J´Reneé College

Education with a Spirit of Excellence®

2017-2018 Student Catalog

J´Reneé College

415 Airport Rd
Elgin, IL 60123
815-444-7751
JRenee.edu

Today is the day to start your journey at J´Reneé College!

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Education with a Spirit of Excellence ®

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Education with a Spirit of Excellence ®

Welcome to J´Reneé College

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

Ownership Organizational Structure

Ms. Juanita Reneé Macklin, BSN, MS, RN
President and CEO, Director, Nursing Professor
Owns 100% of the shares of J´Reneé Career Facilitation, Inc. d/b/a J´Reneé College.

J´Reneé College

2018 Academic Calendar

January 29, 2018	Winter Semester Begins
January 15	Martin Luther King, Jr Day (No Classes)
March 26- March 30	Spring Recess (No Classes)
July 23, 2018	Summer Semester Begins
May 28	Memorial Day (No Classes)
July 4	Independence Day (No Classes)
September 3	Labor Day (No Classes)
November 19-November 23	Thanksgiving Recess (No Classes)
December 22-January 6	Christmas Recess (No Classes)

LPN Start Dates:

January 29, 2018 AM and PM Cohort
July 23, 2018 AM and PM Cohort

BNAT Start Dates:

January 29- March 19, 2018 (Monday, Wednesday, Friday) 8:2:30 a.m.
March 21-May 16, 2018 (Monday, Wednesday, Friday) 8:2:30 a.m.
June 18-August 14, 2018 (Monday, Tuesday, Wednesday, Thursday) 5-9:00 p.m.
October 10 - December 6, 2018 (Monday, Wednesday, Friday) 8:2:30 a.m.

Faculty & Staff

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 R. House, MSN-Ed, 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 20 plus years of office management experience. She has a Medical Office Administration in Applied Science degree from Elgin Community College.

Falguna Patel
Director of Financial
and Compliance

Falguna has worked as a financial professional for 10+ years at both public and proprietary institutions. She holds a Bachelor's Degree from the University of Illinois-Chicago, and a Master's Degree from Argosy University.

About J´Reneé College

J´RENEÉ College is proud to have many dedicated full and part-time
faculty and staff members**!**

Shauntel Cunningham, ADN, RN .....Nursing Faculty

Christina Pogue, BSN, RN .....Nursing Faculty

Theresa Tunney, BSN, RN .....Nursing Faculty

Doris Mangano; BSN, RN.....Nursing Faculty

Sangeeta Solshe; MPH ..... Instructor

Jon Helgesen .....Admissions Representative

Francesca Ruscetti ..... Student Services/Registrar

About J´Reneé College

About J´Reneé College

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.

About the Campus:

J´Reneé employs a state of the art audio and visual surveillance system that covers both the interior and exterior of the building. This includes 37 cameras, 8 door contacts, 13 motion sensors, and keycard access for all staff and students. All exits, parking, hallways, classrooms, and vital areas of the facility are monitored. This media is recorded, and access is available to administration both on campus and remotely. Students access the building via an electronic keycard system through a locked student entrance. Visitors to the facility enter through the main door, where they are under surveillance, and greeted by staff members. It is our policy to lock the main door after 5:00 p.m.; all other doors remain locked perpetually. As an added measure, all J´Reneé students are in uniforms displaying a J´Reneé emblem and J´Reneé ID whenever they are on campus; anyone in building who is not a student is immediately and obviously apparent to both staff and students. The facility also features a building-wide alarm system with motion sensors. Arming/disarming the system can be done at one of 3 panels or remotely by select administration. Real-time remote, mobile monitoring of alarm, panel, and sensor activity is also implemented by select administration.

The front of the building features a well lite parking lot (188 parking spaces), with a drop off driveway. The front entrance has double doors that lead you into a vestibule waiting area. The back of the building has ramps and double doors for easy ADA accessibility.

J´Reneé students have access to computer labs that are equipped with laptops, wireless internet, charging stations, software technologies, and proficient technical support from staff. There are five large classrooms with audio visual equipment to support the learning environment.

