumni in Practical Nursing proudly serving the community.

NSC Facility

North Shore College is housed in an 18,000 square foot facility custom built in 2010-2011 to suit the needs of our institution. It is mostly a "U" shaped structure with the entrance lobby/waiting area at the bottom of the "U". The administrative wing is on the West side of the entrance. This is where all the offices including Admissions, Student Services, Human Resource/Career Services, Accounting Office, Bookstore, Adjunct Faculty Offices, and the Conference Room are located. The President and the Director of Nursing also have their offices located in this wing. The East Wing has four (4) lecture rooms, three (3) nursing labs, an anatomy lab, a lunch room, a library, a reading room and two (2) computer labs. Restrooms are located in the shared space on the north side (common area) of the building. Lecture rooms have a capacity to accommodate up to 38 students, and are equipped with audio-visual overhead projectors/screens, white boards, instructor computer, etc. The building has free-WIFI for enrolled students. All labs have updated equipment for student use.

Accreditation Disclosure

North Shore College is not accredited by an accrediting body recognized by the U.S. Department of Education.

School Administration

President:	Galina Safir Tel: (847) 850-5700
Director of Nursing:	Neelam James MSN. RN Tel: (847) 850-5700 Email: njames@ncohc.org
Clinical Director:	Emilia Plodzien BSN. RN. Tel: (847) 850-5700 Email: eplodzien@ncohc.org
Admissions:	Amy Olan Tel: (847) 850-5700 ext: 3978 Email: aolan@ncohc.org
	Gloria Bendel Tel: (847) 850-5700 ext: 3912 Email: gbendel@ncohc.org
Student Services:	Diana Novitskaya BSc Tel: (847) 850-5700 ext: 3941 Email: dnoviskaya@ncohc.org
Accounting Clerk:	Grozdanka Dyankova AA Tel: (847) 850-5700 ext: 3940 Email: gdyankova@ncohc.org

School Policies and Procedures

NSC Communication Policy

North Shore College issues a login ID to all applicants once the online application is completed and the application fee (\$25) is paid. All subsequent communication is done via email using the online portal for the college. Students are advised to select a login password that is easy for them to remember and keep the Populi information updated and check their emails frequently for updates. Students will need this login and password information to access grades and to receive updates, notices and emails about upcoming events including updates about weather-related college closures etc. Please contact an admission advisor to reset the password, if needed.

Affirmative Action Policy and Non-Discrimination Policy

NSC is an affirmative action/equal opportunity college which administers its educational and employment programs in compliance with federal, state, and local laws. NSC does not discriminate on the basis of race, color, national origin, religion, gender, ancestry, age, sexual orientation, marital status, disability, citizenship, unfavorable discharge from military service, or veteran status.

Sexual Harassment Policy

NSC is a campus community committed to the safety of all students, faculty, employees, visitors, and administrators. In order to ensure a safe campus environment for all, NSC adheres to a strict policy against sexual harassment and sexual assault.

NSC's sexual harassment policy covers all members of our college community, including visitors, and mandates that all persons remain free of any form of sexual harassment, sexual assault, and stalking behaviors.

In accordance with this campus policy, all alleged sexual complaints shall be investigated by the President. Anyone who is a victim of a violation of the no sexual harassment/no sexual assault school policy shall immediately report, in writing, the incident to the College President.

In the event that the President is unavailable, the report should be made to the nearest faculty member or Program Director as soon as possible. All such complaints will be promptly investigated and proper law enforcement authorities notified when appropriate or when the victim requests such action. See below for an explanation of sexual harassment, sexual assault, and stalking behaviors.

NSC recognizes the definition of sexual harassment as explicit sexual advances, verbal or written requests for sexual favors, and any other type of verbal, written, or gesture-like behavior which denotes a tone of sexual misconduct.

The aforementioned advances of a sexual nature become sexual harassment if and when:

Rejecting such advances or allowing such advances becomes or is implied to become a condition for one's educational, instructional, or employment pursuits.

Rejecting such advances or allowing such advances is ever used as a framework for decision making regarding any educational, instructional, or employment concerns which directly affect the victim.

The advances, whether rejected or allowed by the victim, have the untoward effect of forming an overtly offensive or hostile environment or with the intent of intimidation in the educational, instructional, or employment setting.

All or any of the above will constitute sexual harassment and will not be tolerated on the school campus, at the clinical sites, or at any school function.

Sexual Assault Policy

Sexual Assault at NSC shall be prosecuted to the full extent of the law. Sexual Assault is understood as:

Any type of physical contact with another individual of a sexual nature that is either an unwanted inappropriate advance, an expression against an individual's own will, or in absence of an individual's own consent.

Any verbal or physical contact punishable by law as sexual assault.

Any type of rape, including acquaintance rape or date rape, defined as sexual intercourse forced upon an individual against that individual's own will or without that individual's consent.

It is noted here that no one under the age of 18 can give consent for sexual intercourse per the state law.

Any person engaging in sexual contact with an individual under the age of 18 can be prosecuted for sexual assault, statutory rape, and/or other offenses against a minor.

Stalking Behavior Policy

Stalking behavior is not tolerated at NSC. Stalking behavior is understood as:

Any behavior which construes a desire to intimidate, follow, or pose a threat to anyone else including to verbally or physically threatening an individual with intent of sexual assault.

NSC deems all of the above listed and similar behaviors unacceptable.

NSC reserves the right to launch and follow an internal investigation which may be aided by judicial or legal authorities.

NSC reserves the right to terminate or suspend the status, pending investigation or the outcome of the investigation, of any person found in violation of this and other policies and laws.

Concealed and Carry Firearms Policy

NSC does not permit any weapon or firearms (concealed or open carry) on campus. Signs are posted on campus as a reminder. Students found with any firearm will be reported to the authorities and expelled from the college.

Code of Conduct and Consequence Policy

NSC expects all students to demonstrate outstanding ethical, moral and professional traditions. Students found engaging, demonstrating or enticing the following activities shall be in violation of our Code of Conduct policy leading to Consequence. Such activities include without limitation:

Insubordination

Disruption of the academic atmosphere in class or at a clinical site, or any time an instructor deems the place or time as a learning experience in lecture, lab, or clinical.

Physical or verbal threats

Physical gestures or words spoken or written that are defamation or slander.

Conduct contrary to professional standards

The following applies to classroom as well as student interactions with instructors in the lab and clinical assignments. North Shore College recognizes that students play a major role in creating and supporting the educational environment. NSC upholds the belief that students have a right to learn and a responsibility to participate in the learning process. While NSC is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, student communication and behavior must uphold the principles of appropriate vocational/ethical and professional behavior.

Any student failing to conduct him/herself in an orderly and professional manner is subject to probation or program dismissal based on the severity of the infraction; this includes but is not limited to behavior that is consistent with dishonesty, disruptive acts, use of profanity, excessive tardiness, and insubordination, violation of safety rules, or failure to abide by the school rules.

Course instructors have the right to establish clear behavioral expectations and students share the responsibility for maintaining an appropriate learning environment. Students' failure to adhere to the behavioral expectations by the course instructor (either in the syllabus or at the time classroom behavior occurs) may be subject to disciplinary action. A record of negative conduct/behavior will be documented by the instructor and maintained in the students' file.

A Special Note to our Students:

Children are not allowed in the classrooms or on school premises during the instructional period.

Consequence

Students violating NSC student conduct policies may be subject to the following:

Warning: notice in writing to a student that continued or repeated violations of specified school policies or campus regulations may be cause for further disciplinary action (censure, suspension, dismissal, restitution). A permanent record of the violation will be retained in the student file.

Censure: reprimand in writing for violations of specified school policies, including notice to the student that repeated violations may be cause for further disciplinary action (suspension, dismissal, restitution).

Suspension: termination of student enrollment status, in writing, for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions, the violation of which may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal: termination in writing of student status at the school or the program or the course.

Restitution: reimbursement for damage to or misappropriation of either school or private property may be imposed exclusively or in combination with other disciplinary actions (such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages). Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

Advertising & Marketing Policy

All advertising, marketing and recruiting practices at NSC shall:

- a) Remain factual in nature
- b) Refrain from the use of superlatives
- c) Make no claim of employment guarantee
- d) Not offer a student any monetary compensation for enrolling in the program
- e) Not be conducted around charitable offices, or welfare centers where economically disadvantaged individuals are being served
- f) Be approved by the College Administration in writing
- g) Be maintained for records with date and venue of advertising
- h) Not contain any language whether overt or implied to guarantee a certificate or diploma
- i) Not use any logo or statement of approval from any agency unless approved by the agency to do so

Employment Disclaimer Policy

NSC is a private vocational college that offers approved courses. Students are made aware that successful completion of these programs and/or courses does NOT guarantee employment. NO employee or representative of NSC or advertisement makes any direct or implied promises of employment or that completion of any or all of the courses or programs shall constitute as a guarantee of employment.

NSC does offer assistance to its students and alumni via Career Services Office in the form of help with resume writing, mock interview sessions, recommendations to employment search strategies and sites, limited lists of current job opening, etc.

No direct or expressed or implied statement by NSC is being made, nor shall such be construed, where employment is guaranteed after completion of programs and/or courses offered by North Shore College.

Substance Abuse/ Dependence/ Drug/ Alcohol and Smoking Policy

In accordance with the Drug Free Schools and Communities Act of 1988, North Shore College promotes an educational environment that is conducive to teaching and learning and is a drug-free campus and community.

Students are required to adhere to our strict “Drug Free” policy. Under this policy, students may be screened for the presence of illegal/controlled substances with or without prior warning.

Students refusing to provide appropriate samples for analysis will be terminated from all enrolled programs until such time as the student has completed a state approved Rehabilitation Program within 6 months (Certificate of Rehabilitation is required). After which, the student must file for readmission into the program. Readmissions are never guaranteed. **See Readmission Policy.**

Alcohol Policy

The consumption of alcohol is strictly prohibited on campus and clinical sites at all times. Students are expected to remain alcohol free while on campus and its affiliate clinical sites.

Smoking Policy

In compliance with the Illinois Clean Air Act, of July 01, 1993, smoking is prohibited on campus. Students must refrain from smoking in the classroom, clinical, and laboratory facilities, etc.

Smoking within clinical/classroom facilities will result in dismissal from the program. Smoking is only permitted in designated smoking areas of the school and clinical facilities. Illinois State Law mandates smoking areas to be outside of any public or school building at least **15 feet** from any entrance.

Disclosure of Chronic Illness Policy

Students enrolled in courses with a laboratory and/or clinical component are required to disclose to the Program Director a history of loss of consciousness for any reason (e.g., at the sight of blood or blood draw) or if they have **any chronic illness** that may render them unsafe in-patient care or that requires ongoing medical attention.

Students are required to show proof of continuing care (physician’s note) for any history of loss of consciousness in order to continue with the program.

National Holiday Policy

NSC observes the following national holidays (school is closed for the students):

2023

MLK Day	(Jan 16,2023)
Presidents Day	(Feb 20 2023)
Good Friday	(April 7, 2023)
Memorial Day	(May 30, 2023)
Independence Day	(July 4, 2023)
Labor Day	(Sept 4, 2023)
Veterans Day	(Nov 10, 2023)
Thanksgiving	(*Nov 22-24, 2023)
Winter Break	(Dec 25, 2023-Jan 1, 2024)

2024

New Year’s Day	(Jan 1, 2024)
Martin Luther King Day	(Jan 15, 2024)
Presidents Day	(Feb 19, 2024)
Good Friday	(March 29, 2024)
Memorial Day	(May 27, 2024)
Independence Day	(July 4, 2024)
Labor Day	(Sept 2, 2024)
Veterans Day	(Nov 14, 2024)
Thanksgiving	(*Nov 27-29, 2024)
Winter Break	(Dec 24, 2024-Jan 1, 2025)

***Nov 22, 2023 and Nov 27, 2024: Campus open half day for limited services, by appointment only.**

Religious/ Faith Holiday Policy

NSC, in compliance with Higher Education Religious Observances Act (110-ILCS 110/0.01), respects all religions and faiths. Students may request additional days off in observance of their specific religious holidays. Students may be required to submit a letter from their clergyman (or equivalent) verifying the observance of religious/faith-based holiday.

Students are advised to inform their instructors in the beginning of the semester or term and then again 2 days before their requested day off. Written approval from the Director of Nursing **MUST** be obtained in advance to be an excused absence. Students are still responsible to cover the content of the day/s missed. Contact your instructor regarding missed exams during the day/s missed. Extended absences for religious reasons may hinder a student's progress and are not advised.

Any concern of this nature should be discussed with the Program Director or the College President.

Classroom Policy

To facilitate learning for all students there will be no use of cellular phones or other electronic devices. Students found in violation of Electronic Device Policy are subject to disciplinary action including but not limited to grade deduction and/or termination of enrollment. Students are expected to be prepared to discuss classroom topics and to participate in group activities in a polite and professional manner. **Eating is restricted to the breakroom, except light snack in theory classes (student must pickup after themselves) and drinks are restricted to closed containers that are spill proof. North Shore College reserves the right to impose cleaning charges for spills etc. Its best to wait and use the break room for eating lunch/dinner etc. There will be NO eating or drinking in labs and clinicals except during break time.**

North Shore College requires all students to communicate in English while in the classroom and lab(s). The use of any foreign language, profanity, or inappropriate or abusive language during any learning activities including didactic, lab and clinical session(s) is not permitted and shall lead to disciplinary action, including but not limited to termination of enrollment from the program and /or the college. Students are to conduct themselves in a professional and respectful manner during all learning activities.

All academic sessions shall simulate in person classroom learning with no eating or drinking except during breaks (especially in lab and clinical components of the program).

Clinical Conduct Policy

North Shore College requires a 100% attendance in Lab and Clinical Sessions. All students must be in NSC issued uniforms with all white nursing shoes. Students without proper North Shore College uniforms (with white shoes) will be sent home and their absence will be considered as UNEXCUSED, subject to disciplinary action, including but not limited to probation or termination from the program. Students with unexcused absence are subject to disciplinary action including but not limited to suspension, probation and/or termination of enrollment.

All students performing their clinical assignments MUST confirm to Universal Precautions at all times while in the clinical setting. Students must follow additional requirement(s) or precautions when caring for patients that require additional precautions.

All courses (PNP 121, PNP 122, PNP 123, PNP 124, PNP 125 and PNP 126) that have a required clinical component must be completed at a NSC clinical affiliate under the direct supervision of NSC faculty member and per NSC schedule. All students while in clinical session shall only conduct tasks assigned by the NSC faculty in-charge. Students may not contact the facility personnel or seek assistance from any other person while in remote learning unless approved by and/or directed to do so by NSC faculty in charge.

All students shall only be allowed to conduct the clinical session if they arrive on time and have the appropriate attire (uniform) for the lab and/or the clinical session. Students may **ONLY** communicate in English while on Clinical premises and /or during clinical experience. **The use of any foreign language during learning activities including didactic, lab, and clinical session(s) is not permitted and shall lead to disciplinary action, including but not limited to, termination of enrollment from the program and or the college.** All students are required to conduct themselves in the most professional, polite, and courteous manner and follow the policies of the agencies and NSC at all times. A faculty member after consulting with the Program Director may dismiss a student from clinical for the day if the student arrives 15 minutes late or does not have proper

uniform or displays unclean hygiene or displays unprofessional conduct or performs unsafe act(s) deemed as such by the faculty member.

Any and all grievances during clinical, if occurred, must be filed with the Program Director or the President of NSC. Students are not allowed to file grievances with the agency/clinical affiliates' staff or their employees.

Any and all incidents that involve bodily injury, fall, etc. MUST be reported immediately to the Clinical Instructor, followed by filing Form 104 (Incident Report Form) as soon as possible.

Students failing to obtain a passing grade in clinical component MUST repeat both clinical and theory component of the course and vice versa, no exceptions!

Students who do not arrive in approved uniforms (which includes white nursing shoes) will be marked absent, placed on probation and charged \$150 for makeup fee. Makeup for the missed clinical/lab must be done within 3 days, outside of the regular scheduled hours. Students with repeat infraction are subject to termination from the program.

Clinical /Laboratory Make-up Fee

Effective January 1st, 2017: All students who have missed one or more clinical or lab session(s) due to an UNEXCUSED ABSENCE(s) or tardy shall be required to pay a one hundred fifty (\$150) dollars per make-up session. Make-up fee is a Non-Refundable charge levied PER Makeup Session whether the Makeup Session was conducted in a clinical setting or a simulation setting in the computer lab or done in the form of an extra assignment. Students who do not complete 100% of the Clinical or Lab component of any course shall receive a failing grade (F) in both Didactic and Clinical component of the course and shall be required to repeat BOTH the Didactic and Clinical component of the course. The President shall have the final authority in determination of an absence as Excused or Unexcused.

Laboratory Policy

NSC college requires a 100% attendance during ALL laboratory sessions. Students are required to arrive on time and in NSC issued uniforms (and white nursing shoes) for all lab session. **Students who do not arrive in approved uniforms (which includes white nursing shoes) will be marked absent , placed on probation and charged \$150 for makeup fee. Makeup for the missed clinical/lab must be done within 3 days, outside of the regular scheduled hours. Students with repeat infraction are subject to termination from the program.**

1. All laboratory exercises must be done under the direct supervision of NSC faculty and on campus. Unauthorized training in the laboratory is prohibited. Students wishing to use the laboratory outside of scheduled periods must obtain authorization from the Director of Nursing.
2. **Food and drink are prohibited in the laboratory at all times.**
3. Become familiar with all safety protocols in the laboratory, i.e. eye-wash stations, fire extinguishers, first aid, spill kits and exits.
4. **Immediately report all incidents such as needle sticks, falls and spills to the Instructor or the Lab Coordinator.**
5. All sharps must be disposed of in a designated sharps container.
6. Use disposable gloves when handling all mannequins and mannequin parts.
7. **(If you are aware that you have a latex allergy or suspect that you do, it is your responsibility to notify the laboratory coordinator.)**
8. Non-latex disposable gloves will be provided upon request.
9. Never move mannequins or mannequin parts without authorization.
10. Never use Betadine or alcohol on mannequins; soap solution may be used as a lubricant for tube insertion.
11. Used/soiled linen should be placed in designated soiled hampers.
12. Defective equipment or broken glassware must be reported to the lab coordinator.
13. Always wash hands thoroughly before leaving the laboratory.
14. Students are not permitted to sit or lounge on beds in the nursing laboratory.
15. Individuals serving as a patient must remove shoes when lying on the beds.
16. Beds, while not in use are to be kept in the lowest position.
17. Students are not permitted to remove any equipment from the laboratory (i.e. practice medication, syringes, etc.)

Clinical Assignment Policy

NSC requires a 100% attendance during all clinical sessions. All students must arrive on/before time to the assigned clinical facility in NSC issued uniforms (with nursing shoes). Clinicals may ONLY be conducted at facilities that are clinical affiliates of NSC and have been assigned to the student by NSC at the times assigned AND under the direct supervision of assigned Nursing Faculty.

Students with clinical absence are subject to removal from the program (unless documentation is provided for extenuating circumstances).

