

MILWAUKEE CAREER COLLEGE

# Milwaukee Career College Academic Catalog: 2022-2023



MILWAUKEE CAREER COLLEGE  
— Dream. Achieve. Succeed —



3077 N. Mayfair Road, Milwaukee, WI 53222  
Main Campus

Phone (800) 754-1009 \* Fax (414)727-9557 \* Website: [www.mkecc.edu](http://www.mkecc.edu) \* Email: [mccinformation@mkecc.edu](mailto:mccinformation@mkecc.edu)

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## **MISSION STATEMENT**

**Milwaukee Career College, Inc.**

### **Mission Statement**

The mission of Milwaukee Career College is to improve the lives of our students. We accomplish this by providing career-focused training that develops and enhances the student's marketable skills in the most efficient manner that we can make possible. Our total focus is to provide high quality career education, to enable our graduates to have the career skills necessary to succeed in today's dynamic employment marketplace.

## **FOR YOUR INFORMATION**

This catalog is provided as a convenient source of information for Milwaukee Career College (MCC) students and the general public. MCC reserves the right to make necessary changes in any of the information printed in this catalog, at any time, with the approval of state licensing agencies, as appropriate. Therefore, this catalog is not to be construed as a contract between the student and the school. MCC is dedicated to the single purpose of providing the finest career education and support services that will enable students to secure employment in their field of training.

MCC is committed to employing a professionally credentialed faculty, acquiring up-to-date equipment for training, and providing a learning environment that is conducive to the development of successful career skills.

By keeping abreast of trends and conditions in the regional job market, MCC is able to offer programs that satisfy the career needs of our students, as well as the employment requirements of the business community. It is this philosophy of service to our students and the community that continues to guide MCC. Our institutional objectives are:

- To provide the finest healthcare education available;
- To prepare students to secure a rewarding career position;
- To instill in students the skill and confidence to advance in their field;
- To enable students to be productive and participating members of the community in which they live.
- To provide the business community with highly trained and highly qualified people necessary to meet the requirements of the job market.

### **Non-discrimination Statement**

MCC does not discriminate on the basis of race, color, religion, creed, national/ethnic origin, sex, age, disability, or sexual orientation in the administration of its admissions and educational policies, loan programs, hiring, and other school administered activities.

### **Institutional Accreditation**

MCC is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

**Accrediting Bureau of Health Education Schools  
6116 Executive Blvd; Suite 730  
North Bethesda, MD 20852  
Telephone: (301) 291-7500**

### **Programmatic Accreditation**

Veterinary Technician Program is accredited by the American Veterinary Medical Association (AVMA).

**American Veterinary Medical Association  
1931 North Meacham Road, Suite 100  
Schaumburg, IL 60173-4360  
Telephone: (800) 248-2862**

### **State Approval**

MCC is a private school and is approved to do business in Wisconsin by the Wisconsin Educational Approval Program, subject to the provisions of the Wisconsin Statutes and all Wisconsin Administrative Codes adopted pursuant to the statutes of the State of Wisconsin.

**Department of Safety and Professional Services  
Wisconsin Educational Approval Program  
P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705  
www.dsp.wi.gov; dspseap@wisconsin.gov; (608) 266-1996**

### **Veteran's Administration Approval**

The State Approving Agency at the Wisconsin Department of Veterans Affairs has approved programs at Milwaukee Career College to provide for the education and training of veterans and their qualified dependents.

### **History**

Milwaukee Career College (MCC) has been changing the lives of our students through our career training programs since 2002. In 2006, MCC received national accreditation through the Accrediting Bureau of Health Education Schools (ABHES). In 2007, MCC received Title IV funding approval. In 2010, ABHES awarded MCC a 5-year accreditation re-certification. In 2013, Milwaukee Career College implemented a Veterinary Assistant diploma program and Veterinary Technician Associate Degree program as well as a Dental Assistant diploma program to complement the current Medical Assistant diploma program.

### **Statement of Ownership**

Milwaukee Career College, Inc. is wholly owned by Fukuda Gakuen USA, Inc., which is wholly owned by Educational Foundation Fukuda Gakuen. The directors/officers of Milwaukee Career College, Inc. are as follows:

Chairman of the Board	Masukazu Fukuda
President, Secretary and Treasurer	Jack Takahashi

### **Milwaukee Career College Facilities**

Milwaukee Career College, Inc. is located at 3077 North Mayfair Road, on the southwest corner at the intersection of North Mayfair Road and Burleigh Street in Milwaukee. The facility is easily accessible by expressway and is on the bus line. Milwaukee Career College offers the following:

- Hands-on medical training laboratories
- Up-to-date labs and classrooms
- Handicapped equipped facilities

## **Educational Features**

- Hours to accommodate working students
- Community/business outreach opportunities
- Educational and student advising
- Student tutorial program
- Career planning assistance

## **Self-Evaluation Process**

Milwaukee Career college strives to ensure that our curriculum and programs are up-to-date and relevant. To assess curriculum and program effectiveness, Milwaukee Career College utilizes survey and advisory board feedback. Surveys are distributed to students at the end of each course and upon program completion. Employers of graduates and Clinical Affiliate Externship Sites are also surveyed to ensure that the program is meeting the needs of the employers in the community. Survey responses are analyzed in a timely manner and the feedback is utilized to help improve the program. Milwaukee Career College also has an advisory board for each program made up of program students, graduates, and field specific professionals that meets periodically to discuss each program and improvements that can be made.

