Jan 2016 Student Catalog
Welcome to J’RENEÉ College, we would be honored to assist you in attaining your personal, professional, and educational goals. Since February 2003, Founder and Owner Juanita R. Macklin has been assisting students achieve their health care career, and educational goals. We offer courses and programs that are tailored to the adult learner and at times convenient for students. We deliver progressive resources, and facilitate personal and professional development. Make today the day that you start your journey at J’Reneé! Come and join our family so you can serve your community and help other families in their time of need.

-Juanita R. Macklin, BSN, MS, RN, President and CEO, Nursing Director, Founder and Owner of J’RENEÉ COLLEGE
Table of Contents

TABLE OF CONTENTS .................................................................................................................. 1
ABOUT J’RENEÉ .......................................................................................................................... 7
OUR MISSION: .............................................................................................................................. 7
J’RENEÉ COLLEGE MISSION 2016 ............................................................................................ 7
PURPOSE: .................................................................................................................................. 7
GOALS: ...................................................................................................................................... 7
COLLEGE OBJECTIVES: ............................................................................................................ 7
STUDENT SERVICES ..................................................................................................................... 8
JOB PLACEMENT: ........................................................................................................................ 8
DISCRIMINATION AND HARASSMENT POLICY ....................................................................... 8
ADMISSIONS POLICIES AND ....................................................................................................... 9
ADMISSION ................................................................................................................................ 10
ENROLLMENT PROCEDURE ........................................................................................................ 10
CANCELLATION POLICY ........................................................................................................... 10
READMISSION POLICY .............................................................................................................. 11
ADDITIONAL REQUIREMENTS FOR COURSES WITH CLINICAL COMPONENTS .................. 11
ADDITIONAL REQUIREMENTS FOR COURSES WITH CLINICAL COMPONENTS CONTINUE .... 12
ADDITIONAL REQUIREMENTS TO APPLY FOR THE PRACTICAL NURSING PROGRAM ......... 14
STUDENTS WITH DISABILITIES ................................................................................................ 14
TRANSFER STUDENTS AND ACCEPTANCE OF CREDIT .......................................................... 14
TRANSSCRIPTS ............................................................................................................................ 15
STUDENT RECORDS .................................................................................................................... 15
TUITION AND FINANCIAL ASSISTANCE .................................................................................. 16
FINANCIAL AID ......................................................................................................................... 17

FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY IN THE FORM OF FEDERAL GRANTS AND LOANS. THE FINANCIAL AID OFFICE COORDINATES THESE AID PROGRAMS AND ASSIST STUDENTS WITH THE APPLICATION PROCESS. INFORMATION ON THIS PROGRAM IS AVAILABLE BY CONTACTING THE FINANCIAL AID OFFICE AT (815) 444-7751. .............................................................................................................................................. 17
FEE SCHEDULE: ............................................................................................................................ 18
REFUND POLICY .......................................................................................................................... 19
INSTRUCTIONAL EQUIPMENT ..................................................................................................... 21
INSTRUCTIONAL ........................................................................................................................... 22
ACADEMIC PROBATION: ............................................................................................................ 22
CLINICAL & SIMULATION LABORATORY EVALUATION: ........................................................ 23
WRITTEN ASSIGNMENTS: .......................................................................................................... 23
SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS .... 23
RETURN OF TITLE IV FUNDS ....................................................................................................... 25
ATTENDANCE POLICY ............................................................................................................... 25
MINIMUM STANDARD: .............................................................................................................. 25
TRACKING: .................................................................................................................................. 26
TARDINESS AND EARLY DEPARTURES: .................................................................................... 26
ATTENDANCE PROBATION: ......................................................................................................... 26
MAKE-UP HOURS: ...................................................................................................................... 26
CONSECUTIVE ABSENCES: ....................................................................................................... 26
DISMISSAL: .................................................................................................................................. 26
LEAVE OF ABSENCE: .................................................................................................................. 26
TESTING AND EVALUATION ....................................................................................................... 27
QUIZZES: .................................................................................................................................... 27
UNIT EXAMS: .............................................................................................................................. 27
FINAL EXAMS: (Health Education Systems Incorporate, HESI): ............................................... 27
PHARMACOLOGY EXAM AND HESI: ......................................................................................... 27
COMPREHENSIVE HESI EXIT EXAM: ....................................................................................... 27
## Education with a Spirit of Excellence®

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT CONDUCT</td>
<td>28</td>
</tr>
<tr>
<td>BEHAVIOR POLICIES</td>
<td>29</td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY</td>
<td>29</td>
</tr>
<tr>
<td>ACADEMIC DISHONESTY</td>
<td>29</td>
</tr>
<tr>
<td>THEFT</td>
<td>29</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td>29</td>
</tr>
<tr>
<td>CELL PHONES</td>
<td>29</td>
</tr>
<tr>
<td>TAPING/ RECORDING</td>
<td>29</td>
</tr>
<tr>
<td>VISITORS</td>
<td>29</td>
</tr>
<tr>
<td>SMOKING POLICY</td>
<td>29</td>
</tr>
<tr>
<td>TERMINATION</td>
<td>29</td>
</tr>
<tr>
<td>STUDENT GRIEVANCE POLICY</td>
<td>30</td>
</tr>
<tr>
<td>UNIFORM POLICY</td>
<td>30</td>
</tr>
<tr>
<td>CLINICAL POLICY</td>
<td>31</td>
</tr>
<tr>
<td>SIMULATION LABORATORY POLICY</td>
<td>31</td>
</tr>
<tr>
<td>BLOODBORNE PATHOGEN EXPOSURE POLICY</td>
<td>32</td>
</tr>
<tr>
<td>COURSES AND PROGRAMS</td>
<td>32</td>
</tr>
<tr>
<td>NUR 100: BASIC NURSING ASSISTANT TRAINING</td>
<td>33</td>
</tr>
<tr>
<td>NUR 101: BNAT CERTIFICATION</td>
<td>34</td>
</tr>
<tr>
<td>NRSR 040: PLEBOTOMY</td>
<td>34</td>
</tr>
<tr>
<td>Program Prerequisites</td>
<td>35</td>
</tr>
<tr>
<td>Clock Hour Breakdown</td>
<td>36</td>
</tr>
<tr>
<td>Practical Nursing Program Courses</td>
<td>36</td>
</tr>
<tr>
<td>NRSR 099: PHARMACOLOGY PRINCIPLES FOR NURSING PRACTICE</td>
<td>36</td>
</tr>
<tr>
<td>PNU 102: PROFESSIONAL NURSING PERSPECTIVES</td>
<td>36</td>
</tr>
<tr>
<td>PNU 104: ADULT HEALTH NURSING; GERONTOLOGICAL NURSING PRACTICE</td>
<td>36</td>
</tr>
<tr>
<td>PNU 106: ADULT HEALTH NURSING II: INTRO. TO MED/SURG NURSING PRACTICE</td>
<td>37</td>
</tr>
<tr>
<td>CLOCK HOURS: 152 DURATION: 8 WEEKS</td>
<td>37</td>
</tr>
<tr>
<td>PNU 108: ADULT HEALTH NURSING III: MEDICAL/SURGICAL NURSING PRACTICE</td>
<td>37</td>
</tr>
<tr>
<td>CLOCK HOURS: 152 DURATION: 8 WEEKS</td>
<td>37</td>
</tr>
<tr>
<td>PNU 110: INTRODUCTION TO OBSTETRICAL NURSING PRACTICE</td>
<td>37</td>
</tr>
<tr>
<td>CLOCK HOURS: 68 DURATION: 4 WEEKS</td>
<td>37</td>
</tr>
<tr>
<td>Practical Nursing Program Courses continued:</td>
<td>38</td>
</tr>
<tr>
<td>PNU 112: INTRODUCTION TO PEDIATRIC NURSING PRACTICE</td>
<td>38</td>
</tr>
<tr>
<td>Clock Hours: 68 DURATION: 4 WEEKS</td>
<td>38</td>
</tr>
<tr>
<td>PNU 114: INTRODUCTION TO MENTAL HEALTH NURSING PRACTICE</td>
<td>38</td>
</tr>
<tr>
<td>Clock Hours: 68 DURATION: 4 WEEKS</td>
<td>38</td>
</tr>
<tr>
<td>PNU 116: TRANSITION TO PRACTICE AND LICENSURE PREPARATION</td>
<td>38</td>
</tr>
<tr>
<td>Clock Hours: 32 DURATION: 4 WEEKS</td>
<td>38</td>
</tr>
<tr>
<td>HUMAN ANATOMY AND PHYSIOLOGY</td>
<td>39</td>
</tr>
<tr>
<td>ENG 101: ENGLISH COMPOSITION</td>
<td>39</td>
</tr>
<tr>
<td>MTH 157: ALGEBRA FOR HEALTHCARE PROFESSIONALS</td>
<td>39</td>
</tr>
<tr>
<td>CPR: CARDIO VASCULAR RESUSCITATION</td>
<td>39</td>
</tr>
<tr>
<td>Additional Nursing Courses</td>
<td>39</td>
</tr>
<tr>
<td>NRSR 140: NCLEX-PN REVIEW COURSE</td>
<td>39</td>
</tr>
<tr>
<td>NRSR 550: PORTFOLIO DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>AND RESPONSIBILITY</td>
<td>40</td>
</tr>
<tr>
<td>STUDENT RIGHT-TO-KNOW</td>
<td>40</td>
</tr>
<tr>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</td>
<td>40</td>
</tr>
<tr>
<td>CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990</td>
<td>41</td>
</tr>
<tr>
<td>REPORTING A CRIME</td>
<td>41</td>
</tr>
<tr>
<td>CAMPUS CRIME STATISTICS</td>
<td>41</td>
</tr>
<tr>
<td>AVAILABILITY OF CAMPUS CRIME REPORT</td>
<td>41</td>
</tr>
<tr>
<td>COPYRIGHTED INFORMATION</td>
<td>42</td>
</tr>
<tr>
<td>STUDENT RESOURCES</td>
<td>43</td>
</tr>
</tbody>
</table>

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J’Reneé College
2016 Academic Calendar

January 4, 2016 ............................................................... Winter Semester Begins
January 18, 2016 ............................................................. Martin Luther King, Jr Holiday (No Classes)
March 25-April 4 ............................................................ Spring Recess (No Classes)
May 2, 2016 ................................................................. Summer Semester Begins
May 30, 2016 ............................................................... Memorial Day (No Classes)
July 4, 2016 ................................................................. Independence Day (No Classes)
August 29, 2016 ............................................................. Fall Semester Begins
September 5, 2016 ........................................................ Labor Day (No Classes)
November 23-November 27 ................................................ Thanksgiving Recess (No Classes)
December 16-January 2 .................................................... Christmas Recess (No Classes)

LPN Start Dates:
January 19, 2016 AM Cohort
April 18, 2016 PM Cohort
July 18, 2016 AM Cohort
September 19, 2016 PM Cohort

BNAT Start Dates:
May 16, 2016- July 18, 2016
September 14, 2016- November 9, 2016
Faculty

Juanita R. Macklin, BSN, MS, RN
President and CEO, Nursing Director
Professor Macklin taught nursing at three colleges before starting J´Reneé in 2003. She has over 25 years of nursing and administrative experience, specializing in ICU, CCU, open heart, home health, and long-term care. She attended Triton College, Olivet Nazarene University, and North Park University. Professor Macklin is currently pursuing a PhD in Business Administration Organizational Leadership. She currently sits on the board of The J´RENEÉ Foundations. Professor Macklin is a member of the International Nursing Honor Society, Sigma Theta Tau. She was awarded the Most Innovative Business Concepts in Elgin for 2012.

