

Summit College

CATALOG ADDENDUMS



August 2022

December 2022

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CAMPUS INFORMATION

SCHOOL OBSERVED HOLIDAYS

Holiday

- Saturday, January 1
- Monday, January 17
- Monday, February 21
- Monday, May 30
- Monday, July 4
- Monday, September 5
- Friday, November 11
- Thursday, November 24 & Friday, November 25
- Monday, December 26

Observed On

New Year's Day
Birthday of Martin Luther King
Presidents Day
Memorial Day
Observed Independence Day
Labor Day
Veterans Day
Thanksgiving Day & Friday,
Christmas

CAMPUS LOCATIONS

- Main Campus - Summit College
 - Auxiliary Classroom804 E. Brier Dr, San Bernardino, CA 92408,
965 S. Mt Vernon, Colton, CA 92324
909/422-8950
- Branch Campus - Santa Ana
1639 E. Edinger Ave, Unit A Santa Ana, CA 92807
714/635-6232
- Branch Campus - El Cajon
 - Auxiliary Classroom411 N. Marshall Ave, El Cajon, CA 92020 909/422-8950
876 Jackman Rd, El Cajon, CA 92090

BUSINESS HOURS

Regular Business hours for ALL campuses are 8:00 AM until 5:00 PM Monday thru Friday. The campuses are open for regular instruction: Monday thru Thursday from 8:00 am until 11:00 pm. Short courses may be offered on Friday's and Saturday's from 8:00 am until 5:00 pm. Student will also be given a complete schedule at class orientation. Students enrolled in courses less than 250 hours are provided with a schedule at the time of enrollment. The schedule will be determined by when the next class is being taught.

CLASS SCHEDULE/START DATES

CLASS SCHEDULE

Program	Days	Times
Medical Assistant – Administrative and Clinical	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 5:00pm – 10:00pm
Electrician - IDL	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 6:00pm – 11:00pm
HVAC	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 6:00pm – 11:00pm
Welding Basic	Monday – Thursday	Morning Session - 8:00am – 1:00pm Afternoon Session - 1:00pm – 6:00pm Evening Session - 6:00pm – 11:00pm
Certified Nursing Assistant	Monday – Friday	7:00am to 5:00 pm Theory 8:00 am to 5:00pm Clinical 7:00am to 4:00pm
Licensed Vocational Nurse Days		Theory 8:30am – 3:30pm Term 1 & 2 – Monday, Tuesday & Wednesday Term 3 & 4 Thursday & Friday Clinical 6:30am – 3:30pm or 1:00pm to 10:00pm Term 1 & 2 Thursday & Friday Term 3 & 4 Monday, Tuesday & Wednesday
Licensed Vocational Nurse Evenings		Theory 4:00pm – 10:00pm Term 1 – Monday & Tuesday Term 2 - Monday and 1 st 7 Tuesday's Term 3 - Thursday Term 4 – Wednesday Clinical 4:00pm – 10:00pm, Weekends 6:30am – 3:30pm or 1:00pm – 10:00pm Term 1 - Saturday Term 2 – starting in 8 th week Tuesday & Saturday or Sunday Term 3 – Wednesday & Saturday or Sunday Term 4 - Thursday & Saturday or Sunday

SAN BERNARDINO/COLTON PROGRAMS

Start Dates

Electrician – IDL				HVAC			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/3/22	9/11/22	6/20/22	2/26/23	1/10/22	9/15/22	6/27/22	3/2/23
1/31/22	10/9/22	7/18/22	3/26/23	2/7/22	10/13/22	7/25/22	3/30/23
2/28/22	11/6/22	8/15/22	4/23/23	3/7/22	11/10/22	8/22/22	4/27/23
3/28/22	12/4/22	9/12/22	5/21/23	4/4/22	12/8/22	9/19/22	5/25/23
4/25/22	1/1/23	10/10/22	6/18/23	5/2/22	1/5/23	10/17/22	6/22/23
5/23/22	1/29/23	11/7/22	7/16/23	5/31/22	2/2/23	11/14/22	7/20/23
		12/5/22	8/13/23			12/12/22	8/17/23

Welding - Basic				Medical Assisting			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/24/22	9/29/22	7/11/22	3/16/23	1/18/22	9/23/22	7/25/22	3/31/23
3/7/22	11/10/22	8/22/22	4/27/23	2/7/22	10/14/22	8/15/22	4/21/23
4/18/22	12/22/22	10/3/22	6/8/23	2/28/22	11/4/22	9/6/22	5/12/23
6/13/22	2/17/23	11/14/22	7/20/23	3/21/22	11/25/22	9/26/22	6/2/23
				4/11/22	12/16/22	10/17/22	6/23/23
				5/2/22	1/6/23	11/7/22	7/14/23
				5/23/22	1/27/23	11/28/22	8/4/23
				6/13/22	2/17/23	12/19/22	8/25/23
				7/5/22	3/10/23		

Certified Nursing Assistant				LVN-Day / LVN - Evening			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
11/15/2021	7/22/22						
12/6/2021	8/12/22						
12/27/2021	9/2/22						

EL CAJON PROGRAMS

Start Dates

Medical Assistant				Electrician – IDL			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
11/15/2021	7/22/22			11/22/21	7/31/22	6/6/22	2/12/23
12/6/2021	8/12/22			12/20/21	8/28/22	7/5/22	3/12/23
12/27/2021	9/2/22			1/18/22	9/25/22	8/1/22	4/9/23
				2/14/22	10/23/22	8/29/22	5/7/23
				3/14/22	11/20/22	9/26/22	6/4/23
				4/11/22	12/18/22	10/24/22	7/2/23
				5/23/22	1/29/23	11/21/22	7/30/23
						12/19/22	8/27/23