# **CAREER SERVICES**

At Milwaukee Career College, we take students' careers seriously. The Career Services Department will provide students with the assistance needed to pursue career goals. Career development focuses on how to prepare resumes, write cover letters, interview etiquette and preparation as well as developing networking opportunities. The Career Services Department utilizes guest speakers, mock interviews, job seeking skills and career planning seminars to prepare students for their careers. MCC assumes no responsibility for, nor does it guarantee employment. However, every reasonable effort is made to secure employment for all MCC graduates who have satisfied all the academic and financial requirements. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

## **Organizations that have employed MCC graduates**

Advanced Dental Treatment Center	CDI Diagnostic Imaging
Advanced Health Care	Center for Animal Health
Advanced Pain Management	Center for Neurology & Sleep
Affiliated Health of Wisconsin	Central Bark Doggy Day Care
Animal Campus Vet Clinic	Children's Hospital of Wisconsin
Animal Care Hospital	City of Milwaukee Health Department
Animal Clinic of Elkhorn	Columbia St. Mary's
Animal Doctor Holistic Veterinary Clinic	Comfort Keepers
Animal Hospital of South Milwaukee	Companion Animal Hospital
Aurora Healthcare	Contemporary Medical Staffing
Bayshore Vet Clinic	Crawford Animal Hospital
Belle City Veterinary Hospital	Cudahy Veterinary Clinic
Bellevue West Animal Hospital	Delafield Small Animal Hospital
Bluemound Animal Hospital	Dental Associates
Brook-Falls Veterinary Hospital	Dental Works
Burlington Family & Laser Dentistry	Dermatology Associates
Care Animal Clinic	Doggy Office LLC
Care Management Plus	Dr. Basil DDS

Dr. Roumani  
 Dr. Schmid's Mobile Veterinary Practice  
 East Town Veterinary Clinic  
 East Towne Animal Clinic  
 Elkhorn Veterinary Clinic  
 Elmbrook Hospital  
 Elmbrook Humane Society  
 Family Dental Care of Muskego  
 Family Medical Clinic  
 For Pets Sake Veterinary Clinic  
 Forest Home Animal Clinic  
 Fox Valley Veterinary Service  
 Franklin Veterinary Clinic  
 Fresenius Medical  
 Froedtert & the Medical College of Wisconsin  
 Gandhi Pediatrics  
 GI Associates  
 Goodwill Talent Bridge  
 Great Lakes Dermatology  
 Great Midwest Foot and Ankle  
 Greater Milwaukee Otolaryngology  
 Greenfield Dental  
 Hales Corner Veterinary Clinic  
 Harris Pet Hospital  
 Joyce Family Dentistry  
 Keenan Health Center  
 King Family Dental  
 Kuenzi Family Pet Hospital  
 Lakeshore Medical Centers  
 Lubsey Medical Center  
 MADACC  
 Mayfair Animal Hospital  
 McIvers Foot Clinic  
 Milwaukee Cardiac Care  
 Milwaukee Center for Independence  
 Milwaukee Emergency Center for Animals  
 Milwaukee Rehabilitation and Therapy Inc.  
 Mobile Medical Specialists  
 Muskego Animal Hospital

Numale  
 Omni Family Medical Clinic  
 Padre Pio Clinic-St. Anthony  
 Pain Management Treatment Center  
 Pain Rehabilitation Associates  
 Pewaukee Veterinary Service  
 Pro Care Medical Group  
 Pro Health Care  
 Regner Veterinary Clinic  
 Riverview Hospital  
 Rudic Family Clinic  
 Samara Clinic  
 Saukville Veterinary Clinic  
 Sixteenth Street Community Health Center  
 Smart Choice MRI Clinic  
 Spine & Joint Institute of Wisconsin  
 Spirit of 76 Veterinary Clinic  
 St. Croix Regional Medical Center  
 St. Paul Veterinary Clinic  
 The Cat Doctor  
 TMJ & Orofacial Pain Treatment  
 Tuckaway Animal Hospital  
 UW Health & Clinics  
 VCA Pahle Animal Hospital  
 Vetco  
 Veterinary Medical Associates  
 Veterinary Village  
 Visiting Angels  
 Waukesha Heart Institute  
 Wauwatosa Pain Management  
 Wauwatosa Veterinary Clinic  
 West Allis Animal Hospital  
 West Burleigh Vet Clinic  
 Westtown Veterinary Clinic  
 Wheaton Franciscan Healthcare  
 Wisconsin Health Fund  
 Wisconsin Smiles  
 Wisconsin Veterinary Referral Center  
 Wright Veterinary Services

## ADMISSIONS INFORMATION AND PROCEDURES

All prospective program students (residential and distance education) complete an informational interview with an Admissions Representative. An appointment may be made by calling (800) 754-1009. At this time, an Admissions Representative will evaluate the interest, motivation and commitment level of the prospective student, provide a tour and review their program of choice.