In addition, J´Reneé has three simulation labs, a maternity ward, an intensive care unit, and patient's rooms. A large playroom, a fireplace lounge (Library), a student cafeteria, and vending machines for quick snacks. J´Reneé provides refrigerators for students preferring to bring lunches. We provide a safe clean area on campus for breast feeding students to nurse their infants or pump breast milk.

About J´Reneé College

J´Reneé College Mission

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

Goals:

- 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.

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 for black & white copies)
- Computer Laboratory
- Courses/Programs at convenient times for students
- Child Play Room
- Cafeteria
- Library Lounge

About J´Reneé College

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.

Successful completion of any of the courses or programs at J´Reneé College does not guarantee employment. J´Reneé College provides resume writing, interviewing skills, mock interviews and portfolio development for our students. In addition, J´Reneé College does provide student's leads for job openings that are posted and updated periodically located in the cafeteria on J´Reneé's job board. Various establishments do contact J´Reneé College in regards of our graduates, looking to fill their open positions.

Discrimination and Harassment Policy

J´Reneé College's 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 197inv, 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 if 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.

Admissions Policies and Procedures

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 for LPN Program

You are eligible to apply if you are at least 18 years of age, and a graduate of an accredited high school or a GED recipient.

Minimum Admissions Requirements for BNAT Program

You are eligible to apply if you are at least 16 years of age and have completed at least the 8th Grade. In addition, you must show a work history of employment in the United States of at least 2 years.

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 in person with an additional processing fee. All other forms of 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. A copy of the Enrollment Agreement, student payment agreement, and a receipt for payment, class schedule, and booklist will be made available to the student.

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.

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 and submit payment for new application fee. 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

The nursing program has a selective admission process and has limited seating. To qualify as a program candidate, the applicant must:

1. Have a high school diploma or a G.E.D.
2. 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
3. Have completed English Composition and earned a minimum grade of C
4. Have completed Intermediate College Algebra and earned a minimum grade of C
5. Have completed Biology: Human Anatomy and Physiology with a minimum grade of C
6. Current CPR Certification as a healthcare provider (BLS)
7. Qualified Nursing Assistant graduates of J´Reneé College shall be considered for admission into the Practical Nursing Program first, supporting the career ladder
8. Submit the J´Reneé College Application, non-refundable $45.00 application fee and Official College Transcripts supporting the above information
9. Health Education Systems, Inc. (HESI): A2 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 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 which the students must pay at their own expense before sitting for their NCLEX © state board exam. The course is $500 and the book is $25.

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 college will accept credits earned at another institution, only if that institution is accredited by an agency recognized by either the United States Department of Education or the Council for Higher Education Accreditation. 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

If a prospective PN student had previously taken a course that is equivalent to J´Reneé's course descriptions and contact/credit hours. The student would have to submit an official transcript from the other qualifying institution to J´Reneé for evaluation. After the Dean of Health Sciences evaluate the transcript, the student will take a HESI Specialty and Exit Exam and score a minimum of 850 on their HESI score.

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´Reneé 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 or from WES at 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. The transferability of courses is always up to the receiving institution or organization for possibility of transfer of credits.

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. In addition, J´RENEÉ College could also provide course outlines and syllabi as needed.

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´Reneé will not fax any medical records to any third parties on behalf of the students.

Tuition and Fees

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 and Fees

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 heath 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 (with applicable processing fee associated) 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.

JRenee is certified to accept Federal Veterans Education benefits.

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.

Tuition and Fees

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:

Kane County Teachers Credit Union 111 S. Hawthorne St., Elgin, IL 60123	www.kctcu.org	888.741.3344
Corporate America Family Credit Union 5 Cog Circle, Unit #200, Crystal Lake, IL 60039		800.359.1939
McHenry County Federal Credit Union 345 E Congress Pkwy, Crystal Lake, Illinois 60014	www.mymccu.org	815.459.3615, 815.479.5042
TFC	**www.tfcstudentinfo.com**	800-872-9832
J´Reneé Financial Office	815-444-7751	

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.

J´Reneé Scholarship

The J´Reneé Foundations occasionally offers scholarships to J´Reneé students. There are ten $500 scholarships available totaling $5000 allocated in the scholarship fund. Applicants must be a J´Reneé student and currently enrolled and are half way through the LPN program. All entries must be emailed to scholarships@jrenee.edu on or before the deadline. The Scholarship Committee will review and discuss all entries. The committee decides to whom the scholarship(s) will be granted to using a point system. Please see the Admissions office for an application for the J´Reneé Scholarship.