Students found to be late past 15 minutes are subject to removal from the clinical session and are subject to disciplinary action including but not limited to receiving a failing grade for the entire course.

Clinical sites are selected based on the nursing course objectives and the types of experiences that are best suited for the course. Students are expected to arrange for their own transportation to affiliate agencies.

When possible, students will not be assigned to a clinical agency or unit at which they are employed. To obtain the best possible clinical experience, there may be rotations in the evening or on the weekends. Students will be notified of any time changes as far in advance as possible.

NSC requires that all students must complete the required assignment such as care plans, complete the clinical hours, obtain a passing grade in the Skills Revalidation Exam with a passing grade in order to progress to the next course. Failing the clinical component requires repeating BOTH theory and clinical components of the course, no exceptions.

Admission Procedure

All students seeking admission into our programs MUST comply with the following requirements:

1. Admission Application

All students seeking admission into any program offered by NSC must submit a completed application in POPULI (our online student portal), upload a recent full face, front view clear picture in profile, along with the appropriate application fee (\$25). The completed application must include accurate and updated information of the student and/or other information as required in the application. Applications are available online at www.northshorecollege.com. Incomplete applications will not be reviewed for admission and no refund will be issued.

2. Entrance Exam / Interview

Entrance into our prerequisite (Bio 120, ENG 101, MTH 101 and PSY 101) requires a high school diploma (or equivalent).

Entrance into our Practical Nursing Program requires passing all four Prerequisite courses (Bio 120, Eng 101, MTH101 and PSY 101) with a C, a minimum of 50% TEAS and pass an in-person interview.

3. Required Documents

After passing the entrance exam, students must submit additional documents as required by the program such as health documents, immunization records, background check (biometrics), drug test, etc.

4. Financial Obligation

Students must fulfill the financial obligation of the program before the registration deadline.

5. Acceptance/Admission

Once all of the above requirements have been deemed satisfactory, admission into the program may be granted.

6. Enrollment Agreement (EA)

All students seeking admission into any course or program MUST review, understand and sign the Enrollment Agreement. A signed copy of the Enrollment Agreement becomes a legal binding contract and MUST be provided in order to complete the Enrollment process. Students MUST honor the payment plan as stated in the Enrollment Agreement Payment Plan section to avoid late fees and/or termination from the program.

Transfer of Coursework Policy

Transfer to NSC Programs

NSC accepts Pre-Practical Nursing coursework completed at institutions accredited by US Department of Education and institutions approved by Illinois Department of Financial and Professional Regulations (IDFPR) to conduct a Practical Nursing Program, if the following conditions have been met:

- a) A completed Admission Application has been submitted with the appropriate fee (\$25).
- b) Transfer of coursework conducted at another institution requires submission of an official transcript sent directly to NSC.
- c) Provisional acceptance (pending final approval through Official Transcripts) is granted if printed copies of student transcripts are submitted.
- d) Official copies of transcripts are received directly by the Student Services at NSC.
- e) Coursework is relevant and matches the coursework at NSC.
- f) Only courses with a grade C (2.0) or higher are eligible for transfer.
- g) Transferred coursework will appear in the official transcripts but shall not be used in calculation of the overall GPA.
- h) Coursework must NOT be completed at a distance learning institution where testing metrics were not proctored by the academic institution. (Suspended until further notice)
- i) Transfer for BIO 120 (Human Anatomy & Physiology I) requires completion of a course with a lab component within the past 5 years; no proficiency exam shall be conducted for this course.
- j) BIO 120 must be taken within the past 5 years for transfer eligibility unless an advance degree is completed in the subject.
- k) Coursework must be completed within the last 5 years.
- l) Coursework completed past 5 years requires passing a Proficiency Exam offered by NSC (except BIO 120).
- m) Coursework taken past 5 years shall be transferred without a Proficiency Exam if advanced courses for the subject have been taken that demonstrates proficiency in the subject matter, e.g. a higher degree.
- n) All coursework completed at an international institution must be submitted to the Admissions Office after being evaluated by an accredited foreign evaluation agency (translation shall not suffice); course by course evaluation along with degree evaluation is required for transfer of courses.
- o) NSC reserves the right to determine equivalency of course content.
- p) NSC does not charge any additional fee for evaluation of transferred courses.
- q) NSC shall not be liable if the Official Transcripts are not received by Student Service within the allowed time of Provisional acceptance (generally 4 weeks).
- r) Due to the unique nature of the Practical Nursing Program Curriculum, transfer of coursework into the Practical Nursing Program is not allowed.

Proficiency Exam Policy (Effective Oct 1st, 2014)

In order to promote scholarly pursuit of knowledge, NSC institutes steps that encourage independent and self-study improvement in the disciplines of language, mathematics and psychology. Such an undertaking is established by the administration of a proficiency exam for the following courses: Rhetoric Communication, English 101; Math for Nurses, MTH 101; and Introduction to Psychology, Psy 101. Students with a high school diploma* (or equivalent GED) may obtain credit at NSC for their knowledge in the above courses by passing a proficiency exam proctored by NSC staff. The aforementioned (Eng 101, MTH 101, PSY 101) remain the only courses which NSC approves for credit through Proficiency Exam(s).

A proficiency exam for the courses listed above may only be taken once for each course, AND before the first day of the course they wish to demonstrate proficiency in. Proficiency exams are limited to English 101, Math for Nurses 101 and Introduction to Psychology 101. Repeat attempt for proficiency exam is not allowed. Students failing to pass the proficient exam must take the relevant course in its entirety. NSC does not accept proficiency exams or their equivalents from other institutions.

All proficiency exams are closed examinations, and examinees are only given pass/fail information (within 10 business days) which is reported on their official transcripts from NSC. To preserve the integrity of the Proficiency Exam, post exam review of the Proficiency Exam(s) is not permitted.

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CLEP, Work Experience, Self-Study Transfer Credit

NSC accepts relevant and equivalent coursework for the Pre-Practical Nursing Program from all institutions accredited by the US Department of Education and approved to offer Practical Nursing Program by IDFPR. Institutions must require students to take the on-campus proctored exams. Applicants who seek credit for College Level Examination Program (CLEP), work experience, self study, coursework completed during service in the US military, etc. are required to take a proficiency exam for English, Medical Math and Psychology.

Proficiency Exam Scheduling and Fee

The student services conducts the Proficiency Exam every Tuesday at 2:00 pm. Registration deadline for the exam is 5 pm on the Friday prior to the exam date. There is a one hundred fifty dollar (\$150) exam fee per exam which must be paid at the time of registration. Rescheduling and cancellations must be done prior to the registration deadline.

A state issued ID or driver's license and proof of payment for the exam are required for verification on the day of the exam.

No refund shall be issued for No Show students or students who do not follow the cancellation and refund guidelines listed under this policy or students who receive an exam from the proctor once the examination session has started.

Contact Admissions at (847) 850- 5700 for more information.

Transfer into Practical Nursing Program

The Practical Nursing Program has not been approved by the Illinois Board of Nursing to accept transfer of credit from other institutions into the Practical Nursing Program. This restriction is in place due to the uniqueness of our curriculum, which is not offered elsewhere. The program must be taken in its entirety at NSC. Students are advised to consider this restriction before applying to the Practical Nursing Program as **there will be no transfer of credit into the Practical Nursing Program.**

Transfer to Other Institutions

Even though NSC is an approved institution, and all courses are approved by IBHE-PBVS and other relevant governing bodies, we currently do not have articulation agreement(s) with other institutions that guarantee transfer of course(s) to other institutions. Students must contact the institution of interest to determine if the coursework completed at NSC will be transferred.

Graduates of the Practical Nursing Program, after obtaining their License from the state, may be eligible at some institutions to obtain course credits towards a bridge to Associates Degree Program in Nursing (based on the program completion and their Practical Nurse License.) Contact the college of interest to determine if credits from NSC will qualify for transfer.

Grading Policy

Letter Grade	Percentage Points	Description	Grade Point Average (GPA)
A+	94-100%	Exceptional	4.0
A-	90-93%	Excellent	3.67
B+	87-89%	Better	3.33
B	84-86%	Good	3.00
B-	80-83%	Average	2.67
C+	77-79%	Fair	2.33
C	74-76%	Marginal	2.00
D+	70-73%	Must Repeat	1.67
D	67-69%	Must Repeat	1.33
D-	64-66%	Must Repeat	1.00
F	Below 64%	Fail/ Must Repeat	0.0

Repeat Course Policy

Courses with a letter grade D+ (73.4%; 1.67) or below must be repeated for a higher grade. The transcripts will reflect both grades, but only the latter grade will be used in the calculation of GPA.

Students obtaining a letter grade of D+ (73.4; 1.67) or below in courses with either a lab or clinical portion must repeat the entire course including the theory portion.

Coursework completed at NSC with a grade of C (2.0) or higher is not eligible for a repeat grade.

All students must pay the full price of the repeat course in order to re-enroll in the course and complete all coursework in the repeat course. NSC does not offer any discount for repeat course(s) and charges full price of the course(s) as listed in the current catalog.

For Practical Nursing Students

Student failing to obtain a 74% in the lab, lecture or clinical portion of a course are placed on Academic Probation. Such a course must be repeated in its entirety including the lab, lecture, and theory for a passing grade before the student is allowed to proceed to the next level, as determined by the Practical Nursing Curriculum Plan.

Effective July 1st, 2023 all Practical Nursing Courses (PNP) with a Standardized Testing Component (ATI-Subject) requires the students to obtain a **minimum of Proficiency Level II** before the student is allowed to proceed to the next course. Students failing to obtain a minimum of Proficiency Level II will be required to repeat the entire course including the lab and clinical component.

For all repeated courses, the transcripts will reflect both grades but only the latter grade will be used in the calculation of GPA.

Students who obtain a letter grade of D+ (73.4; 1.67) or below in courses with either a lab or clinical portion must repeat the entire course including the theory portion within 6 months of the grade in order to remain compliant with the Standard Academic Progression (SAP) Policy.

An advising session with the Director of Nursing (or a designated nursing faculty) is required for enrolling to repeat a course.

All students must pay the full price of the repeat course in order to reenroll in the course being repeated and all coursework following the repeat course. NSC does not offer any discount for repeat course(s) and charges full price of the course(s) as listed in the current catalog.

Coursework completed at NSC with a grade of C (2.0) or higher is not eligible for a repeat grade.

Attendance Policy.

NSC believes that a vital correlation exists between class attendance and student performance. A student's presence and active participation in class is critical to academic success. Therefore, NSC requires a 100% attendance and has a stringent attendance policy, as regulated by various state and local educational agencies as follows:

- I. Students arriving late past 30 minutes during a lab or a clinical session of Practical Nursing Program, or who are absent without a documented emergency are subject to dismissal from the program.
- II. North Shore College requires documentation/ proof of emergent situations to be submitted to the student services for evaluation as early as possible but no later than 2 days from the date of absence or tardy.
- III. Students who leave 30 minutes or earlier from a lab or a clinical session of the Practical Nursing Program without a documented emergency are subject to dismissal from the program.
- IV. Students shall be terminated from the program when they have more than two (2) days of absences in any course (the third absence leads to termination), its equivalent in tardies, or its equivalent in a combination of tardies and absences.
- V. NSC defines a tardy as arriving 7 or more minutes past the scheduled start time of the class (including late arrival from lunch and other breaks) or leaving earlier than the scheduled end time of the class.
- VI. NSC equates three (3) tardies to one (1) absence.
- VII. Students are required to maintain a minimum of 90% attendance in all academic sessions, with 100% of missed time and content in makeup hours (after approval) to matriculate.
- VIII. Students seeking variance to the above must present documentation of extenuating circumstances to the Program Director in order to continue (Refer to the section on Excused Absences).
- IX. All cases of Excused Absences are considered on an individual basis by the Program Director.
- X. All missed clinical content **MUST** be completed outside of the regular schedule within ONE (1) week of the absence or tardy.

- XI. All students are required to be present for each didactic, laboratory and clinical session with the log maintained by the instructor.
- XII. Students falsifying their presence for themselves or others are subject to disciplinary action which includes, but is not limited to suspension and termination from the course and/or the college.
- XIII. All students dismissed from a course or program after being found in violation of the attendance policy may ONLY continue their education/enrollment at NSC if readmitted through the readmission process (No exceptions!). Students may have to continue in the subsequent cohort after being readmitted to the course or the program. Refund calculation shall be based on NSC Refund Policy.
- XIV. All instructors must verify the accuracy of the attendance sheet for each student and report tardies and absences for each day on the sheet. All instructors must validate the accuracy of the attendance sheet with their signatures at the end of the session.
- XV. North Shore College reserves the right to record any/all sessions and /or verify attendance through video records, when available.

Automatic Withdrawal

Students missing a total of (3) three days of coursework, its equivalent in tardies, or its equivalent in a combination of absences and tardies (3 tardies = 1 absence) shall be dropped from the course/program. In case of an emergency, students are encouraged to inform the Program Director or the student services. NSC requires proper documentation for absences to be considered Excused (refer to the Excused Absences section of this handbook.) NSC's Standard Refund Policies apply to students terminated from a course or a program due to violation of the Attendance Policy. Students found in violation of the Attendance Policy shall only return to the subsequent cohort after going through the Readmission Process. (refer to the Readmission Process of this handbook.)

Excused Absence Policy

North Shore College requires a 100% attendance. An excused absence is defined as an absence due to extenuating circumstance such as: personal illness (physician's note required), death of an immediate family member (documentation required), impassable roads or inclement weather in the region, religious observance (may require a note from the clergy), quarantine (requires a note from the physician), required court programs (copy of the court order required), Homeland Security appointment (appointment letter required), and military obligations (appointment or similar letter required). Any other absence may be considered unexcused. All the above listed MUST be supported by documentation. NSC requires a Physician's Note for absences due to personal illness in order for the absence to be considered an excused absence; failure to provide such a note deems the absence as unexcused.

For all other absences which may be due to extenuating circumstances, the Program Director shall decide based on the event and the supporting documentation.

Students are advised to inform the instructor of any upcoming excused absence(s) as early as possible (including religious or faith days). It is the student's responsibility to make up for the missed course content.

All students are required to maintain a minimum of 90% attendance in order to matriculate, with 100% attendance with makeups when approved.

Tardiness Policy

Tardiness is defined as arriving seven (7) or more minutes after the scheduled start of a class, lab or clinical or leaving earlier than the scheduled end time of the class/clinical. Tardiness without pre-approved leave or emergency situations (must be supported by documentation) on more than three (3) separate occasions will be considered as one absence. Students being tardy for more than 30 minutes in lab and/or clinical sessions are subject to dismissal from the program.

Makeup Exams/ Missed content

1. NSC does NOT permit the teaching faculty to administer makeup exams without authorization from the Director of Nursing.
2. Makeup exams are only allowed if the absence is deemed as excused absence (refer to the Excused Absence Policy for a definition of excused and unexcused absences). The student is given a zero for the missed exam/quiz if the absence is deemed as unexcused.

3. Makeup exams for excused absences, once approved by the Director of Nursing, shall not be the same exam as the one missed. An exam similar in difficulty level must be offered within 1 week, and outside the regularly scheduled class time.
4. Missed content must be identified and arranged to be completed outside of the regular scheduled class time **within 1 week**. Depending upon the nature of the content, students shall be provided tutoring or simulation time or clinical time as needed to make up for the missed content.
5. **Student failing to attend any session arranged for completion of the missed content will receive a failing grade.**

Students missing greater than 15% of the total course hours will be given an F and will have to repeat the course, irrespective of the nature of the unexcused absence. Standard refund policy shall apply.

Dress Code Policy

All NSC students are required to dress modestly while on campus. Students must maintain a neat and clean appearance while on campus and the clinical affiliates. Large tattoos must be covered. Students with inappropriate /revealing attire will not be allowed to attend the lecture/lab/clinical session, with attendance marked as absent. Such an absence shall be termed as an unexcused absence. Students with an absence from a clinical session shall receive a failing grade in the course.

All Students in Lab and Clinical sessions must be in nursing scrubs/uniforms issued by North Shore College with the official NSC logo and all white nursing shoes, this includes while being on campus for Revalidation Exams, IV skills exam, and/or any other lab or clinical related excursions or practice sessions.

Students found in violation of the Dress Code Policy are subject to disciplinary action including but not limited to being denied participation into the session and marked as UNEXCUSED absent for the session, probation or termination of enrollment from the program.

Maternity Leave Policy

All NSC students seeking maternity leave must submit a positive pregnancy report from a Physician to the Director of Nursing, discuss crucial matters such as start and end date of the leave, financial status, payment arrangements, date of signing of new Enrollment Agreement etc. to finalize the leave. Leave must be approved in WRITING prior to the start date and may be extended at the discretion of administration (additional medical documentation may be required for approval). Maternity leave is approved in increments of 2 weeks, with a total of 4 weeks in most circumstances with approval from the Director of Nursing and/or the President.

Veteran's Affair (VA) Benefit Program

North Shore College welcomes all Veterans. However, effective May 15, 2022, North Shore College does not participate in any benefit program by Veteran's Affair (VA). Veterans may only enroll under the SELF-PAY option, and shall be held responsible under standard policies and procedures of the college.

Trade Adjustment Assistance (TAA) Program

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become re-employed. For more information, visit the Trade Adjustment Assistance website, <https://www.dolet.gov/tradeact>

Students admitted into any course or program at NSC under the TAA program are held responsible for all financial obligations. The students are advised that once enrolled, they are legally responsible for all financial obligations as they are signing the enrollment agreement. It is the student's responsibility to ensure that timely payments are received from the funding agency. NSC reserves the right to collect any/all outstanding and unpaid balances from the student as per NSC policies and procedures.

Workforce Innovation and Opportunities Act (WIOA) Program

The WIOA program is a federally funded grant that assists unemployed individuals with skilled training to re-enter the workforce. For more information please log-on to the Illinois Workforce Development System, <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

<https://www.illinoisworknet.com/Connect/Pages/LocationSearch.aspx>

Students admitted into any course or program at NSC under the WIOA program are held responsible for all financial obligations. The students are advised that once enrolled, they are legally responsible for all financial obligations as they are

signing the enrollment agreement. It is the student's responsibility to ensure that timely payments are received from the funding agency. NSC reserves the right to collect any/all outstanding and unpaid balances from the student as per NSC policies and procedures.

Student Services

The Office of Student Services (847) 850-5700 ext: 3941 and 3970, located in the administrative side of the campus is responsible for providing ancillary services to our students. Such services include, but are not limited to, maintenance of student records, compliance with FERPA, attendance issues, course transfers, proctoring of admission tests, fulfilling transcript requests, generation of documents as requested by various grant issuing agencies, career services etc. Students may also contact student services through email to: dnovitskaya@ncohc.org

Entrance Exam Policy

North Shore College requires passing TEAS® (Test of Essential Academic Skills) with 50% overall (plus Bio 120, Eng 101, Math 101 and Psy 101) for entrance in the Practical Nursing Program.