### Admissions Requirements

The following is a list of conditions that all students(residential and distance education) must satisfy in order to be accepted into MCC's diploma programs:

- Provide proof of valid high school graduation, HSED, GED or transcripts
- Pass entrance assessment (Dental Assistant and Medical Assistant – 14, Veterinary Assistant – 16, Veterinary Technician – 20)
- Provide valid U.S. government issued documents establishing identity including a photo

For entrance into the Veterinary Technician program (residential and distance education formats) additional academic requirements must be satisfied upon completion of the Veterinary Assistant program:

- Passing Wonderlic assessment (20 or above)
- Passing score on math test (70% or above)
- Submission of Veterinary Assistant transcripts (GPA 2.75 or above)
- B- or above as externship grade for Veterinary Assistant program
- Submission of a personal statement consisting of a one to two page paper; typed and single spaced in Times New Roman size 12 font with 1 inch margins. The statement must cover the following topics:
  1. How did you become interested in becoming a Certified Veterinary Technician?
  2. Why would you like to become a Certified Veterinary Technician rather than a Veterinary Assistant?
  3. What do you have to offer this program, profession and your future employers?
  4. How will you handle the time commitment required to participate in the program?
- 1 professional letter of recommendation which includes a current phone number and email address of the referring party.
- Interview with Program Chair

If a student fails to meet any one of these requirements, but satisfies the remaining requirements, the Veterinary Program Chair may, at his or her discretion, waive the requirement for which the student fell short, and allow the student admission to the Veterinary Technician Program. The Chair may set additional requirements (e.g. demonstration of certain essential skills) as a condition of waiving the one requirement.

All application materials (Personal Statement, Letter of Recommendation, Wonderlic assessment, Math test) need to be submitted to Admissions Representative no later than three (3) weeks prior to start of Veterinary Technician program.



Upon approval, you will still need to complete Veterinary Technician enrollment paperwork and meet with Financial Aid prior to classes starting.

### **Student Disclaimer**

All applicants are considered for acceptance in accordance with the admissions standards stated in this catalog. If, however, the school administration believes that the applicant would be unlikely to successfully complete his/her chosen educational training program, or is unlikely to qualify for employment in the vocation or field for which the training is designed, this information will be disclosed to the applicant. If an applicant still expresses a desire to enroll after such disclosure they may do so.

### **Background Disclaimer**

A history of criminal conviction revealed to a prospective employer in healthcare or related agency either by affirmative response or background check may be grounds to deny employment and/or externship placement. MCC advises the student that 1) entrance into any medical program, 2) assignment of an externship site, or 3) subsequent graduation is no guarantee, explicit or implied, that a student is employable.

### **Distance Education Disclaimer**

Milwaukee Career College is authorized to deliver distance education in the state of Wisconsin. Milwaukee Career College determines a student's physical location at the time of enrollment. The basis for determining a student's physical location includes the completed application, enrollment agreement and/or government issued photo identification. Students should notify the institution of any change to physical location by contacting the school at [mccinformation@mkecc.edu](mailto:mccinformation@mkecc.edu). Students will be asked to complete a contact information update form for their academic file. If a student chooses to relocate to a state in which the institution does not have approval to operate prior to program completion, this may adversely impact the student's ability to complete the program or gain in-field employment.

### **Application & Registration Fee**

After the prospective student has met with an Admissions Representative and has passed the Entrance Assessment, an Application must be submitted. There is a Registration Fee for each program. The Registration Fee, confirms the prospective student's intention to enroll, reserves the prospective student a place in class, and protects the prospective student from tuition increases following enrollment. At the event of a student not being able to pay the registration fee during the enrollment process, for the students who qualify, the registration fee might be included in the students financial aid package. MCC reserves the right to deny any application.

### **Student Notification of Acceptance**

Once the prospective student has met all admissions standards, the prospective student will be notified of their acceptance in writing. Students will also sign an enrollment agreement at the time of acceptance.

### **Application Deadline**

The application deadline for each program is the Friday prior to the program start date unless otherwise approved by the MCC Management Team. For Veterinary Technician applicants, all application materials (Personal Statement, Letter of Recommendation, Wonderlic assessment, Math test) need to be submitted to Admissions Representative no later than three (3) weeks prior

to the Veterinary Technician program start date. Program start dates and estimated completion dates can be found in the Start Calendar located in an addendum of this catalog.

### **Vaccination Policy**

The Education Department maintains a list of vaccination requirements for each program, which is available upon request. Applicants are advised that the cost of required vaccinations in most cases is an out-of-pocket expense.

Veterinary Assistant and Veterinary Technician Program students are required to receive Rabies Pre-Exposure Prophylaxis (PrEP) according to Milwaukee Career College's Rabies Protocol. Veterinary Assistant and Veterinary Technician students are required to have the vaccine series completed prior to handling animals. Any students that have not finished the vaccine series prior to these guidelines will be placed on leave of absence or withdrawn from the program until the series is finished. This additional cost of this specific vaccine will be added to each student's total program cost, with MCC compensating the testing facility directly. Students are urged to contact their medical insurance providers to inquire if the series would be covered under their individual insurance plan at another hospital/clinic. If the cost is partially or completely covered by insurance at another hospital clinic, the student should provide proof of vaccination to the Program Chair, which will then be forwarded to MCC's accounting department, and that amount will be removed from their total program balance. Students may waive the Rabies vaccine only if they have a legitimate medical excuse as to why they cannot be vaccinated such as immunosuppression and must have a note from their physician. Any additional questions regarding this policy can be directed to the Program Chair or Student Success Advisor.

### **Technology Requirements for Distance Education Students**

Students enrolled in online courses will need to meet the following technology requirements in order to enroll in programs offered via blended distance education format.

- Windows 7 and higher or MAC OS 10.8 and higher
- 4 GB RAM
- 20 GB free disk space
- Internet access – 28.8 kbps speed or above (Broadband connection highly recommended)
- Soundcard and speakers
- Webcam

# FINANCIAL AID

Milwaukee Career College participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Milwaukee Career College administers its financial aid programs in accordance with Federal regulations. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog. If a student loses financial aid eligibility due to any circumstance, the student is responsible for his/her tuition and fees.

## **How to Apply**

Students must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on line at <https://studentaid.gov>. Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at Milwaukee Career College before financial aid applications can be processed.