Kathy House, BSN, MS, RN
Dean of Health Sciences
Ms. House has been a nurse since 2004; she received her BSN from Chamberlain College of Nursing, and holds her Master in Nursing from Phoenix University. Ms. House has experience as a Staff Nurse, Medical Surgical, and Oncology. Ms. House holds a certification in Chemotherapy and Train the Trainer.

Staff

Holly Grimm
Executive Assistant to the President and CEO/Office Manager
Holly has 17 plus years of office management experience. She has a Medical Office Administration in Applied Science degree from Elgin Community College.

Diego Arce
Financial Aid Administrator
Diego has worked as a financial aid professional for 10+ years at both public and proprietary institutions. He holds a Bachelor's Degree from the University of Illinois-Urbana/Champaign.

J´RENEÉ College is proud to have many dedicated full and part-time faculty and staff members!
Jacinda Ross, BSN, RN ................................................................. Nursing Faculty
Theresa Tunney, BSN, RN .................................................................... Nursing Faculty
Theresa Piekarski, BSN, RN ............................................................... Nursing Faculty
Shauntel Cunningham, ADN, RN .................................................... Instructor
Christina Pogue, BSN, RN ............................................................... Nursing Faculty
Ashlee Gillespie ................................................................................... Administrative Assistant
Gianne Estocado................................................................................ Admission Rep
About J´Reneé

J´RENEÉ COLLEGE is a dynamic institution of higher education with administration, faculty, and staff dedicated to delivering high quality education with a Spirit of Excellence®. We are dedicated to supporting and preparing students for lifelong learning and leadership roles. We offer programs at times convenient for students that are tailored to the adult learner. We utilize progressive technological resources, and facilitate personal and professional development. J´Reneé operates as a highly ethical and socially responsible organization.

J´Reneé has operated in the state of Illinois for 13 years. Our first location was in Crystal Lake, Illinois. In 2009, we designed and built a state of the art school campus in Elgin, Illinois. The Elgin location offers access to students directly off highway 90 and route 31.

OUR MISSION:

J´Reneé College Mission 2016

The mission of J´Reneé College is to provide a superior education to a diverse student population in both vocational and degree-seeking endeavors to positively impact all aspects of healthcare employment. J´Reneé encourages lifelong learning and role models professionalism to prepare graduates for leadership roles.

Purpose:

Provide associates degrees in nursing to facilitate students’ mobility through healthcare education ladder programs.

Goals:

- Improve student opportunities by earning associate degrees and offering a wider range of courses and programs.
- Have a positive impact on the healthcare worker shortage by delivering highly-trained and skilled workers.

College Objectives:

1. To prepare students for gainful employment in healthcare.
2. To provide healthcare Career Training with a Spirit of Excellence®.
3. To provide education and educational experience relevant to the healthcare professions.
4. To assist in supporting community healthcare needs.
5. To enhance self-confidence and self-supporting capabilities.
6. To develop the necessary skills, competencies and attitudes amongst students for meeting the challenges of healthcare.
7. To make the educational process more efficient and cost effective.
**About J’Reneé College**

**Student Services**
There are numerous student services provided to the students at J’Reneé, with the majority of the services provided at no cost to the students.
- Academic tutoring and counseling
- Free Parking
- Copy Services (10 cents for black white copies)
- Computer Laboratory
- Library Lounge
- Flexible Payment Plans with no Interest Charges
- Courses/Programs at convenient times for students
- Child Play Room

**Cafeteria**

**Job Placement:**

J’Reneé students have found employment at many of the clinical facilities utilized by J’RENEÉ College, as well as at long term care facilities, clinics, hospitals, doctors' offices, home healthcare agencies, hospice agencies, and memory care facilities.

Please Note: **Successful completion of any of the courses or programs at J’RENEÉ COLLEGE does not guarantee employment.**

**Discrimination and Harassment Policy**

J’Reneé, in its commitment to equal rights, will ensure that students may work, learn, and study in an environment that is free from illegal harassment. Harassment infringes upon mutual respect in work and academic relationships and causes serious harm to students in the pursuit of their future careers and success.

In accordance with the statutory provisions included in Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, the Rehabilitation Act of 1973, Section 188 of the WIA Act, and all other applicable federal and state laws, it is the policy of J’Reneé not to discriminate on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in any of its educational programs, activities, or employment policies. Harassment is unwanted behavior directed toward an individual based on one or more of the aforementioned designated characteristics.

J’Reneé seeks to prevent harassment from occurring. J’Reneé policies and procedures have been established for the investigation and resolution of complaints. Findings of harassment may result in discipline, including suspension or dismissal. Additionally, depending upon the severity of the findings of harassment, legal authorities may be called upon for council or facilitation of discipline.

**Discrimination and Harassment Complaint Procedure**

Any student who believes that he or she has been discriminated against or harassed may follow either an informal or formal procedure without fear of recrimination. A prompt and confidential investigation will be provided, to the extent possible.
WELCOMES YOU
ADMISSION
J’Reneé College has an open door admission policy for qualified persons to enter its programs. School policy prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, sexual orientation, or disability unrelated to ability, in the recruitment and admission of students and the employment of faculty, staff and students and wherever such discrimination is prohibited by law, in the operation of school programs, activities and services.
Entry into programs may be restricted due to limitations in space or other considerations. If space is not available for all who apply, applicants may reapply. Applicants with disabilities should inform the Dean of Health Sciences so it may be determined if the school can offer reasonable accommodations. While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported with accommodations to help meet requirements. The laws in effect state that each person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school may not make any exceptions to standard procedures.

Minimum Admission Requirements
You are eligible to apply if you are a graduate of an accredited high school, a GED recipient or at least 16 years old, and withdrew from your high school and did not earn a diploma. Applicants for programs such as the Practical Nursing Program must be at least 18 years of age and have earned a High School Diploma or its equivalent to apply.

Note: If you are a current high school student, complete the J’RENEÉ College Accelerate Your Success Admission Application Form only.

How to Apply
The admissions process begins with the application. Each prospective applicant must submit the J’Reneé College application with a $45.00 application fee in person or mailed to J’Reneé College, 415 Airport Rd., Elgin, IL 60123. The application is available in the Admissions office or on the J’Reneé College website, www.JRenee.edu.

ENROLLMENT PROCEDURE
An Application for Admission and $45.00 application fee must be submitted to enroll in any J’Reneé College course or program. Applicants may complete their applications in advance by utilizing the J’Reneé College website, www.JRenee.edu, or the applicant may complete the application on campus during the admissions appointment. J’Reneé accept payments in cash or check. Credit cards are accepted with an additional surcharge fee. Payments may be made in person or by mail. To enroll in a course or program, students must submit a down payment and complete and sign an Enrollment Agreement and Student Payment Agreement for the course(s) they are enrolling in. A copy of the Enrollment Agreement and Student Payment Agreement, and a receipt for payment, class schedule, and booklist is emailed to the student.

Students are asked to sign a Placement Verification form.

CANCELLATION POLICY
The student has the right to cancel the initial Enrollment Agreement until midnight of the fifth business day after the student has been accepted. If the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all deposits paid to date (the $45.00 application fee is non-refundable, except in the case of J’Reneé College cancelling a class or program) within 30 days of cancellation. Cancellation must be in writing and submitted to an authorized official of the school.

“I searched for a long time for the right school to help me pursue my career. J’Reneé came into my life at the right time. The instructors and administration have supported and assisted me with my journey to make this possible. J’Reneé has equipped me with the knowledge I need to be the best nurse I can be.”
~Angie, December 2008 PN Graduate
READMISSION POLICY
Applicants who wish to return to J’Reneé College after an absence of more than two years must complete a new Application for Admission. Students will be evaluated and readmitted depending on availability of seats or clinical spaces after currently enrolled students have been placed. Returning students will follow the Handbook requirements in effect upon return. Students who demonstrated unsatisfactory Simulation Laboratory/Clinical performance are not eligible for readmission. If a student fails, a nursing course (below a grade of “C”) and is readmitted to the program, this student must retake the class that resulted in the failure before registering for and taking other nursing courses. To progress to the next sequential course, students must first apply for readmission, repeat and successfully complete the course that was failed. Students are allowed a total of two course failures. Students will be dropped from the nursing program after the second course failure; the student will not be eligible for readmission to the nursing program.

REQUIREMENTS for Nursing Programs
Program Prerequisites:
1. The nursing program has a selective admission process and has limited seating. To qualify as a program candidate, the applicant must:
   a. Have a high school diploma or a G.E.D.
   b. Show proof of completion of a Nursing Assistant Training Program and be in good standing on the Illinois Department of Public Health Nurse Aide Registry
   c. Have successfully completed English Composition and earned a minimum grade of C
   d. Have completed Intermediate College Algebra and earned a minimum grade of C
   e. Current CPR Certification as a healthcare provider (BLS)
   f. Written personal statement, three reference letters (professional), and interview with the Nursing Program Director and/or Faculty Committee
   g. Qualified Nursing Assistant graduates of J’Reneé College shall be considered for admission into the Practical Nursing Program first, supporting the career ladder
   h. Submit the J’Reneé Program Application, non-refundable $45.00 application fee and Official College Transcripts supporting the above
   i. Health Education Systems, Inc. (HESI): A Reading, Math, Science and English score of 70% or higher in each area, must be achieved for admission consideration. Applicants not achieving a minimum score of 70% in each area on the HESI entrance exam may be admitted to the Nursing Program as an “At Risk Student” status: At Risk Students are required to take the J’Reneé College NCLEX Review Course before sitting for their NCLEX state board exam.

ADDITIONAL REQUIREMENTS FOR COURSES WITH CLINICAL COMPONENTS
All students in courses with clinical components are required to have completed the provided Health and Immunization Record for Healthcare Careers prior to the first week of clinicals. Students will not be able to attend the clinical experience until the health requirements are fulfilled. Each clinical experience missed by the student will constitute an absence. See Grades and Attendance for more information. In addition, all students must have an active CPR certification before attending clinicals, which must be kept active during the duration of clinicals. Required laboratory tests are:

• TB Skin Test: Two-step Mantoux or current chest x-ray, which must be less than 1 year old to cover length of program.