HVAC				Welding - Basic			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
11/15/2021	7/21/22	6/13/22	2/16/23	11/22/21	7/31/22	9/6/22	5/11/23
12/13/2021	8/18/22	7/11/22	7/11/23	12/20/21	8/28/22	10/17/22	6/22/23
1/24/22	9/29/22	8/8/22	4/13/23	2/7/22	10/13/22	11/28/22	8/3/23
2/22/22	10/27/22	9/6/22	5/11/23	3/21/22	11/23/22		
3/21/22	11/23/22	10/3/22	6/8/23	5/2/22	1/5/23		
4/18/22	12/22/22	10/31/22	7/6/23	6/13/22	2/16/23		
5/23/22	1/29/23	11/28/22	8/3/23	7/25/22	3/30/23		

LVN-Day					LVN - Evening				
Start Date	Start Dates Tentative Based on BVNPT Approval			Projected Grad Date	Start Date	Start Dates Tentative Based on BVNPT Approval			Projected Grad Date
	Term 2	Term 3	Term 4			Term 2	Term 3	Term 4	
Term 1					Term 1				
8/16/21									

SANTA ANA PROGRAMS

Start Dates

Electrician – IDL							
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
11/8/21	7/17/22	2/28/22	11/6/22	6/20/22	2/26/23	10/10/22	6/18/23
12/6/21	8/14/22	3/28/22	12/4/22	7/18/22	3/26/23	11/7/22	7/16/23
1/3/22	9/11/22	4/25/22	1/1/23	8/15/22	4/23/23	12/5/22	8/13/23
1/31/22	10/9/22	5/23/22	1/29/23	9/12/22	5/21/23		

HVAC				Welding - Basic			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
11/1/21	7/7/22	5/23/22	1/29/23	11/15/21	7/21/22	10/17/22	6/22/23
11/29/21	8/4/22	6/13/22	2/16/23	12/27/21	9/1/22	11/28/22	8/3/23
12/27/21	9/1/22	7/11/22	3/16/23	2/7/22	10/13/22		
1/24/22	9/29/22	8/8/22	4/13/23	3/21/22	11/23/22		
2/22/22	10/27/22	9/6/22	5/11/23	5/2/22	1/5/23		
3/21/22	11/23/22	10/3/22	6/8/23	6/13/22	2/16/23		
4/18/22	12/22/22	10/31/22	7/6/23	7/25/22	3/30/23		
		11/28/22	8/3/23	9/6/22	5/11/23		

Books and Equipment Costs

Certified Nursing Assistant

Book Titles	ISBN Number	Total	69.17
The New Nursing Assistant Textbook/DVD	9780846320142	47.78	
BLS for Health Care Providers-Student Manual	9781616697686	21.39	
Supplies & Materials (Equipment)		Total	68.29
Stethoscope		12.32	
Blood Pressure Cuff Combo		27.59	
Gait Belt		21.90	
Penlight		6.48	
Uniforms		Total	87.81
2 - Hunter Green Uniform Tops	per set	43.91	
2 - Hunter Green Uniform Pants	per set	43.91	

Electrician - IDL

Book Titles / Digital Courseware	ISBN Number	Total	1078.47
Ugly's Electrical Reference, 2020 Edition	9781284194531	18.96	
NFPA 70: National Electrical Code, 7020SB, 2020 Edition	9781455922970	119.80	
Bundle: Miller's Illustrated Guide to the National Electrical Code-Textbook plus MindTap PAC (2)	9780357627945	257.47	
Lab Manual to Accompany: Intro to Low Voltage Systems	9781111639549	106.55	
Bundle: Herman's Delmar's Standard Textbook of Electricity-Textbook and MindTap PAC (1)	9780357100516	186.76	
NTC Blue Book: Low Voltage Systems 2020 Edition	9780976951150	299.00	
Electrical Theory for Renewable Energy 1st Edition	9781133127550	99.95	
Practical Problems in Mathematics for Electricians,	9781111313470	84.38	
American Safety Council, OSHA 2020 Edition - Digital Courseware	Web Based	40.81	
NABSAP Solar Energy Training, Heatsprings, Digital Courseware	Web Based	0.00	
American Health Care Academy, CPR/AED/First Aid-Digital Courseware	Web Based	0.00	
Uniform		Total	31.01
2 - Electrician T-Shirts (NO EXCHANGE, RETURN or REFUND)	ea	15.50	
Tools		Total	66.90
Pair of Safety Glasses (clear)		63.25	
Electrician's Tote		3.65	
Tools are Loaned to Student and must be returned at end of program		loaned	

Books and Equipment Costs

HVAC

Book Titles	ISBN Number	Total	325.30
Green Awareness: Energy Efficiency	1930044445	43.86	
Bundle: Fundamentals of HVAC/R - Textbook, Lab Manual & Access Card	9780134512051	281.43	
Uniform		Total	35.07
2 - HVAC T-Shirts (NO EXCHANGE, RETURN or REFUND)	ea.	17.54	
Tools		Total	63.20
18" Tool Bag		37.27	
Pair of Safety Glasses (Shade 3)		9.34	
Pair of Safety Glasses (clear)		3.65	
Pair of Leather Gloves		12.94	

Medical Assistant Administrative and Clinical

Book Titles	ISBN Number	Total	393.90
Bundle: Medical Assisting: Administrative & Clinical Competencies Plus MindTap PAC (2)	9780357011133	187.81	
BLS for Health Care Providers - Student Manual 2020	9781616697686	21.39	
Bundle: Medical Terminology for Health Professions Plus MindTap PAC (2)	9780357011546	184.70	
Uniform		Total	87.81
2 - Burgundy/Wine Uniform Tops		43.91	per Set
2 - Burgundy/Wine Uniform Pants		43.91	per Set
Tools		Total	39.91
Stethoscope		12.32	
Blood Pressure Cuff		27.59	