## **Financial Aid Programs**

The following Financial Aid Programs are available to those who qualify:

PELL	Federal Pell Grant
FSEOG	Federal Supplemental Education Opportunity Grant
PLUS	Direct Parent Loan for Undergraduate Students
STAFFORD	Direct Subsidized Stafford Loan Program
	Direct Unsubsidized Stafford Loan Program

The following program is also available to eligible participants:

VA Education Benefits	Department of Veterans Affairs
WDVA (VetEd)	Veterans Education Reimbursement Grant; Wisconsin Department of Veterans Affairs

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan plus interest. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternative financing, amounts available, interest rates, scholarships, and repayment schedules are available from the Financial Aid Office during regular business hours.

## **Tuition/Fees and Refunds**

A Tuition and Fees Schedule identifying the tuition, applicable fees, and total cost of each program offered at MCC is provided in an addendum of this catalog. Books, materials and supplies are included in the students tuition and must be purchased from the school.

### **Payment Plans**

At MCC, in addition to financial aid, payment plans are available. Payment plans are set up to bridge the gap between tuition and the amount awarded through financial aid assistance. This loan is in addition the Direct Stafford Loans awarded by the Department of Education. Student's payments are due on the 1<sup>st</sup> or 15<sup>th</sup> of the month; this decision is dependent upon the student's start date. If payment is late, on the 11<sup>th</sup> day the student may be assessed a \$5.00 late fee. If payment is late 20 days, on the 21<sup>st</sup> day the student may be withdrawn from MCC due to default.

### **Cancellation and Refund Policy**

All refund calculations are based on the actual start date through the last recorded date of attendance.

The date of determination is the date that:

- The school receives notice of the student's intention to discontinue the training; or
- The student is terminated for violation of a published school policy; or
- The student misses 7 consecutive class days per institutional policy.

The student who elects to withdraw from school should inform their Program Chair. Students will be considered withdrawn if he/she accumulates total absent time of 15% of the total hours of his/her given course of study. Likewise, any student with 7 consecutive full-day absences may be considered to have abandoned his/her course of study and may be subject to dismissal from school.

If a balance is due to MCC, the student will be billed within 30 days following the determination of withdrawal.

All applicants will receive a full refund of all monies paid including the registration fee if:

The applicant is not accepted for admission; or the applicant cancels within three (3) business days after signing the Enrollment Agreement, or making an initial payment. Refunds will be made within ten (10) business days following receipt by the school of the applicant's cancellation notice. The school will retain the fee only if the student withdraws after the third (3rd) business day.

### **Institutional Refund Policy**

For those students who withdraw on or before the 60% point in time, MCC will calculate the refund as follows:

<b>At Least</b>	<b>But Less Than</b>	<b>Refund of Tuition</b>
1 Unit	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	--	No Refund

MCC may retain the one-time registration fee after a three (3) business-day cancellation period. All refunds due will be made within thirty (30) calendar days of the date the student is determined to be withdrawn, cancelled, or dismissed from MCC.

### **Distribution of Refunds to Financial Aid Sponsors**

All or a portion of any refund due may be paid to sponsors furnishing grants, loans, scholarships or other financial aid to students, in conformity with federal and state laws, regulations and rules, and requirements of financial aid sponsors. After any disbursements to financial aid sponsors have been made, the student shall receive the balance, if any; of the amount due under the schools' refund policy.

### **Order of Return of Title IV funds:**

Schools must return title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source: Direct Unsubsidized Stafford loans, Direct Subsidized Stafford loans, Direct PLUS loans, and Federal Pell grants.

### **Refund Policy for Veterans Utilizing the GI Bill®**

The non-refundable portion of the registration fee will not exceed \$10.00. All other charges to the student (including tuition, books and supplies issued by the school) will not exceed the pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR21.4255.

### **Veteran Deployment Policy**

If a veteran student deploys, or is called-up on active duty, in the middle of a term we will determine the accurate cost of tuition and fees based on the time the student attended school. We will refund to the US Department of Veterans Affairs (VA) the appropriate amount that had been paid to the school for the veteran's tuition and fees.

### **Extenuating Circumstances**

In unusual situations, such as a student's prolonged illness, accident, death in the family or other circumstance which makes it impractical for the student to complete his or her course of study, MCC shall make every effort to arrive at a settlement, which is reasonable and fair to both parties. Settlements will be made on a case-by-case basis.

### **Time Frame for Refunds**

Refunds due as a result of a student's official notice or of unofficial notice of withdrawal from a program will be made within thirty (30) calendar days from the date that notice of withdrawal is received by the school. If a student is dismissed, the refund due will be made within thirty days of the date of determination.

### **Collection of Delinquent Tuition and/or Other Fees Owed**

A student's account will be submitted for third-party collections if a student neglects to submit a payment thirty days after ceasing attendance at Milwaukee Career College.

### **Rights of Financial Aid Students**

Students have the right to know:

1. Types of financial aid available at Milwaukee Career College;
2. The basis for eligibility and the process of fulfilling these needs;

3. What financial aid has been awarded and the conditions to which they are agreeing;
4. The refund policies of the school.

### **Return of Title IV**

If a student withdraws or is terminated during an enrollment period, the amount of student Financial Aid program assistance earned to that point is determined by a specific formula. If more assistance was received than was earned by a student, the excess funds must be returned. If a student receives excess funds that must be returned, Milwaukee Career College must return a portion of the excess equal to the lesser of:

- The institutional charges or student SFA eligibility multiplies by the unearned percentage of the student's eligibility, or,
- The entire amount of the excess funds.