J´Reneé Scholarship Application

Education with a Spirit of Excellence ®
www.JRenee.edu
415 Airport Rd. Elgin, IL 60123
Office: (815)444.7751 Fax: (224)281.4104

ALL APPLICANTS- PLEASE PROVIDE THE FOLLOWING INFORMATION

Student's Name:	Phone #:
Address:	

Email:	Cumulative GPA:	Current Program Enrolled:

Write a short summary statement explaining why you wish to obtain this scholarship.

In addition, please attach 2 professional letters of recommendations i.e. employer, clergy etc. & an essay addressing the following topics.

- Leadership among classmates
- School Spirit at JRenee
- Scholarship

500 word Essays must be 12pt., Times New Roman font must be used.

This application must be completed with all requested documents attached and emailed to scholarship@jrenee.edu by _____. Any applications received after the deadline and any incomplete applications will be ineligible.

I, _____ attest to the accuracy of the information on this form. The information given will be used solely for the evaluation of the applicant for the scholarship. All information is confidential.

Applicant's Signature: _____ Date: _____

Tuition and Fees

Fee Schedule:

Application Fee:	$45.00; Due at time of application
HESI Entrance Exam:	$50.00

NUR 100 Basic Nursing Assistant Training:

Tuition:	$1,285.00
Books:	$140.00
Lab Fees:	$200.00; Sterilization, lab usage, bio-hazard disposal
Electronic Fees:	$75.00; Laptops & tablets, Wi-Fi, projectors

NUR 101 BNAT Recertification:

Tuition:	$600.00

Practical Nursing Program:

Total Tuition & Fees:	$24,215.00
Tuition:	$20,680.00
Nursing Lab Fee:	$1,365.00; Sterilization, lab usage, bio-hazard disposal
Course Fee:	$1,000.00; Administrative costs, instructor assistance & materials
Electronics Fee:	$500.00; Laptops & tablets, Wi-Fi, projectors
Technology Fee:	$500.00; HESI exam materials, Hi-Fidelity Mannequins maintained and set-up
Nursing Kit:	$125.00; IV bags, syringes, non-sterile gloves, needles, alcohol pads & other miscellaneous nursing items.
Student Badge:	$45.00

Human Anatomy & Physiology:

Tuition:	$900.00
Electronic Fees:	$75.00; Laptops & tablets, Wi-Fi, projectors

ENG 101 English Composition:

Tuition:	$900.00
Electronic Fees:	$75.00; Laptops & tablets, Wi-Fi, projectors

MTH 157 Algebra for Healthcare Professionals:

Tuition:	$900.00
Electronic Fees:	$75.00; Laptops & tablets, Wi-Fi, projectors

NRSG 080 Phlebotomy Certification:

Tuition:	$600.00

NRSG 140/240 NCLEX-PN/RN Review:

Tuition:	$500.00
Books:	$25.00

NUR 320/420 LPN/RN Update Course:

Tuition:	$3500.00

NRSG 100 Cardiopulmonary Resuscitation:

Tuition:	$50.00, 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:

1.) (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 14 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.

Billing Policy for LPN program

The charges for the LPN program are charged by the period of Enrollment. The student will be charged an upfront tuition fee of 6500.00. All subsequent charges for the program will be charged in 3 equal installments every two months' time the student is enrolled in the program to equal $5905.00 per installment. Refund Policy

When a student gives notice of cancellation, J´Reneé will provide a refund in the amount of at least the following: 1.) (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 60% 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 unearned 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 unearned tuition up to completion of 60% of the course of instruction. When the student has completed in excess of 60% 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 60% 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 14 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.

VA- Refund of Tuition Policy for students receiving Veterans' Educational Benefits -

The following table gives the amount of tuition to be refunded when the student is terminating J Renee Career College attendance and enrollment prior to completing applicable Program(s) of Study.