Welding Basic

Book Titles	ISBN Number	Total	44.33
Welding Skills 5th Edition - Workbook (Paperback)	9780826930859	44.33	
Uniform		Total	41.63
2 - Welding T Shirts	ea	20.32	
Tools		Total	337.29
Welding Kit includes (put together by Vendor)		337.29	
Some Books are Loaned to Student and must be returned at end of the program.		loaned	

Books and Equipment Costs

Licensed Vocational Nurse

Book Titles	ISBN#	Total	2115.58
ATI Nursing Complete Package		1950.00	
PN Nursing Care of Children Edition Ed. 11.0	9781565331938		
PN Maternal Newborn Nursing Ed. 11.0	9781565331914		
PN Adult Medical Surgical Nursing Ed. 11.0	9781565331907		
PN Mental Health Nursing Ed. 11.0	9781565331921		
PN Pharmacology for Nursing 8 Ed.	9781565331945		
Nutrition for Nursing Ed. 7.0	9781565336025		
Nursing Leadership and Management Ed. 8.0	9781565335981		
Fundamentals for Nursing 10 ED.	9781565335974		
Drug Handbook	9781284195361		
Learning Strategies: Your Guide to Classroom & Test-Taking Success	9781933107998		
BLS Provider Manual 2020	9781616697686	15.20	
Foundations and Adult Health Nursing Elsevier eBook on VitalSource, 8th Edition	9780323550314	102.39	
The Human Body in Health and Illness - Elsevier eBook on VitalSource, 6th Edition	9780323498418	47.99	
Uniform	DAYS	EVENING	Days Total 90.59
	3 - Uniform Tops	2 - Uniform Tops	30.20 each set
	3 - Uniform Pants	2 - Uniform Pants	30.20 each set
			45.30
			45.30
			32.33
			32.34
Equipment			Total 90.59
Stethoscope			
Blood Pressure Cuff			
Gait Belt & Nurse Kit			
Penlight			



EDUCATION PROGRAM COSTS

PROGRAM	Reg Fee* Admin Fee	Tuition for Current Period of Attendance	Tuition for 2 nd Period of Attendance	Total Tuition	Insurance*	Textbooks*	Uniforms*	Equipment*	Total Extra Program Fees*		Total Non- Refundable*	STRF ***	Entire Program Cost
									Non-Refundable				
Certified Nursing Assistant	\$ 50.00	\$1658.800		\$1658.800	\$20.93	\$69.17	\$87.81	\$68.29	CPR	35.00	\$ 336.20	\$ 5 .00	\$ 1,995.00
Electrician - IDL	\$ 50.00	\$16,084.80		\$16,084.80	\$81.32	\$1,078.47	\$31.01	\$66.90	Electrician Training Card/CPR	25.00/35.00	\$ 1,410.20	\$ 42.50	\$ 17,495.00
HVAC	\$ 50.00	\$16,920.00		\$16,920.00	\$58.93	\$325.30	\$35.07	\$63.20			\$ 575.00	\$ 4 2.50	\$ 17,495.00
Licensed Vocational Nurse – Days	\$ 75.00	\$17,928.00	\$13,665.12	\$31593.12	\$92.90	\$2,115.58	\$87.81	\$90.59	Background Check/CPR	150.00/35.00	\$2,806.88	\$85.00	\$ 34,400.00
Licensed Vocational Nurse – Evening	\$ 75.00	\$19,251.00	\$14,673.54	\$33924.54	\$93.48	\$2,115.58	\$87.81	\$90.59	Background Check/CPR	150.00/35.00	\$ 2,812.46	\$ 90.00	\$ 36,737.00
Medical Assistant – Administrative & Clinical	\$ 50.00	\$16,776.00		\$16,776.00	\$69.88	\$393.90	\$87.81	\$39.91	CPR	35.00	\$ 719.00	\$ 4 2.50	\$ 17,495.00
Welding-Basic	\$ 50.00	\$16,905.60		\$16,905.60	\$73.65	\$44.33	\$41.63	\$337.29			\$ 589.40	\$ 42.50	\$ 17,495.00

***NON-REFUNDABLE COSTS DISCLOSURE** ED Code. §94911(b) are non-refundable charges that will be deducted from any refund due to me

Administrative Fees: The Administrative fee may include interview with Department Director, additional processing fees, Orientation, and student support services of a non-instructional nature and is non-refundable. **Insurance:** A Non-institutional charge covers a student accident insurance policy (secondary coverage) while they are on campus or at a school clinical/extern site or field trip and is non-refundable. Non-institutional charges “means charges for an educational program paid to an entity other than an institution that are specifically required for participation in an educational program. **Registration Fee:** The Registration Fee includes registration processing and records set-up, permanent record maintenance, Insurance set-up and the cost of one student identification card and is non-refundable. **Text Books/Materials:** "Text Books/materials" means textbooks, learning supplies, flash cards etc. that has been determined to aid in the learning of course objectives. **Uniform/Equipment:** Program uniform and personal equipment, tools, electronic devices or other goods related to gain the training, or experience required for participation in the program.