If Milwaukee Career College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds the student is to return must be repaid in accordance with the terms of the promissory note. In other words, the student must make scheduled payments to the holder of the loan over a designated period of time.

If a student is responsible for returning grant funds, the student is not responsible for returning the full amount of the grant. The law provides that a student is responsible to repay only 50 percent of the excess grant assistance awarded. Any amount of grant money that must be returned is considered a grant overpayment, and the student must make arrangements with the Department of Education to return the funds.

For all programs, the amount of assistance a student has earned from Student Financial Aid Programs is determined on a pro rate basis. For example, if a student completed 30 percent of the period of enrollment, a student will have earned 30 percent of the assistance originally scheduled for receipt in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, all of the assistance is considered earned for that period. The percentage is defined as days attended during an enrollment period divided by the total number of days in the enrollment period.

There are two types of withdrawals, official withdrawals and unofficial withdrawals.

- The official withdrawal date is determined by the Education Department based on when a student drops all of their classes, or notifies Milwaukee Career College of their intent to withdraw.
- Unofficial withdrawals are students who have not being in attendance for 7 consecutive scheduled class days.

The "Return to Title IV" calculation has several steps. Below is the pertinent information involved in the calculation.

- The school determines the amount of Title IV financial aid that has been disbursed to your account versus the amount of Title IV financial aid that could have been disbursed to your account. In most cases the full amount of aid will have disbursed. In the instance that your aid has not been disbursed you may be eligible for a post-withdrawal disbursement.

- The school determines the amount of time you attended versus the total days of the semester. Breaks of five or more days during the semester are removed from the total days of the semester. The calculation is represented as a percentage of aid the student has earned.
- The school multiplies the percentage of aid earned by the total amount of disbursed aid and aid that could have disbursed. This is the amount of aid the student has earned.
- The school takes the amount of aid the student has earned and subtracts it from the total aid disbursed for the student. This is the amount of aid the student has not earned.
- The school determines the amount of institutional charges that have been applied to the students account. This amount is multiplied by the percentage of aid earned. This is the amount of unearned institutional charges.
- The school reviews the amount of unearned aid versus the amount of unearned institutional charges, which is done within 30 days from the date the school determined the student withdrew (officially and unofficially). The lesser of the numbers is the amount of aid that is returned. The school has 45 days from the date the school determined the student withdrew (officially and unofficially) to return this amount.

The least desirable aid is returned first, in ascending order of desirability as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Federal, State, Private, or Institutional Aid

If a student did not receive all of the funds earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school is required to get the student's permission before these can be disbursed. The student may decide to decline some or all of the loan funds so additional debt is not incurred. The school may use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and other charges.

**Effective for all withdrawals on or after 10/7/00.**

For any Title IV aid recipient terminating their program of study after entering the institution and before completing at least 60% of the payment period, the statutory Return of Title IV Fund policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during their enrollment.

The financial aid office will calculate the amount of Title IV aid that was earned based on the enrollment period basis.

1. The Title IV aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student.
4. The total Title IV aid to be returned or disbursed as a post withdrawal disbursement.
5. The amount of unearned Title IV aid to be returned by the school.

6. The amount of unearned Title IV aid to be returned by the student.

Institutional refunds will continue to be calculated by the enrollment period or payment period. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

If Milwaukee Career College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds the student is to return must be repaid in accordance with the terms of the promissory note. In other words, the student must make scheduled payments to the holder of the loan over a designated period of time.

Any amount of grant money that must be returned is considered a grant overpayment, and the student must make arrangements with the Department of Education to return the funds.

If a student earned more aid than was disbursed to them, the institution would owe the student a post withdrawal disbursement. There are specific procedures to follow in determining what portion of a post withdrawal can be disbursed to educational expenses and to the student with appropriate authorizations.

If a student plans to withdraw from school, they should notify the Education Department and meet with the Financial Aid Office to determine the amount of funds that must be returned. Students that withdraw from school are also held responsible to complete Financial Aid Exit counseling, if they received Direct Stafford Loans.

All refunds due will be made within forty-five days of the institution's date of determination that the student is no longer enrolled. The last date of actual attendance is used in calculating any refund amount.

A *Post-Withdrawal Disbursement* is a type of late disbursement applied to a student who withdrew completely from the school. The amount of the disbursement is determined by the Return of Title IV (R2T4) calculation required when a student withdraws from school. A student can have a Grant and/or Loan Post Withdrawal disbursement. If the total amount of the Title IV grants and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, Milwaukee Career College will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistant (not loan), up to the amount of the allowable charges.

A school must disburse any Title IV grant funds a student is due as part of a post withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date. Any amount of post-withdrawal disbursement that is not credited to a student's account Milwaukee Career College will notify the student within 30 days of the date that the institution determined that the student withdrew. Students must respond Milwaukee Career College, in writing, within 14 days of the date the school sent the notification. Milwaukee Career College retains the right to decide whether or not to make a post withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing.