REFUND TABLE

Percent of Total Days-of-Classes Remaining*	Percent of Tuition Refunded
96 t0 100	100
91 to 95	95
86 to 90	90
81 to 85	85
76 to 80	80
71 to 75	75
66 to 70	70
61 to 65	65
56 to 60	60
51 to 55	55
46 to 50	50
41 to 45	45
36 to 40	40
31 to 35	35
26 to 30	30
21 to 25	25
16 to 20	20
11 to 15	15
6 to 10	10
0 to 5	0

* Use method of *round up to next higher whole number* to calculate Percent Remaining.

Acceptance

J Renee Career College has given me, the undersigned, a copy of the school catalog, this addendum to the catalog.

Veteran's Signature: _____ Date:_____

Receiving Representative: _____ Date:_____

Complaints

Complaints

If 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 Illinois Board of Higher Education

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION:

Illinois Board of Higher Education 100
North First Street, Springfield IL, 62777
(217) 782-2551
http://complaints.ibhe.org

Instructional Equipment and Supplies

Dentures	Demo Dose 100 Pills/ Box: Digo, Lasi, Eryth, Catri, Coumadn	Instructional videos - NRSG Asst Skills Video Measurements
Dual Training Stethoscope	IV hands simulation	American Heart CPR video
EKG Caliper	IV Poles	Apollo Horizon Overhead projector
Electric Thermometers	IV Pumps Travenol (Used Baxter IV Pumps	Baxter IV Systems
Electronic scale/weight	IV Training Arm and Hand	Bed Linen
Emergency spill and protection kit	IV tubing labels	Bed Pans fracture
emesis basins	Kendall 500 ml Deluxe Easy Cap and Pump Set	Bed Pans regular/fracture
Enteral nutrition bags/kits kangaroo	lemon glycerin insta-swab	Blood glucose machine
Eye Occluder	Lifeform auscultation Mannequin with stethoscope	blood glucose test strips
Fake blood bottles/powder simulated	Medegen hat (collect urine toilet)	bolus extension set Mickey/Ross feeding port
Feeding Pumps Kangaroo 330	Medication Administration Cart Drustar	BP Set Nylon Cuff Navy
Foley cath and bag - demo	Medication Administration Charts	Calculators
Foley catheters sterile	Mobile I.V. Stand	Carpujet system
gait belts	Normal saline 1 liter	CD/VCR players Sharper Image & Sony
Glass Thermometers	Otoscopes Pocket	Chair scale/weight
Goggles plastic	Otoscopes/Taylor Hammer	chest tube
G-tube feeding catheters	Overbed tables	Cleansing enema sets 1500 ml bags
hair combs and brushes	Oxygen tanks	Complete Keri Manikin (full body)
Hampers	oxygen tubing	Computers - Lap tops
Heart sounds simulator	patient charts	CPR Actar D-FIB 5 Pack
Hospital beds	Patient Identification wrist bands	CPR AED Trainer, 5 pack
High Fidelity	Low High Fidelity	CPR Baby Anne Face Masks 6 pack
Hospital beds trapeze set	Personal protective gown	CPR equipment adult chest
Hospital gowns	Pill containers for med administration	CPR infant "Anne" mannequins - 4 pack
Hoya lift with sling	Pill crushers	Crash Cart
hygiene kits for patients	thermometer sheaths (100 each box)	Crutches Temco/ Invacare
Infant bassinets	Training tables/ 20 seats/desk	Defibrillator Lifepak 8
lock 50 each	Trunk with Head and Both Male and Female Reproductive Organs	SafePro Plus 1cc 28gx1/2" Fixed; 100 per box
Infant sheets/pads	Tuning Fork	SafePro Plus 3cc 22gx1" Fixed; 100 per box
Insentive Spriometry	Tuning forks	Set of 5 Raised Instructional Charts
Instructional videos	Urinary drainage bag	Seymour butts mannequin
insulin, 10 ml NPH	Urine Culture and sensitivity transport kits	shroud packs (body bags)
insulin, 10 ml regular	VCR's RCA & Sylvania	skeletons
interdermal injection simulator	ViewPower Point Projector Viewsonic	skeletons - Standard Roller Stand
IV Caddy	Wheel chairs	Sodium Cloride injections 2 ml with luer
Sims Mom	Sims JR	Sims Man

Grading and Attendance

Grading and Attendance

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 Policies

PN Program:

Grading Policy:
An individual final course grade is based upon satisfactory demonstration in laboratory procedures and Clinical performance, and achieving a minimum average grade of 77% on exams and quizzes. There will be no rounding of grades.
Grading Scales and Standards of Student Progress

Grading Scale

The following scale will be used in the Practical Nursing Program:
A 93 – 100%
B 85 – 92%
C 77 – 84%
D 69 – 76%
F 68 or below
I Incomplete
The Final Course Grade is based upon the following:
Unit exams total average 60% of final grade
Comprehensive Final Exam 35% of final grade
Written Assignments 5% of final grade
For a total final grade of 100%

Pass – Fail: S or U ("S" = Satisfactory - "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 instructor's evaluation of the student's performance. Both the student and instructor will use the evaluation tool specific to the course.

Grading and Attendance

J´Reneé College faculty and staff are committed to providing each student the opportunity to achieve their highest accomplishments through the student's own effort 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.

J´Reneé College faculty and staff is committed to providing each student the opportunity to achieve their highest accomplishments through the student's own effort 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.

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 "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"

Testing and Evaluating

Testing: Quizzes, unit exams, Final/HESI Exit Examinations, will be used to evaluate student learning.

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, there will be an automatic 5-point penalty deduction. The exam must be taken upon the first day back to class, or upon arrangement on a no-class day. There will be an additional 5–point deduction for each day missed until the exam is taken. If the student does not make arrangements to take the exam, the student will receive a grade of "F" for the exam. If the student makes arrangements with the instructor to take the exam but fails to take the exam on the assigned day, the student will receive a grade of "F".

Final Exams/HESI Exit Exams: Final exams will have a written and practical component. These exams are scheduled in advance and are on the student copy of the course content. 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 taken into consideration.

A comprehensive HESI Exit Exam will be given at the completion of each course except PNU 102. Students must earn a grade of "C" or higher in each course to be eligible to take the HESI exit exam. Students are allowed a total of two attempts to pass the Exam per course. Students must achieve 90% Probability or higher of passing the NCLEX-PN™ on the HESI exit exam to continue in the practical nursing program. The grade is pass or fail.

Grading and Attendance

Pharmacology and IV Therapy Exams: The comprehensive pharmacology and IV therapy final exam will be given after the successful completion of the entire Practical Nursing (PNU) Program. A grade of 100% is required to pass the Pharmacology and IV Therapy exam. Students may repeat the exam (different exam questions) until a score of 100% is achieved. Once the student has achieved 100% on the exams, the student will be eligible to sit for the Pharmacology HESI Exit Exam. A Pharmacology and IV Therapy Certificate will be awarded to students that pass the Pharmacology HESI Exit Exam.

Medical Terminology Exam: The medical terminology exam will be given as part of the PNU 106: Adult Health Nursing II Course. The student must achieve a passing score of 90% or greater. Students may take up to two attempts to achieve a minimum of 90% correct. The deadline for meeting the medical terminology requirements is the midterm date of the PNU 106: Adult Health Nursing II Course.

Examples of Grading Policies for Pre-requisites
Mth: 157 Grading Policy

Individual final course grade is based upon achieving a minimum average grade of 75% on exams and quizzes. There will be no rounding of grades.

Grading Scale

The following scale will be used in the Math for the Healthcare Professional Program:
A Superior 92 –100%
B Good 84 –91%
C Average 75 –83%
F Failure 74% and below I Incomplete
W Withdrew
WF Withdrawal Failure

Testing and Evaluating

Program Grade will be determined by the following:
Quizzes 60%
Homework 10%
Final Written Examination 30% **Quizzes**: (60% of grade)

There will be four quizzes. Each quiz will have 10-20 questions. If you are absent on the day of a quiz you must make arrangements with the instructor to take the quiz, this must be on the first day that you return to class. Students are responsible for all material covered in classroom discussions and in the reading assignments.

Homework: (10% of grade)

Assignments found in accompanying workbook. See Handout for Homework Assignments.

Final Examination: (30% of grade)

The comprehensive final exam is scheduled for the last classroom session. The final will consist of 50 questions. The final will be graded and students' will receive grade through email.