For Enrolling in Prerequisite Courses:

North Shore College requires a High School Diploma or GED certificate for enrolling in our Prerequisite courses listed below:

1. BIO 120: Human Anatomy & Physiology I
2. ENG 101: Rhetoric Communication
3. MTH 101: Medical Math
4. PSY 101: Intro to Psychology

Practical Nursing Admission Entrance Exam (TEAS®) Policy

North Shore College, school of nursing has adopted ATI-TEAS® as their entrance exam for admission into the Practical Nursing Program Contact Admissions to obtain a schedule of TEAS testing dates.

A \$90 non-refundable exam fee is required per attempt. Students with a low score may re-take the exam after a 2-week preparation period for a maximum of 5 attempts.

TEAS® score is valid for two (2) years from the date of passing the test.

Effective July 1st, 2017 NSC shall accept HESI® A2 as a qualifying entrance exam (taken within the past 12 months). HESI A2 must be taken for the English, Math and Science component with a minimum aggregate of 60%. NSC does not administer HESI ® on campus at this time.

Effective June 1st, 2019 NSC shall accept NLN Pre-Admission Exam (PAX) with a minimum score of 125 taken within the past 12 months. NSC does not administer PAX on campus at this time.

Clock Hours, Contact Hours Policy

Each contact hour at NSC consists of Fifty (50) minutes of instructional time and ten (10) minutes of break time. Contact hours are synonymous with Clock hours.

Student Identification (ID) Card Policy

The Student Services issues all enrolled students a Student ID Card with a photo. The NSC student ID card must be clearly displayed while on campus and during clinical sessions. Students without NSC ID Cards may be asked to leave the building, especially during the clinical practicum. Lost /stolen cards should be reported immediately to the Student Services. The charge for a replacement card is five dollars (\$5). Students are required to surrender their Student ID Card at the time of completion of their program in order to receive transcripts or pay five dollars (\$5) for the lost card. Withdrawal from the college is not complete unless all financial obligations have been met and NSC property, including but not limited to NSC ID card has been returned or paid for (\$5).

Incidental Insurance Policy

Effective March 1st, 2015, all students enrolled in Practical Nursing Programs must purchase the Incidental Insurance Policy from NSC affiliate for the duration of the course /program. This is NOT a health insurance policy. **All Students are responsible for maintaining their own adequate health insurance coverage while enrolled at North Shore College.**

There is a \$150 deductible per incident which the student must pay when using the services covered under the policy.

In the event of an injury or incident during training sessions, NSC requires all students to inform their instructor immediately.

NSC requires all teaching staff and the students to follow the recommended protocols and procedures as set forth by CDC, OSHA, etc. irrespective of financial and insurance status. Students failing to follow and submit to NSC follow up reports shall be subject to disciplinary action including suspension and expulsion from the college.

Students who wish to purchase the Incidental Insurance Policy on their own, may do so after discussing the adequacy of the policy with the Director of Nursing and/or the College President.

NSC shall not allow any student to engage in clinical experience or any training where practice involves invasive work or direct patient care unless the Incidental Insurance Policy has been purchased.

Incidental Insurance Charge is NON-REFUNDABLE.

Document Retention Policy

Effective November 1st, 2014, NSC shall retain all documents which provide evidence of student performance for a period of three (3) months from the time of graduation of the student, and then in digital archive permanently. Such documents include but not limited to:

- a) Attendance records, diploma and certificates awarded, transcripts from other institutions, payment information, graduation records, advising records, financial records and personal information records.
- b) Practical Nursing Care Plans, records of procedures in lab, homework sheet(s), homework assignments, and presentations are retained for one (1) month after the final course grade is released.
- c) All documents are stored in the Student Services Center, and then maintained digitally.

Graduation Requirement Policy

Students must fulfill all graduation requirements for each program. All graduating students must have a passing grade (C, 2.0) or higher; 100% attendance in lab and clinical sessions; and 90% of attendance in lecture sessions at a minimum (100% with makeup sessions). Additional requirements exist for Practical Nursing Program which include, but are not limited to, attending and passing an NCLEX-PN Review program, passing a comprehensive ATI Exit Exam at the end of the Practical Nursing Program, completing practice questions and or remediation program if needed.

Effective Jan 1, 2017, all Practical Nursing graduates are required to complete the graduation requirements within sixty (60) calendar days of passing the last course of the program (PNP 126). Students who fail to comply with the sixty (60) calendar day deadline shall have to complete additional academic and/or preparatory requirements as determined by the Director of Nursing in consultation with the President. Such requirements will be imposed on an individual basis to best assist the student.

All fees and tuition must be paid in full 5 days prior to graduation from the course or the program. No certificate will be awarded to any student who has any outstanding account balance including library and other charges.

Graduation Ceremony /Pinning Ceremony Fee

NSC holds a special ceremony for graduates of the Practical Nursing Program called the Pinning Ceremony. NSC shall hold at least one formal Pinning/ Graduation Ceremony every year. This ceremony is held in order to recognize and commemorate students who have successfully graduated from the Practical Nursing Program. The exact date and venue of ceremony shall be announced 1 month prior to the ceremony. A \$250 nominal Graduation Fee is required from all graduates who wish to attend the ceremony, and must be paid 4 weeks in advance. The fee includes a Practical Nursing Pin, a Nursing Lamp, formal nursing uniform, venue and refreshments. Attendance is optional and not required. Attendance is optional and not required.

Acceptable Forms of Payment

All students are responsible for submitting payments on or before the due date. Acceptable forms of payment include cash, money order, personal check (see below), Visa, MasterCard and Discover Card. Personal checks require clearing of payment, which may take up to 7-10 business days. NSC charges \$70 for each returned check (Insufficient Funds Fee). Once a check has been returned by the bank, NSC reserves the right to require other forms of payment except personal checks.

Payments made with a personal check are considered “applied” but the enrollment is only complete once the check is cleared by the bank (and funds transferred), which may take up to 7-10 business days.

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Students are officially enrolled in a class when the enrollment agreement is signed AND all financial obligations for the course have been met.

Students who fail to fulfill the financial obligation of the course or the program shall be prohibited from progressing further.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Online Payments

All students are responsible for submitting payments on or before the due date. Students may use the online payment system at no additional charge by logging into their online Populi account (www.ncohc.populiweb.com). Once you are successfully logged into your account, click on the Financial Tab then click on MAKE PAYMENT to enter your payment information.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments, and \$1 for echeck payments.

Financial Aid

North Shore College is not entitled to receive Title IV funding. All students are considered "Self Pay," except those funded by WIAO, TAA etc. Students who obtain funding from outside source are required to pay the remaining balance on an interest free payment plan.

Easy Pay Payment Plans

North Shore College provides each student with the details of their payment plan, due dates, amount of payment as part of the ENROLLMENT AGREEMENT (Pages 5-6).

All students are required to pay the amount listed under the payment plan (as stated above) on or before the due date to avoid Late Fee Penalties (or termination of Enrollment and/or transfer of the account to an outside collection agency in which case a \$500 service charge is added to the account).

Easy Pay Payment Plans are available for students in most programs. Students are required to remain current with the payment schedule as specified in the payment plan as stated in the Enrollment Agreement. Students who fail to meet the financial obligations as specified in the Payment Plan shall not be permitted to attend the didactic, laboratory or clinical portion of the course until they make appropriate payments. **A thirty-five dollar (\$35) late fee shall be assessed and added to the payment plan for each 5 days of late payment. For example, if the payment is late by 10 days from the due date, NSC shall assess a total of \$70 and add to the payment plan.**

A schedule of payment for each course or the program is available through the accounting department and is listed as part of the enrollment agreement. Be advised, information listed in the ENROLLMENT AGREEMENT is used to determine amounts and due dates.

Effective July 1, 2022: Students with three (3) late payments shall no longer be permitted to use the payment plan option and shall be required to make full payment for the course on or before the first day of the course and/or are subject to termination of enrollment without any additional notice with their accounts turned over to an outside collection agency.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments, and \$1 for echeck payment.

Enrollment Policy

NSC has rolling admissions. NSC has the right to change the start date of the course* or the program or cancel the class or the program. In such cases, NSC will issue a 100% refund to the student within 14 business days. The Application Fee and the Entrance Exam Fee are non-refundable.

**Course schedule and start date may be subject to change and/or cancellation if the enrollment for the course is deemed unprofitable, in which case, NSC will inform the student(s) of this change. The student may then decide to continue enrollment with the new start date or apply for a complete refund. Books that are in original packing (unopened and unmarked) are eligible for a refund; original sales receipt is required.*

Enrollment Agreement Policy

All students seeking admission into any course or program MUST provide a SIGNED copy of the enrollment agreement. NSC shall email a copy of the Enrollment Agreement to the email address of the student as listed in Populi (students must update their emails periodically to keep them current).

Students may also request a physical printed copy of the Enrollment Agreement, sign and return it to the college in person.

Although the NSC staff shall assist all students in completing this requirement, it remains the student's responsibility to ensure the college receives the signed copy of their Enrollment Agreement. An enrollment agreement is a legally binding agreement between NSC and the student. Students should read, understand, and fully comprehend the enrollment agreement before signing. A copy of the Enrollment Agreement can be found in Appendix II of this catalog.

To officially enroll in a program and/or a course signing the NSC Enrollment Agreement is required. Students are advised to carefully read and fully understand the terms of the agreement before signing it. Once signed, the students are legally required to pay the amount as specified in the Enrollment Agreement and refunds are subject to policies and procedures of NSC including, but not limited to, the Refund Policy as stated in this catalog and the Enrollment Agreement.

A copy of the Enrollment Agreement can be found in Appendix-II.

Students are hereby advised to verify accuracy of the information found in this agreement. This enrollment agreement is a legal document and is contractual in nature. By signing this agreement, the student hereby enters into a legally binding contract to pay the amount listed at the TOTAL COST OF THE PROGRAM LISTED UNDER THE FINANCIAL SECTION. Failure to pay the Total Cost of the Program may result in financial and legal penalties as allowed by the State of Illinois.

General Terms of Agreement (Part of Enrollment Agreement)

1. NSC shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
2. NSC may change kit contents, textbooks, dress code, and curriculum format, teaching materials or any other educational methods at its discretion.
3. NSC will grant a certificate of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all requirements and made satisfactory arrangements for payment of all debts owed to the school.
4. NSC will issue an Official Transcript of coursework completed at NSC to any student that requests such document, with following explanations:
 - a. All financial obligations are met by the student
 - b. All library materials have been surrendered in acceptable condition
 - c. Only coursework completed shall be reported
 - d. Transcripts shall not indicate courses that the student is currently enrolled in.
 - e. Other notations may appear on the transcripts.
5. NSC will assist graduates in finding suitable employment by posting area employment opportunities and conducting Job Readiness sessions, but placement is not guaranteed.
6. NSC may terminate a student's enrollment for immoral or improper conduct as it sees fit; non-compliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; NSC policies and procedures including but not limited to those listed in the Yearly Catalog and/or Program Specific Catalogs which shall be made available to the student. Any action which causes or could cause bodily harm to a client, a student, visitor or employee of the school; willful destruction of school property; and theft.
7. NSC provides adequate equipment, desks and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.
8. STUDENT agrees to pay the required fees and provide all required registration paperwork in a timely manner.
9. STUDENT agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements including clinical assignments.
10. STUDENT agrees to provide all financial aid documents, if applicable, in the designated timeframe.
11. STUDENT agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the Health Care Profession.
12. STUDENT agrees to attend all classes as scheduled for the duration of the course of study.

13. *STUDENT* understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Withdrawal Procedure

1. A student may withdraw from a course or a program by informing the Registrar verbally, or in writing. NSC encourages all students to submit a completed Withdrawal Form 105-R.
2. Any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class shall not be included or reported as a new start for the course or the program.
3. For any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class, NSC shall only retain charges termed as Non-Refundable (NR) which include but not limited to Application Fee, Registration Fee, Testing fee, etc.
4. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty-one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
5. A student terminated from a course or a program due to violation of any other policy which includes but not limited to Code of Conduct, Satisfactory Academic Progression Policy, Curriculum Plan Policy shall be subject to Refund Policy and the refund will be issued within twenty-one (21) calendar days from the Date of Determination (DOD).
6. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.
7. NSC informs all students with withdrawal updates using our online portal system.
8. The student has read and understands the Withdrawal Procedure as stated above.

Notice To Student

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. **NORTH SHORE COLLEGE (NSC) does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.**

Buyers Right To Cancel

- I. The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 21 days of cancellation. Cancellation should be submitted to the Director of Nursing (njames@ncohc.org) of the school in writing.
- II. By signing this agreement, the student agrees to the receipt of a copy of the NSC handbook that lists the policies and procedure.
- III. By signing this agreement, the student hereby acknowledges being made aware his right to terminate this agreement as stated above.
- IV. Late payment may result in suspension from the program after 5 days past due or termination after 30 days past due.
- V. This agreement is binding **ONLY** when mutually signed by the student and the Director of Nursing or the College President and at the address listed above as the main place of business.
- VI. Any changes made in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the President and the student or the student's parent or guardian if the student is a minor.
- VII. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement (except course extension due to inclement weather). **ALL CHANGES MUST BE SUBMITTED IN WRITING.**
- VIII. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.

- IX. NSC refunds all monies back to the original payer (WIA funds back to WIA, Payment from Employer back to Employer, etc.).
- X. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge, if the finance charge was levied.

Contract Costs and Payment Terms

STUDENT agrees to pay the NSC tuition and fees for the program selected in advance at the start of the program or according to the payment plan as outlined in the Enrollment Agreement. NSC may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. NSC will charge a \$5.00 transcript fee for the first copy of student transcripts (each additional if ordered at the same time is \$3 per copy), students must fill out a Transcript Request Form (available at the Registrar's office). All students seeking Readmission will be charged a non-refundable (NR) Readmission Application Fee of \$100. NSC assesses a Late Fee of \$35 for every 5 days of nonpayment past due date, and Nonsufficient Fund (NSF) Fee of \$70 where applicable. NSC adds \$500 to all accounts sent to Collections Agency.

Effective July 1, 2023 there will be a non refundable 3.5% surcharge added to all credit card payments.

Cancellation/ Refund Policy

- I. When the notice of cancellation is received by Student Services before midnight of the fifth (5) business day of the start of the course, all tuition and other paid charges, **except the Non-Refundable charges including but not limited to, Application Charge, Registration Charge, Entrance Exam Charge, Drug Test Charge, charges related to biometrics**, will be refunded to the student within twenty one (21) calendar days from the date of the notice or after three (3) days of unexcused absences from the course have occurred (Date of Determination). The total amount retained shall not exceed one hundred (\$100) dollars.
- II. When an applicant is rejected by NSC for admission into a program, NSC shall only retain Non-Refundable charges (Max \$100). Refund to be issued within twenty-one (21) calendar days from the date of the Rejection Letter or Email.
- III. When an applicant accepted by NSC does not start the class (NO SHOW), NSC shall retain only the Non-Refundable charges (Max \$100). The Date of Determination (DOD) shall be the end of the fifth (5) business day from the start of the course/program, and refund shall be issued within twenty-one (21) calendar days from the Date of Determination (DOD).
- IV. **For the sake of Refund Calculation, any partial attendance of an instructional sessions shall be viewed as a complete attendance session; no exceptions.**
- V. **When the notice of cancellation is received by Student Services after the fifth (5) business day of the start of the course, NSC retains:**
 - a. **All Non-Refundable Charges (NR)**
 - b. **Prorated Earned tuition (which shall be assessed using the number of class sessions attended, where proration reaches 100% (and exhausts completely) at 50% of the course completion.**
 - c. **Effective Feb 1, 2018: NSC shall not retain any portion of unearned tuition.**
- VI. **Refund to be issued within twenty-one (21) calendar days from when the Notice of Cancellation was received by the Student Services OR Last Date of Attendance (LDA) whichever comes first.**
- VII. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty-one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
- VIII. Any books, electronic media, nursing supplies, nursing kits, uniforms etc. shall only be returned if accompanied by original receipt, are in good unused condition, and with electronic media/media tag/login tag intact and unopened.
- IX. The school shall refund all monies paid to, in any of the following circumstances:
 - a. The school did not provide the prospective student with a copy of the student valid enrollment agreement.
 - b. The school did not provide the prospective student a copy of the current student catalog in print or in electronic medium.
 - c. The school cancels the course or discontinues the course of instruction in which the student has previously enrolled.
 - d. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student, **except** clinical sessions whose scheduling maybe outside the control of NSC or a change of schedule due to inclement weather.
- X. Any change made in the agreement shall not be binding on either the student or the school unless such change has been approved in writing by the College President and the student or the student's parent or guardian if the student is a minor.
- XI. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.

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- XII. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
- XIII. **Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the Illinois Board of Higher Education-PBVS. 1 N. Old Capitol Plaza, Suite 333. Springfield, IL 62701 . Tel: (217) 782-2551 or at www.ibhe.org.**

Quick Reference Guide For Refund Determination

<u>Sample Refund Calculation Table:</u>		
<p>A student enrolls in a 50-hour program with 10 instructional sessions, conducted once a week for 10 weeks. Total Tuition of the Course (excluding Non-Refundable Charges): \$1000. Student paid a total of \$1100 at the time of enrollment. REFER TO THE SECTION ON NON-REFUNDABLE CHARGES FOR A MORE COMPREHENSIVE LIST</p>		
Item No	Conditions	Sample Refund Calculation
1	NO Show or Withdrawal before end of the fifth (5) business day.	NSC shall retain ALL Non-Refundable (NR) Charges: Application Fee: \$25 (NR) Registration Fee: \$100 (NR) TABE Testing: \$25 (NR) NSC shall retain: \$150. Refund: \$1000 (to be issued within 21 Calendar Days of the Withdrawal notice or 21 Calendar Days after 3 absences have occurred).
2	Notice of Withdrawal given after 4 th session is attended	NSC shall Calculate Refund as: Retain All Non-Refundable Charges: Application Fee: \$25 (NR) TABE Testing: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: $\$1000/10 \times 4 = \400 Total Retained by NSC: \$550 Total Refund: \$450 (to be issued within twenty-one (21) calendar days of Notice of Withdrawal)
3	Notice of Withdrawal given after 6 th Session is attended	Tuition Refund is Prorated until 50% of the course is completed. Not eligible for Refund after 50% of the course is completed.
4	A student attended 3 sessions and then stopped attending. Enrollment shall be dropped due to violation of Attendance Policy at 6 th Session , called Date of Determination (DOD). Refund shall be calculated based on Last Date of Attendance, but issued within twenty one (21) days from the end of 6 th Session (DOD).	Retain All NR Charges: Application Fee: \$25 (NR) TABE Testing: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: $\\$1000/10 \times 3 = \\300 Total Amount Retained: \$450 Total Refund Due: \$550 (to be issued within twenty-one (21) calendar days from the end of 6 th Session of attendance (DOD).
5	A student attends 5 sessions and then stopped attending	Not eligible for refund. NSC retains all charges past 50% completion of the course. Student must pay \$1150 for this course in entirety.