Upon receipt of a timely response from the student, the school will disburse the funds within 30 days of the date of determination of the student's withdrawal date. If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

## **EXTERNSHIP REQUIREMENTS**

The following is a list of conditions that all students must satisfy and the forms that must be completed in order to go out on externship:

- Successfully complete all pre-requisite courses
- Be compliant with all MCC policies, including tuition payment schedule
- Obtain a current physical examination (MA/DA Programs only)
- Be up to date on or obtain immunizations such as MMR, Tetanus, Hepatitis B,
- Completed COVID-19 Vaccines if required by the externship site
- Obtain a TB skin test (MA/DA Programs only)
- Undergo a Wisconsin Caregiver Background Check if required by the externship site
- Undergo a drug screen if required by the externship site
- Completed Rabies Vaccine Series (VA/VT Programs only)
- Completed Tetanus Vaccine/Waiver (VT Program only)

## **GRADUATION REQUIREMENTS**

To be eligible for graduation a student must have successfully satisfied all academic requirements and have achieved a final minimum cumulative grade point average of 2.0 in the chosen program of study. No actual diplomas are presented or released until a graduate fully satisfies his/her MCC educational, administrative, and financial obligations.

## **SERVICES PROVIDED**

### **Academic Guidance**

Academic guidance is available for all students from the Education Department. All educational staff maintains an open-door policy during their office hours. Educational staff monitors and meets with students who are not meeting Satisfactory Academic Progress requirements.

### **Tutorial Opportunities**

All requests for tutorial opportunities should be made through the appropriate program instructors. Open Lab for practical skills is offered as requested. Open Lab requests should be made to the Program Chair.

### **Alumni Association**

All MCC graduates belong to our Alumni Association. The Association's goals are to network and create professional bonds between our current students and graduates that are employed in the business community, assist in focus groups and advisory boards, and facilitate networking among students. The MCC Alumni Association is a lifelong service with no additional charge to the graduates.

### **Advanced Standing / Experiential Learning**

Students with prior education in their chosen course of study may seek advanced standing based upon evaluation by their Program Chair. Advanced standing may not be applicable to every program or subject offered at MCC. In order to award advanced standing students must provide copies of their official transcripts, course descriptions, and complete the Record of Previous Education and Training form. If, at the discretion of MCC, advanced standing is earned, then the tuition cost and the length of training may be reduced accordingly. Likewise, students inquiring

about the transferability of MCC Credits to another school or the conversion of MCC Credit by another school must consult with a representative of that school for a final determination and/or calculation.

MCC considers credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

MCC currently does not consider experiential learning to earn credit.

### **Library**

Students have access to the school library with books, reference materials and an electronic library.

### **Family Educational Rights and Privacy Act (FERPA)**

The practices and procedures of Milwaukee Career College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA). Students and parents of minors have the right to inspect and review the information contained within the records for these students. Confidentiality of student records is strictly protected.

Student information is not available to anyone outside the administration without the written consent of the student. However, MCC may release student information if the following occurs:

1. MCC receives a court order;
2. If and when information is required by organizations conducting studies for educational and governmental agencies;
3. When information is required by appropriate persons in connection with an emergency;
4. When information is required by other educational institutions for financial aid transcripts for students seeking enrollment in that institution;
5. Accreditation of government agency requirements.

### **Student Records/Transcripts**

MCC maintains any/all records pertaining to the student's admission and enrollment. Said records may include, but are not limited to, the Enrollment Agreement, Application for Admissions, as well as any documents concerning financial aid eligibility. In addition, MCC maintains records concerning the student's academic and placement status. All of the records will be kept by MCC for at least six years from the last day of the student's attendance.

Although students will be advised of their academic progress at various stages throughout their course of study, they may also request academic transcripts. All such requests must be in writing. No charge is assessed for the first transcript of the student's records and all subsequent transcripts are \$10.00 each, \$12.00 for urgent requests, requiring processing within 5 business days. Except for such urgent requests, please allow ten working days to process transcript requests. Academic transcripts and financial aid documentation will be kept by MCC indefinitely.

No official transcripts will be released on behalf of any student whose financial obligations with MCC are not fully satisfied. Likewise, no official transcripts will be released directly to a student or graduate unless in a sealed envelope.

## **ACADEMIC POLICIES**

### **Satisfactory Academic Progress**

MCC seeks to assist students in successfully completing their program requirements. The standards of Satisfactory Academic Progress are measured by two components; quantitative (maximum timeframe) and qualitative (GPA). Students must complete a minimum of 67% of his or her enrolled units for each academic year. Student progress will be evaluated at the end of each sequence. A sequence is 120 clock hours except for the externship sequence which varies in length of clock hours depending on the program. At the midpoint of the academic program, each student's progress is recorded to determine whether the student is:

- Maintaining a cumulative grade point average of 2.0.
- On track to complete their course of study within 1.5 times of their total program length.

### **Completion Within Maximum Time Frame**

Students are not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the graduation requirements. This will be measured by limiting students to attempting 1.5 times, or 150%, the number of credit hours in their program of study. The requirements for MCC are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. If a student can no longer complete his/her program within its maximum time frame (1.5 times of their total program length), the student will be dismissed from the College. Dismissal from the College due to failure to complete the program within the maximum time frame specified will result in loss of financial aid funding. Upon successful completion of previously funded credits, students regain federal financial aid eligibility for the remaining program credits. The maximum allowable attempted credit hours are noted in the Schedule of Program Completion.

### **Standard Program Length**

### **Maximum Time Frame**

Dental Assistant: 28 credit hours	42 attempted credit hours
Medical Assistant: 29 credit hours	43 attempted credit hours
Veterinary Assistant: 30 credit hours	45 attempted credit hours
Veterinary Technician: 73.5 credit hours	110 attempted credit hours

### **Definition and Transfer of Credits**

A clock hour represents a minimum of 50 minutes of instruction. 1 credit hour is awarded for every 15 clock hours of lecture, every 30 clock hours of laboratory, and every 45 clock hours of externship/clinical. The credit measurement is equivalent to semester hours for purposes of transfer of credit. Milwaukee Career College does not guarantee the transfer of credits to other educational institutions. It is suggested that students check the requirements of the school they wish to transfer to since the acceptance of the credits is at the discretion of the receiving institution.