Grading and Attendance

ENG 101 Grading Policy

GRADING SCALE & STANDARDS OF STUDENT PROGRESS

J´RENEÉ uses the following system of grading for all courses in all programs:

A Superior 100 –91%
B Good 90 –81%
C Average 80 –75%
D Failure 74% and below I Incomplete
WF Withdrawal Failure

Individual final course grade is based upon achieving a minimum average grade of 75% on all written assignments. There will be no rounding of grades.

Final Course Grade is based upon the following:

1. A minimum average grade of 75% on written assignments.
2. Written assignments

Written Assignments 60% of final grade
Final Research Paper 40% of final grade
For a total final grade of 100%

Testing and Evaluating

Written Assignments: (60% of grade) If the student does not turn in a written assignment on the day it is due, there will be an automatic **5-point** penalty deduction. The assignment must be turned in upon the first day back to class, or upon arrangement on a no-class day. There will be an additional **5–point** deduction for each day missed until the assignment is turned in.

Final Research paper: (40% of grade) The Final Research Paper is scheduled in advance and is on the student copy of the class session schedule. The student must present this paper on the due date. Any student not submitting this paper on the due date will receive a grade of "F". Extenuating circumstances will be taken into consideration.

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:

A	Superior	92 – 100%
B	Good	84 – 91%
C	Average	75 – 83%
D	Failure	74 - 68%
F	Failure	67% and below
I	Incomplete	
W	Withdrew	
WF	Withdrawal Failure	

Grading and Attendance

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 program **only**:

A	93 – 100%
B	85 – 92%
C	77 – 84%
D	69 – 76%
F	68 or below
I	Incomplete
W	Withdrew
WF	Withdrawal Failure

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:

Grading and Attendance

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."

Grading and Attendance

Increments for Evaluation:

The program is divided into evaluation periods or increments, based upon published program length. Evaluation periods will be conducted at mid-point thru the published program regarding clock hours completed. This will establish if the student is meeting the requirements for SAP at that point in their program.

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 payment 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.

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.

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.

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.

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. A 90% attendance policy is the minimum standard. 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.

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. The teacher records the exact class attendance records into 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.

Grading and Attendance

Attendance Probation:

If you do not meet the minimum attendance percentage of at least a 90% 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 of a 90% 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 on campus 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. All make-up hours are supervised by instructors. A student cannot make-up more hours than the established syllabi or program will allow. All make-up hours must be made up by the end of the corresponding course

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 of at least a 90%, 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 more than 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.
4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

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.

Grading and Attendance

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.

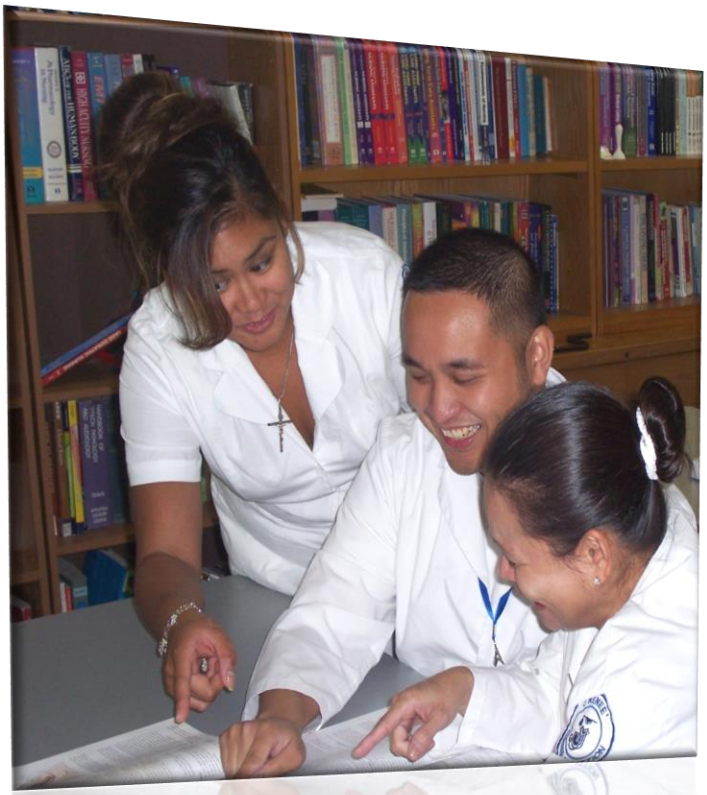
Unit Exams:
If the student is absent and misses a unit exam, the student will receive a grade of "F" for the exam. Faculty will consider extenuating circumstances.