STUDENT’S RIGHT TO CANCEL- BPPE REGULATIONS Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B) -- *NOTE: Summit College must compare BPPE’s policy with ACCT’s in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after the start date of the program, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Cancellation shall occur when the student has given notice of cancellation to the Admissions Department at Summit College. The notice of cancellation may be verbal, sent by mail/or email to the appropriate address listed below directed to the attention of Admissions Department. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by this agreement. Summit College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after the start date of the program, whichever is later

Main Phone Number - 909/422-8950	Admissions-Colton@summitcollege.edu
San Bernardino/Colton Campuses	804 E. Brier Dr, San Bernardino, CA 92408
Santa Ana Campus	1639 E. Edinger Ave, Santa Ana, CA 92705
El Cajon Campus	411 N. Marshall Ave, El Cajon, CA 92020
	Admission-SantaAna@summitcollege.edu
	Admissions-ElCajon@summitcollege.edu

CANCELLATION AND REFUND POLICY - ACCET REGULATIONS--§Accet Doc 31/29.1(12)

Cancellation Due to:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student’s enrollment, the institution must refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution.
4. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of \$500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.
5. Cancellation After the Start of Class: An institution may consider a withdrawal as a cancellation or no show provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

*If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. §94911(e)(2)

**TEXTBOOK/SUPPLY OPT-OUT

The College purchases its textbooks and supplies in bulk at a reduced rate for students. However, all students have the option of purchasing the required books and supplies from a third party. If you would like to purchase your books and supplies elsewhere, as long as they are able to obtain these resources prior to course start. A list of books and supplies associated with your program of study is available in the catalog addendum. * For LVN programs

“opt out” is not applicable to books, electronic software or digital courseware fees due to accessibility. . * For LVN programs “opt out” is not applicable to books, electronic software or digital courseware fees due to accessibility.

*****STUDENT TUITION RECOVERY FUND STRF-5 CCR-76215(A) STRF ASSESSMENT OF IS NON-REFUNDABLE**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”



PROFESSIONAL LICENSURE DISCLOSURE

Summit College offers a number of on-ground programs designed to lead to licensure or certification. Summit College has determined its curriculum in the Licensed Vocational Nurse, Certified Nursing Assistant, Medical Assistant Administrative & Clinical, Electrician, HVAC, Welding educational programs meet the state educational requirements for licensure or certification in California. (see chart below).

Program	Campus	State Licensure/Certification
Certified Nursing Assistant 232 clock hours	San Bernardino, CA; El Cajon, CA	California
Licensed Vocational Nurse 1586 clock hours	San Bernardino, CA; El Cajon, CA	California
Medical Assistant Administrative and Clinical 800 clock hours	San Bernardino, CA; El Cajon, CA	California
Electrician - IDL 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California
HVAC 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California
Welding – Basic 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California

Summit College has not yet made a determination as to whether our program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

Main Campus: 804 E Brier Dr, San Bernardino, CA 92408 • (909) 422-8950 • (888) 416-3456
Santa Ana Branch: 1639 E. Edinger Ave., Santa Ana, CA 92705 • (714) 635-6232 • (877) 786-6485
El Cajon Branch: 411 N. Marshall Ave, El Cajon, CA 92020 • (909) 422-8950 • (888) 416-3456

VETERAN'S BENEFITS

Enrollment & Benefit Explanation

The **School** Certifying Official (SCO) will meet with all prospective students that are eligible to use VA benefits in order to obtain information on the VA benefit the individual is eligible. The SCO will inform the prospective student of the certification process and provide information regarding what will be covered by the VA benefit and what the prospective student may be responsible. The SCO will explain that the student will be held to all policies and procedures contained in the Summit College Student Catalog. The SCO and Summit College will act in accordance to the Principles of Excellence as described below.

PRINCIPLES OF EXCELLENCE:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- We will not commit fraudulent and aggressive recruiting techniques and misrepresentations.
- We will make accommodations for Service members and Reservists absent due to service requirements.
- ❖ Designate a point of contact to provide academic and financial advice.
- ❖ Ensure accreditation of all new programs prior to enrolling students.
- ❖ Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.
- Prospective students will be asked to provide the following documents prior to certification.
- ❖ Certificate of Eligibility, Statement of Benefits or VAF 28-1905 form for chapter 31
- ❖ Transcripts from previous education and/or military education and training

Transcripts will be reviewed by the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for applicable transfer credit.

TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE:

Effective August 1, 2019 as part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38,

United States Code, Summit College adheres to the following:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- We permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Summit College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Summit College will require Ch. 31 and Ch. 33 students to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Summit College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

SECTION 1018:

Section 1018 codifies in statute the following requirements:

Effective August 1, 2021 Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). These new provisions became effective June 15, 2021 and will apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021. Many of the requirements are consistent with the requirements of the Principles of Excellence, currently in Executive Order 13607; however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for "GI Bill® participation.

Section 1018 codifies in statute the following requirements:

Section 1:

Summit College will provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:

- Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
- Estimated cost of living expenses.
- Amount of costs above that are covered by VA Education Benefits.
- Other types of Federal financial aid, not administered by VA that is offered by Summit College, that the individual may be qualified to receive.
- Estimated amount of student loan debt the individual would have upon graduation.
- Information regarding graduation rates.
- Information regarding job-placement rates for graduates, if available.
- Information regarding the acceptance of transfer credits including military credits.
- Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
- Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.
- Personalized shopping sheets will be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
- Summit College maintains policies that:
 - Inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.
 - Alert the individual of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
 - Prohibit automatic renewal of a covered individual in a course and/or programs.
 - Ensure each covered individual approves of the enrollment in a course. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
 - Accommodate short absences for such services in the Armed Forces.
 - Provide covered individuals the requirements for graduation and a graduation timeline.
 - Summit College agrees to obtain approval of the respective accrediting agency for each new course or program.
 - Summit College will designate an employee(s) to serve as a point of contact for covered individuals and family members seeking assistance with:

> Academic Counseling. > Financial Counseling. > Disability Counseling.
Other information regarding completing a course of education at Summit College

Section 2:

Summit College is liable by the appointed State Approving Agency in the event of the following infractions:

- Carries out deceptive or persistent recruiting techniques including on military institutions.
- Misrepresents payment of incentive compensation.
- During a 1-month period makes three or more unsolicited contacts to a covered individual via phone, email and/or in person.
- Engages in same day recruitment and registration.
- Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities, or in making decisions regarding the award of student financial assistance.