Milwaukee Career College considers credits for transfer from accredited institutions including those earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). College credits are considered for transfer provided that: (1) the courses are similar in content and objectives to those courses offered by the College; (2) the letter grade of a "C" or higher; (3) if requested, the course description; (4) the official transcript showing the completed grade; (4) the credits have been earned within the last two years. Courses that are eligible for transfer must be approved prior to the students attending Milwaukee Career College. A maximum of 20% of the

total credits may be transferred from other accredited institutions. Transfer credits from another Institution will be counted towards the 150% maximum timeframe for graduation.

Any special circumstances will be submitted to the Program Chair for consideration.

**Changes in Major:** If applicable, transfer credits will be used in max time frame in new major as credits attempted and earned.

### **Cumulative Grade Point Average of 2.0**

Students whose cumulative grade point average falls below 2.0 are placed on academic probation for the next grading period. Students who achieve a 2.0 cumulative grade point average at the end of the probationary period are removed from probation. Students who earn a 2.0 cumulative grade point average for the probationary period but whose cumulative grade point average does not reach 2.0 may appeal to their Program Chair. If a second probationary period is not approved, the student will be dismissed from the College. MCC evaluates each student's academic progress at the completion of each sequence as well as provides or gives access each student with a written grade report upon completion of each sequence.

### **Financial Aid Eligibility**

Financial Aid is suspended if a student fails to maintain satisfactory academic progress of 2.0 or higher cumulative grade point average at the end of the probation period. Financial Aid may be reinstated upon successful completion of the failed course or sequence, attainment of a 2.0 grade point or higher cumulative grade point average and completion of the number of credit hours required in the payment period. To successfully repeat a failed course or sequence, a student must earn a minimum grade point of 2.0.

**Remedial Courses:** MCC does not offer remedial courses as part of a program of study.

**Non-Credit Courses:** MCC does not offer non-credit courses.

**Summer Terms:** MCC does not offer summer terms.

### **Incompletes**

At the conclusion of a subject, if the Instructor and the Program Chair or his/her designee permit the letter grade of "I", a student is given an extended period of seven class days immediately following the end of the subject in which to turn in any remaining coursework in an attempt to successfully fulfill the elements of that subject. Any coursework activities being pursued in accordance with this provision must be performed outside a student's regularly scheduled class time. Also, any penalty point provisions which exist within the subject may still be assessed on said coursework during the extended period.

If during this time a student does not comply, the incomplete reverts to a grade of "F" and will affect the student's cumulative grade point average. An Incomplete will be considered an attempted credit but not a credit earned when calculating the completion within maximum timeframe. The student must retake the course, and the higher grade is used in calculating a grade point average for a student's academic record.

### **Repeated Courses**

Students earning a grade of “D”, or, “F” in any subject must repeat that subject satisfactorily prior to graduation and prior to taking any courses for which the “D”, or, “F” grade course is a prerequisite. Depending on the course schedule, students may have to sit out until the course they need to repeat is offered again. A repeated course will be considered an attempted credit. If a course is repeated, the last earned grade will be substituted for the prior grade in grade point average calculations.

### **Withdrawals**

Course withdrawal results in a delay in completion of the student’s course of study. The course must be repeated and successfully completed before a student is allowed to enter the externship sequence of a program.

The withdrawal date used to determine when the student is no longer enrolled at Milwaukee Career College is:

- The date the student began the official withdrawal process, which can be done in several ways that include but are not limited to submitting written notice of intent to withdraw to their Program Chair, or by verbally communicating the student’s intent to withdraw to their Program Chair, and ceasing to attend classes or other school activities.
- If a student does not notify the school, the school will determine the student’s withdrawal date based upon federal regulations and institutional records within 7 consecutive absences.
- If a student withdraws before the end of the course, the course will not be considered and attempted credit.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal.

### **Appeal**

A student who has been dismissed may appeal and seek reinstatement. In order to submit an appeal for dismissal due to failure to meet the requirements of the schools Satisfactory Academic Progress Policy, the student must follow the following appeal policy. Any appeal must be received by the Student in writing within 10 days of the dismissal decision. A committee will review the appeal on a case-by-case basis. Appeal approval may be granted for extenuating circumstances beyond the control of the student not including inability to master course material. Dismissals will be documented on the student’s record. If reinstatement is deemed appropriate, it shall be in accordance with the procedures set forth in the Reinstatement section of this catalog. All decisions made by the committee are final.

### **Reinstatement**

A student who has been dismissed from the college, including dismissals due to failure to meet the college’s Satisfactory Academic Progress policy, or who withdraws may only be reinstated after receiving authorization from the Program Chair and reviewing committee. Any reinstatement requires that the student re-enroll. As such, a student must meet with the Student Success Advisor, an Admissions Representative, and the Program Chair to establish that the reasons causing dismissal or withdrawal have been resolved to the satisfaction of the college. Dismissed students who are readmitted sign a new Enrollment Agreement and are charged tuition consistent with the existing published rate. A student who has been reinstated that has lost access to a funding source is still responsible for his/her making payments.