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 Incorporated, 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!

Clinical Policy

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.

Clinical Policy

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 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 temporally 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.

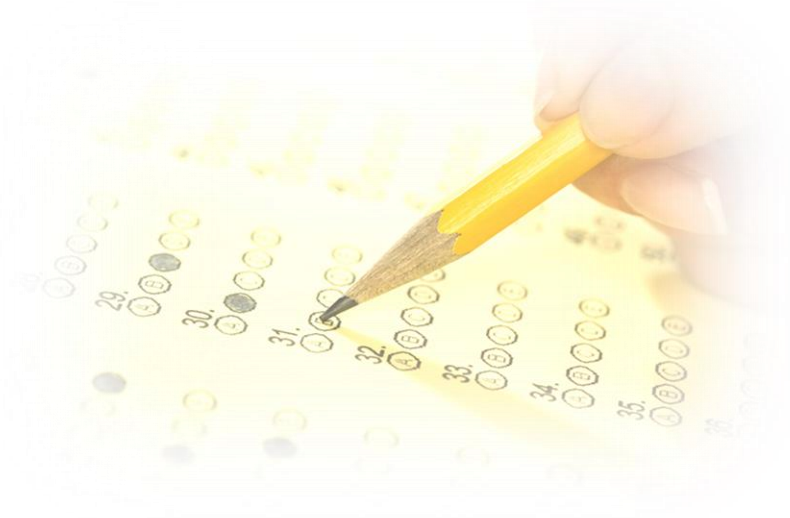
Students are to ensure that the lab is left in a clean and organized manner after their practice session.

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 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 made 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. Upon enrollment in the program, all students will undergo a criminal background check and must meet the requirements for courses with clinical components. 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/lab 8

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. 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:

Duration: 4 weeks
Clock Hours: 20

Student -Teacher Ratio Class 20
Student -Teacher Ratio Clin/lab 8

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

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:

Duration: 52 Weeks
Clock Hours: 688

Student -Teacher Ratio Class 40
Student -Teacher Ratio Clin/lab 8

Educational Requirements: High school diploma or GED.
Program Prerequisites:

The nursing program has a selective admission process and has limited seating. To qualify as a program candidate, the applicant must:

- Have a high school diploma or a G.E.D.
- 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
- Have successfully completed English Composition and earned a minimum grade of C
- Have completed Intermediate College Algebra and earned a minimum grade of C
- Have completed Biology: Human Anatomy and Physiology with a minimum grade of C
- Current CPR Certification as a healthcare provider (BLS)
- Qualified Nursing Assistant graduates of J´Reneé College shall be considered for admission into the Practical Nursing Program first, supporting the career ladder
- Submit the J´Reneé College Application, non-refundable $45.00 application fee and Official College Transcripts supporting the above information
- Health Education Systems, Inc. (0): A2 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 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 which the students must pay at their own expense before sitting for their NCLEX © state board exam. The course is $500 and the book is $25.
- Upon successful completion of the program, graduates will receive certificates in the following areas: *NRSG 099: Pharmacological Principles for Nursing Practice, Intravenous Therapy and Practical Nursing Program.*

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. The Practical Nursing program is a full-time, 52 weeks program that is approved by the Illinois Department of Financial and Professional Regulation, the Illinois Board of Higher Education and Private Business Vocational School Section 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

COURSE TITLE/NUMBER	CLOCK HOURS			
	Lecture	Lab	Clinical	Total
PNU 102 - Nursing Fundamentals	8	4	8	20
PNU 104 -Adult Health Nursing I: Gerontology	24	12	60	96
NRSG 099 - Pharmacological Principles for Nursing	16	16	0	32
PNU 106 - Adult Health Nursing II: Intro Med/Surg	48	24	80	152
PNU 108 - Adult Health Nursing III: Med/Surg	32	24	96	152
PNU 110 - Obstetrical Nursing Practice: OB	16	12	40	68
PNU 112 - Pediatric Nursing Practice: Peds	16	12	40	68
PNU 114 - Mental Health Nursing: Psych	16	12	40	68
PNU 116 - Transition to Practice/Licensure Preparation	16	16	0	32
Total	**192**	**132**	**364**	**688**