Summit College formally adheres to Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, by virtue of School Policy SOP105 and SOP5508.

ADMINISTRATION & FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching. Our Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

Summit also has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training programs are taught. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year with faculty to share their knowledge.

CAMPUS ADMINISTRATION

FINN, CHRISTOPHER DR. (2023)
SAN BERNARDINO/COLTON - CAMPUS MANAGER

(2023)
EL CAJON - CAMPUS MANAGER

TORRES, NATALIE (2018)
SANTA ANA - CAMPUS MANAGER
Bachelors in Education, 1995 USC

EDUCATION ADMINISTRATION

ARMAS, MICHELLE (2021)
AVP OF STUDENT AFFAIRS

LAMBERT, MICHELLE (2021)
AVP OF ACADEMIC LEARNING AND CURRICULUM

SHEEHAN, RENEE RN, MSN/ED (2009)
DIRECTOR OF NURSING - SAN BERNARDINO
Associates of Arts, San Bernardino Valley College,
Associates Degree in Nursing, Victor Valley College,
Bachelor of Science in Nursing, University of Phoenix,
Master of Science in Nursing /ED, University of Phoenix

RN, (2023)
DIRECTOR OF NURSING - EL CAJON

BETANCUR, SANDRA (2021)
LVN PROGRAM MANAGER – SAN BERNARDINO
Licensed Vocational Nursing – Concord Career Institute

QUINONES, KATHERINE (2021)
EDUCATION MANAGER – EL CAJON

JENSEN, CHRISTOPHER, (2020)
NCLEX COORDINATOR, SAN BERNARDINO

FACULTY BY CAMPUS

SAN BERNARDINO/COLTON CAMPUS

BATRES, EMILY(2012)	INSTRUCTOR-NURSING – LVN Licensed Vocational Nurse, Summit College, Registered Nurse, San Bernardino Valley College
CANDELARIA, CHRIS(2016)	INSTRUCTOR-TRADES-ELECTRICAL Electrical Science at Chaffey College, Basic Refrigeration at Riverside Community College
ENRIQUEZ, ABIGAIL MAY (2018)	INSTRUCTOR- NURSING – LVN (SUB) Associates in Nursing Science - Westcoast University Licensed Vocational Nurse- Summit College
ESSIFUL, GEORGINA (2017)	INSTRUCTOR NURSING C.N.A Licensed Vocational Nurse- Summit College CNA American Red Cross
GAFFORD, STEPHEN (2018)	INSTRUCTOR- NURSING – LVN Bachelor of Science School -Loma Linda University Licensed Vocational Nurse- Summit College
GRAVES, DAWN MARIE(2021)	INSTRUCTOR- NURSING – LVN Associates in Science, Diablo Valley College, Bachelor of Science in Nursing, Loma Linda University, Mobile Intensive Care Nurse (MICN) Certification
GUTIERREZ, GIOVANNA (2021)	INSTRUCTOR—MEDICAL ASSISTING
HALL, LINDA (2005)	INSTRUCTOR-NURSING – LVN-CPR Associate of Applied Science, Registered Nurse, Glendale Community College
HALL, STACY (2018)	INSTRUCTOR- NURSING – LVN Bachelors of Science in Business Admin. Colorado Technical Licensed Vocational Nurse – Summit College
HARDIN, STEVEN (2019)	INSTRUCTOR- NURSING – LVN
IDEHEN, JUDITH (2016)	INSTRUCTOR- NURSING - LVN Master’s in Public Administration Diploma in Mass Communication License Vocational Nurse (2006)
MAGANA OCHOA, JOSE EDUARDO (2021)	INSTRUCTOR-TRADES - ELECTRICAL SBVC Refrigeration/Air Condition Certificate NATE HVACR Certification, EPA Universal Certification, HVAC Certificate, San Bernardino Valley
MALINOWSKI, TROY (2019)	INSTRUCTOR-TRADES-WELDING Associates in Social Science, Crafton Hills College Associates in Drafting and Design, ITT Technical Institute, Alumni Summit Career College, Valedictorian
MARTIN, BECKY (2019)	INSTRUCTOR- NURSING – LVN
MARTINEZ, JEREMY (2021)	INSTRUCTOR-TRADES ELECTRICAL LAB
MATA, EDWARD (2017)	INSTRUCTOR-TRADES ELECTRICAL Electrician Diploma - Summit College
MCCRACKEN, DEBRA (2011)	INSTRUCTOR- NURSING – LVN-CPR Licensed Vocational Nurse, Concorde Career Institute IV & Blood Withdrawal Certification Diabetes Education Certificate
MERCADO, REGINA (2020)	INSTRUCTOR- NURSING – LVN-CPR
MOORE, PERCY (2019)	INSTRUCTOR-TRADES-WELDING Welding Certificate, Riverside Community College Center for Employment Training Welding Blueprint reading and interpretation
MOORE, SCOTT (2021)	INSTRUCTOR-NURSING-LVN
OBILLO, VICTOR (2012)	INSTRUCTOR NURSING – C.N.A (SUB) LVN, Indian River Community College Bachelors of Science in Nursing , University of Manila
OUELLETTE, ANAMAY (2020)	INSTRUCTOR-- NURSING - LVN Licensed Vocational Nurse (1999) Summit College
PADILLA, JOSE (2012)	INSTRUCTOR-TRADES-WELDING, AWS1.1, GMAW, SMNAW, FCAW, Hacienda La Puente Adult School
RADA, ROSS (2015)	INSTRUCTOR-- NURSING – LVN (SUB) LVN – Summit College Certified Nursing Assistant at Allan Hancock College