Non-Refundable Charges

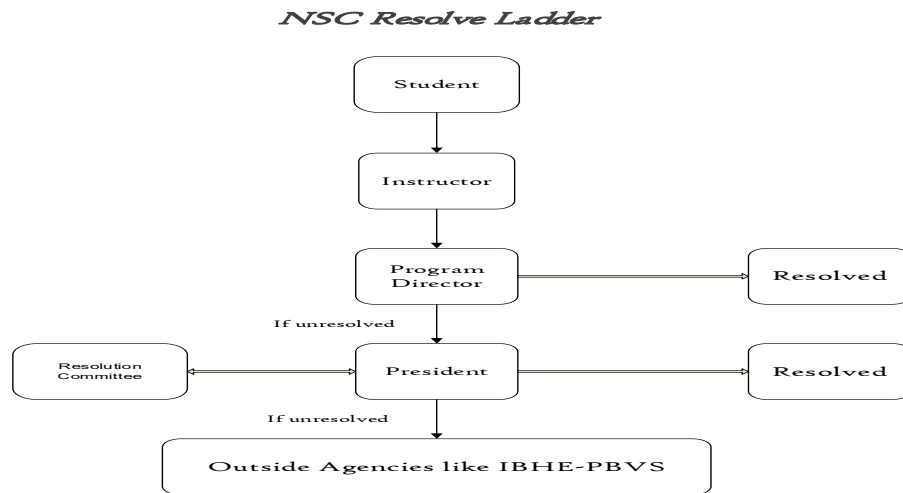
Application Fee, Registration Fee, Entrance Exam Fee, ATI Testing Fee, ATI Nclex Prep Fee, Incidental Insurance Fee, Biometrics Fee, Drug Testing Fee, Pinning Ceremony Fee, Graduation Ceremony Fee, CPR Certificate Fee, Certification Exam Fee, Books once used or software seal opened, Nursing Kit once opened/used or uniforms once used or tags removed or any other fee listed as Non-Refundable in the yearly catalog or the enrollment agreement. **3.5% Service Fee added to all credit card payment, and \$1 for echecks.**

Miscellaneous Charges & Fair Estimate

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; the student indemnifies NSC of any liability arising from the cost or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization). Background Check: \$65. Incidental Insurance Fee: \$60. Drug Test Fee: \$55. Official Transcripts from previous institutions: \$10-\$50. NCLEX-PN Fee: \$295. NSC adds \$500 Collection charge to all accounts sent to Collection agency. 3.5% Service Fee added to all credit card payments, \$1 for echecks.

File a Complaint

NSC will make every effort to resolve any dissatisfaction a student may have experienced while attending NSC. Students are encouraged to follow the *Resolve Ladder*:



NSC will respond to every formally expressed complaint within a reasonable time. If the NSC response is considered unsatisfactory, the student may seek resolution by contacting Illinois Board of Higher Education-PBVS.

<http://complaints.ibhe.org/>

Illinois Board of Higher Education
 Division of Private and Business Vocational Schools (PBVS)
 1 N. Old Capitol Plaza, Suite 333.
 Springfield, Illinois 62701-1404
Phone: (217) 782-2551 **Fax:** (217) 782-8548
TTY: (888) 261-2881

General Information: info@ibhe.org **Institutional Complaint Hotline:** (217) 557-7359

I acknowledge that by signing below, I state that I have read and understood the terms of the agreement. Further, I agree with the terms of this agreement and will abide by this legal binding contract. Also, I have been provided a copy of this agreement AND the current College Catalog for my records.

Student Acknowledgements

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. **Student Initials**
2. I have carefully read and received an exact copy of this enrollment agreement. **Student Initials**
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my

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financial obligation to the school must be paid in full before a certificate or credential may be awarded. **Student**

Initials

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. **Student Initials**
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations. **Student Initials**
6. I understand that the school does not guarantee job placement to graduates upon program completion. **Student Initials**
7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org. **Student Initials**

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Signature of the Student

Today's Date: mm/day/year

Name & Signature of the College Representative

Today's Date: mm/day/year

I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

End Of The Agreement

Consumer Information is also provided as part of the Enrollment Agreement and is also available in Appendix III of this catalog

Student's Right to Know Act Compliance Policy

In accordance with the Federal Government Student's Right to Know Act, NSC shall disclose the graduation rates and also the transfer out rates for new full-time students as required by IBHE PBVS. Such data is displayed on the website, <https://www.northshorecollege.com/student-resources/consumer-information>

Information Technology (IT) Policy

This policy covers all information technology items including, but not limited to, electronic media, handheld portables, telephones, smart phones, recording devices, computer hardware, and software applications.

The use of NSC computer equipment on campus is strictly limited to academic use only. Students are not permitted to alter, or attempt to alter, settings on any computer and media devices without prior authorization. Students will be held accountable for any unauthorized use of devices or use of the equipment resulting in hardware and software damage including infection with viruses, malware, spyware etc.

The use of Free Student Wi-Fi (internet) access is reserved for enrolled NSC students and is restricted to academic purposes only. Any violation of this privilege may result in disciplinary action, including but not limited to expulsion from the College and/or the programs.

Students found in violation of this policy are subject to termination from any and all programs.

Students are reminded that sections of NSC campus are under 24-hour video surveillance.

Electronic Device Policy

Starting July 1, 2023: The use of laptop computers and tablets is permitted during didactic (theory)/ lecture sessions. All cell phones MUST be on silent during any didactic session, and turned off during all Lab & Clinical sessions.

NSC does **NOT** permit recording (while in photo or video, or audio only format) of ANY academic session in whole or part by any student, staff or faculty. Any student found recording or in possession of a recording of ANY academic session in part or whole is subject to immediate termination of enrollment from the college.

ALL electronic media must be in turned off (or silent for cell phones) and be stored in backpacks during an exam, no exceptions! Cell phones, laptops, tablets etc must NOT be present on the desk during any examination. The use of any electronic media outside of the allowances stated here are subject to termination from any and all programs without further warning. Students are reminded that sections of NSC campus are under 24-hour video surveillance.

Students are reminded that they are in an adult learning environment and are responsible for the use of electronic device for educational purposes during academic sessions.

Cell phones must be turned OFF (not silent or vibrate) and put away in the backpack or pockets during any examination session (not on the desks)

Students found in violation of this policy are subject to termination from any and all programs without further warning.

Students are reminded that sections of NSC campus are under 24-hour video surveillance.

Student Conduct & Dismissal Policy

North Shore College requires all students to adhere to a professional standard of conduct and maintain a professional image in dress and demeanor. This conduct is expected in the classroom and in the healthcare clinical facility. Any student failing to conduct him/herself in an orderly and professional manner is subject to probation or program dismissal based on the severity of the infractions listed, but are not limited to:

- Failure to demonstrate a respectful demeanor towards clients, administrators, educators, fellow students, and/or staff of the clinical affiliate
- Failure to demonstrate adequate preparation for client care or for medication administration.
- Behavior consistent with dishonesty, disruptive acts, use of profanity, excessive tardiness, insubordination, or violation of safety rules.
- Failure to apply nursing principles/skills resulting in actual or potential harm to client during a nursing clinical excursion.
- Any acts of gross negligence on the part of the student.
- Behavior suggestive of being under the influence of a controlled substance (drugs) or alcohol.
- Giving medication without the approval and supervision of an instructor or conducting invasive procedures without direct supervision of an instructor.
- Falsifying, altering, or withholding information and documents.
- Leaving the unit without approval from the clinical instructor during clinical excursion.
- Lack of confidentiality concerning client information including written, printed, verbal, or observed information status.
- Lack of adherence to school policy in addition to other regulatory agency policies.
- Harassing, or attempting to harass a student, staff, or faculty member.
- Students are prohibited from giving any kind of gift to an instructor (theory, lab, or clinical) whose input directly effects the outcome of the student grades or who is involved in present or future education of the student.
- Failure to dress in a modest fashion with clothes that are revealing, unclean, or inappropriate.
- Arriving late for clinical excursion.
- Arriving for clinical excursion or during lab without proper attire.
- Failure to comply with NSC policies and procedures

Course instructors have the right to establish clear behavioral expectations. The students also share the responsibility along with the instructor in maintaining an appropriate environment conducive to education and knowledge. Students' failure to adhere to the behavioral expectations of the course, instructor, the program, or the nursing profession at large while at school

or the clinical affiliate become subject to disciplinary action which may include, but not limited to, warning, suspension, a failing grade and/or termination from the course or the practical nursing program. A record of negative conduct/behavior will be documented by the instructor and maintained in the student's file.

In case of violations leading to dismissal from the course and/or the program, disciplinary dismissal shall appear on the student transcripts.

Special Note:

Children are not allowed on NSC premises or at the clinical affiliates at any time.

Part-Time Status

Students enrolled in up to two (2) concurrent Prerequisite courses are classified as Part-Time (PT) students.

Full-Time Status

Students enrolled in 3 or more concurrent Prerequisite courses are classified as Full-Time (FT) students.

Students enrolled in Practical Nursing Program are classified as Full Time (FT) students.

Academic Year

An academic year at North Shore College is defined as twelve (12) calendar months from July 1st to June 30th. This definition is adopted and shall be in effect beginning July 1st, 2014.

Academic Standard of Progression

NSC requires all students to maintain a passing grade of C (2.0) in all courses. Students failing to maintain a passing grade of C (2.0) in any course shall be placed on Academic Probation. Students who fail to obtain a minimum of C (2.0) grade in two consecutive instruments of merit (such as quizzes, exams, presentation, clinical assessments, etc.) are recommended to attend additional tutoring sessions free of charge. Tutoring sessions for the morning batches are held from 2:30 pm to 3:30pm and from 5:00pm to 6:00 pm for the evening sessions. This recommendation is removed once a satisfactory grade of C or higher is achieved.

Academic Progression Policy

All students once enrolled in any program at NSC shall be monitored for satisfactory achievement of goals and objectives. This is accomplished by:

1. Limiting the student instructor ratio no greater than 35:1 in didactic sessions.
2. Limiting the student instructor ratio no greater than 10:1 in clinical settings.
3. Requiring the faculty to monitor student progress at midterms and before the final by evaluating the grades.
4. Submission of student progress to the Director of Nursing at midterms and before the final; or any other time where the student becomes At Risk For Failure (ARFF) student or if the students reports difficulty in the course.
5. Students who obtain a grade lower than C (2.0) in any two testing metrics (any combination of quizzes, exams, presentations, lab performance etc.) are considered At Risk For Failure Students.
6. NSC requires that students receive their grades after each quiz/exam, and then again their class standing before the final exam
7. Students may obtain/print their unofficial transcript, schedule of enrolled coursework etc., verification of enrollment free of charge by logging on to our online portal (www.ncohc.populiweb.com). Only final grades are uploaded to our online management system called Populi.
8. Students are issued an official transcript once they complete the program or any other time by request (charges apply).
9. Students with a hold on their account will not be able to obtain their transcripts, unless the situation is resolved.
10. NSC requires that programs be evaluated by students before the end of the term through formal Instructor Evaluations. Such evaluations will be submitted to Director of Nursing to ensure student satisfaction and to identify areas of improvement in the course and/or the instructor.

11. All instructors are evaluated at least once per year by the Director of Nursing (or sooner if improvement in progress is warranted). ****
12. The students are reminded that the Director of Nursing and the President have an Open Door Policy to assist them in accomplishing their career goals at NSC.
13. All students must complete the course or program of enrollment within 150% of the regular allotted time.

Academic Standard of Progression in the Practical Nursing Program

1. NSC requires that all students accepted into the Practical Nursing Program must follow the Practical Nursing Curriculum Plan as outlined in the Practical Nursing Curriculum Plan section of this handbook. All students are required to maintain a passing grade of C (2.0) in all courses.
2. All students enrolled in the Practical Nursing Program MUST complete the program within 150% of the regular scheduled allotted time after which they must repeat the entire program.
3. Students who do not follow the Curriculum plan as outlined in the Curriculum Plan section shall be dismissed from the Program.
4. **Effective July 1st, 2023** all Practical Nursing Courses (PNP) with a Standardized Testing Component (ATI-Subject) requires the students to obtain a **minimum of Proficiency Level II** before the student is allowed to proceed to the next course. Students failing to obtain a minimum of Proficiency Level I shall be evaluated on an individual basis to determine how best to strengthen the knowledge base which may include either Remediation or repeating the course. Remediation if offered shall be outside of the regular schedule class hours. The College President will have the final authority.
5. All Practical Nursing Students MUST complete the required clinical excursion at the designated facility and time under the direct supervision of NSC faculty. Tardiness or absence in clinical component of the program is not tolerated and shall lead to dismissal from the program. If the tardy or absence is determined to be due to extenuating circumstances (requires documentation), the Director of Nursing may schedule the student to complete the excursion with a different batch outside of the regular scheduled class hours or may require the student to complete simulation assignment(s) which may require longer than 8 hours to complete and will be charged a fee of one hundred fifty dollars (\$150) per missed clinical or lab session.
6. Missed lab and/or clinical sessions are ONLY offered when the absence is due to extenuating circumstances, including but not limited to illness (requires a note from a physician), court date (letter from the court required), immigration appointments (appointment letter required), etc.
7. NSC encourages all students to follow the Curriculum Plan and repeat the course with a D or lower grade immediately with the following batch of students. Students who fail to attempt a course with a D or lower grade within six (6) months maybe required to complete additional requirements for reenrolling as determined by the Director of Nursing.
8. Practical Nursing Students are not permitted to take additional time off other than specified in the Curriculum Plan. Students who seek to take additional time off must submit a completed Curriculum Variance Form 220 to the Director of Nursing Submission of the form does not guarantee approval of variance.
9. Students found not following the Practical Nursing Curriculum Plan without proper approval shall be terminated from the program. Reentry into the Practical Nursing Program then requires that the student go through the Readmission Process.
10. Students granted approval of variance to the Curriculum Plan shall be subject to new tuition structure of the batch they join upon their return.
11. NSC reserves the right to place additional requirement for reentry such as participation in a review session, clinical simulation session, completion of review questions etc.

Standard Academic Progression (SAP) Benchmark Policy

All students enrolled in the Practical Nursing Program must maintain a minimum of C (2.0) in each course and complete the program within 150% of the normal time of the program. North Shore College utilizes the following benchmarks to ensure

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the success of the students. Students who fail to maintain satisfactory academic progression as defined by the benchmarks below are subject to remediation on an individual basis which may include one or more of additional tutoring sessions, extra assignments, extra ATI practice, extra clinical skills, practical etc. so long as the delay does not exceed 150% of the allowed time. All students who fail to complete the benchmarks within the maximum allowed time of 150% (as stated below) shall be expelled from the program, except those with authorized maternity leave, etc. All students who fail a course are placed on Academic Probation for the remainder of the Practical Nursing Program. All students who obtain an incomplete grade must complete the missing requirement and convert the incomplete to a letter grade within 6 months or an F grade shall be assigned automatically.

All students enrolled in Practical Nursing Program must follow the Curriculum Plan and may only deviate from the Curriculum Plan with prior approval in writing from the Director of Nursing, in consultation with the College President. (Refer to the Curriculum Plan on page 45). Students deviating from the Curriculum Plan without prior authorization shall be expelled from the program and may only reenter after going through the Readmission process (refer to Readmission Policy).

ALL STUDENTS ENROLLED IN THE PRACTICAL NURSING PROGRAM MUST ATTEND AN ADVISING SESSION WITH AN ADVISOR AS FOLLOWS:

- 1) After finishing PNP 121 and before starting PNP 122 (or if repeating PNP 122, before reenrolling for PNP 123)
- 2) After finishing PNP 123 and before starting PNP 124 (or if repeating PNP 123, before reenrolling for PNP 123)

SAP for Practical Nursing Morning Session

Benchmark Name	Normal Time in Weeks	Maximum Time In Week (150%)	Must have Completed
<u>Basic or Step 1</u> (PNP 120+PNP 121) 250 Program/Contact Hours	9 Weeks	13.5 Weeks	Pass PNP 120 and PNP 121 with a C or higher
<u>Med-Surg or Step 2</u> (PNP 122+PNP 123) 650 Program/Contact Hours	25 Weeks	37.5 Weeks	Pass PNP 122 and PNP 123 with a C or higher
<u>Final or Step 3</u> PNP 124+PNP 125+PNP 126 1050 Program/Contact Hours	42 Weeks	63 Weeks	Pass PNP 124 and PNP 125 and PNP 126 with a C or higher
TOTAL	42	63	

SAP for Practical Nursing Evening Session

Benchmark Name	Normal Time in Weeks	Maximum Time In Week	Must have Completed
<u>Basic or Step 1</u> (PNP 120+PNP 121) 250 Program/Contact Hours	11 Weeks	16.5 Weeks	Pass PNP 120 and PNP 121 with a C or higher
<u>Med-Surg or Step 2</u> (PNP 122+PNP 123) 650 Program/Contact Hours	28.6 Weeks	42.4 Weeks	Pass PNP 122 and PNP 123 with a C or higher
<u>Final or Step 3</u> PNP 124+PNP 125+PNP 126 1050 Program/Contact Hours	48 Weeks	72 Weeks	Pass PNP 124 and PNP 125 and PNP 126 with a C or higher
Total	48	72	

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Student Grievances/Appeals Policy

A student dissatisfied with an event in the school including but limited to filing a complaint, or when found out of compliance with the Satisfactory Academic Policy, may seek to rectify this situation by filing a complaint or an appeal in writing to the President within 15 days of such an event.

Students are, however, encouraged to talk to their instructor and the Program Director regarding their concerns in order to resolve the matter promptly and efficiently.

Once a complaint is received by the President, a letter shall be issued in acknowledgment of the complaint.

Depending upon the nature of the complaint, the President may issue a decision on the matter without consultation OR may formulate a Resolution Committee which will then investigate, mediate, or resolve the issue at hand. The committee shall then report to the President with its finding in writing.

The committee may include a student representative from the student body.

The committee shall make no decisions without allowing all parties involved an opportunity to present evidence pertaining to the nature of the complaint and concerns.

All involved parties shall be heard as part of the resolution process.

The committee shall submit their findings, recommendations, or outcomes in writing to the President.

Based on the committee's recommendation and that of the Program Director of the concerned department, the President shall take further action to resolve the matter which may include but is not limited to deciding on the matter.

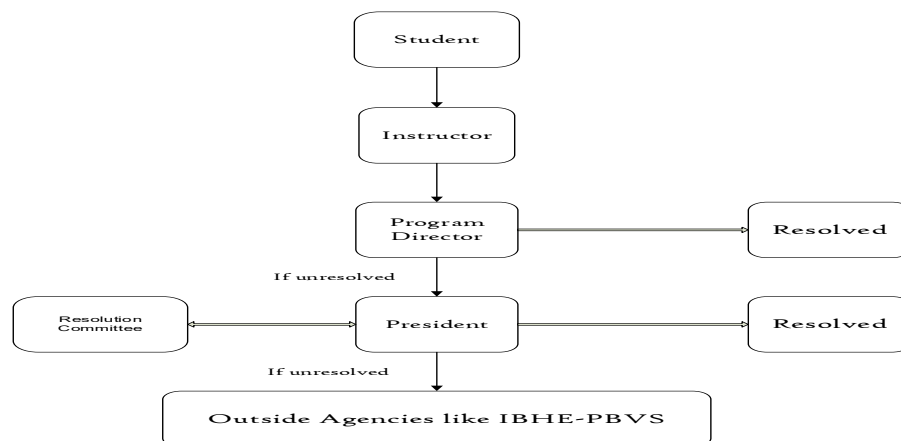
If the student is dissatisfied with the ruling or the outcome of the complaint after the President has intervened, the student may take up the matter with outside agencies.

Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.

Students are encouraged to follow the Resolve Ladder below:

NSC Resolve Ladder

NSC RESOLVE LADDER



Illinois Board of Higher Education

Division of Private and Business Vocational Schools (PBVS)

1 N. Old Capitol Plaza, Suite 333

Springfield, Illinois 62701-1404

Phone: (217) 782-2551 Fax: (217) 782-8548 TTY: (888) 261-2881

General Information: info@ibhe.org Institutional Complaint Hotline: (217) 557-7359

<http://complaints.ibhe.org/>

Grades Contesting Policy

Students who wish to contest their final course grade(s) must contact their instructor immediately. NSC requires that students should audit their grades with their instructors during office hours (or by appointment) no later than 1 week after the final course grades are released.

If after meeting with the instructor a resolution is not achieved, contact the Director of Nursing (njames@ncohc.org) immediately and submit a request in writing (or via email). The Program Director shall audit the grades to ensure fairness to rectify this situation. Grade change request must be initiated as early as possible and must reach the Program Director no later than 6 weeks after the grades have been released. Student may seek outside help such as IBHE-PBVS, if the decision of the Director of Nursing is not found to be satisfactory.

Academic Probation

Students who fail to maintain a passing grade of C (2.0) in any course shall be placed on Academic Probation for the duration of the program. Once placed in this category, the student may only register for coursework approved by the Director of Nursing may have to participate in mandatory tutoring sessions (at no additional cost to the student). Probationary status will appear on the transcript.

Academic Dismissal

Students who fail to obtain a passing grade of C (2.0) in any two courses or the same course twice are dismissed from the college with Academic Probation and Academic Dismissal added as remarks on the transcript. Students, once dismissed, must go through the Readmission process if they wish to continue at NSC. Readmissions are not automatic or guaranteed, and are at the discretion of the Director of Nursing, in consultation with the President.

Tutoring Sessions

In an effort to help our students excel, NSC offers free tutoring to all the enrolled students. Tutoring session(s) must be requested in writing. Students must submit a request in writing to their instructor and/or the Director of Nursing in case tutoring session(s) is desired. Tutoring for the morning batch is conducted from 2:30pm-3:30pm and for the evening batch from 5pm-6pm.

Academic Withdrawal

Students enrolled in Prerequisite coursework (Bio 120, English 101, Math 101 and Psychology 101) may withdraw from the course within the first week of the course (5 business days) without receiving a letter grade on their transcript.

Students enrolled in Prerequisite coursework (listed above) who withdraw after the first week of the course will receive a letter grade on their transcripts for the course, at a minimum of W when less than 50% of the course is completed or a letter grade other W (such as F, D, C, B or A) based on the points earned, if more than 50% of the course is completed at the time of the withdrawal.

All students enrolled in the Practical Nursing Program must follow the Curriculum Plan listed in this catalog and any variance must be approved by the Director of Nursing. NSC reserves the right to deny continuation for any student who does not follow the Satisfactory Academic Progression Policy and stops attending without an approved leave in writing from administration, prior to the leave.

Students who start the Practical Nursing Program with a cohort must follow the cohort schedule as published by NSC, or will become subject to termination of enrollment. Return requires Readmission, refer to the Readmission Policy.

Readmission Policy

A student once dismissed from a Program or the college may only resume classes by going through the readmission process as follows:

1. Students seeking readmission into the Program must submit an application for readmission accompanied by a NON-REFUNDABLE readmission application fee of five hundred dollars (\$500).
2. Students seeking readmission into a Program must submit a narrative via email addressed to the Director of Nursing (njames@ncohc.org) explaining the circumstances that lead to the dismissal (submit supporting documents such as records of illness/hospital discharge, funeral home obituary etc.), and the grounds for readmission. Also include steps that have been taken to ensure success, if given another chance.
3. The Director of Nursing in consultation with the President may accept or deny a complete or a conditional readmission into the program.

4. Students may ONLY be readmitted if all outstanding balances have been paid in full, all previously loaned books from the library have been returned with proper dues paid, and a letter explaining the reasons for seeking readmission is submitted.
5. Submission of a readmission application or the readmission fee does NOT guarantee readmission into the Program or the College.
6. Readmission to the Program does not guarantee readmission to the previous cohort of students.

Academic Dishonesty

All NSC students must conduct themselves in accordance with the highest standards of academic honesty and integrity. Academic dishonesty by a student will not be tolerated. Academic dishonesty constitutes grounds for dismissal from the college.

Academic dishonesty includes, but not limited to, the following:

- Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member.
- Use of electronic devices or other electronic media to capture, record in part or whole a lecture, presentation, pictures of anatomical models or equipment used in the lab, examination papers, examination questions or any other testing material is strictly prohibited. Refer to the Electronic Device Policy of this catalog.
- The use of electronic devices including but not limited to cell phones while in lecture, lab or clinical sessions is strictly prohibited. (See Electronic Device Policy)
- Copying from another person's paper.
- Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member.
- Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation.
- Taking a quiz or examination or similar evaluation in place of another person fraudulently.
- Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
- **Plagiarism:** copying and or submitting someone's work as your own.
- Changing material on a graded examination (Scantron etc.) and then requesting a re-grading of the examination.
- Cooperating or collaborating with someone else on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
- Removing testing material; all test items must be submitted back to the instructor and accounted for. If any of the materials are unaccounted for at the time of collection, the test or quiz grade will remain as a ZERO for the entire class. If the item is returned, the grade will stand a ZERO. However, if a student should remove any type of test or quiz material without knowledge of the instructor, the student will be expelled from the program immediately.
- Attempts to or found extending bribes (cash, expensive gifts, or objects of monetary value).
- **Students are prohibited from giving any kind of gifts to an instructor (theory or clinical) whose input directly effects the outcome of the student grades or who is involved at present or in the future education of the student.**
- Students are prohibited from giving gifts of value to any staff member for their entire stay at NSC.
- Students are prohibited from giving gifts of value to an instructor for their entire stay at NSC.
- **ALL students MUST allow instructor(s) to review any material being consulted (or suspected to be consulted) by the student while taking an exam or quiz. Students who refuse to volunteer inspection of the material, shall be considered cheating during an exam and are subject to termination from the course or the program for disciplinary reasons. NSC has a zero-tolerance policy on cheating.**

NSC Admission Requirements for Prerequisite Courses (Bio 120, Eng 101, Mth 101, Psy 101)

1. A completed copy of the admissions application. (\$25, non-refundable fee)
2. At least 18 years of age; 16 years with the consent of a Legal Guardian (the Legal Guardian must co-sign the Enrollment Agreement.)
3. Proof of identity: (NSC will return the original documents back to the students after making a copy).
 - a. Scan of Original Social Security Card
 - b. Scan of One (1) item from the following:
 - i. A Valid State Issued Driver's License
 - ii. A Valid State Identification Card
4. High School Diploma or GED (**Official Copy required or submit completed Form 525, found in Appendix IV**)
5. Students seeking transfer of coursework must arrange to send Official Transcripts directly to NSC Student Services within 2 weeks.
6. All foreign transcripts must be evaluated by an accepted accreditation and evaluation agency.

7. Pass an interview (North Shore College reserves the right to interview any applicant of Prerequisite and/or Practical Nursing Program as it deems necessary).

Program/ Course Descriptions

Prerequisite Coursework Overview

All students seeking entrance into the Practical Nursing Program must complete the Prerequisite Coursework with a minimum of 74% (2.0, C).

After successful completion of these courses, the student gains eligibility to apply for the Practical Nursing Program at North Shore College (NSC). Completion of the prerequisite courses **does not** guarantee an automatic placement into the Practical Nursing Program at NSC. NSC is not responsible for transfer of these courses for credit at other institutions; for prerequisite course transfer of credit to other institutions, the student should contact a representative from that particular school or program of interest.

Grades for the Prerequisite courses are reported on transcripts but no certificate of completion is issued.

Prerequisite Coursework List

- 1. ENG-101 Rhetoric Communication** **48 Theory Contact Hours**
Offered one day a week: Morning Session (9am - 2:30pm; 30 min lunch) for 10 Weeks
Evening Session (6:00 pm - 10pm, no lunch) for 12 Weeks
- 2. MTH-101 Medical Math** **48 Theory Contact Hours***
Offered one day a week: Morning Session (9am - 2:30pm; 30 min lunch) for 10 Weeks
Evening Session (6:00 pm - 10pm) for 12 Weeks
- 3. PSY-101 Introduction to Mental Health** **48 Theory Contact Hours***
Offered one day a week: Morning Session (9am - 2:30pm; 30 min lunch) for 10 Weeks
Evening Session (6:00 pm - 10pm) for 12 Weeks
- 4. BIO-120 Human Anatomy & Physiology I** **60 Theory, 40 Lab Hours. Total 100***
Offered 2 days a week Morning Session (9:00am - 2:30pm; 30 min lunch) for 10 Weeks
Offered 2 days a week Evening Session (6:00pm - 10pm) for 12.5 Weeks

Students may complete the prerequisite coursework listed above in 10 Weeks during the Morning Session or in 12.5 Weeks during the Evening Session. Refer to the Class Schedule for exact start and end dates.

Disclaimer: NSC does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, NSC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

BIO-120 Human Anatomy & Physiology I (60 Theory, 40 Lab Contact Hours. Total 100)

Price: \$1495

BIO 120 Human Anatomy & Physiology I is designed for students seeking a career in life science professions. This introductory course illustrates the structure and function of human cells, tissues, organs and various body systems. Theoretical knowledge is supplemented by identification of structures in the lab using scale and life-size models of the human body. The use of microscope is illustrated and employed while identifying cellular structures such as various types of cells. The information presented is also correlated with pertinent physiology. This course is a requirement for entrance into the Practical Nursing Program. No certificate is issued upon completion. Course grades with percentage points reported on the transcripts.

Prerequisite Course: None.

BIO 120 Key Course Objectives

- Define key medical terms as used in anatomy and physiology
- Identify 11 body systems, main body cavities with the organs they house
- Illustrate the energy requirements of the cell and the body

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- Describe the physiologic mechanisms of homeostasis and types of feedback regulations
- Describe the various types of microscopes, their uses and limitations
- Define hyper, hypo and isotonic solution with respect to their effects on cells
- List the structure and function of the 2 main types of bones (compact and spongy)
- Name the 3 different types of cells involved in bone formation
- Explain the process of Primary and Secondary ossification
- Describe the types of joints found in the human body, give examples
- Identify the structure of the synovial joints; give examples of joints and their associated movements
- Compare the three types of muscle tissue
- Explain the lever systems at work in the musculoskeletal system
- Describe the structural and functional organization of the Nervous System
- Explain the functional unit of the nervous system and identify the main structures
- Define a neurotransmitter and give examples
- Describe and name the anatomical and functional components of a reflex arc
- Illustrate the role of Cerebrospinal fluid, its formation and location
- Identify the lobes of the cerebral hemispheres and associate at least 2 functions with each
- Compare the extrinsic and extrinsic muscles of the eye
- Illustrate the composition of the fundus and the retina
- Explain the innervations of the eye
- List key medical terminology terms as they relate to the knowledge base covered

Price:

Registration:	\$100 (NON-REFUNDABLE)
Tuition:	\$1395
Total:	\$1495

The course textbook is available through the NSC Bookstore for an additional \$82 and is not included in the price of the course. Textbook price is subject to change.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments, and \$1 for echeck payments

ENG-101 Rhetoric Communication

(48 Theory Contact Hours)

Price: \$725

This course is designed to enhance the students' analytical skills by providing them with the necessary tools to effectively communicate. This course also introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students modify topics; develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. In addition, there is a strong emphasis on English grammar and usage. This course is a requirement for entrance into the Practical Nursing Program.

Prerequisite course: None

ENG 101 Key Course Objectives

- Emphasize expository writing expected in college courses
- Understand the process of writing essays
- Become familiar with writing effective sentences using essential skills
- Focus on the skills to communicate clearly and precisely
- Understand conventions of grammar and utilize those conventions correctly

Price

Registration:	\$100
Tuition:	\$625

Total:

\$725

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

MTH-101 Medical Math

(48 Theory Contact Hours)

Price: \$725

This course is designed to review basic mathematical concepts such as operations with whole numbers, fractions, decimals, percent, measurement, interpretation of graphs and applications to word problems. This course also introduces the student to relevant approach to the calculation and administration of drug dosages using the ratio and proportion formula, and dimensional analysis methods. This course is a requirement for Practical Nursing Program.

Prerequisite Coursework: None

MTH 101 Key Course Objectives

- Demonstrate accurate dosage calculation
- Identify the elements of accurate documentation of medication administration
- Discuss the principles of medication administration safety
- Demonstrate accountability for own practice by demonstrating basic nursing procedures and skills
- Implement plan of care
- Individual responsibility for quality of nursing care
- Discuss the principles of medication administration safety
- Identify the elements of accurate documentation of medication administration
- Distinguish metric, household, and apothecary measurements
- Estimate, calculate, and evaluate a variety of solid and liquid medication doses
- Calculate and measure intra-dermal, subcutaneous, and intramuscular medication doses
- Measure drugs administered in units (heparin, penicillin, insulin)
- Identify pediatric considerations for drug administration
- Calculate intravenous fluid flow rates (drops per minute and milliliters per hour) and infusion times
- Identify abbreviations and symbols for drug preparation and administration
- Accurately read and interpret a drug label in relation to a medication order

Price

Registration: *\$100 (NON-REFUNDABLE)*

Tuition: *\$625*

Total: *\$725*

The course textbook is available through the NSC Bookstore for an additional \$75 and is not included in the price of the course. Textbook price is subject to change

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payment and \$1 for echeck payments.

PSY-101 Introduction to Mental Health

(48 Theory Contact Hours)

Price: \$725

This course is designed to introduce students to human behavior and mental processes. Emphasis is placed on topics such as perception, learning, memory, lifespan development, emotion, personality, social behavior, and mental illness, in addition to brief introductions to schools of thought in psychology, current theories of mental illness, psychotherapeutic drug therapy and therapeutic modalities. This course is a requirement for entrance into Practical Nursing Program.

PSY 101 Key Course Objectives

- Explore the foundations of psychology as behavioral science

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- Identify the historical, current and future perspectives and contemporary approaches relevant to the field of psychology
- Explain the value of psychological research
- Explore and discuss the major ethical issues that confront psychologists conducting research
- Understand the basic relationship of the brain to behavior, sensation, perception, learning, and memory
- Connect the concept of human development to intelligence, motivation, emotion, and language
- Compare and contrast personality theory from the psychodynamic, humanistic, and trait perspectives
- Identify various psychological disorders and current treatment modalities
- Understand the effects of psychological well-being on social interactions and personal health

Prerequisite Coursework: None

Price:

Registration: **\$100 (NON-REFUNDABLE)**
Tuition: **\$625**
Total: **\$725**

The course textbook is available through the NSC Bookstore for an additional \$105 and is not included in the price of the course. Textbook price is subject to change.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Prerequisite Course Price Overview

(all prices are subject to change)

Item No	Course No & Title	Price (excludes books)
1	BIO-120 Human Anat & Phy I	\$1495
2	ENG-101 Rhetoric Communication	\$725
3	MTH-101 Medical Math	\$725
4	Intro to Mental Health	\$725
	TOTAL	\$3670

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Practical Nursing Program Overview

Statistical data on enrollment and outcomes for this program can be found in Appendix-III

The Practical Nursing Program at NSC is a comprehensive program that matriculates students with exemplary knowledge and nursing skills. The program consists of a total of 1050 Clock Hours conducted over 42 weeks during the morning session (Theory 9:00am-2:30pm, Clinicals 7:00am-1:30 pm)* and 48 weeks during the evening session (Theory 6:00pm-10:00pm, Clinical 3:00pm-9:30pm)*. The program is approved by Illinois Board of Nursing and Illinois Department of Professional Regulations (IDFPR). Practical Nurses (PNs) are important members of the health care team. They care for the ill, injured or infirm, promote wellness, maintain health and prevent illness under the direction of a registered nurse, licensed physician or dentist. Practical Nurses work in hospitals, skilled nursing and long-term care facilities, physician’s offices, acute and chronic

care facilities including clinics. Some other areas where a Licensed Practical Nurse may be employed are: home health, psychiatric health and specific health agencies.

Upon successful completion of this program, graduates earn a Certificate of Practical Nursing, IV Administration and Pharmacology; and are eligible to apply for the Licensure Examination for Practical Nurses (NCLEX-PN) to become Licensed Practical Nurses.

*Refer to the class schedule for exact dates and time. All schedules are subject to change.

Disclaimer: Dates and times for clinical sessions may sometimes have to be varied based on the final schedule approval by clinical affiliates; such change shall not constitute a breach of enrollment agreement.

NSC reserves the right to change/cancel the class schedule if enrollment numbers are deemed too low for the course, in which case, NSC shall retain only the Non-Refundable charges.

A change in schedule may occur due to inclement weather or for events beyond the control of NSC, which shall not constitute a breach of enrollment agreement.

Practical Nursing Program Key Objectives

- To prepare competent Practical Nurses capable of utilizing learned knowledge in providing physical manpower, ethical and vocational skills that are needed in delivery of healthcare services to clients of all ethnicities, cultural, social and economic levels.
- Graduates of North Shore College Practical Nursing Program will:
 - a. Utilize the nursing process in the resolution of client potential/actual health care problems.
 - b. Implement client care with dignity and respect based on prioritized potential/actual health care needs.
 - c. Apply cultural sensitivity, safe effective health care principles, based on data obtained from timely nursing assessments needed for the ongoing evaluation of client goals.
 - d. Successfully pass NCLEX-PN

Practical Nursing Admission Requirements

Following are the minimum Admission Requirements for the Practical Nursing Program:

1. A completed copy of the admissions application (\$25, non-refundable)
2. Pre-Practical Nursing Program (Bio 120, Eng 101, Math 101, Psy 101) with a minimum of C (74%, 2.0).
3. Pass an PN Entrance Exam ATI-TEAS (\$90 non-refundable fee) OR HESI A2.
 - a. PN Entrance Exam must be passed within a maximum of 5 attempts.
 - b. Each attempt to be separated by a minimum of 2 weeks.
 - c. A \$90 non-refundable fee is charged per attempt.
4. At least 18 years of age, 16 with the consent a Legal Guardian (Legal Guardian must co-sign the Enrollment Agreement)
5. Proof of identity:
 - a. Original Social Security Card
 - b. One (1) item from the following:
 - i. A Valid Illinois State Issued Driver's License
 - ii. A Valid Illinois State Identification Card
6. High School Diploma or GED required
7. Official Transcripts sent directly from the Student Services where the prerequisite or transfer coursework was completed (if other than NSC)
8. Foreign Transcripts after evaluated by a US evaluation agency
9. Pass a drug test (\$60, non-refundable)
10. Pass a biometrics screen (Illinois Nursing Board. \$65)
11. Documentation of good physical health including PPD Skin TB Test (by a Doctor or Nurse Practitioner)
12. Up to date Immunization Record (or report of acceptable titers)* MAY INCLUDE PROOF OF COVID VACCINE AND FLU VACCINE for clinicals
13. Pass an interview
14. Maintain adequate health insurance
15. Must have Incidental Insurance for the entire duration of the program, once admission is granted

***Indirect Expenses:**

Indirect costs associated with this program but not included in the above price are:

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Physical Exam including PPD test:	\$110 (estimated)
Titers:	\$250-\$450 (estimated)
Background Check:	\$120
Incidental Insurance:	\$125 (coverage ends with PNP 126)
Drug Test:	\$90

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Disclaimer: Miscellaneous Charges and their Fair Estimate.