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 regard 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
Clock Hours: 96 **Duration:** 6 weeks
Educational Requirements: NRSG 099 or concurrent and PNU 102 both with minimum "C" and pass all HESI exit exams.
Pre-Requisite: Admission to the Practical Nursing Program and Nursing Assistant Certified by IDPH

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".

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.

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:

Student -Teacher Ratio Class 40

Clock Hours: 45 **Duration: 6-7 weeks**

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:

Student -Teacher Ratio Class 40

Clock Hours: 30 **Duration: 6 weeks**

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:

Student -Teacher Ratio Class 40

Clock Hours: 41 **Duration: 6 weeks**
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:

Student -Teacher Ratio Class 8

Pass/Fail **Duration:** 1 Day
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.
Additional Nursing Courses

NRSG 140: NCLEX-PN Review Course:

Student -Teacher Ratio Class 40

Clock Hours: 2 **Duration: 3 weeks**
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:

Student -Teacher Ratio Class 40

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 administers 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.

Graduation & Licensure Requirements Policy

Students, who successfully complete the required courses, achieve the required minimum GPA of 2.0, achieve the required individual Percentile Rank-Program on HESI Exams, attended at least 90% of the scheduled class hours on a cumulative basis during each evaluation period and display nursing competence will receive the certificate of completion from J´Reneé College. Students will not be allowed to graduate until the graduation fee is paid and all outstanding debts to the school have been removed.

The students APPLICATION FOR LICENSURE AND/OR EXAMINATION will not be signed by the program director until all graduation requirements have been met. The student is reminded that the APPLICATION FOR LICENSURE AND/OR EXAMINATION requires the following personal history information. If you answer "yes to questions 1 through 4 and/or "no to question 5, you may be required to go through a due process procedure prior to license being issued by the Illinois Department of Financial and Professional Regulation.

- Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
- Have you had or do you now have any illness or condition that interferes with your ability to perform the essential functions of your profession, including any illness or condition generally regarded as chronic by the medical community i.e., (1) mental or emotional illness or condition: (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes. Attach a detailed statement; including an explanation whether or not you are currently under treatment.
- Have you been denied a professional license or permit, or privilege to taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
- Have you ever been discharged other than honorably from the armed services or from a city, county state or federal position? If yes, attach a detailed explanation.
- Are you a U.S. citizen OR a lawfully admitted alien of the United States? Please discuss any concerns with the Director of the Practical Nursing Program.

NATIONAL COUNCIL LICENSURE EXAMINATION FOR PRACTICAL NURSES (NCLEX-PN®)
Upon Graduation from the Practical Nursing Program, you will be eligible to apply for and take the NCLEX-PN®. Application fees are the responsibility of the student and are paid directly to Pearson Vue and Continental Testing Services. J´Reneé administrators will assist students to apply for the NCLEX-PN® at a designated time at the school in the J´Reneé computer lab.

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:

- Crime Statistics Report and Availability of Annual Campus Security Report
- 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´RENEÉ 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:

Crime Category	2015	2016	2017
Murder	0	0	0
Rape	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Theft	0	0	0
Liquor Law Arrests	0	0	0
Drug Abuse Arrests	0	0	0
Weapons Violation Arrests	0	0	0
Hate Crimes	0	0	0

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.

Incorporating materials downloaded from the internet into Company or personal databases, compilation or other works is likely to be a violation of copyright law. The copyright notices on Internet materials should be read carefully and any stated use, restrictions or permissions closely observed.

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).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including $250,000, and jail terms of up to five (5) years.

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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With regard to use on local area networks or on multiple machines, J´Reneé employees shall use the software only in accordance with the software publisher's license agreement.

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.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. J´Reneé employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Student Resources

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/home.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*

The National Council of State Boards of Nursing ..... *https://www.ncsbn.org*

U.S. Department of Education……..……*www.ed.gov*