REYES GUTIERREZ, MAURICIO (2013)

SKILLS LAB INSTRUCTOR INSTRUCTOR-TRADES-WELDING

American Welding Certified Inspector,
American Welding Certified, in GRAW, SMAW, GMAW & FCAW,
Welding Certificate, Tri Community Adult

VALDEZ, LEO (2020)

INSTRUCTOR-TRADES-HVAC

WILLIS, MICHELLE (2015)

INSTRUCTOR-- NURSING - LVN

Master of Art in Education University of Phoenix
Bachelor of Human Services, University of Phoenix,
Teaching Credential of Health Science, Cal-State SB
Licensed Vocational Nursing
Mental Health Technician

ZAMORA, RAY (2021)

INSTRUCTOR-NURSING-LVN

Bachelor of Science in Nursing Loma Linda University School of Nursing

EL CAJON CAMPUS

CELEDON, CRISTIN(2020)

INSTRUCTOR – TRADES - WELDING

DAVIS, DESHON (2021)

INSTRUCTOR – NURSING – LVN

FERRARO, ANTHONY (2016)

INSTRUCTOR-TRADES-ELECTRICAL

NOCTI Electrical Technology Certificate –
Eastern Center for Arts and Technology

FLORES ALATORRE, (2016)

INSTRUCTOR-TRADES-WELDING

Associates of Science Theological -LAT Seminary
Associate of Applied Science Welding Technology Associate of Applied Science CWI
Welding Inspections
Associate of Applied Science Welding Education

GARCIA, ROMAN (2018)

INSTRUCTOR – TRADES - SKILLS LAB - WELDING

Certified in: MIG,TIG, OXY, Exotic Metals, Stick, BOM Lists,
CNC Burn Table, Radiation Safety, CPA

JANWAY, DOUGLAS (2018)

INSTRUCTOR-TRADES-HVAC

HVAC at Universal Technical Institute

JOHNSON, CARL (2021)

INSTRUCTOR-TRADES-HVAC

LIMIN, NOLI (2019)

INSTRUCTOR –TRADES - HVAC

Bachelor of Science in Mechanical Engineering,
Licensed Mechanical Engineer,
Certified Chiller and AHU Field Service Engineer, LG Electronics, EPA 608
Universal Certified, EPA, 609
Certified, R410A
Certified Technician, Mainstream Engineering, Indoor Air Quality
Certified Technician, Mainstream Engineering, Preventive Maintenance
Certified Technician, Mainstream Engineering, Member, Refrigeration Service
Engineers Society & American Society of Heating, Refrigeration, and Air
Conditioning Engineers

MORENSEN, FRANK (2021)

INSTRUCTOR (SUB)

PENILLA, MICHAEL (2020)

INSTRUCTOR, LVN

REDDICK, VALERIE LYNETTE (2021)

INSTRUCTOR, LVN

SPELCE ELIZABETH (2021)

INSTRUCTOR, LVN

SUNDQUIST, STEPHEN (2016)

INSTRUCTOR-SUBSTITUTE- TRADES - HVAC

Refrigerant Usage Certification

TRAXLER, JAMES (2021)

INSTRUCTOR, (SUB)

WILLIAMS, DOUGLAS (2020)

INSTRUCTOR, TRADES - ELECTRICAL

ZARATE, ISMAEL (2017)

INSTRUCTOR-TRADES- SKILLS LAB – WELDING

Advanced Welding Certificate – Summit College (2017)

SANTA ANA CAMPUS

ALMOKDAD, MANSOUR (2020)

INSTRUCTOR-TRADES-HVAC

GARCIA, JARRED (2021)

INSTRUCTOR – TRADES – WELDING

LEON, CARLOS (2017)

INSTRUCTOR-TRADES-ELECTRICAL

Associates Arts Degree - US History Los Angeles Harbor College
Electrical Technology - National Institute of Technology
State Certified Journeyman

NGOV, DEREK (2015)

INSTRUCTOR-**Trades-HVAC**

Auto Mechanic, LA Trade Tech
HVAC certificate, ELA Occupational Center
EPA Universal Certified
R-410A Certified
NATE Certified
Heat Pump, Air Conditioning, Gas
Heating, C20 Licensed

RAMIREZ, ISRAEL (2020)

INSTRUCTOR – TRADES - WELDING

SANCHEZ PEREZ, STEVEN (2021)

INSTRUCTOR – TRADES

VALDEZ JR., JOSE (2021)

INSTRUCTOR – TRADES - WELDING

ZABALA, MICHAEL (2018)

INSTRUCTOR-TRADES-ELECTRICAL

General Contractor B Classification
Construction Technology Certification - Orange Coast College

ADVISORY BOARD MEMBERS

CORE PROGRAMS

American Medical Response
Steven Myers – CES Specialist

Medical America Billing Services
Courtney Proffitt --Office Manager

La Salle Medical Associates
Anna Canton -- Human Resources

Medicor
Jessica Temple --Dept Manager

La Salle Medical Associates
Barbara Graber – Administrator

Arther Medical Group
Anthony Selena, Office Manager

Radnet
Imelda Bedolla --HR Manager

Goldenwest Medical
Sharon Christensen -- COO

Dr. Thomas Phillips
Martha Arreola --Office Manager

Wellness Center
Frances Shiek -- Nurse/Manager

Innovative Billing
Christina Kelly -- Office manager

Santa Ana Market Clinic
Sandrine Le -- Manager

UCI
Cynthia Vega --HR Manager

Dr. Sean Young
Theresa Ingarfill -- Office Manager

Dr. Chambi
Israel Chambi -- Director

OC Urgent Care
Liliana Garcoa -- Office Manager

Healthpointe
Gustavo Ibarra -- Director

Clinica Medica
Rose Morales -- Manager

COSMI
Ellen/ Dr. Chen – Director

Mirage Surgery Center
Samantha Cleary – Registered Nurse

VCA Valley Animal Medical
Joseph Marshall – Office Manager
Janet Johnson -- Reg Vet Tech
Jeremy Tromsdale – Dr. of Vet Med