• Rubella Titer: The titer must be performed regardless of the history of disease or immunization. Individuals with a negative titer result must receive Rubella Vaccine. A redraw must be repeated within 4 to 5 weeks after vaccination to verify the titer.

• Rubeola Titer: The titer must be performed regardless of the history of disease or immunization for individuals born in 1957 or later. Individuals with a negative titer must receive Rubeola Vaccine. A redraw must be done within 4 to 6 weeks after vaccination to verify the titer.

• Varicella Titer
ADDITIONAL REQUIREMENTS FOR COURSES WITH CLINICAL COMPONENTS CONTINUE

• Hepatitis Profile: This includes surface antibody, core antibody, and surface antigen. The student is also required to have the Series of 3 Hepatitis B vaccinations, the date of each must be specified (a student exercising the right of refusal will be required to sign a waiver statement).

• Tetanus (TD): Must be less than 10 years old

• Drug Screening: 5-panel test required. Any students who test positive to the drug screen will not continue their education and must remove themselves from the location upon acknowledgment of the results. The students, who fail the test, will have the opportunity to reapply to the program only after one (1) year has passed, and will start from the beginning of the program. Readmission or any admission after a positive drug test requires three negative screens in the preceding year.

• NOTE: Additional health requirements may be added as required by cooperating clinical facilities and/or new standards or laws.

HEALTH INSURANCE: During the Nursing Program, the student will be at risk for exposure to injury and communicable disease. It is mandatory that any student who has been injured or exposed to communicable disease receives medical attention. The cost of this is the student’s responsibility. Verification of medical insurance will be kept in the student’s file.

ADDITIONAL REQUIREMENTS TO APPLY FOR NURSING PROGRAMS:

a. Have a high school diploma or a G.E.D.

b. Show proof of completion of a Nursing Assistant Training Program and be in good standing on the Illinois Department of Public Health Nurse Aide Registry

c. Have successfully completed all required prerequisites with a minimum grade of C

d. Current CPR Certification as a healthcare provider (BLS)

e. Written personal statement, three reference letters from professional sources (i.e., mentors, supervisors, teachers, etc.), and interview with Nursing Program Faculty and/or Admissions Specialist

f. Qualified graduates of J’Reneé College shall be considered for admission into the Nursing Program first, supporting the career ladder

g. Submit the J’Reneé Program Application, non-refundable $45.00 application fee and Official College Transcripts supporting the above

h. Applicants must sign up for and take a placement test (TEAS-Assessment Technologies Institute®). There is a cost of $45 payable in cash or check. Credit cards are accepted with an additional surcharge fee. A Reading, Math, Science and English score of 60% or higher in each area, must be achieved for admission consideration. Applicants not achieving a minimum score of 60% in each area on the TEAS entrance exam may be admitted to the Nursing Program as an “At Risk Student” status: At Risk Students are required to take the J’Reneé College National Council Licensure Exam (NCLEX®) Review Course before sitting for their NCLEX® state board exam. Applicants must submit a maximum of 500-word personal essay describing personal and professional goals, health care experiences, etc.
J’Reneé College accepts credits earned from other accredited institutions of higher education. The following conditions apply:

1. School in which credit is being transferred from holds a current national/regional accreditation equivalent to accredited institutions of post-secondary education
2. Student earned a Grade of “C” or better
3. Course completed is equivalent to J’Reneé’s course descriptions and clock or credit hours

List of courses considered for transfer:

- College Algebra
- English Composition
- Human Anatomy and Physiology I & II with a lab
- Basic Nurse Assistant Training
- Microbiology
- Psychology
- Chemistry
- Sociology

If applicants would like credit from other institutions to be considered for transfer, applicant must submit an Official (sealed) Transcript of Records either by mail or in person to the Admissions Office. Admissions will notify the applicant by email or phone regarding the results of transcript evaluation within one week of receipt.

Evaluation of credit earned outside of the United States - J’Reneé College accepts World Education Services (WES) evaluation reports and other transcript evaluation organizations. The transcript evaluation organizations that converts educational credentials from any country in the world into their U.S. equivalents by describing each certificate, diploma, or degree you have earned and stating its academic equivalency in the United States. For more information, please visit http://www.wes.org. A current list of comparable, transferable courses from area colleges and universities is available in the Admissions Office.

PN Program Overview

1-year program— 688 clock hours

Approved by Illinois Department of Financial and Professional Regulation (IDFPR)

Illinois Board of Higher Education

National exam—NCLEX-PN®

Certificates for PN, Pharmacology, and IV Therapy

Time Commitment (example):

MWF 9:00 a.m. – 12:00 p.m.

TTH 7:00 a.m. – 12:00 p.m. Clinicals off site

High fidelity simulation lab

We accept FAFSA, Scholarships, WIA, Tuition Reimbursement, Cash, and Veterans’ Education Benefits to those who qualify.
ADDITIONAL REQUIREMENTS TO APPLY FOR THE PRACTICAL NURSING PROGRAM

- Students take a Health Education Systems, Inc. (HESI) in Reading, Math, Science, and English. There is a cost of $45, payable in cash, check, or credit card.
- Students must submit a 500 word personal essay describing personal and professional goals, health care experiences, etc.
- Students must submit three letters of recommendation from professional sources (i.e., supervisors or instructors).
- Students must attend an interview with members of the Admissions Department and/or Faculty Committee. All tests and interviews are scheduled in the Admissions Office.

STUDENTS WITH DISABILITIES

Students with disabilities should inform the Admissions Office so it may be determined if the school can offer reasonable accommodations. While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported with accommodations to help meet requirements. The laws in effect state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures.

Transfer Students and Acceptance of Credit

J’Reneé accepts credits earned from other institutions of higher education. The following conditions apply:

1. School in which credit is being transferred from holds a current national accreditation equivalent to accredited institutions of post-secondary education
2. Student earned a grade of “C” or better
3. Course completed is equivalent to J’Reneé’s course descriptions and contact/credit hours

The following courses may be considered for transfer:

- College Algebra
- English Composition
- Human Anatomy and Physiology I & II with lab
- Basic Nurse Assistant Training
- Microbiology
- Introduction to Psychology
- Chemistry
- Biology
- Speech

To apply for transfer credit: Submit your Official (sealed) Transcript of Records either by mail or in person to the Admissions Office. Admissions will notify the student by email or phone regarding the results of transcript evaluation within one week of receipt.
**Evaluation of credit earned outside of the United States**

University/College coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts. J’Renée accepts evaluation reports from World Education Services (WES) and Educational Credential Evaluators (ECE). The evaluation is a document that converts educational credentials from any country in the world into their U.S. equivalents by describing each certificate, diploma, or degree you have earned and stating its academic equivalency in the United States. If students are interested in having their foreign transcript translated and evaluated, they can learn more about the services and fees from ECE at [www.ece.org](http://www.ece.org) or from WES at [www.wes.org](http://www.wes.org).

Only course-by-course evaluation reports will be accepted for credit transfer purposes. International applicants are responsible for all fees associated with credential evaluations.

**Not all courses or programs taken at J’RENEÉ College are transferable to other institutions.**

A current list of comparable, transferable courses from area colleges and universities is available in the Admissions Office.

**Transcripts**

If you wish to transfer credit to another institution, please contact Admissions for a Transcript Request form.

Transcript requests must be submitted in writing by the student on an official J’RENEÉ College transcript request form. There is a fee of $5.00 per transcript copy. Please allow two weeks for processing any requests for student records.

**STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA), students (or parents in the case of minors) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. There is a fee of $0.25 for color copies and $0.10 for black and white copies for any documents copied from a student file.

Students are encouraged to make copies of their medical records before submitting them to J’RENEÉ COLLEGE. Copies of medical records will be sent or given directly to the student upon written request by the student; J’Renée will not fax any medical records to any third parties on behalf of the students.

FERPA allows schools to disclose student records, without consent, to school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies, and state and local authorities, within a juvenile justice system, pursuant to specific State law.
EXPERIENCE J´RENEÉ COLLEGE

“I chose J´Reneé because it was recommended to me by many of my friends. I am thankful to be here and know I am getting an excellent education. I also appreciate their flexible payment plans.”

-Henry, Practical Nursing Graduate
TUITION & FEES: Payment plans based on the length of the course or program are offered for the student's convenience without interest charge or additional fees. J’Reneé course and program fees are conveniently all inclusive, combining tuition, fees, and supplies into one cost. The exception to this is for students enrolled in a course or program with a clinical component. In these instances, it is the student’s financial responsibility to meet health and immunization requirements, and have all-white shoes, stethoscope, and a watch with a second hand.

PAYMENT METHOD: Payments are accepted in cash, check, debit or credit card and may be made in person or by mail to J’Reneé. Down payments are required to register for all courses and programs.

Students who are delinquent on a scheduled payment will receive a notice of their account, reminding them that a payment was due. If payment is not received within 7 days of the original notice, a second notice is sent. Failure to pay 14 days after the initial notice is sent will result in a student being dropped from the course or program. If a student is dropped from a course or program, he/she may reapply for admission after his/her account has been reconciled. Students will not receive any completion certificates until all outstanding debts to the school have been paid.

Students who submit a payment by check that is returned for non-payment or insufficient funds will be subjected to a $45 fee—payable by certified funds only. Any subsequent payments made by the student will be accepted by certified funds.

FINANCIAL AID

Financial aid is available to those who qualify in the form of federal grants and loans. The Financial Aid Office coordinates these aid programs and assist students with the application process. Information on this program is available by contacting the Financial Aid Office at (815) 444-7751.

Payment Plans
Payment plans based on the length of the course or program, and are offered for the student’s convenience without interest charge or additional fees.

Tuition Reimbursement
You may qualify for tuition reimbursement from your employer. Check with your human resources department or supervisor to see if you are eligible.

Workforce Investment Act (WIA) Training Program
WIA provides funding for training as an option for those determined unable to become employed with their current skills. Eligibility is determined based upon employment status and history, government assistance currently receiving and income level.