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges, and the student indemnifies NSC of any liability arising from the cost or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$125. 2) Immunization Titers estimated at \$250-\$450 (depending upon the missing record or missed immunization). Official Transcripts from previous institutions: \$10-\$50. Practical Nursing Uniforms: \$400; Incidental Insurance: \$124/month. Practical Nursing Books (may change): \$602. NCLEX-PN Fee: \$295.

NSC Adds \$500 Collection Charge to all accounts sent to the Collection Agency.

REPEATING COURSES: NSC does not offer discounts for repeat coursework. Students repeating coursework must pay the full price of the course as listed in the current college catalog.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Practical Nursing Program AM Course List

The Morning Session (Fast Track) is conducted over 42 weeks, Monday-Friday with Theory & Lab from 9:00am to 2:30 pm and Clinical from 7:00am-1:30pm. Listed courses are offered sequentially with a few days break between courses. The number of weeks listed below does not include break time between courses. Previous course must be completed with a minimum of C (2.0). Lower numbered course therefore becomes a prerequisite for the higher numbered course. Satisfactory Academic progression is required for the program with no breaks (except those specified in the class schedule). Refer to class schedule for more details.

- | | |
|---|-----------------------------|
| 1. PNP-120 Human Anatomy & Physiology II | (100 Contact Hours/4 weeks) |
| 2. PNP-121 Nursing Foundation | (120 Contact Hours/5 weeks) |
| 3. PNP-122 Nursing Care of the Chronically Ill | (200 Contact Hours/8 weeks) |
| 4. PNP-123 Nursing Care of the Acutely Ill | (200 Contact Hours/8 weeks) |
| 5. PNP-124 Nursing Care of the Pediatric Child | (125 Contact Hours/5 weeks) |
| 6. PNP-125 Nursing Care of the Developing Family | (125 Contact Hours/5 weeks) |
| 7. PNP-126 Nursing Leadership & Medication Administration | (180 Contact Hours/7weeks) |

Practical Nursing Program PM Course List

The Evening Session is conducted over 48 weeks, Monday-Friday with Theory & Lab from 6:00pm to 10 pm and Clinical from 3:00pm-9:30pm. Listed courses are offered sequentially with a few days break between courses. The number of weeks listed below does not include break time between courses. Previous course must be completed with a minimum of C (2.0). Lower numbered course therefore becomes a prerequisite for higher numbered course. **Satisfactory Academic progression is required for the program with no breaks (except those specified in the class schedule. All schedules are subject to change).** Refer to class schedule for more details.

- | | |
|---|--------------------------------|
| 1. PNP-120 Human Anatomy & Physiology II | (100 Contact Hours/ 5 weeks) |
| 2. PNP-121 Nursing Foundation | (120 Contact Hours/ 6 weeks) |
| 3. PNP-122 Nursing Care of the Chronically Ill | (200 Contact Hours/ 8.8 weeks) |
| 4. PNP-123 Nursing Care of the Acutely Ill | (200 Contact Hours/ 8.8 weeks) |
| 5. PNP-124 Nursing Care of the Pediatric Child | (125 Contact Hours/ 5.6 weeks) |
| 6. PNP-125 Nursing Care of the Developing Family | (125 Contact Hours/ 5.6 weeks) |
| 7. PNP-126 Nursing Leadership & Medication Administration | (180 Contact Hours/ 8 week) |

~Next Page~

Curriculum Plan: Practical Nursing Program

For Batches Starting Summer 2018 and onwards



High School Graduate or Equivalent (GED)*

Admission Application
Complete all Admission Requirements
Meet Financial Obligation
Sign an Enrollment Agreement



Prerequisite Coursework: 4 Months

English 101 (48 Hours)
Psychology 101 (48 Hours)
Math 101 (48 Hours)
Bio 120 (100 Hours)



PN Application Process: 1- 1 ½ Months

TEAS Entrance Exam
Biometrics
Health Documents
Interview
Acceptance Into Practical Nursing
Sign Enrollment Agreement



Practical Nursing Program: 11 Months (Morning Session)

DAY 1: PNP 120. Hours: 100. Weeks: 4

PNP 121. Hours:120. Weeks 5

Basic Step 1: Complete at 11 weeks (Max: 13.5 weeks)

PNP 122. Hours: 200. Weeks 8

PNP 123. Hours: 200. Weeks 8

Med Surg Step 2: Complete at 25 weeks (Max: 37.5 weeks)

PNP 124. Hours 125. Weeks 5

PNP 125. Hours: 125. Weeks 5

PNP 126. Hours: 180 Hours. Weeks 7

Final Step 3: Complete at 42 weeks (Max: 63 weeks)

NCLEX-PN Review: Week 2

Comprehensive Exit Exam

Practice Questions

Graduation/Sign off for NCLEX-PN

Within 45 Calendar Days of passing PNP 126)

NCLEX-PN

Note: All PNP Courses are followed by a few days of break time.

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Practical Nursing Program Course Descriptions & Prices

PNP-120 Human Anatomy & Physiology II

60 Theory, 40 Lab Contact Hours. Total: 100 Contact Hours

Price: \$1900

This is the first course of the practical nursing program and is a continuation of Bio 120. This second course in Human Anatomy & Physiology expands on concepts introduced in Bio 120 and focuses on physiology at the level of body systems. A functional understanding of different systems, including cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, their regulation and normal ranges, are emphasized. A brief introduction to classical aberrations is presented at the end of each system. Theoretical knowledge is supplemented by exercises that are aimed at identification and labeling of anatomical structures on scale and life-size models.

Prerequisites: *Entrance into the Practical Nursing Program.*

Price:

Registration (NR):	\$100
Tuition:	\$1,400
Uniforms	\$400
Total:	\$1900

The course textbook is available through the NSC Bookstore for an additional \$82 (if not previously purchased for BIO 120 and is not included in the price of the course. Textbook price is subject to change.

NR=Non-Refundable

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

PNP-121 Nursing Foundation

60 Theory, 30 Lab, 30 Clinical Contact Hours. Total: 120 Contact Hours

Price: \$3980

This course is designed to introduce the beginning student to the practical nursing and health care environment. Students are introduced to fundamental nursing skills combined with concepts of health and wellness, principles of safety, cultural issues, nutrition, communication, infection control (medical asepsis), nursing roles licensure, ethical and legal conduct will be emphasized. Students will assess basic human needs, perform patient assessments and identify physiological needs. Basic nursing skills are discussed and performed in the laboratory and clinical setting.

Prerequisites: *PNP-120 Anatomy and Physiology II with Grade C (2.0) or better.*

Price

Registration (NR):	\$100
Tuition:	\$1950
NCLEX Prep:	\$1580
Nursing Kit:	\$225
Incidental Insurance Fee (NR):	\$125
Total:	\$3980

The course textbook is available through the NSC Bookstore for an additional \$107 and is not included in the price of the course. Textbook price is subject to change.

NR=Non-Refundable

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

PNP-122 Nursing Care of the Chronically Ill Patient

90 Theory, 40 Lab, 70 Clinical Contact Hours. Total: 200 Contact Hours

Price: \$2850

YEARLY CATALOG 2023-2024

This course is designed to build upon the knowledge and skills obtained in Anatomy and Physiology and Nursing Foundation by focusing on chronic diseases and disabilities impacting the body's systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. This course will address medical interventions/treatments and theories of aging to include wear/tear and chronicity.

Prerequisites: *PNP-121 Nursing Foundation with Grade C (2.0) or better.*

Price

Registration (NR):	\$100
Tuition:	\$2750
Total:	\$2850

The course textbooks are available through the NSC Bookstore for an additional \$225 and are not included in the price of the course. Textbook price is subject to change.

NR=Non-Refundable

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

PNP- 123 Nursing Care of the Acutely Ill Patient

90 Theory, 40 Lab, 70 Clinical Contact Hours. Total: 200 Contact Hours

Price: \$2850

Nursing Care of the Acutely Ill Patient PN-123: This course is designed with common threads that integrate information gained from previous nursing courses. The focus, however, is on acute illness/diseases and disabilities impacting the body systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. Emphasis is also on discussion of patho-physiology of disease process, critical thinking and communication as the client is assisted towards optimal wellness. Students will observe the performance of corrective invasive procedures i.e., surgery and curative diagnosis procedures.

Prerequisites: *PNP-122 Nursing Care of the Chronically Ill Patient with Grade C (2.0) or better.*

Price

Registration (NR):	\$100
Tuition:	\$2750
Total:	\$2850

This course uses the same text book as PNP 122. No additional textbook is required, if previously purchased. Textbook price is subject to change.

NR=Non -Refundable

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

PNP-124 Nursing Care of the Pediatric Child

60 Theory, 20 Lab, 45 Clinical Contact Hours. Total Contact Hours: 125

Price: \$1975

This course is designed to build on course content previously taught, emphasizing disease related adjustments in nursing care and treatment based on the patient's age, weight, mental and emotional adjustment. The focus is on acute and chronic illness/disease and disabilities impacting the body's systems and functions i.e. neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory and orthopedic. This course will address medical and surgical interventions and recovery for the pediatric client.

Prerequisites: *PNP-123 Nursing Care of the Acutely Ill Patient with Grade C (2.0) or better.*

Price

Registration (NR):	\$100
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<i>Tuition:</i>	<i>\$1875</i>
<i>Total:</i>	<i>\$1975</i>

The course textbook is available through the NSC Bookstore for an additional \$124 and is not included in the price of the course. Textbook price is subject to change.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

PNP-125 Nursing Care of the Developing Family

60 Theory, 20 Lab, 45 Clinical Contact Hours. Total: 125 Contact Hours

Price: \$1975

This course is designed to build on the course content previously taught, emphasizing normal and abnormal pregnancy, labor and delivery, puerperium and newborn care. It will emphasize the disease related impact and adjustments on the developing child and pregnant mother. It will stress alterations in nursing care and treatment based on the developing family (ante partum, prenatal, and postpartum) and the presence of acute and chronic illness/disease and disabilities impacting the body systems and functions i.e., neurological, psychological, respiratory, cardiovascular, hematology/oncology, renal, endocrine, sensory.

Prerequisites: *PNP-124 Nursing Care of the Pediatric Child with Grade C (2.0) or better.*

Price

<i>Registration (NR):</i>	<i>\$100</i>
<i>Tuition:</i>	<i>\$1875</i>
<i>Total:</i>	<i>\$1975</i>

This course uses the same text book as PNP 124. No additional textbook is required, if previously purchased. Textbook price is subject to change.

NR=Non-Refundable

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments, and \$1 for echeck payments.

PNP-126 Nursing Leadership and Medication Administration

100 Theory, 20 Lab, 60 Clinical Contact Hours. Total: 180 Contact Hours

Price: \$2950

This course is designed to prepare the student with leadership roles such as, team leader, treatment nurse, and a medication nurse. This course additionally incorporates preparation for employment, i.e., interview skills, portfolio, and resume development. The intent of the culminating course is to refine and strengthen clinical skills obtained while focusing on leadership and interpersonal skills and concepts such as change and power theories which impact guidance and supervision provided to unlicensed healthcare providers i.e., Basic Nursing Assistants and Medication Technicians.

Prerequisites: *PNP-125 Nursing Care of the Developing Family with Grade C (2.0) or better.*

Price

<i>Registration (Non-Refundable):</i>	<i>\$100</i>
<i>Tuition:</i>	<i>\$2850</i>
<i>Total:</i>	<i>\$2950</i>

The course textbook, drug reference book and additional Review book are available through the NSC Bookstore for an additional \$206 and are not included in the price of the course. Textbook prices are subject to change.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

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Practical Nursing Program Price Overview

(Students repeating coursework must pay the current price(s) again. All prices are subject to change.)

Item No	Course No & Title	Price (includes ATI but not Textbooks)
1	PNP-120 Human Anat & Phy I	\$1900
2	PNP-121 Nursing Foundation	\$3980
3	PNP-122 Nursing Care of the Chronically Ill Patient	\$2850
4	PNP-123 Nursing Care of the Acutely Ill Patient	\$2850
5	PNP-124 Nursing Care of the Pediatric Child	\$1975
6	PNP-125 Nursing Care of the Developing Family	\$1975
7	PNP-126 Nursing Leadership and Medication Administration	\$2950
	TOTAL	\$18,480

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments, and \$1 for echeck payments.

Indirect Expenses For Practical Nursing Program

Indirect costs associated with this program but not included in the above price are:

Physical Exam including PPD test:	\$100 (estimated)
Titers:	\$250-\$450 (estimated)
Uniforms (may change):	\$400
Books (may change):	\$569
Background Check/Biometrics:	\$75-100
Official Transcripts (if applicable) sent to NSC:	\$10-50 (estimated)
NCLEX-PN Fee:	\$295
Pinning Ceremony Fee:	\$250
(if attending, incl. refreshments)	
Graduation Ceremony Fee:	\$250
(if attending, incl. cap/gown, refreshments)	
Incidental Insurance Fee:	\$125

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments and \$1 for echeck payments.

Disclaimer: Miscellaneous Charges and their Fair Estimate. These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers estimated at \$250-\$450 (depending upon the missing record or missed immunization). Official Transcripts from previous institutions: \$10-\$50. Practical Nursing Uniforms: \$400 Incidental Insurance: \$25-35/month. Practical Nursing Books (may change): \$570., NCLEX-PN Fee: \$295. NSC adds \$500 Collection Fee to all accounts sent to Collection Agency.

~END~

APPENDIX-I: Teaching Faculty

Full Time:

Neelam James MSN. RN Tel: (847) 850-5700 Email: njames@ncohc.org	Practical Nursing
Emilia Aliser-Plodzien . BSN. RN Tel: (847) 850-5700 Email: eplozdien@ncohc.org	Practical Nursing
Mardelaine Wiedelman. MSN. RN Tel: (847) 850-5700 Email: mwiedelman@ncohc.org	Practical Nursing
Shari Mendelson. BSN. RN Tel: (847) 850-5700 Email: smendelson@ncohc.org	Practical Nursing
Jacqueline Cooks. MSN. RN Tel: (847) 850-5700 Email: Jcooks@ncohc.org	Practical Nursing
Roselyn Lopez. MSN. RN Tel: (847) 850-5700 Email: rlopez@ncohc.org	Practical Nursing

Adjunct:

Dr. Robert Taha M.D Tel: (847) 850-5700 Email: rtaha@ncohc.org	General Education
Iiona Stachowicz MA QMPH Tel: (847) 850-5700 Email: sbaranek@ncohc.org	General Education
Shannyn Schroeder. MA Tel: (847) 850-5700 Email: SSchroeder@ncohc.org	General Education
Veronica Leavy. MA-Psy Tel: (847) 850-5700 Email: Vleavy@ncohc.org	General Education
Priya Prathur. BSN. RN. Tel: (847) 850 5700 Email: pprathur@ncohc.org	Practical Nursing
Susan Solazzo. APN. RN Tel (847) 850 5700 Email: SSolazzo@ncohc.org	Practical Nursing
Daniel Andrada BSN. RN	Practical Nursing

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Tel: (847) 850-5700

Email: dandrada@yahoo.com

Beverly Fajardo, MSN, RN

Tel: (847) 850-5700

Email: bfajardo@ncohc.org

Practical Nursing

Vandana Singh, BSN, RN

Tel: (847) 850-5700

Email: vsingh@ncohc.org

Practical Nursing

Delgerma Tumendelger BSN, RN

Tel: (847) 850-5700

Email: dtumendelger@ncohc.org

Practical Nursing

YEARLY CATALOG 2023-2024

APPENDIX-II: Sample Enrollment Agreement



NORTH SHORE COLLEGE

www.northshorecollege.com Email: admin@ncohc.org
Read Carefully. **This is a Legal Document** Rev Dec 15 2022

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT FULL NAME (First Middle Last):		
ADDRESS:		
CITY/STATE/ZIP:		
PHONE NUMBERS: H)	C)	W)
E-MAIL ADDRESS:		
SOCIAL SECURITY #:	STUDENT ID #	
EMERGENCY CONTACT:		
RELATIONSHIP:	TELEPHONE #:	

PROGRAM INFORMATION

DATE OF ADMISSION: 09/20/2021 (sample)

PROGRAM / COURSE NAME: Practical Nursing Program

DESCRIPTION OF PROGRAM / COURSE: The Practical Nursing Program at NSC is a comprehensive program that matriculates students with exemplary knowledge and nursing skills. The program consists of a total of 1050 Clock Hours conducted over 42 weeks during the morning session (Theory 9:00am-2:30pm, Clinicals 7:00am-1:30pm) and 48 weeks during the evening session (Theory 6:00pm-10:00pm, Clinical 3:00pm-9:30pm). The program is approved by Illinois Board of Nursing and Illinois Department of Professional Regulations (IDFPR). PNs are important members of the health care team. They care for the ill, injured or infirm, promote wellness, maintain health and prevent illness under the direction of a registered nurse, licensed physician or dentist. Practical nurses work in hospitals, skilled nursing and long-term care facilities, physician's offices, acute and chronic care facilities including clinics. Some other areas where a Licensed Practical Nurse may be employed are home health, psychiatric health and specific health agencies.

Upon successful completion of this program, graduates earn a Certificate of Practical Nursing, IV Administration and Pharmacology; and are eligible to apply for the Licensure Examination for Practical Nurses (NCLEX-PN) to become Licensed Practical Nurses.

PREREQUISITES: Pass ENG 101, PSY 101, MTH 101, BIO 120 with a minimum C (2.0). PASS TEAS ®. Pass interview. Satisfactory Biometrics; Background Check; Drug Test; Health Status.

PROGRAM / COURSE OBJECTIVES:

To prepare competent Practical Nurses capable of utilizing learned knowledge in providing physical manpower, ethical and vocational skills that are needed in delivery of healthcare services to clients of all ethnicities, cultural, social and economic levels.