Industrial Pipe Steel
Rudy Rosa -- Sales Representative

NURSING DEPARTMENT

Heritage Gardens
Reynalda Lunt -- Director of
Nursing

Linda Valley Care Center
Darrell Price-- Director of Staff
Development,

People’s Care In-Home Care
LeeAnn Alanis --Executive Director,

Park Avenue
Dulce Posa -- Director of Nursing

Waternab Nursing Center
Harry Hernandez, Director of Nursing

Redlands Healthcare Center
Anna Liptas, Director of Staff Developer

AGENCY DISCLOSURES

FEDERAL STUDENT LOAN PROGRAM

THE U.S. DEPARTMENT OF EDUCATION HAS TWO FEDERAL STUDENT LOAN PROGRAMS:

The *William D. Ford Federal Direct Loan (Direct Loan) Program* is the largest federal student loan program.

Under this program, the U.S. Department of Education is your *lender*. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- Direct PLUS Loans are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.
- Federal Pell Grant A federal grant for undergraduate students with financial need. A Federal Pell Grant, unlike a loan, does not have to be repaid

Entrance Counseling

A mandatory information session, which takes place before you receive your first federal student loan that explains your responsibilities and rights as a student borrower.

Exit Counseling

A mandatory information session which takes place when you graduate or attend school less than half-time that explains your loan repayment responsibilities and when repayment begins.

Make Satisfactory Academic Progress

You need to make satisfactory academic progress in order to continue receiving federal student aid. In other words, you have to make good enough grades, and complete enough classes (credits, hours, etc.), to keep moving toward successfully completing your certificate in a time period that's acceptable to your school.

Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default.

A tool that allows the federal government or your guaranty agency to have your employer withhold a portion of your earnings to collect unpaid non-tax debts that you owe to the federal government. If you have a federal student loan in default, up to 15% of your disposable pay could be taken by the federal government or your guaranty agency to repay your debt.

MEDIAN LOAN DEBT

Reporting Year 2019
January 2019 to December 2019
Report Published May 2021

SUMMIT COLLEGE

Department	Program	Loan Debt
Allied Health Program	MEDICAL ASSISTANT – ADMINISTRATIVE AND CLINICAL	5,927.00
NURSING PROGRAMS	CERTIFIED NURSING ASSISTANT	NOT APPLICABLE TO LOAN DEBT
	LICENSED VOCATIONAL NURSING – DAYS LICENSED VOCATIONAL NURSING - NIGHTS	17,480.00
TECHNICAL/TRADE PROGRAMS	ELECTRICAL - IDL	6,105.00
	HVAC (HEATING, AIR CONDITIONING AND REFRIGERATION)	5,448.00
	WELDING - BASIC	5,644.00



ELECTRICIAN -IDL

Program Description:

The Electrician Program prepares our graduates for a career in the field of electricity both residential and commercial. Graduates will know the necessary core and specialty skills to successfully meet electrician standards and function in a new market. Instructional topics include: electrical safety, theories and tools associated with electricity, the National Electrical Code (NEC), wiring, power distribution, circuits, AC/DC motors and low voltage, cabling and green electricity. Special topics for this program will prepare students for an array of job opportunities including, but not limited to, electrical installation in residential and commercial settings.

Length of Program: 720 Hours

Number of Weeks: 36

Total Quarter Credit Hours: 55

Admissions Minimum Requirements

Summit College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

To be eligible for admission to Summit's programs a prospective student must meet the following requirements:

Applicants for the Core and Technical programs must be of compulsory age, provide an acceptable High School diploma, GED or equivalent and complete an Interview with an Admissions Advisor. Students may enroll at any time; however, scheduled module start days are the only days that students may begin classes. Each module is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in the program, and proceed until all the required modules have been completed per the individual program requirements. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Applicants for Nursing programs (LVN, CNA) be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and LVN applicants pass the Wonderlic SLE entrance exam. Students may enroll at any time; for the next scheduled class. Nursing and CNA starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

Eligible Career Pathways admission is available on a limited basis for all currently offered Summit College programs recognized as core or trade. All applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus and review the school catalog. An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB/Eligible Career Pathways program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. Summit College utilizes the Wonderlic Basic Skills (WBST) Test. Licensed Vocational Nursing and Certified Nursing Assistant are excluded.

Interactive Distance Learning:

In addition to the Admissions Minimum Requirements, Interactive Distance Learning programs require applicants to complete and pass the *"On-line learning readiness self-assessment"* to be eligible for admission. Interested applicants should have a computer, tablet or smart phone to access Summit's interactive learning platform – Canvas. For a hybrid program students must have a fundamental understanding and the basic navigation experience of a computerized system to be comfortable with on line education. The platform allows students to follow the prescribed lesson plans, assignments, homework and course related requirements.

Additional Requirements:

- ✓ an up-to-date browser,
- ✓ additional software on your computer such as: Word and Power Point.
- ✓ Some of the documents in this course will be available to students in PDF form.
 - Adobe Acrobat Reader you can download it by going to <http://get.adobe.com/reader/>

All courses within this program consist of lecture and lab. Lecture hours include faculty instruction, classroom activities, discussions and assessments. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field.