McHenry County  www.mchenrycountyworkforce.com  815.338.7100
500 Russel Ct., Woodstock, IL 60098
Kane County  www.kcdee.org  847.888.7900
Department of Employment and Education
Cook County
Arlington Heights  http://ah.worknetncc.com/  847.981-7400
Evanston  http://ev.worknetncc.com/  847.864.3530
723 Algonquin Road, Arlington Heights, IL / 1615 Oak Street, Evanston, IL
Lake County  www.lakecountyjobcenter.com/job/job_training.html
N. Genesee St. Waukegan, IL 60085  847.377.3450
800 Lancer Lane. Grayslake, IL 60030  847.543.7441
Boone and Winnebago County  http://www.booneandwinnebagowib.org/
303 N Main Street, Rockford, IL 61101  815.395.6600
998 Belvidere Road Belvidere, IL 61008  815.547.9616
Check with your county for referrals to similar organizations
Private Loans

If financial assistance is needed to attend a course or program at J’Reneé, students may inquire about an alternative loan for a private vocational school at any bank, credit union, or financial institution. Some institutions that have provided services to many J’Reneé students are:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Website</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kane County Teachers Credit Union</td>
<td><a href="http://www.kctcu.org">www.kctcu.org</a></td>
<td>888.741.3344</td>
</tr>
<tr>
<td>111 S. Hawthorne St., Elgin, IL 60123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate America Family Credit Union</td>
<td></td>
<td>800.359.1939</td>
</tr>
<tr>
<td>5 Cog Circle, Unit #200, Crystal Lake, IL 60039</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McHenry County Federal Credit Union</td>
<td><a href="http://www.mymccu.org">www.mymccu.org</a></td>
<td>815.459.3615, 815.479.5042</td>
</tr>
<tr>
<td>345 E Congress Pkwy, Crystal Lake, Illinois 60014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

J’Reneé has not partnered with any of the above institutions and is in no way involved in the qualification or approval process. This contact information is being provided as a resource only, although J’Reneé can provide documentation if requested regarding tuition and costs, program times and dates, and enrollment policies.

Scholarships

The J’Reneé Foundations occasionally offers scholarships to J’Reneé students. Please see the Admissions office for an application and procedure to apply for scholarships.

FEE SCHEDULE:

- **Application Fee:** $45.00
- **Registration Fee:** $4.00 only applies when you are a returning student

**NUR 100 Basic Nursing Assistant Training:** $1700, all books and course material included
- Down Payment: $425 by first class; (3) more payments of $425

**NUR 101 BNAT Recertification:** $600, tuition, and fees
- Down Payment: $300 by first class; (1) more payment of $300

**Practical Nursing Program:** $24,215, tuition, and fees
- Down Payment: $6500 to reserve seat; various payment plans available

**Human Anatomy & Physiology:** $975, tuition, and fees
- Down Payment: $243.75 by first class; (3) more payments of $243.75

**ENG 101 English Composition:** $975, tuition, and fees
- Down Payment: $243.75 by first class; (3) more payments of $243.75

**MTH 157 Algebra for Healthcare Professionals:** $975, tuition, and fees
- Down Payment: $243.75 by first class; (3) more payments of $243.75

**NRSG 080 Phlebotomy Certification:** $600, tuition, and fees
- Down Payment: $300 by first class; (1) more payment of $300

**NRSG 480 EKG Certification:** $600, tuition, and fees
- Down Payment: $287.50 by first class; (3) more payments of $287.50

**NRSG 140/240 NCLEX-PN/RN Review:** $500, tuition, and fees
- Down Payment: $250 by first class; (1) more payment of $250.00

**NUR 320/420 LPN/RN Update Course:** $3500, tuition, and fees
- Down Payment: $500 by first class; (3) more payments of $1000.00

**NRSG 100 Cardiopulmonary Resuscitation:** $50, all books, and course material included
- (payment due in full at time of workshop)
REFUND POLICY
When a student gives notice of cancellation, J’Reneé will provide a refund in the amount of at least the following:
(a) Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of J’Reneé to issue refunds of tuition and fees in a prompt manner, students must give notification to J’Reneé in person, by phone, by email or by registered mail of their intention to withdraw from a program or course. (b) When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all registration fees, tuition, and any other charges shall be refunded to the student. (c) When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance, the school may retain no more than the registration fee which may not exceed $100 or 50% of the cost of tuition, whichever is less. (d) When notice of cancellation is given after the student’s completion of the first day of class attendance, but prior to the student’s completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $100, whichever is less.
2) When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies: (a) J’Reneé will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 50% of the course of instruction. When the student has completed in excess of 50% of the course of instruction, the school will retain the application-registration fee and the entire tuition and other charges.
3) The refund policy for short courses up to 20 clock hours shall refund pro rata up to 50% completion of the course.
4) A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
5) Applicants not accepted by the school shall receive a refund of all tuition and any fees paid within 30 calendar days of determination of non-acceptance are made.
6) Deposits or down payments shall become part of the tuition.
7) All student refunds to students shall be made by the school within 30 calendar days from the date of determination that the student is no longer enrolled in the program.
8) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 15 days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.
9) A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this section, that refund policy must be filed with the Superintendent.
10) J’Reneé will refund any book and materials fees when: (a) the book and materials are returned to the school unmarked and if a media package is included, the media package has not been opened or removed; and (b) the student has provided the school with a notice of cancellation.
11) J’Reneé will refund all monies paid to it in any of the following circumstances: (a) the school did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin; (b) the school cancels or discontinues the course of instruction in which the student has enrolled; or (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
12) J’Reneé reserves the right to make revisions in the course of instruction during the period of the student’s enrollment.
This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to file a complaint with ACCET.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentures</td>
<td>Demo Dose 100 Pills/ Box: Digo, Lasi, Eryth, Catri, Coumadin</td>
</tr>
<tr>
<td>Instructional Equipment</td>
<td>Instructional videos - NRSG Asst Skills Video Measurements</td>
</tr>
<tr>
<td>Dual Training</td>
<td>IV hands simulation</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>Ameican Heart CPR video</td>
</tr>
<tr>
<td>EKG Caliper</td>
<td>IV Poles</td>
</tr>
<tr>
<td>Electric Thermometers</td>
<td>American Heart CPR video</td>
</tr>
<tr>
<td>Electronic scale/weight</td>
<td>IV Training Arm and Hand</td>
</tr>
<tr>
<td>Emergency spill and protection kit</td>
<td>Bed Linen</td>
</tr>
<tr>
<td>emesis basins</td>
<td>Kendall 500 ml Deluxe Easy Cap and Pump Set</td>
</tr>
<tr>
<td>Enteral nutrition bags/kits</td>
<td>Blood glucose machine</td>
</tr>
<tr>
<td>kangaroo</td>
<td>bolus extention set Mickey/Ross feeding port</td>
</tr>
<tr>
<td>Eye Occluder</td>
<td>Lifeform auscultation Mannequin with stethoscope</td>
</tr>
<tr>
<td>Fake blood bottles/powder simulated</td>
<td>blood glucose test strips</td>
</tr>
<tr>
<td>Feeding Pumps</td>
<td>Medegen hat (collect urine toilet)</td>
</tr>
<tr>
<td>Kangaroo 330</td>
<td>BP Set Nylon Cuff Navy</td>
</tr>
<tr>
<td>Foley cath and bag - demo</td>
<td>Medication Administration Charts</td>
</tr>
<tr>
<td>Foley catheters sterile</td>
<td>Calculators</td>
</tr>
<tr>
<td>gait belts</td>
<td>Mobile I.V. Stand</td>
</tr>
<tr>
<td>Heart sounds simulator</td>
<td>Carpujet system</td>
</tr>
<tr>
<td>Hospital beds</td>
<td>Patient Identification wrist bands</td>
</tr>
<tr>
<td>Hospital beds trapeze set</td>
<td>CPR Actar D-FIB 5 Pack</td>
</tr>
<tr>
<td>Hospital gowns</td>
<td>CPR AED Trainer, 5 pack</td>
</tr>
<tr>
<td>Hoya lift with sling</td>
<td>CPR equipment adult chest</td>
</tr>
<tr>
<td>Hoya lift with sling</td>
<td>CPR infant &quot;Anne&quot; mannequins - 4 pack</td>
</tr>
<tr>
<td>Hoya lift with sling</td>
<td>Crash Cart</td>
</tr>
<tr>
<td>infant bassinetts</td>
<td>Complete Keri Manikin (full body)</td>
</tr>
<tr>
<td>lock 50 each</td>
<td>Crutches Temco/ Invacare</td>
</tr>
<tr>
<td>Infant bassinetts</td>
<td>Training tables/ 20 seats/desk</td>
</tr>
<tr>
<td>Infant sheets/pads</td>
<td>Defibrillator Lifepak 8</td>
</tr>
<tr>
<td>Instructional Spriometry</td>
<td>Trunk with Head and Both Male and Female Reproductive Organs</td>
</tr>
<tr>
<td>Instructional videos</td>
<td>SafePro Plus 1cc 28gx1/2&quot; Fixed; 100 per box</td>
</tr>
<tr>
<td>Insulin, 10 ml NPH</td>
<td>SafePro Plus 3cc 22gx1&quot; Fixed; 100 per box</td>
</tr>
<tr>
<td>insulin, 10 ml regular</td>
<td>Set of 5 Raised Instructional Charts</td>
</tr>
<tr>
<td>interdermal injection simulator</td>
<td>Seymour butts mannequin</td>
</tr>
<tr>
<td>IV Caddy</td>
<td>VCR'S RCA &amp; Sylvania</td>
</tr>
<tr>
<td>IV Caddy</td>
<td>shroud packs (body bags)</td>
</tr>
<tr>
<td>IV Caddy</td>
<td>skeletons</td>
</tr>
<tr>
<td>IV Caddy</td>
<td>skeleton God roller stand</td>
</tr>
<tr>
<td>IV Caddy</td>
<td>Sodium Chloride injections 2 ml with luer</td>
</tr>
</tbody>
</table>
J’RENEÉ College faculty and staff are committed to providing each student the opportunity to achieve their highest accomplishments through the students’ own efforts in study, written assignments, examinations, simulation laboratory and clinical practice. Students are expected to do their own work, free of plagiarism or other inappropriate assistance. Such behavior distracts from the desired learning environment. Grades unfairly gained reflect adversely upon the school as well as the student. Penalties will range from a grade of “F” on the assignment to dismissal from the program.

**GRADING GUIDELINES**

Students must earn a minimum grade of “C” (75%) in all courses at J’RENEÉ College. The following scale will be used for grading in all courses except the Nursing Program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>92 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>84 – 91%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>75 – 83%</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>74 - 68%</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>67% and below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failure</td>
<td></td>
</tr>
</tbody>
</table>

**Nursing Program**

Students must earn a minimum grade of “C” (77%) in all nursing courses at J’RENEÉ College. The following scale will be used for grading in the nursing only:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>93 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>85 – 92%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77 – 84%</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>69 – 76%</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>68 or below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failure</td>
<td></td>
</tr>
</tbody>
</table>

**Withdrawal**

A “W” is an indication of an action requested by the student. The student must officially withdraw from a course or program prior to the published last day to drop classes to avoid a financial penalty. The student must come into the Admissions Office to complete an official withdrawal form. The W has no academic standing and does not impact the student’s grade point average. Failure to withdraw from a class or program may result in a grade of F being assigned to the student’s permanent transcript.

**Withdrawal Failure**

Withdrawal Failure (WF) is a grading alternative which appears permanently on a student’s transcript as a WF if he/she has withdrawn from a class after the academic penalty deadline. The WF may not be changed to a grade and does not count in the computation of a student’s grade point average.