Graduates of NORTH SHORE COLLEGE Practical Nursing Program will:

- Utilize the nursing process in the resolution of client potential/actual health care problems.
- Implement client care with dignity and respect based on prioritized potential/actual health care needs.
- Apply cultural sensitivity, safe effective health care principles, based on data obtained from timely nursing assessments needed for the ongoing evaluation of client goals.
- Successfully pass NCLEX-PN

FINANCIAL INFORMATION: *No Financial Aid (Title IV funding) is available to NSC Students*

NSC accepts Cash, Personal Check, Visa, Master card, Discover, American Express (Self Pay), WIA, TRA, NSC refunds to the original payer (where applicable).

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

PROGRAM START DATE: 10/04/2021
PROGRAM TOTAL WEEKS: 42weeks

PROGRAM END DATE: 10/14/2022
PROGRAM TOTAL HOURS: 1050 clock hours

REPEATING COURSES: NSC does not offer discounts for repeat coursework. Students repeating coursework must pay the full price of the course as listed in the current college catalog.

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Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

1) Course Enrollment: PNP – 120 ANATOMY & PHYSIOLOGY II

COURSE START DATE: 10/04/2021		END DATE: 10/29/2021	
Enrollment Status: <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
CLASS MEETS: M,T,W,TH,F			
CLASS TIME: 9:00AM-2:30PM Theory (30 min lunch)		Clinical: NONE	
TOTAL NUMBER OF WEEKS:		TOTAL CLOCK HOURS: 100	
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	1400.00
3) Uniform charge		\$	400.00
TOTAL COST OF THIS COURSE		\$	1900.00

2) Course Enrollment: PNP 121 NURSING FOUNDATIONS

COURSE START DATE: 11/08/2021		END DATE: 12/14/2021	
Enrollment Status: <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
CLASS MEETS: M,T,W,TH,F			
CLASS TIME: 9:00AM-2:30PM Theory: (30 min lunch)		Clinical:	
TOTAL NUMBER OF WEEKS:		TOTAL CLOCK HOURS: 120	
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	1950.00
3) ATI – NCLEX Prep (Non-Refundable)		\$	1580.00
4) Nursing Kit		\$	225.00
5) Incidental Insurance Fee		\$	125.00
TOTAL COST OF THIS COURSE		\$	3980.00

3) Course Enrollment: PNP 122 NURSING OF THE CHRONICALLY ILL PATIENT

COURSE START DATE: 01/03/2022		END DATE: 02/25/2022	
Enrollment Status: <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
CLASS MEETS: M,T,W,TH,F			
CLASS TIME: Theory: 9:00AM-2:30PM (30 min lunch)		Clinical:	
TOTAL NUMBER OF WEEKS:		TOTAL CLOCK HOURS: 200	
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	2750.00
TOTAL COST OF THIS COURSE		\$	2850.00

4) Course Enrollment: PNP 123 NURSING CARE FOR THE ACUTELY ILL PATIENT

COURSE START DATE: 04/04/2022		END DATE: 05/25/2022	
Enrollment Status: <input checked="" type="checkbox"/> FULL-TIME		<input type="checkbox"/> PART-TIME	
<input checked="" type="checkbox"/> DAY		<input type="checkbox"/> EVENING	
CLASS MEETS: M,T,W,TH,F			
CLASS TIME: Theory: 9:00AM-2:30PM (30 min lunch)		Clinical:	
TOTAL NUMBER OF WEEKS:		TOTAL CLOCK HOURS: 200	
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	2750.00
TOTAL COST OF THIS COURSE		\$	2850.00

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5) Course Enrollment: PNP – 124 NURSING CARE OF THE PEDIATRIC CHILD

COURSE START DATE: 06/06/2022		END DATE: 07/08/2022	
Enrollment Status:	<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	
	<input checked="" type="checkbox"/> DAY	<input type="checkbox"/> EVENING	
CLASS MEETS:	M,T,W,TH,F		
CLASS TIME:	Theory: 9:00AM-2:30PM (30 min lunch)	Clinical:	
TOTAL NUMBER OF WEEKS:	TOTAL CLOCK HOURS: 125		
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	1875.00
TOTAL COST OF THIS COURSE		\$	1975.00

6) Course Enrollment: PNP 125 NURSING CARE OF THE DEVELOPING FAMILY

COURSE START DATE: 07/18/2022		END DATE: 08/18/2022	
Enrollment Status:	<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	
	<input checked="" type="checkbox"/> DAY	<input type="checkbox"/> EVENING	
CLASS MEETS:	M,T,W,TH,F		
CLASS TIME:	Theory: 9:00AM-2:30PM (30 min lunch)	Clinical:	
TOTAL NUMBER OF WEEKS:	TOTAL CLOCK HOURS: 125		
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	1875.00
TOTAL COST OF THIS COURSE		\$	1975.00

7) Course Enrollment: PNP – 126 NURSING LEADERSHIP & MEDICATION ADMINISTRATION

COURSE START DATE: 08/29/2022		END DATE: 10/14/2022	
Enrollment Status:	<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	
	<input checked="" type="checkbox"/> DAY	<input type="checkbox"/> EVENING	
CLASS MEETS:	M,T,W,TH,F		
CLASS TIME:	Theory: 9:00AM-2:30PM (30 min lunch)	Clinical:	
TOTAL NUMBER OF WEEKS:	TOTAL CLOCK HOURS: 180		
TUITION & FEES			
1) Registration Fee (Non-Refundable)		\$	100.00
2) Tuition		\$	2850.00
3)			
TOTAL COST OF THIS COURSE		\$	2950.00

Student Acknowledgement of Enrollment in PNP 120 through PNP 126 : **Date:**

Indirect Expenses:

Indirect costs associated with this program but not included in the above price are:

Physical Exam including PPD test: \$110 (estimated)
 Titters: \$250-\$450 (estimated)

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

Disclaimer: Miscellaneous Charges and their Fair Estimate. These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC.NSC neither provides these services, nor does it accept value in exchange for such services. Therefore, NSC assumes no legal and/or financial responsibility related to these charges; and the student indemnifies NSC of any liability arising from the cost; or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titters (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization).Background check: \$90. Official Transcripts from previous institutions: \$10-\$50. NCLEX Fee: \$285. NSC adds \$500 to all accounts sent to Collections Agency.

REPEATING COURSES: NSC does not offer discounts for repeat coursework. Students repeating coursework must pay the full price of the course as listed in the current college catalog.

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PAYMENTS:

(Enrollment is not complete until all financial obligations are met and EA is signed)

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

Total Amount Due: \$16489.00

Paid In Full

Today's Date: _____

Type of Payment:

IF THE ENTIRE AMOUNT IS NOT PAID BEFORE THE FIRST DAY OF CLASS
EASY PAY OPTION ARE AVAILABLE AS BELOW
(Payments are due when listed. \$35 late charge applies for every 5 days of nonpayment past due date)

EASY PAY Payment Schedule PN AM Class

No	DATE DUE	AMOUNT DUE	Paid Via (Cash, Check, Credit)	FOR ADMIN USE: RECEIVED BY
1	Before the start of the class	\$1680.00		
2	11/01/2023	\$1680.00		
<u>3</u>	12/01/2023	\$1680.00		
4	01/01/2024	\$1680.00		
<u>5</u>	02/01/2024	\$1680.00		
<u>6</u>	03/01/2024	\$1680.00		
<u>7</u>	04/01/2024	\$1680.00		
<u>8</u>	05/01/2024	\$1680.00		
<u>9</u>	06/01/2024	\$1680.00		
<u>10</u>	07/01/2024	\$1680.00		
<u>11</u>	08/01/2024	\$1680.00		
	TOTAL PAID->	<u>\$18,480.00</u>		

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

I hereby agree to make payments as per the above listed payment plan.

X: _____ (Student Signature) / Date: _____

The Enrollment Agreement

Students are hereby advised to verify accuracy of the information found in this agreement. This enrollment agreement is a legal document and is contractual in nature. By signing this agreement, the students hereby enter into a legally binding contract to pay the amount listed at the TOTAL COST OF THE PROGRAM LISTED UNDER THE FINANCIAL SECTION ABOVE. Failure to pay the Total Cost of the Program may result in financial and legal penalties as allowed by the State of Illinois.

General Terms of Agreement

1. NSC shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
2. NSC may change kit contents, textbooks, dress code, and curriculum format, teaching materials or any other educational methods at its discretion.

3. NSC will grant a certificate of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all requirements and made satisfactory arrangements for payment of all debts owed to the school.
4. NSC will issue an Official Transcript of coursework completed at NSC to any student that requests such document, with following explanations:
 - a. All financial obligations are met by the student
 - b. All library materials have been surrendered in acceptable condition
 - c. Only coursework completed shall be reported
 - d. Transcripts shall not indicate courses that the student is currently enrolled in.
 - e. Other notations may appear on the transcripts.
5. NSC will assist graduates in finding suitable employment by posting area employment opportunities and conducting Job Readiness sessions, but placement is not guaranteed.
6. NSC may terminate a student's enrollment for immoral or improper conduct as it sees fit, noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations, NSC policies and procedures including but not limited to those listed in the Yearly Catalog and/or Program Specific Catalogs which shall be made available to the student, any action which causes or could cause bodily harm to a client, a student, visitor or employee of the school, willful destruction of school property and theft.
7. NSC provides adequate equipment, desks and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.
8. STUDENT agrees to pay the required fees and provide all required registration paperwork in a timely manner.
9. STUDENT agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements including clinical assignments.
10. STUDENT agrees to provide all financial aid documents, if applicable, in the designated timeframe.
11. STUDENT agrees to comply with the school's published dress code which may be changed at the discretion of the school. Student also agrees to project a professional image representative of the Health Care Profession.
12. STUDENT agrees to attend all classes as scheduled for the duration of the course of study.
13. STUDENT understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Withdrawal Procedure

1. A student may withdraw from a course or a program by informing the Registrar verbally, or in writing. NSC encourages all students to submit a completed Withdrawal Form 105-R.
2. Any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class shall not be included or reported as a new start for the course or the program.
3. For any student who withdraws from a course or a Program prior to the start of the class/program or within five (5) business days from the start of the class, NSC shall only retain charges termed as Non-Refundable (NR) which include but not limited to Application Fee, Registration Fee, Testing fee, etc.
4. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All refunds are processed within twenty-one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
5. A student terminated from a course or a program due to violation of any other policy which includes but not limited to Code of Conduct, Satisfactory Academic Progression Policy, Curriculum Plan Policy shall be subject to Refund Policy and the refund will be issued within twenty-one (21) calendar days from the Date of Determination (DOD).
6. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.
7. NSC informs all students with withdrawal updates using our online portal system.
8. The student has read and understands the Withdrawal Procedure as stated above.

Notice To Student

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. **NORTH SHORE COLLEGE (NSC) does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.**

Student's Right To Cancel

- I. The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 21 days of cancellation.
- II. By signing this agreement, the student agrees to the receipt of a copy of the NSC handbook that lists the policies and procedure.

- III. By signing this agreement, the student hereby acknowledges being made aware his right to terminate this agreement as stated above.
- IV. Late payment may result in suspension from the program after 5 days past due or termination after 30 days past due.
- V. This agreement is binding **ONLY** when mutually signed by the student and the Program Director, and at the address listed above as the main place of business.
- VI. Any changes made in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the President and the student or the student's parent or guardian if the student is a minor.
- VII. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement (except course extension due to inclement weather). **ALL CHANGES MUST BE SUBMITTED IN WRITING.**
- VIII. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.
- IX. NSC refunds all monies back to the original payer (WIA funds back to WIA, Payment from Employer back to Employer etc.).
- X. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge, if the finance charge was levied.

Contract Costs and Payment Terms

STUDENT agrees to pay the NSC tuition and fees for the program selected in advance at the start of the program or according to the payment plan as outlined in the Enrollment Agreement. NSC may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. NSC will charge a \$5.00 transcript fee for the first copy of student transcripts (each additional if ordered at the same time is \$3 per copy), students must fill out a Transcripts Request Form (available at the Registrar's office). All students seeking Readmission will be charged a non-refundable (NR) Readmission Application Fee of \$100. NSC assesses a Late Fee of \$35 for every 5 days of nonpayment past due date, and Non-Sufficient Fund (NSF) Fee of \$70 where applicable. NSC adds \$500 to all accounts sent to Collections Agency.

Cancellation/ Refund Policy

- I. When the notice of cancellation is received by Student Services before midnight of the fifth (5) business day of the start of the course, all tuition and other paid charges, **except the Non-Refundable charges including but not limited to, Application Charge, Registration Charge, Entrance Exam Charge, Drug Test Charge, charges related to biometrics** will be refunded to the student within twenty one (21) calendar days from the date of the notice; or after three (3) days of unexcused absences from the course have occurred (Date of Determination). The total amount retained shall not exceed One hundred (\$100) dollars.
- II. When an applicant is rejected by NSC for admission into a program, NSC shall only retain Non-Refundable charges (Max \$100). Refund to be issued within twenty-one (21) calendar days from the date of the Rejection Letter or Email.
- III. When an applicant accepted by NSC does not start the class (NO SHOW), NSC shall retain only the Non-Refundable charges (Max \$100). The Date of Determination (DOD) shall be the end of the fifth (5) business day from the start of the course/program, and refund shall be issued within twenty-one (21) calendar days from the Date of Determination (DOD).
- IV. **For the sake of Refund Calculation, any partial attendance of an instructional sessions shall be viewed as a complete attendance session; no exceptions.**
- V. **When the notice of cancellation is received by Student Services after the fifth (5) business day of the start of the course, NSC retains:**
 - a. **All Non-Refundable Charges (NR)**
 - b. **Prorated Earned tuition (which shall be assessed using the number of class sessions attended, where proration reaches 100% (and exhausts completely) at 50% of the course completion.**
 - c. **Effective Feb 1, 2018: NSC shall not retain any portion of unearned tuition.**
- VI. **Refund to be issued within twenty-one (21) calendar days from when the Notice of Cancellation was received by the Student Services OR Last Date of Attendance (LDA) whichever comes first.**
- VII. A student found in violation of the Attendance Policy shall be Automatically Dropped from the course/program with the Last Date of Attendance (LDA) used for calculation of Refund. The Date of Determination (DOD) shall be when NSC officially terminates the enrollment of a student. All Refunds are processed within twenty-one (21) calendar days from the Date of Determination (refer to Calculation of Refund for an example).
- VIII. Any books, electronic media, nursing supplies, nursing kits, uniforms etc. shall only be returned if accompanied by original receipt, are in good unused condition, with electronic media/media tag/login tag intact and unopened.
- IX. The school shall refund all monies paid to, in any of the following circumstances:
 - a. The school did not provide the prospective student with a copy of the student valid enrollment agreement.
 - b. The school did not provide the prospective student a copy of the current student catalog in print or in electronic media.
 - c. The school cancels the course or discontinues the course of instruction in which the student has previously enrolled.
 - d. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student, **except** clinical sessions whose scheduling maybe outside the control of NSC or a change of schedule due to inclement weather.
- X. Any change made in the agreement shall not be binding on either the student or the school unless such change has been approved in writing by the President and the student or the student's parent or guardian if the student is a minor.
- XI. Every assignee of the student enrollment agreement takes it subject to all claims and defenses to the student or his/her successors an interest arising under the agreement.
- XII. Under the law you have the right, among others to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.

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XIII. Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the Illinois Board of Higher Education-PBVS. 1 N. Old Capitol Plaza, Suite 333. Springfield, IL 62701 . Tel: (217) 782 2551 or at www.ibhe.org.

Quick Reference Guide For Refund Determination

Sample Refund Calculation Table:

A student enrolls in a 50-hour program with 10 instructional sessions, conducted once a week for 10 weeks.

Total Tuition of the Course (excluding Non-Refundable Charges): \$1000.

Student paid a total of \$1100 at the time of enrollment.

REFER TO THE SECTION ON NON-REFUNDABLE CHARGES FOR A MORE COMPREHENSIVE LIST

Item No	Conditions	Sample Refund Calculation
1	NO Show or Withdrawal before end of the fifth (5) business day.	NSC shall retain ALL Non-Refundable (NR) Charges: Application Fee: \$25 (NR) Registration Fee: \$100 (NR) TABE Testing: \$25 (NR) NSC shall retain: \$150. Refund: \$1000 (to be issued within 21 Calendar Days of the Withdrawal notice or 21 Calendar Days after 3 absences have occurred).
2	Notice of Withdrawal given after the 4 th session is attended	NSC shall Calculate Refund as: Retain All Non-Refundable Charges: Application Fee: \$25 (NR) TABE Testing: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: $\$1000/10 \times 4 = \400 Total Retained by NSC: \$550 Total Refund: \$450 (to be issued within twenty-one (21) calendar days of Notice of Withdrawal)
3	Notice of Withdrawal given after 6 th Session is attended	Tuition Refund is Prorated until 50% of the course is completed. Not eligible for Refund after 50% of the course is completed.
4	A student attended 3 sessions and then stopped attending. Enrollment shall be dropped due to violation of Attendance Policy at 6 th Session, called Date of Determination (DOD). Refund shall be calculated based on Last Date of Attendance, but issued within twenty-one (21) days from the end of 6 th Session (DOD).	Retain All NR Charges: Application Charge: \$25 (NR) Testing Fee: \$25 (NR) Registration Fee: \$100 (NR) Prorated Earned: $\\$1000/10 \times 3 = \\300 Total Amount Retained: \$450 Total Refund Due: \$550 (to be issued within twenty-one (21) calendar days from the end of 6 th Session of attendance (DOD).
5	A student attends 5 sessions and then stopped attending	Not eligible for refund. NSC retains all charges past 50% completion of the course. Student must pay \$1150 for this course in entirety.

Non-Refundable Charges

Application Fee, Registration Fee, Entrance Exam Fee, ATI Testing Fee, ATI NCLEX Prep Fee, Incidental Insurance Fee, Biometrics Fee, Drug Testing Fee, Pinning Ceremony Fee, Graduation Ceremony Fee, CPR Certificate Fee, Certification Exam Fee, Books once used or software seal opened, Nursing Kit once opened/used or uniforms once used or tags removed or any other fee listed as Non-Refundable in the yearly catalog or the enrollment agreement.

Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.