Programs are offered in a hybrid format. Course sessions may be taught in a classroom setting or a laboratory located on campus. Interactive Distance Learning sessions are delivered on-line and off campus. Instructors facilitate each lecture in addition to group discussions to keep the course exciting and fun. Students will also experience various resources such as Summit's on-line library. At the beginning of each course students are provided a syllabus and class calendar explaining in-person required attendance (or) sessions scheduled for on-line learning. Participation is essential to student success in hybrid classes. Students are required to participate just as if they were in a face-to-face course. This means that in order to get full credit for participation: Students will have to complete discussion board assignments, responses to peers, lesson projects, collaboration, and tests in a timely matter.

Procedure for ALL students

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience. Summit encourages parents or spouses of prospective students to attend this interview. Prospective students and family will then receive a tour of the facility and have an opportunity to ask questions. Students will need to provide a high school diploma, GED or equivalent. An interview with the Department Director may also be required for some programs. The applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students. All students will be scheduled to meet with the Financial Aid Department for pre-qualification. To be eligible for financial aid, a student must have a high school diploma or equivalent.

Requirements for Graduation

Diplomas will be awarded to all students who successfully fulfill all graduation requirements and complete the "exit interview" process. Diplomas will reflect the achievement of those students who graduate with honors. A student must meet the following requirements at the time of graduation:

- ✓ Complete the required credit hours within the maximum number of credits attempted. This includes clinical and/or externship.
- ✓ Complete all requirements within 1.5 times the program length.
- ✓ Must meet a minimum of 80% attendance requirement of modules and 100% attendance for externship.
- ✓ Have a CGPA of at least 2.0 at the completion of the program.
- ✓ Participate in an exit interview and complete the required exit paperwork with Financial Aid.
- ✓ Meet with the Career Services Department and provide a current résumé.
- ✓ Fulfill all financial obligations to the College.

LICENSED VOCATIONAL NURSE LICENSURE

NURSING NCLEX PREPARATION

(Effective August 1, 2021).

Preparation for and passing of the NCLEX examination begins with the enrollment process as Admissions Advisors discuss the rigors of the LVN program and the importance of passing the Exam on the first attempt. Prior to August 1, 2021, the college had been partnered with HESI to engage students in test preparation throughout the program in all terms. After August 16th, Summit was in a new partnership with Assessment Technologies Institute (ATI) and the college began transitioning the students over at various levels in each term. ATI is a comprehensive, innovative, highly interactive resource that requires student engagement, focus and critical thinking which aligns with the branching logic of the NEXT Generation NCLEX Exam.

NCLEX BOARD TESTING – LICENSURE PROCESS

This process is to provide the Licensed Vocational Nurse (LVN) Students at Summit College with information related to testing and licensure before and after graduation. Please note in certain instances the State of California may delay the processing time for licensure testing and the awarding of a license following successful passing of the NCLEX test. As example the current average time between passing the NCLEX-PN and receiving a license may take upwards of 2 to 3 months. Furthermore, in order to be employed as an LVN individuals must have their license recognized on the BVNPT web-site. The entire licensing process can take as long as six to eight months from submission of paperwork to confirmation of license.

PRE-GRADUATION APPLICATION

The following process will take place for the student as preparation steps to sit for the NCLEX-PN Exam.

Term II and III

- Introduction to the NCLEX Department to briefly outline the process and requirements for application submission and participation for the NCLEX-PN exam.

Term IV

- Exit Paperwork is conducted 4-6 weeks prior to graduation.
- Students will complete application and live scan forms with the NCLEX coordinators.
- Live Scan is completed by a DOJ representative with a copy given to the NCLEX coordinator.
- Students will return the application paperwork known as “Breeze” with Username and Password to the NCLEX Coordinator for final processing.

POST-GRADUATION TESTING

Post-Graduation and RONG (Record of Nursing Program) submission requirements, application and testing procedures as determined by specialty scores. Please note “First time” NCLEX fees which include application and testing will be paid on behalf of the graduate by Summit College providing the Graduate has fulfilled all Pre-Graduation and Post-Graduation requirements.

- Graduates obtaining a score of 70% on the specialty exam and above will have their RONG signed and the application submitted within 10 days of graduation.
- Graduates with specialty scores of 69% or below must submit required number of predicator tests and achieve scores of 80%.

(Summit College policy is subject to change based on BVNPT/NCSBN/Pearson Vue data).

- Upon submission of passing predictor tests, the RONP is signed by the Director of Nursing and submitted based on fulfillment of all BVNPT requirements within ten days of completion.
 - Along with the submittal of the Nursing application, a LIVE scan will be submitted to the BVNPT.
 - During this period, all graduates must submit 2 predictor tests weekly maintaining a minimum score of 80% prior to the scheduled test date. At least one of the two weekly predictors must be completed and proctored on campus.
 - Once the BVNPT has processed the application, the Graduate will receive their "Eligibility Letter." The Eligibility letter must be provided to the NCLEX Coordinator to obtain a test reservation. After verifying the graduate has maintained the predictor scores of 80%, the Coordinator will complete the application process online on the Graduate's behalf.
 - All registrations must be processed via the Pearson Vue website or through the Pearson Vue call center.
 - The Authorization to Test (ATT) will be created using the information provided when the student is registered.
 - After the profile is complete the student will receive the Approval to Test (ATT) code. The code will be valid for 180 days (6 months) from the date issued by the testing service.
 - The Test registration will be completed by the graduate and NCLEX Coordinator in selecting an appropriate test date. When the date is selected the Coordinator will confirm the reservation.
- *If requirements are not met after the application is submitted the Exam date will be rescheduled.

LICENSURE FEE

Upon receiving a passing score on the NCLEX Exam, the results will be communicated to the Graduate by the BVNPT. Once the Graduate receives the "PASS" letter the graduate is to provide this to the NCLEX department to arrange payment of the licensure fee on behalf of the graduate providing all post-graduation procedures were followed.