**Incomplete**

An “I” indicates a temporary grade indicating completion of most, but not all, of the requirements of the course or program due to circumstances beyond the control of the student. An incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular term. If the incomplete is not addressed within the appropriate time limits, the grade will automatically become an F. The “I” has no academic standing and does not impact the student’s grade point average.

**ACADEMIC PROBATION**: A student who does not achieve a grade of “C” or above at the midterm of each course will be placed on academic probation. A contract will be signed in which the student agrees to continue to attend all class sessions, complete any additional assignments for remediation, attend scheduled faculty led tutoring sessions, and maintain a “C” average or above. Failure to do so may result in the student being dropped from the program.
CLINICAL & SIMULATION LABORATORY EVALUATION:

For courses that have a clinical or simulation lab component, the following guidelines are followed for evaluating performance:

Pass – Fail:

S or U (S = Satisfactory or U = Unsatisfactory) is used for clinical and laboratory grading. There is an evaluation instrument for each course having a laboratory/clinical component. The student will be given a copy of the instrument at the beginning of the course. It will serve as a guide for the student regarding laboratory/clinical expectations.

O = Not observed or not applicable.

U = Unsatisfactory, fail. The student needs considerable, excessive, or constant supervision for safe care. The care given is inadequate, unsafe, or otherwise harmful to the person. The student lacks or does not demonstrate the knowledge required to perform the function. The instructor determines that the student needs more supervision than should be required.

S = Satisfactory, pass. The student is safe, demonstrates initiative, completes assignments, and applies previously learned knowledge in an appropriate manner. Supervision is used appropriately and minimal direction is needed. The clinical evaluation will involve student’s self evaluation of own performance and instructors’ evaluation of the student’s performance. Both will use the evaluation tool specific to the course.

WRITTEN ASSIGNMENTS:

Assignments are to be submitted on the assigned date and time. Those not submitted during the assigned class time will receive a grade of “F.” All assignments are to be neat and legible. Illegible papers will be returned to the student with a grade of “F.” The instructor will provide the student with specific guidelines as to how particular assignments are to be written. Any written work returned to a student for revision will be dropped one letter grade. The returned assignments must be handed into the instructor by the specified date or the assignments will receive a grade of “F.”

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS

Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance.

There are three components to satisfactory progress: qualitative, quantitative, and attendance.

1) Qualitative:

Each student’s cumulative grade will be reviewed at the completion of each payment period using a progress report provided to the Financial Aid Administrator by the Registrar. Students must maintain a cumulative grade of “C” or better for all past course work. If the student’s grade is below a “C,” the student will be placed on Financial Aid Warning. A grade of “I” is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration. Course work repeated may adversely affect a student’s academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

2) Quantitative:

The maximum time frame for completing a program is no more than 150% of the program in accordance with the student’s enrollment status (i.e. full-time or part-time). The increment for measuring a student’s progress will be each payment period. Each student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At J’Reneé, this means the student must have completed a minimum of at least 75% of the scheduled learning objectives for the payment period. If a student is not progressing at a pace, which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Probation.
3) Attendance: Students must have acceptable attendance for each payment period. Students must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period. Withdrawal from a course does not eliminate the satisfactory academic progress requirements. At the end of their first payment period, they must be making satisfactory progress for previous course work in order to receive further assistance.

Satisfactory Progress is monitored upon completion of each pay period using progress reports obtained from the student’s instructor. For example, a full time student enrolled in a 688 hour program will have a progress report upon completion of the first 344 hours. The second progress report will be made upon completion of the last 344 hours in that program. At the end of their first payment period, students must be making satisfactory progress according to the standards stated above. Students with previous course work at J’Reneé must have maintained satisfactory progress for that previous course work in order to receive initial or further assistance. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences.

ACADEMIC PROBATION
If a student fails to meet the cumulative 90% attendance or C grade average during any evaluation period, or both, he or she will be placed on Academic Probation for the next evaluation period. The student is eligible for financial aid while on Academic Probation. Failure to achieve a 90% attendance or a C grade average, or both, at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on Academic Probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling from the Dean of Health Sciences, as appropriate, when they are placed on Academic Probation.

COURSE REPETITIONS
Students wanting to repeat a specific program/major must have permission from the Dean of Health Sciences to do so. A repeated class is NOT eligible for federal financial aid.

APPEAL PROCESS
The student may submit a written appeal of his/her dismissal within five (5) calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Dean of Health Sciences. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The Dean of Health Sciences will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten (10) days of the institute’s receipt of the appeal. The decision of the Dean of Health Sciences is final.

Students reinstated upon appeal are on an academic probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Dean of Health Sciences letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

MAXIMUM TIME FRAME
All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The J’Reneé Practical Nursing Program, 1 year in length, must be completed within 1 ½ years. The Basic Nursing Assistant Training Program, 1 ½ months in length, must be completed within 3 months. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

TRANSFER AND READMITTED STUDENTS
Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 550 hours, and therefore must complete 950 hours at the institute (950/25 hours per week = 38 weeks), the maximum time frame is 38 weeks x 150% or 57 weeks.
REINSTATEMENT OF FINANCIAL AID
A student’s Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

ACADEMIC PROBATION PROGRESS PLAN
Students placed on academic probation must meet with the instructor and program director to set and initiate an academic plan for student’s success towards meeting course or program goals and requirements. Thereafter, the student must meet weekly with the program director to evaluate progress towards meeting course or program goals and requirements.

COMPLETION OF AN INCOMPLETE COURSE
A student who receives a grade of incomplete (“I”) in a course is required to pay $50.00 per hour to complete said course. The student is scheduled for course completion depending on instructor availability, and availability of seats and clinical space after currently enrolled students have been placed.

INCOMPLETE
An “I” is a temporary grade indicating completion of most, but not all, of the requirements of the course or program due to circumstances beyond the control of the student. An incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular term. If the incomplete is not addressed within the appropriate time limits, the grade will automatically become an F. The “I” has no academic standing and does not impact the student’s grade point average.

RETURN OF TITLE IV FUNDS
The Higher Education Amendments of 1998, Public Law 105-244, established how Title IV eligibility is determined when a student completely withdraws from school. The Department of Education required this provision to be implemented by all schools starting in October of 2000.

The new requirements do not dictate an institution’s refund policy as it relates to institutional charges incurred by the student. Instead, the institution is required only to determine the amount of Title IV funds a student has earned as of the date he or she ceases to be enrolled. The amount of Title IV funds earned by the student is based on the amount of time the student was enrolled; it has no relationship to the student’s incurred institutional charges.

The percentage of Title IV funds earned by a student who fully withdraws is calculated by simply dividing the number of calendar days the student was enrolled by the number of calendar days in a particular program. As an example, if a program contained 500 clock hours and a student withdrew after attending 100 clock hours, that student would be entitled to 20% of her/his Title IV funds (500 program clock hours / 100 attended clock hours = 20%). Schools are required to calculate the Return of Title IV Funds up through the 60% point of each program. After the 60% point, it is considered that the student has earned 100% of the Title IV funds disbursed.

ATTENDANCE POLICY
As an institution, J’Reneé expects students to attend school every day. When you miss class, you not only fall behind on new material, but you miss the hands on repetition that is so important in learning and developing your new skills. And your future employer is looking for graduates with perfect or near-perfect attendance.

MINIMUM STANDARD: At J’RENEÉ COLLEGE each course/program requires minimum hours of attendance for lecture, lab simulation, and clinical hours in order to complete the course/program. Each individual course/program will show required hours you must attend and imposes penalties for non-attendance. These policies are established by each course/program in writing within each course syllabi and will be fairly imposed. You are expected to call the instructor or front office when you will not be in attendance, so the instructor can be advised. Students reporting absences during their clinical experience must notify both the instructor and front office.
Grading and Attendance

**TRACKING:** Attendance is tracked in every class period by the instructor. Being tardy to a class is counted by the minutes or hours that students are not in class on time. Each week the teacher submits the class attendance records to the Dean of Health Sciences, who records the data in the student’s electronic records. The cumulative attendance information is contained on the course progress report given to all students by mid-term and final grade/report. If you do not agree with any of the attendance data, you must submit a written appeal to the Dean of Health Sciences within one week of the progress report distribution. At the end of week after the progress report distribution, the course attendance data becomes permanent and can no longer be challenged.

**TARDINESS AND EARLY DEPARTURES:** As an institution, J’Reneé expects students to be in class and on time to school every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class, your instructor will record a Tardy. If you leave before the instructor dismisses class, the instructor will record an Early Departure. Each individual course/program will show the required hours you must attend and imposes penalties for non-attendance.

**ATTENDANCE PROBATION:** If you do not meet the minimum attendance at the end of the course/program, you must make up those hours, and you will be placed on Attendance Probation for the next course/program. You must meet with the Dean of Health Sciences and abide by the terms outlined in the Attendance Probation notice. At the end of the course/program on Attendance Probation, you must be making progress toward meeting the minimum attendance requirement, and have met all of the terms of the Attendance Probation. Failure to do so may result in termination from school.

**MAKE-UP HOURS:** Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities in the Resource Center will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments. The student will be required to pay $50 for each hour of class needing to be made up. A student cannot make up more hours than the established syllabi or program will allow.

**CONSECUTIVE ABSENCES:** A student who is absent for eight consecutive class days or fourteen consecutive calendar days without an approved leave of absence will be withdrawn from the class or program.

**DISMISSAL:** Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the minimum required attendance, excessive tardiness, or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes in the next course/program only with the Dean of Health Sciences written authorization.

**LEAVE OF ABSENCE:** A leave of absence (LOA) is a temporary break in a student’s attendance during which he or she is considered to be continuously enrolled. J’Reneé may not assess the student any additional charges as a result of the LOA. A student who is absent for eight consecutive class days or fourteen consecutive calendar days without an approved leave of absence will be withdrawn from the class or program. All students must comply with the following requirements:

1. A student must request the leave of absence in writing before the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the timeframe consistent with the institution’s consecutive absence policy, he or she must be withdrawn.

2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total number does not exceed this limit.

3. The student must sign the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student’s return within the timeframe of the leave of absence as requested.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item 3.
TESTING AND EVALUATION

QUIZZES:

Students should be prepared for the possibility of a quiz during class sessions. Any missed quizzes will receive a grade of “F”. There are no make-up quizzes.

UNIT EXAMS:

If the student is absent and misses a unit exam, the student will receive a grade of “F” for the exam. Faculty will consider extenuating circumstances.

FINAL EXAMS:

Final exams will have a written and practical component. These exams are scheduled in advance and are on the student copy of the class session schedule. The student must be present. No make-up exam will be scheduled. Any student arriving after the exam has begun will not be allowed to take the exam and will receive a grade of “F”. Extenuating circumstances will be considered.

COURSE EXIT EXAMS (HEALTH EDUCATION SYSTEMS INCORPORATE, HESI):

Exit Exams will be given at the completion of each Practical Nursing program course. Students must earn a grade of “C” or higher in the course to be eligible to take the Exit Exam. Students are allowed a total of two attempts to pass the HESI exam per course. Students must achieve .95% probability or higher of passing the NCLEX-PN™ on the HESI Exit Exam to continue in the Nursing program. The grade is pass or fail.