Miscellaneous Charges & Fair Estimate

These charges are not included in the price of the program but are generally incurred in preparation (pre-requisite) for some programs at NSC. Therefore, NSC assumes no legal and/or financial responsibility related to these charges, and the student indemnifies NSC of any liability arising from the cost or the inaccuracy of such information. The estimates in this section are provided solely for informational purposes to serve as a guide/ reference of the fair market value which may change at any

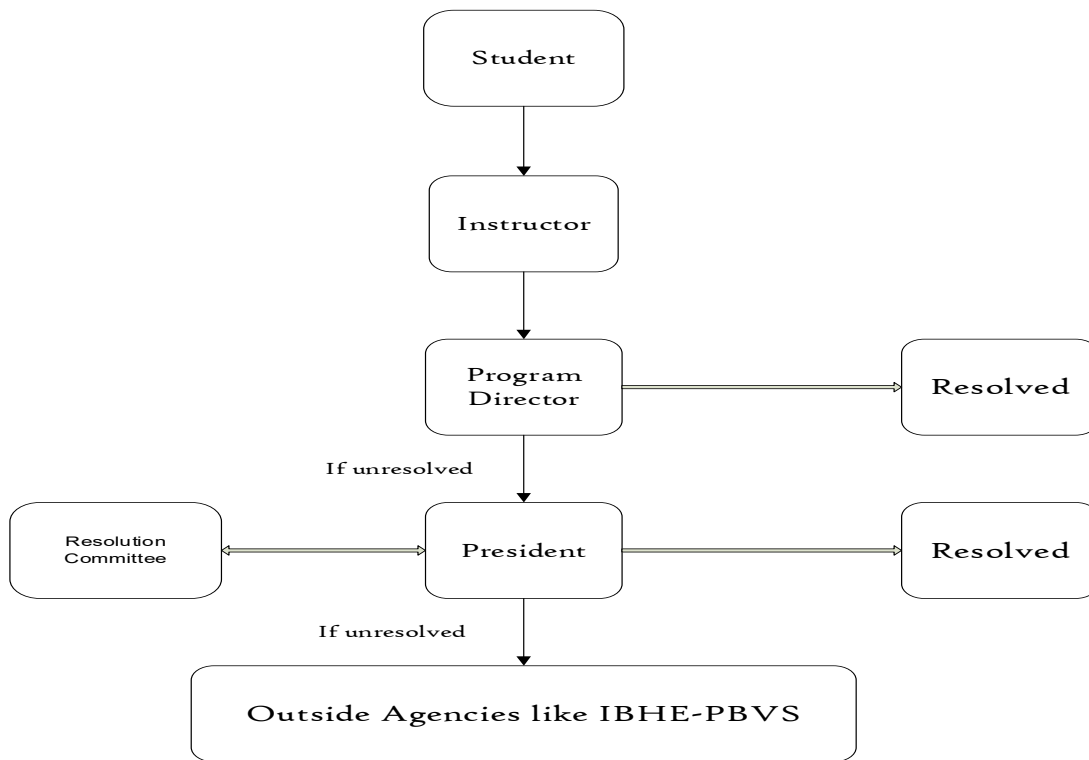
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time. Such charges include but not limited to: 1) Physical Exam: Estimated at \$85. 2) Immunization Titers (if childhood immunizations are unavailable): estimated at \$250-\$450 (depending upon the missing record or missed immunization). Background Check: \$65. Incidental Insurance Fee: \$60. Drug Test Fee: \$55. Official Transcripts from previous institutions: \$10-\$50. NCLEX-PN Fee: \$295. NSC adds \$500 Collection charge to all accounts sent to Collection agency. **Effective July 1, 2023 there will be a non refundable 3.5% service charge added to all credit card payments.**

File a Complaint

NSC will make every effort to resolve any dissatisfaction a student may have experienced while attending NSC. Students are encouraged to follow the *Resolve Ladder* (next page).

NSC Resolve Ladder



NSC will respond to every formally expressed complaint within a reasonable time. If the NSC response is considered unsatisfactory, the student may seek resolve by contacting Illinois Board of Higher Education-PBVS.

<http://complaints.ibhe.org/>

Illinois Board of Higher Education
 Division of Private and Business Vocational Schools (PBVS)
 1 N. Old Capitol Plaza, Suite 333.
 Springfield, Illinois 62701-1404
Phone: (217) 782-2551 **Fax:** (217) 782-8548
TTY: (888) 261-2881

General Information: info@ibhe.org **Institutional Complaint Hotline:** (217) 557-7359

I acknowledge that by signing below, I state that I have read and understood the terms of the agreement. Further, I agree with the terms of this agreement and will abide by this legal binding contract. Also, I have been provided a copy of this agreement AND the current College Catalog for my records.

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Student Acknowledgements

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. **Student Initials** _____
2. I have carefully read and received an exact copy of this enrollment agreement. **Student Initials** _____
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded. **Student Initials** _____
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. **Student Initials** _____
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations. **Student Initials** _____
6. I understand that the school does not guarantee job placement to graduates upon program completion. **Student Initials** _____
7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org. **Student Initials** _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Signature of the Student

Today's Date: mm/day/year

 Name & Signature of the College Representative

 Today's Date: mm/day/year

I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

Student Signature _____ **Date:** _____ **Guardian Signature:** _____ **Date** _____

Signature _____
Program Director (School Representative)

Signature _____
Enrollment Advisor (Witness)

Name: _____

Name: _____

~End of the Agreement~

Institutional Disclosures Reporting Table

July 1, 2021 through June 30, 2022 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name:

NORTH SHORE COLLEGE

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

	PN	BIO-120	ENG-101	MTH-101	PSY-101
Program Name					
Disclosure Reporting Category					
CIP*	51.3901	26.0403	23.1399	27.0199	42.0101
SOC*	51-3999	29-9099	29-9099	29-9099	29-9099
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	207	45	36	43	40
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	156	109	70	97	92
b) Re-enrollments	3	0	0	0	0
c) Transfers into the program from other programs at the school	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	366	154	106	140	132
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	183	134	99	125	119
c) Withdrew from the school	11	0	0	0	0
d) Are still enrolled	172	20	07	15	13
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	114	N/A	N/A	N/A	N/A
b) Placed in a related field	38	N/A	N/A	N/A	N/A
c) Placed out of the field	38	N/A	N/A	N/A	N/A
d) Not available for placement due to personal reasons	31	N/A	N/A	N/A	N/A
e) Not employed	0	N/A	N/A	N/A	N/A

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B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	-	-	-	-
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	-	-	-	-
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	114	N/A	N/A	N/A	N/A
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$34	-	-	-	-

*CIP--Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

* **A course of instruction** is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

~End of the page~

Student Accident Benefits

The student group accident program offers coverage for registered students in the Practical Nursing program for certain covered accidents subject to the terms and conditions set forth in the policy in excess of your current health insurance or other insurance program. The benefit limit is \$25,000 per accident excess of your insurance subject to a \$100 deductible. Only activities that are scheduled and supervised by NORTH SHORE COLLEGE Nursing program are eligible for this insurance coverage. This group accident policy is not medical insurance. There is no coverage for disease or sickness.

This is a brief highlight review of the group accident program coverages and it does not alter, void or replace any of the actual policy terms and conditions as described in the insurance policy.

Initials x 

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Appendix III: Institution Disclosure Table

North Shore College

Institutional Disclosures Reporting Table

July 1, 2021 through June 30, 2022 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: North Shore College

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	PN	BIO-120	ENG-101	MTH-101	PSY-101
	CIP SOC*	51.390 1 51-3999	26.0403	23.1399	27.0199	42.0101
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		207	45	36	43	40
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		156	109	70	97	92
b) Re-enrollments		3	0	0	0	0
c) Transfers into the program from other programs at the school		0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		366	154	106	140	132
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0	0	0	0	0
b) Completed or graduated from a program or course of instruction		183	134	99	125	119
c) Withdrew from the school		11	0	0	0	0
d) Are still enrolled		172	20	7	15	
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		114	N/A	N/A	N/A	N/A
b) Placed in a related field		38	N/A	N/A	N/A	N/A
c) Placed out of the field		38	N/A	N/A	N/A	N/A
d) Not available for placement due to personal reasons		31	N/A	N/A	N/A	N/A
e) Not employed		0	N/A	N/A	N/A	N/A
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
			-	-	-	-
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
			-	-	-	-
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		114	N/A	N/A	N/A	N/A
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$34	-	-	-	-

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the

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approval to operate as an institution.

Appendix IV: Commonly Used Forms



NSC INSTRUCTOR EVALUATION FORM 180

Instructor: _____ Program/Course: _____

Reviewer: _____ Date: _____ Time: _____

Evaluation based on the scale of 1 to 5 for how well the Instructor meets the criteria outlined below.

	Far Below 1	Below 2	Meets 3	Exceeds 4	Far Exceeds 5	Not Observed NO
Instructor demonstrates expert knowledge of subject, including explanatory examples, with accurate and expansive information beyond the textbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning objectives are outlined in lesson plans or syllabi and clearly connected to the lesson being taught.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class is well organized, with an introductory overview at the beginning and logical linkage and sequence to the topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses relevant examples that support the concept, including the teaching points with highlighted applications and connections to other concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses a variety of approaches to address multiple learning styles and provides appropriate supervision during practice activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor demonstrates a student-centered focus, including use of effective error correction, active listening, coaching and facilitation of discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor encourages student involvement in class, including questions that encourage participation, activities that engage students, and methods for checking for student understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses a variety of visual aids to enhance presentations (e.g. charts, props, pictures, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor's pronunciation is clear and understandable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses verbal content consistent with the focus of training, including proper grammar, word selection, and usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor uses additional examples to emphasize key points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: _____

Comments/Suggestions: _____

Reviewer's Signature: _____ Duration of Review: _____

Instructor's Acknowledgement Signature: _____ Date: _____

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NORTH SHORE COLLEGE Incident Report Form 140

This form is designed to accommodate reporting of two main categories of incidents but may be used for similar instances as needed. The two categories include all incidents /infractions which contain the potential of injury or the occurrence of an actual harm/injury to the healthcare practitioner, including student; or to the client(s).

More information can be found in Illinois Nursing Act, CDC.gov or website of other regulatory institutions

If you are involved in an incident, you must file this form in entirety as soon as possible, make three copies and submit one copy each to 1) Director of Nursing (Or to HR if an employee) 2) Academic Dean 3) Yourself.

Primary Details of Incident	Date of Incident:	Date of Discovery/Reporting:	Practicum Location:	
To whom did Incident Occur:				
<input type="checkbox"/> Student <input type="checkbox"/> Patient <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Property <input type="checkbox"/> Other:				
Discovered / Reported by	Name & Position (print):	Signature:		
Witnesses by:	Name & Position (print):	Signature:		
Concise description of the incident: (Use additional sheets as needed)				
Type of incident:	Accident injury <input type="checkbox"/> Observed <input type="checkbox"/> Unobserved * provide details below	Orientation: <input type="checkbox"/> alert/normal <input type="checkbox"/> anaesthetized <input type="checkbox"/> disoriented <input type="checkbox"/> sedated <input type="checkbox"/> other	Ambulatory Status <input type="checkbox"/> unlimited <input type="checkbox"/> needs assistance <input type="checkbox"/> non-ambulant	Patient Environment Bed height <input type="checkbox"/> Hi <input type="checkbox"/> Low <input type="checkbox"/> n/a Side Rails <input type="checkbox"/> 1 up <input type="checkbox"/> 2 up <input type="checkbox"/> none Restraints <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a Brakes <input type="checkbox"/> on <input type="checkbox"/> off <input type="checkbox"/> n/a Call light <input type="checkbox"/> yes <input type="checkbox"/> no



Student Name: _____ Phone: _____

Current Enrollment: _____

Requesting variance in Curriculum Plan as follows:

Reason for change: _____

- | | |
|--|--|
| <input type="checkbox"/> Medical Issues | <input type="checkbox"/> Supporting documentary documents attached |
| <input type="checkbox"/> Family Issues | <input type="checkbox"/> Supporting documents attached |
| <input type="checkbox"/> Withdrawal Form 101-R completed | <input type="checkbox"/> Supporting documents attached |
| <input type="checkbox"/> Transfer to a Different Batch | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Supporting documents attached |

Comments/ Explanation:

Disclaimer: I _____ fully understand that this change may impact the tuition & fee structure upon my return and that I agree to abide by all policies and procedures changes including Syllabi changes, textbook changes, etc., upon my return to the program.

Student Signature: _____ Date: _____

Approval Status:

- | | |
|--|---|
| <input type="checkbox"/> Approved as requested | <input type="checkbox"/> Approved with changes: |
| <input type="checkbox"/> Denied | _____ |
| | _____ |

Approval Status Academic Dean:

- Approved Denied

Signature: _____ Date: _____

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Temporary Payment Plan Adjustment Form 270

Student Name: _____ Phone: _____ Email: _____

Program of Enrollment: _____ Course Name/No _____ Course End Date: _____

Account Status: Current Late

<u>Current Payment Plan:</u>	
Amount: _____	Current Due Date: _____
Amount: _____	Current Due Date: _____
Amount: _____	Current Due Date: _____

<u>Desired Change:</u>	
Amount: _____	Desired Due Date: _____
Amount: _____	Desired Due Date: _____
Amount: _____	Desired Due Date: _____

Reason this change is requested: (use additional sheets if necessary)

Supporting documents attached Yes No

Date Plan Returns to Original Payment Plan (as agreed in the Enrollment Agreement): _____

Disclaimer: Submission of this form is not a guarantee of approval. NCOHC has the right to deny any request for change of payment plan as it sees fit in which case, the student is held responsible for payments and schedule of payments as agreed upon in the Enrollment Agreement signed at the time of Enrollment in the Program. Changes shall only be in effect after the change has been signed by the NCOHC administration. All changes to the Payment Plan require approval from the Academic Dean or the College Provost. A temporary change in the payment plan as outlined in this form does not affect or alter any other policy or procedure including those governing late fee etc., except for terms approved in this form. NCOHC reserves the right to recover past due accounts. Students with outstanding balances will not be permitted to attend classes and their account turned over to an outside agency or a legal counsel or both.

I _____ hereby request a TEMPORARY change in the payment plan as stated above. I fully understand that I shall resume the original payment plan (as agreed upon in the signed Enrollment Agreement) on the date stated above. I will continue to make payments as per the original payment plan until a decision is made on this request by NCOHC administration, which may take up to 10 business days. And that a late fee of \$35 shall be assessed if payments are not made as per the terms of the Enrollment Agreement or this request, if approved. Further, denial of request to change the Payment Plan shall not negate or alter any terms of Enrollment Agreement I signed at the time of enrolling in which case, I shall continue to honor the Original Payment Plan which I signed at the time of Enrollment. A \$35 late fee shall be assessed for payments made after the approved due date. All Payment Plan adjustment requests are handled on an individual basis.

Student Signature: _____ Today's Date: _____

FOR OFFICIAL USE ONLY

Approval Status: Approved Declined Other: _____

Notes:

Signature: _____ Title: _____ Date: _____

1400 S. Wolf Rd #104 Wheeling IL 60090 Tel (847) 850 5700 Fax (847) 850 5400 www.ncohc.org Pub Sept 2014

YEARLY CATALOG 2023-2024



Admission Attestation Form 525

(To be submitted by all students who do not provide an official copy of High School Diploma, including foreign students)

I _____ hereby attest to the validity and accuracy of all the transcripts submitted to North Shore College, including but not limited to my High School Diploma. And I further testify that the High School Diploma I submitted was genuinely issued in my name by _____ and is free of any false information, error and fraud.

I further understand that if at ANY time (before or after graduation) it is found that the submitted documents, including but not limited to High School Diploma, are found to contain errors or falsified or fraudulent information, North Shore College shall terminated enrollment, or rescind ALL issued grades, transcripts, certificates etc. and that the college shall inform all relevant parties including Illinois Nursing Board, Illinois Dept of Financial and Professional Regulation (IDFPR) of this finding, leading to termination of nursing license due to fraud.

Initials: _____

I further agree that in the event that any information submitted is found to be false or fraudulent, I indemnify North Shore College of any legal action and financial consequences and agree to not require North Shore College to refund any monies. Initials: _____

By signing and submitting all documents to North Shore College I hereby certify that the information furnished is true and complete to the best of my knowledge. I understand that if the information is found to be otherwise, it is sufficient cause for rejection or dismissal from North Shore College without eligibility of Readmission and Refund.

Applicant Signature (Must sign in the presence of a Notary Public)

Date

Notary Public Information including Seal, Signature

Date

I, _____ the Admission Officer at North Shore College have reviewed the High School Diploma information submitted by _____ and have not found any match of the diploma on the relevant websites that list fraudulent High School Diplomas in our region

Signed: _____

Date: _____

YEARLY CATALOG 2023-2024



Satisfactory Academic Progression Form 1050-AM
 (To be completed by an Advisor at each interval and signed by the student)

Student Name: _____ Program Type: Practical Nursing Program

Start Date: _____ Cohort No: _____

No	Description	Progress Status	Student Signature of acknowledgement and compliance
1	Advisor Name: _____ Date: _____ Basic Step 1: Pass PNP 121 with a C (Must be completed by 9 weeks, maximum 13.5 weeks from the start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
2	Advisor Name: _____ Date: _____ Med Surg Step 2: Pass PNP 123 with a C (Must be completed by 25 weeks, maximum 37.5 weeks from start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
3	Advisor Name: _____ Date: _____ Final Step 3: Pass PNP 126 with a C (Must be completed by 42 weeks, maximum 63 weeks from start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
Additional Comments/Notes (Attach additional sheets as needed).d			

YEARLY CATALOG 2023-2024



Satisfactory Academic Progression Form 1050-PM
 (To be completed by an Advisor at each interval and signed by the student)

Student Name: _____ Program Type: Practical Nursing Program

Start Date: _____ Cohort No: _____

No	Description	Progress Status	Student Signature of acknowledgement and compliance
1	Advisor Name: _____ Date: _____ Basic Step 1: Pass PNP 121 with a C (Must be completed by 11 weeks, maximum 16.5 weeks from the start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
2	Advisor Name: _____ Date: _____ Med Surg Step 2: Pass PNP 123 with a C (Must be completed by 28 weeks, maximum 42.4 weeks from start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
3	Advisor Name: _____ Date: _____ Final Step 3: Pass PNP 126 with a C (Must be completed by 48 weeks, maximum 72 weeks from start)	<input type="checkbox"/> Successfully Completed <input type="checkbox"/> Deficient: If so, Remediation items: A) B) C)	
Additional Comments/Notes (Attach additional sheets as needed). 			

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YEARLY CATALOG 2023-2024

Appendix VI: Student Acknowledgement & Receipt

(Student copy)

To Whom It May Concern

I [redacted] hereby declare the following to be true:

1. I have received a copy of the NSC Yearly Catalog for the year 2023-24: [redacted]
2. The revision version of the edition is *Rev Sept 5, 2023* [redacted]
3. I agree to abide by all the policies and procedures of the school including but not limited to those listed in this catalog: [redacted]
4. It is my responsibility to familiarize myself with the policies and procedures of NSC: [redacted]
5. I fully understand that failure to comply with the policies and procedures of NSC may lead to termination of enrollment from the school: [redacted]

Student Signature: [redacted]

Student Full Name: [redacted]

Today's Date: _____

Witness: (Name): _____ Signature: _____ Date: _____

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YEARLY CATALOG 2023-2024

Student Acknowledgement and Receipt

(NSC COPY)

To Whom It May Concern

I _____ hereby declare the following to be true:

1. I have received a copy of the NSC Yearly Catalog for the year 2023-24: _____
2. The revision version of the edition is *Rev Sept 5, 2023* _____
3. I agree to abide by all the policies and procedures of the school including but not limited to those listed in this catalog: _____
4. It is my responsibility to familiarize myself with the policies and procedures of NSC: _____
5. I fully understand that failure to comply with the policies and procedures of NSC may lead to termination of enrollment from the school: _____

Student Signature: X: _____

Student Full Name: _____

Today's Date: _____

Witness (Name): _____ Signature:X: _____ Date: _____