PHARMACOLOGY EXAM AND HESI:

The comprehensive pharmacology final exam will be given after the successful completion of all the Practical Nursing Program courses. A grade of 100% is required to pass the pharmacology exam and to be eligible to sit for the Pharmacology HESI Exam. A Pharmacology Certificate will be awarded to students who pass the Pharmacology/HESI Exam.

COMPREHENSIVE HESI EXIT EXAM:

The Comprehensive HESI Exit Exam will be given after the successful completion of all Nursing Program courses. Students earning a marginal passing score on the Comprehensive HESI Exit Exam are required to take the J’RENEÉ College NCLEX-PN™ Review Course before sitting for the NCLEX-PN™ pay for and take state board exam.

MEDICAL TERMINOLOGY EXAM:

The Medical Terminology Exam is given as part of PNU 106: Adult Health Nursing I. Students must achieve a passing score of 90%. Students may take up to two attempts to achieve a 90%. The deadline for meeting the Medical Terminology requirements is the midterm date of PNU 106: Adult Health Nursing I.
Go all the way at J´Reneé College!
**BEHAVIOR POLICIES:** Safe behavior is expected in the classroom, Simulation Laboratory, and computer lab. Any action or lack of action on the part of the student, which threatens other students, teachers, and/or J’Reneé staff members’ physical and/or emotional well-being, will result in the student being dropped from the Nursing Program. Failure in these areas indicates the student is not performing safely.

Safety Clinical behavior: Any action or lack of action on the part of the student which threatens the patient’s, clinical site staff members, other student’s and teacher’s physical and/or emotional well-being will result in the student being dropped from the Nursing Program. Failure in this area indicates the student is not performing safely. Students will be assigned to a cooperating clinical site for the clinical component of the course at the discretion of the Nursing Program Director and/or the Dean of Health Sciences.

**ACADEMIC INTEGRITY:** At J’Reneé, the administration, faculty, and staff are dedicated to delivering high quality HealthCare Training with a Spirit of Excellence®. Faculty and staff are committed to supporting and preparing students for lifelong learning and leadership roles in healthcare. The nursing profession is in need of caring, highly ethical, knowledgeable, and skilled providers of patient care. The health care consumer expects and deserves a health care worker who is honest. Nurses deservedly carry a public reputation as being the number one highest ethical professional. We must preserve the public’s trust in the nursing profession in order to effectively serve our clients.

**ACADEMIC DISHONESTY:** Any form of cheating, lying, or plagiarism, which results in a student receiving credit for work that is not his/hers is considered Academic Dishonesty. Students are expected to achieve academic success free of any inappropriate assistance. Penalties will range from a grade of “F” on the assignment to permanent dismissal from the program.

**THEFT:** Any act of stealing, taking, or removing personal property with intent to deprive the rightful owner of said property is considered Theft. Removing ANY property belonging to patients, J’Reneé faculty, or other students will result in the permanent dismissal of the offender from J’Reneé.

**CONFIDENTIALITY:** Students must maintain strict client and PN Program confidentiality. Violations of confidentiality may be subject to litigation. If confidentiality is breeched, students will be dropped from the Nursing Program. Additionally, a patient’s chart and any other information, verbal or written, as well as those notes taken from the record, are confidential. Students are responsible for protecting client information; client information must never be removed from the clinical setting. Notes are not to be left in client’s rooms, on counters, in classrooms, or exposed for unauthorized viewing. Students shall not identify clients, nursing staff, doctors, or other persons by name in care plans, notes, or other exercises for learning purposes. Students shall not discuss clients, staff, or care issues with unauthorized persons.

**CELL PHONES:** Cellular phones are not allowed in the clinical area and must be “on silent/vibrate” in the classroom and simulation lab. Talking and/or texting on the cell phone during class and lab are not allowed.

**TAPING/RECORDING:** Students may not tape lectures, Simulation Laboratory instructions, or clinical instructions.

**VISITORS:** Visitors are not allowed in the classroom, Simulation Laboratory, or clinical area.

**SMOKING POLICY:** J’RENEÉ College has a no smoking and no tobacco policy. We have a smoke free campus. Individuals are not allowed to smoke or use any other tobacco products on the premises. Smoking policies of the healthcare facilities are followed for each clinical site.

**TERMINATION:** The Nursing student has a moral and ethical obligation to the nursing profession, patients and residents, instructors, peers, J’Reneé clinical site staff, and himself/herself. The faculty reserves the right to request termination of a student’s enrollment in a course and/or the Nursing program if the student demonstrates evidence of failure to adjust to the expected role of a nursing student by failing to meet the expected level of achievement, professional behavior, policies of the school and/or the program, or failure to demonstrate safe practices in the care of patients/residents.
STUDENT GRIEVANCE POLICY: A student wishing to file a grievance must follow the J’RENEÉ College Grievance Policy. The grievance must be submitted in writing, dated, and signed no later than 15 days after the occurrence of the contested event. The Grievance Procedure is as follows:

1. Consult with the instructor.
2. Appeal to the chair of the Recruitment/Retention/Progression/Proficiency Committee.
3. Appeal to the Director of the Nursing Program.
4. Appeal to the Vice President of Academic Affairs.
5. Appeal to the President.
6. Appeal to the Illinois Board of Higher Education.

UNIFORM POLICY:

In an effort to provide our student population with the greatest education possible, expose you to the best practices and prepare you to seamlessly assume your role and responsibilities as some of the Nation’s best equipped and professional Nurses in America. J’Reneé has expanded its student dress code.

Effective Sunday, July 1, 2012 all students will be required to wear “scrubs” at all times while on campus, during clinicals and other school related excursions. Any student found non-compliant will be asked to leave the campus, clinicals, and all other school activities; NO EXCEPTIONS

Required Dress

Code per Program:

- LPN
  - Royal Blue scrubs (top and bottom) with school prescribed patch, white closed toe shoes, student name badge
  - Clinicals – White scrubs (top and bottom) with school prescribed patch, white lab coat with school prescribed patch, white closed toe shoes, student name badge (or other prescribed dress – per the instructor)

- BNAT/CNA.
  - Royal Blue scrubs (top and bottom) with school prescribed patch, white closed toe shoes, student name badge

- Pre-requisites
  - Royal Blue scrubs (top and bottom) with school prescribed patch, white closed toe shoes, student name badge

Note(s):

- Only solid colors are permissible (no prints or designs)
- All clothing must be clean and pressed (free of spots, discoloration and tears)
- All clothing must be appropriate to the size and structure of the wearer (not tight or baggy, to the teacher’s discretion).
- All shoes must be clean, polished and solid white
- Extra patches are $5 each
- Solid white brief style under garments.
- No perfumes or colognes.
CLINICAL POLICY:

Each student must submit the completed J’Reneé Health and Immunization Record Form to the School Nurse. The record must be completed by a medical doctor or a nurse practitioner licensed to practice in the state of Illinois. Individual cooperating clinical agencies may set forth additional requirements (i.e. drug testing).

A grade of Satisfactory is required on all clinical skill objectives and specific clinical requirements as designated in the course syllabus. An Unsatisfactory clinical grade will result in a program grade of “F” regardless of the theory grade. An unsatisfactory evaluation includes, but is not limited to: failure to meet required objectives, acts that jeopardize client safety, failure to correct identified errors or “unsatisfactory” performance within a designated period of time.

All students must maintain client rights, confidentiality and safety. Students must conduct themselves in a professional manner. Students are expected to abide by all the rules and regulations of the clinical site. Students are not allowed on the nursing units without their clinical instructor. Breaks and lunch breaks will coincide with that of the instructor. The instructor must be notified if a student plans to leave the nursing unit. Controlled substances and over the counter drugs are strictly prohibited. Students are not allowed to bring or possess in the classroom, Simulation Laboratory or clinical setting controlled substances or over the counter drugs. Students are not to be under the influence of any drug. A student violating this policy will be immediately dismissed from the program.

The student is responsible to come to clinical prepared to provide care for his/her assigned patient(s). The clinical instructor is responsible for determining the adequacy of a student’s preparedness. At the discretion of the clinical instructor, a student who is not prepared to assume the nursing care of his/her assigned patient(s) may be required to leave the clinical area. The student will receive an absence for the day.

A student may be asked to temporarily leave the clinical area by the clinical instructor who determines that the student’s presence will endanger the physical or psychological well-being of the client, classmates, clinical staff, and/or faulty. The student will be scheduled for a conference with the instructor and the Dean of Health Sciences as soon as possible to clarify and resolve the identified issues. In the event of an accident or injury, the student must inform the instructor immediately. It is mandatory that any student who has been injured or exposed to communicable diseases receive medical attention. The agency according to the Clinical Site Agreement will provide emergency care. The student is responsible for all costs incurred for the emergency care.

SIMULATION LABORATORY POLICY:

The school’s lab simulates a typical hospital room setting and is supplied with equipment and materials needed to provide safe care to clients. Students will use the lab to learn and practice clinical skills and proper techniques prior to clinical practice. Skills must successfully demonstrate skills and have them checked off by the instructor in the lab prior to the skill being performed on patients in the clinical area. All students must be under the direct supervision of an instructor. Lab equipment is not to be handled or used unless directed to do so by the instructor.

Students’ belongings are not to be brought into the lab area. Students are not to sit on the beds unless directed to do so by the lab instructor.

Simulated practice sharps are to be discarded in the designated red sharps containers. Needles are not to be recapped after use or before discarding in the red sharps containers.

Place all used linens in the designated laundry bags. Do not use linens that have been previously used.

Students are to ensure that the lab is left in a clean and organized manner after their practice session.
BLOODBORNE PATHOGEN EXPOSURE POLICY

In the event that a student or faculty member is exposed to blood or body fluids, either in a lab or while at a clinical facility, the Exposure Policy must be followed.

1) The student will immediately report exposure to faculty.

2) Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.

3) The student or faculty member who is exposed should report to the nearest emergency room for first aid and baseline testing. Note: All health care provided to a student as a result of an exposure will be at the student’s expense.

4) Student or faculty member must be tested for Anti-HBs (if the Hepatitis vaccine series was received the student or faculty member must be tested for a Hepatitis antibody titer.) and HIV Antibody. Consent is required for this testing from both the student or faculty member exposed and the source of the exposure.

5) If the source tests positive for HBsAg and the student tests negative for Anti-HB's it is recommended that the student receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure). If the source is not tested, the student should be encouraged to receive Hepatitis B immune globulin immediately.

6) Follow up HIV antibody testing is recommended for the student at 6 weeks, 3 months, and 6 months.

7) Extended HIV follow-up for up to 12 months is recommended for exposed students who become exposed to HCV from a source co-infected with HIV and HCV.

8) Complete a Post Exposure Incident Report.
"I took my prerequisites at J’Reneé because they are accelerated and applied directly to the nursing program. The instructors were excellent—they made me want to learn."
- Barbara, Practical Nursing Graduate

"The BNAT teachers at J’Reneé make learning fun! My clinical experience was invaluable”
- Crystal, BNAT Graduate
NUR 100: Basic Nursing Assistant Training

Clock Hours: 131
Educational Requirements: Completion of the 8th grade.
Pre-Requisites: None

Duration: 4-6 weeks
Student -Teacher Ratio Class 40
Student -Teacher Ratio Clin/ Lab 8

The Basic Nursing Assistant Training Program curriculum is designed to prepare individuals to deliver direct patient care in long-term facilities, home healthcare settings, clinics, doctor’s offices and hospitals, under the direction of a registered nurse. An accelerated program held for 4-6 weeks several times each year, the course of study provides the opportunity to acquire knowledge and skills used by nursing assistants. Clinical training for all students is held at participating healthcare facilities (see page 34). Upon enrollment in the program, all students will undergo a criminal background check and must meet the requirements for courses with clinical components (see page 7). Upon successful completion of the program, graduates will receive a J´RENEÉ College certificate of completion and be eligible to sit for the Illinois state exam. BNAT meets the requirements and guidelines set by the State of Illinois Department of Public Health for Basic Nurse Assistant Programs.

NUR 101: BNAT Recertification

Clock Hours: 16
Educational Requirements: Completion of the 8th grade.

Duration: 3 days
Student -Teacher Ratio Class 40
Student -Teacher Ratio Clin/lab8

Pre-Requisites: Proof of completion of a Basic Nursing Assistant Training Program.

The BNAT Recertification Program is designed for students who were at one time active on the Illinois Department of Public Health Healthcare Worker Registry, and are requesting to take their state exam to become active again on the Illinois Nurse Aide Registry. The recertification program takes place concurrently with the BNAT program; however, the student is only required to attend 8 hours of theory, and 8 hours of clinical experience. Upon enrollment in the program, all students will undergo a criminal background check and must meet the requirements for courses with clinical components (see page 7). Upon successful completion of the program, graduates will receive a J´RENEÉ College certificate of completion and be eligible to sit for the Illinois state exam. BNAT meets the requirements and guidelines set by the State of Illinois Department of Public Health for Basic Nurse Assistant Programs.

NRSG 080: Phlebotomy

Clock Hours: 20
Educational Requirements: Must be at least 18 years of age. Completed at least the 12th grade or GED
Pre-Requisites: None

Duration: 4 weeks
Student -Teacher Ratio Class 20

The Phlebotomy course curriculum instructs students in the basics of phlebotomy techniques. The course of study provides opportunity to acquire knowledge and skills used by healthcare workers who collect blood as part of job responsibilities. After successful completion of the program, graduates will receive a J´RENEÉ College certificate of completion.
Practical Nursing Program

Clock Hours: 688
Duration: 52 Weeks

Educational Requirements: High school diploma or GED.

Student - Teacher Ratio: Class 40
Student - Teacher Ratio: Clin/lab 10

Program Prerequisites:

1. The Practical Nursing Program has a selective admission process and has limited seating. To qualify as a program candidate, the applicant must:
   a. Have a high school diploma or a G.E.D.
   b. Show proof of completion of a Nursing Assistant Training Program and be in good standing on the Illinois Department of Public Health Nurse Aide Registry
   c. Have successfully completed English 101 and earned a minimum grade of C
   d. Have completed Intermediate College Algebra and earned a minimum grade of C
   e. Have completed Biology: Human Anatomy and Physiology with a minimum grade of C within the last five years
   f. Current CPR Certification as a healthcare provider (BLS)
   g. Written personal statement, three reference letters (professional), and interview with the Practical Nursing Program Director and/or Faculty Committee
   h. Qualified Nursing Assistant graduates of J`Reneé College shall be considered for admission into the Practical Nursing Program first, supporting the career ladder
   i. Submit the J`Reneé PN Program Application, non-refundable $45.00 application fee and Official College Transcripts supporting the above
   j. Health Education Systems, Inc. (HESI). A Reading, Math, Science and English score of 70% or higher in each area, must be achieved for admission consideration. Applicants not achieving a minimum score of 70% in each area on the HESI entrance exam may be admitted to the Practical Nursing Program as an “At Risk Student” status: At Risk Students are required to take the J`RENEÉ College NCLEX-PN® Review Course before sitting for their NCLEX-PN® state board exam.

The Practical Nursing Program at J`RENEÉ College prepares the students to provide nursing care to clients with normal and common health problems through the use of basic nursing skills under the direction of a registered professional nurse or licensed physician. Based on the Adult Learning Theory, the program consists of classroom instruction, faculty supervised simulation laboratory, and clinical experiences in hospitals, long-term care facilities, and community health care settings (see page 34). The Practical Nursing program is a full-time, one-year program that is approved by the Illinois Department of Financial and Professional Regulation, the Illinois Board of Higher Education and the Illinois State Board of Nursing.

The Practical Nursing program consists of the following courses:

- NRSG 099: Pharmacology Principles for Nursing Practice
- PNU 102: Professional Nursing Perspectives
- PNU 104: Adult Health Nursing: Gerontological Nursing Practice
- PNU 106: Adult Health Nursing II: Intro. to Med/Surg Nursing Practice
- PNU 108: Adult Health Nursing III: Medical/Surgical Nursing Practice
- PNU 110: Introduction to Obstetrical Nursing Practice
- PNU 112: Introduction to Pediatric Nursing Practice
- PNU 114: Introduction to Mental Health Nursing Practice
- PNU 116: Transition to Practice and Licensure Preparation
Clock Hour Breakdown

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<td>PNU 114 - Mental Health Nursing: Psych</td>
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<td>PNU 116 - Transition to Practice/Licensure Preparation</td>
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Practical Nursing Program Courses

**NRSG 099: Pharmacology Principles for Nursing Practice**

**Student - Teacher Ratio Class 20**

**Clock Hours:** 32  
**Duration:** 8 weeks  
**Prerequisites:** Admission to the practical nursing program, BNAT Certification by IDPH, and CPR (BLS)

The Pharmacological Principles for Nursing course is designed to educate Practical Nursing students to administer medications under the direction of a Registered Professional Nurse, licensed physician, or licensed dentist. Students will learn concepts of how a drug is absorbed, distributed, metabolized, and excreted; patient safety; maximizing a drug’s therapeutic effect; indications, normal dosage, therapeutic and adverse effects, and potential interactions of drugs commonly administered; procedures of medication administration via: oral, topical, subcutaneous, intradermal and intramuscular routes; terminology as it relates to pharmacology; Federal and state laws; classification of drugs; evaluation of patient responses, and Intravenous therapy (IV) as stated in the Illinois Advance Practice and Nurse Practice Act 2008.

**PNU 102: Professional Nursing Perspectives**

**Clock Hours:** 20  
**Duration:** 2 weeks  
**Educational Requirements:** Proof of completion of a Nursing Assistant Certification by IDPH and CPR  
**Pre-Requisite:** Admission to the Practical Nursing Program.

This course begins with a discussion of suggestions on how to adjust to the role of a nursing student, and follows an in-depth review of the healthcare system and healthcare team designed to enhance the student’s understanding of their place in the system; the holistic approach to nursing in cultural, physical, social and ethical concerns related to nurse interactions with clients are explored; discussions of the practical nursing career including legal controls affecting practice. The nursing process is introduced and is explored in regards to its relationship to practical nurses meeting patients’ basic needs. Course activities are designed to help students develop an understanding of their professional role and its history. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory, and long-term care settings.

**PNU 104: Adult Health Nursing: Gerontological Nursing Practice**
Building on previous skills and knowledge gained from PNU 102 and Basic Nursing Assistant training in the long-term care setting, the student integrates concepts of the nursing process as a problem-solving technique for meeting basic human needs, as associated with the aging process. The application of the nursing process to attain the appropriate level of independence and wellness is included in study. Pharmacotherapeutic principles are also incorporated in study. The student learns to administer medications and to use the nursing process to care for persons with oxygen, wound care, and rest and sleep needs, and to assist persons who need relief from pain. The concepts of holism, nursing practice, multicultural society, and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory, and long-term care settings, specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination, and nutrition needs. This course combines classroom and clinical experience, which fosters professional growth.

PNU 106: Adult Health Nursing II: Intro. to Med/Surg Nursing Practice
Clock Hours: 152  Duration: 8 weeks
Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH and CPR (BLS). NRSG 099 or concurrent, PNU: 102, and 104 with a minimum grade of “C”.

Building on knowledge gleaned from PNU 104, the student integrates concepts of the nursing process as a problem-solving tool for meeting the basic needs of the adult client, taking into account the patient’s psychosocial-culture-spiritual identity. The first part of the course presents information on disorders according to body systems. The course begins with a discussion of client assessment and common diagnostic laboratory tests performed for disorders that pertain to a particular body system. Medical/Surgical, nursing management of each disorder, and pain management is discussed. Assessment, nursing diagnoses, planning and implementation, and expected outcomes utilizing the NANDA-approved nursing diagnosis is applied to each system. Nutritional, Fluids and Electrolytes, pharmacological/medical mathematics and gerontology considerations are included as appropriate. The second part of the course covers caring for clients with endocrine disorders including diabetes mellitus. Following this topic, students are engaged in the study of the gastrointestinal system, caring for clients with ileostomy or colostomy, and disorders of the liver, gallbladder and pancreas. This class combines classroom and clinical/lab experience.

PNU 108: Adult Health Nursing III: Medical/Surgical Nursing Practice
Clock Hours: 152  Duration: 8 weeks
Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), and NRSG 099, PNU: 102, 104, and 106 all with a minimum grade of “C” or above.

Students in this course first concentrate study in the care of clients with cardiovascular disorders including: infectious and inflammatory disorders of the heart and blood vessels; valvular disorders; occlusive disorders of coronary and peripheral blood vessels; cardiac arrhythmias; hypertension; heart failure; and cardiovascular surgery. Respiratory disorders including upper and lower disorders and thoracic surgery is examined. Caring for clients with urinary and renal problems follows this discussion with an emphasis on disorders of the kidneys, ureters, bladder and urethra. The second part of this course includes care of the patient with neurologic disorders of the central nervous system including cerebrovascular disorders, head and spinal cord trauma and neurological deficits, musculoskeletal system and its disorders including caring for clients with orthopedic, and connective tissue disorders. This class combines both classroom and clinical experience.

PNU 110: Introduction to Obstetrical Nursing Practice
Clock Hours: 68  Duration: 4 weeks
Prerequisites: Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), and NRSG 099, PNU: 102, 104, 106 and 108 all with a minimum grade of “C”.

37
This course applies the nursing process in providing care to childbearing families. Discussion includes: history and trends in family-centered childbearing; human reproduction; fetal development; prenatal care and adaptation to pregnancy; care of women with complications during pregnancy; and sexually transmitted diseases. Care of the client and family during labor and birth is emphasized with special attention to the pre-term and term infants. This course combines classroom, simulation laboratory and clinical experience.

**Practical Nursing Program Courses continued:**

**PNU 112: Introduction to Pediatric Nursing Practice**  
**Clock Hours:** 68  
**Duration:** 4 weeks  
**Prerequisites:** Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH and CPR (BLS). NRSG 099, PNU: 102, 104, 106 and 108 all with a minimum grade of “C” and pass all HESI exit exams.

Introduction to Pediatric Nursing Practice builds on previous knowledge, integrating concepts of the nursing process as a problem-solving tool for meeting the basic needs of the pediatric patient. Nutrition for children, and growth and development are introduced in this course. Discussions include the infant, toddler, preschool, school-age and adolescent child; care of the child with eye, ear, nose and throat, neurological, musculoskeletal, circulatory, respiratory, gastrointestinal, urinary; metabolic, and reproductive conditions. Discussion also includes care of the child with an emotional or behavioral condition. This course combines classroom, simulation laboratory and clinical experience.

**PNU 114: Introduction to Mental Health Nursing Practice**  
**Clock Hours:** 68  
**Duration:** 4 weeks  
**Prerequisites:** Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH, CPR (BLS), and completion of NRSG 099, PNU: 102, 104, 106, 108, 110 and 112, all with a minimum grade of “C”.

Introduction to Mental Health Nursing Practice is designed to provide the student with exploration and study into the concepts of mental health and mental illness. Emphasis will be placed on developing skills in therapeutic communication technique principles of psychiatric nursing, interpersonal relationships, and assess psychosocial needs of the emotionally ill patient. Study also includes care of patients who are substance abusers. This course combines classroom, simulation laboratory and clinical experience.

**PNU 116: Transition to Practice and Licensure Preparation**  
**Clock Hours:** 32  
**Duration:** 4 weeks  
**Prerequisites:** Admission to the Practical Nursing Program, Nursing Assistant Certification by IDPH and CPR (BLS). Completion of NRSG 099, PNU: 102; 104; 106; 108; 110; 112 and 114; all with a minimum grade of “C”.

Transition to Practice/Licensure Preparation examines trends in nursing in a variety of healthcare settings. The role of the licensed practical nurse in accountability for cost and quality outcomes, responsibility for care across settings, and time management are discussed, emphasizing synthesis of nursing knowledge and critical thinking skills. Communication, employment skills, and computer lab practice for preparation to take the NCLEX-PN® are included in study. Students who successfully complete the required courses and achieve the required minimum grade average will receive a J’Reneé College certificate of completion in Practical Nursing and Pharmacology from J’Reneé College. Graduates are eligible to apply to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
Human Anatomy and Physiology  
**Clock Hours:** 45  
**Educational Requirements:** High school diploma or GED  
**Pre-Requisites:** None

The Human Anatomy and Physiology course curriculum is designed for students who are preparing for a career in a health profession. The course of study covers all the major body systems and metabolic processes with emphases on nutrition, fluids and electrolytes, growth and development, and the effects of aging on human systems. Course content includes Human Organization, Support and Movement, Integration and Coordination, Maintenance of the Body, Reproduction, and Development.

**ENG 101: English Composition**  
**Clock Hours:** 30  
**Educational Requirements:** High school diploma or GED  
**Pre-Requisites:** None

The English Composition course curriculum is designed for students who are preparing for a career in a health profession. It provides healthcare professionals with the necessary tools they need to learn and apply solid writing skills to common writing situations found in various medical settings. Course content includes writing skills, sentence structure, grammar and punctuation, and research writing.

**MTH 157: Algebra for Healthcare Professionals**  
**Clock Hours:** 40  
**Educational Requirements:** High school diploma or GED  
**Pre-Requisites:** None

The Algebra for Healthcare Professional course curriculum is designed for students who are preparing for a career in a health profession. Students will gain skills needed by healthcare professionals to solve problems involving dosages and solution. There is an emphasis on problem solving in the health sciences fields. Course content includes basic math skills involving fractions, decimals, percentages, ratios and proportions to advanced algebraic application skills, factoring, operations with algebraic and rational expressions, exponents and systems of linear equations, and elements of statistics.

**CPR: Cardio Vascular Resuscitation**  
**Pass/Fail**  
**Educational Requirements:** High school diploma or GED  
**Pre-Requisites:** None

This hands-on skills training prepares students to respond to breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED). The class includes: Adult CPR/AED, Child CPR/AED, and Infant CPR/AED.

**NRSG 140: NCLEX-PN Review Course**  
**Clock Hours:** 2  
**Educational Requirements:** Proof of completion of a Practical Nursing Program  
**Pre-Requisite:** Graduate of a State Approved License Practical Nurse Program

This course is designed to help the graduate of a Practical Nurse program prepare to sit for the NCLEX-PN Examination. The course is designed to assist the student to review areas of study in which the student needs additional assistance. The student will be asked to bring to class questions that he/she would like to discuss. The course is designed with the student in mind and to increase the probability of passing the examination.
NRSG 550: Portfolio Development

Clock Hours: 4
Duration: 1 week

Educational Requirements: Applicants must have completed at least 12th grade or GED.

Pre-Requisite: Applicants must be at least 18, and must have completed at least 12th grade or GED

This course is designed for professionals wishing to present career achievements to managers for performance evaluation, co-workers for peer review, and perspective administrators to attain new positions. The portfolio is used to advance one’s career within organizations as well as to acquire new positions. Students may use portfolios to document activities occurring in their work settings. Faculty demonstrates the development and construction of the working portfolio and the professional presentation portfolio.

J’Reneé recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedom of speech, assembly, association, and the press, and the rights of petition and due process that are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate in the formulation and review of all the school regulations and policies directly affecting them. Upon enrolling in the school, each student assumes an obligation to conduct him/herself in a manner that is compatible with the school’s function as an educational institution. If this obligation is neglected or ignored by the student, the school must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as allowed under school policy.

Student Right-To-Know
In compliance with federal Student Right-to-Know (SRK) legislation, the Drug Free Schools and Campus Act, the Higher Education Act, and other Federal Regulations regarding consumer information, J’Reneé provides information to current and prospective students. These reports can be viewed at www.JRenee.edu/stats:
- Completion, Graduation, and Transfer Out Rates
- Drug and Alcohol Prevention Information
- Voter Registration Information - www.elections.state.il.us/votinginformation/welcome

Family Educational Rights and Privacy Act (FERPA)
The Act affords students certain rights with respect to their educational records:

1. The right to review their educational records. Students may contact the school and arrangements will be made to provide this information to the student.
2. Students may request that their educational records be changed if the student believes the information is inaccurate or misleading.
3. Students may sign a Release of Confidentiality Form in the Registration Office giving J’Reneé permission to give information to any individual that the student designates.
4. Students may request to have their directory information withheld. The following student information is designated as the directory information and may be disclosed or released by J’Reneé at its discretion: Name, major field of study, image, dates of attendance, enrollment status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities, sports, and height and weight of members of athletic teams. To have all of the directory information withheld, the student must give written notice, in person, to the Admissions Office.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC20202-4605
School officials of J’Reneé are defined as all J’RNEÉ College employees, as well as contractors, consultants, volunteers, and other outside parties providing services and functions for the school. Education records may be disclosed to school officials without prior written consent if that school official has a legitimate educational interest. Legitimate educational interest means that the information or records are relevant and necessary to accomplish a task or determination AND the task or determination is a responsibility required for the person's employment or is a subject matter for the person's employment responsibility.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

Crime Prevention Policy
Because many crimes are preventable, J’Reneé encourages students and employees to get involved in protecting themselves and their property, and to take responsibility for their own safety and for the safety of others. Here are some of the ways that J’Reneé helps students and employees protect themselves:
- A drug- and alcohol-free work and educational environment.
- In-house phones located in all of the student-accessible J’Reneé office areas provide access to the local police dispatcher.
- After-hour access to the facility is allowed only by prior arrangement and permission from the Office Manager of J’Reneé, and students entering J’Reneé after hours must be accompanied by the Office Manager of J’Reneé or an approved administrator.
- An electronic alarm system monitors the entire J’Reneé facility.
- A well-lit campus, providing ample illumination from student and employee parking to facility entrances.

Reporting a Crime
To report a crime at J’Reneé during business and class hours, speak to the Office Manager of J’Reneé or another administrator. Phones are located in all of the student-accessible J’Reneé office areas, and both students and employees can gain immediate access to the local dispatcher by dialing 911. J’Reneé believes that, in order to aid in the prevention of further occurrences, all crimes must be reported to the President of J’Reneé and the local police in a timely fashion. For the same reason, timely reports shall also be made to students and employees. When necessary, the identification of the individual volunteering information may be kept confidential.

Campus Crime Statistics
In compliance with the Crime Awareness and Campus Security Act of 1990, the following statistics are provided:

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<tbody>
<tr>
<td>Murder</td>
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</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
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<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
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<tr>
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<tr>
<td>Hate Crimes</td>
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</table>

Availability of Campus Crime Report
This report is compiled each year by the Campus Public Safety Department, and posted at conspicuous locations in all campus buildings. In addition, a copy is placed on file in the Library located in Suite 1. Individual copies are available in the Student Resource Center.

Further information concerning compliance with the law should be directed to the Office Manager, (815) 444-7751.
Copyrighted Information

Use of company communication systems to copy, modify or transmit documents, software, information or other materials protected by copyright, trademark, patent or trade secrecy laws, without authorization of the owner of such materials, is prohibited.

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Software

All software used on J’Reneé communication systems must be purchased and/or approved for use in writing by the Information Technology Department. When software is to be used on J’Reneé communication systems the Information Technology Department has sole responsibility for the installation and maintenance of same, as well as all registration and licensing matters, and will be the primary contact with the manufacturer or reseller.

J’Reneé does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that, “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117).

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Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

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J’Reneé employees learning of any misuse of software or related documentation within the company must notify their manager or designated company representative or J’Reneé legal counsel immediately.

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Student Resources

J’RENEÉ College
Juanita R. Macklin, BSN, MS, RN, President and CEO, Nursing Director
415 Airport Rd, Elgin, IL 60123
815-444-7751; FAX 224-281-4104
www.JRenee.edu
Business Hours: Monday - Friday 9:00 a.m. - 5:30 p.m.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH .............................................. http://www.idph.state.il.us/nar/nar.htm
Illinois Department of Financial and Professional Regulation ..................................... www.idfpr.com
Illinois Nurse Aide Testing .................................................................................. www.nurseaidtesting.com
Illinois Center for Nursing ................................................................................... www.nursing.illinois.gov
Illinois Board of Higher Education ........................................................................ www.ibhe.org
ACCET ............................................................................................................... www.accet.org
The National Council of State Boards of Nursing .............................................. https://www.ncsbn.org