## **Transfer and Leave of Absence Policy**

**Transfer.** A transfer means the occurrence of any of the following:

- Student changes from day to night school or vice versa
- Student changes from one program to another where a new enrollment agreement is required

**Leave of Absence.** In order to be granted a Leave of Absence a Leave of Absence Request Form must be completed by the student and submitted to the Program Chair or his/her designee. All leave of absence requests will be granted as long as the student completes the request form and includes an explanation of the request. Effective 3/18/2020, the student may request one or more leave of absences as long as they don't exceed 180 scheduled school days. This applies to all programs (Diploma and Associate degree programs) within a twelve month calendar period. Failure to return from the leave of absence on the scheduled date will result in withdrawal from the program.

At the time of absence students will not be eligible for Financial Aid. Students receiving Financial Aid will not be eligible for any disbursements during a leave of absence.

Students making tuition payments to the college must continue to comply with their obligation during a leave of absence.

## **Permanent Withdrawals from School**

A student who elects to withdraw from the college should inform the Program Chair or his/her designee. Students will be considered withdrawn if he/she accumulates total absent time of 15% of the total hours of his/her given course of study. Likewise, any student with 7 consecutive full-day absences may be considered to have abandoned his/her course of study and may be subject to dismissal from school. The last date of attendance is the date used in calculating a student's final payment balance. If a balance is due to MCC, a student is billed within 30 days following the determination of withdrawal. Students who permanently withdraw from school will immediately enter the grace period leading to the commencement of a loan's repayment. Students' academic standing is maintained for six months after which time re-enrollment as a new student is required. If a student wishes to resume studies before six months have elapsed, demonstration of proficiency in skills may be required.

## **GRADING STANDARDS**

Academic performance is measured through the assignment of grades and grade point average. MCC measures progress using a 4-point scale as follows:

<b>PERCENTAGE</b>	<b>GRADE POINT AVERAGES</b>
90% – 100%	3.5 – 4.0
80% – 89%	2.5 – 3.4
70% – 79%	1.5 – 2.4
60% – 69%	0.5 – 1.4
Incomplete	I

- A (3.5 – 4.0) Indicates a superior grasp of material learned by demonstrations of excellent performance on assignments and examinations. Also indicates a strong likelihood of career success.
- B (2.5 – 3.4) Indicates a good level of proficiency and a strong indication of career success.
- C (1.5 – 2.4) Indicates an average level of achievement.
- D (0.5 – 1.4) Indicates unsatisfactory performance. Students earning a grade of “D” in any required course must repeat that course satisfactorily prior to graduation.
- F (0.0) Indicates unsatisfactory performance. Students earning a grade of “F” in any required course must repeat that course satisfactorily prior to graduation.

### **Honors**

To emphasize the importance of academic performance and to give recognition to those individuals who have achieved a significantly better-than-average scholastic and attendance record, MCC has the following academic achievement recognition levels:

*Honors Graduates:* Students who achieved a 3.5 through 3.79 cumulative grade point average upon graduation will be designated as an Honors Graduate and will also be specially recognized at the graduation ceremony with an honorary silver sash. The graduation certificate and final student transcript will indicate student has graduated with Honors.

*Highest Honors Graduates:* Students with a 3.8 or higher cumulative grade point average upon graduation will be designated as a Highest Honors Graduate and will also be specially recognized at the graduation ceremony with an honorary purple sash. The graduation certificate and final student transcript will indicate student has graduated with Highest Honors.

## **SCHEDULED HOLIDAYS**

MCC observes and does not hold classes on the holidays listed below. In addition to the holidays below, no classes will be held on the Friday following Thanksgiving or during the last two weeks of the calendar year. Externship schedules may be dependent on the schedule of the facility.

1. New Year’s Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Independence Day
5. Day before or after Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas Day
11. New Year’s Eve



## ATTENDANCE REQUIREMENTS

MCC strongly believes regular attendance at school is essential to a student's academic success as well as overall career success after graduation. This philosophy is the basis for the MCC Attendance Policy. Regular attendance by students at scheduled class sessions or other activities assigned as part of a course or program is expected.

Class attendance is monitored by the instructor. Students are required to sign an attendance roster. If a student is going to be absent they should contact their instructor. Attendance rosters are collected each day and given to the Administrative Assistant for tracking purposes. Attendance in an online course requires classroom activity such as submitting an assignment, posting to a discussion, or completing a quiz/exam. Students are required to log into their Microsoft Teams course and complete graded activities on a regular basis. Students are also required to have their web camera on and be fully visible in the screen during remote online lecture in order to receive attendance and/or professionalism points.

The MCC policy dictates that a student may not be allowed to stay enrolled in school if he/she accumulates total absent time of 15% of the total hours of his/her given course of study (15% of his/her total hours scheduled if enrolled in less than a full course of study). There are no excused absences. Likewise, the policy also provides that any student with 7 consecutive full-day absences may be considered to have abandoned his/her course of study and may be subject to dismissal from school.

Absent time is defined as, and includes time missed due to late arrivals, early departures, and any other absences from class sessions or scheduled activities. A student is considered tardy for every minute they are late and all tardiness contributes to total absent time. Students are responsible to talk to each of their instructors individually to obtain make-up work. Make up work will be graded by the instructor according to the policies specified on the course syllabus.

If a student accumulates total absent time of five percent (5%) or more of his/her hours as previously stated, the student is sent a written notice advising of the total amount of absent time to date; this notice is not to be construed as a letter of probation. The notice also informs the student that he/she may be dismissed from school if and/or when the accumulated amount of absent time totals 15% or more hours as previously stated.

If a student accumulates total absent time of ten percent (10%) or more of his/her hours as previously stated, the student is sent a written notice advising of the total amount of absent time, and is placed on attendance probation. A student placed on attendance probation is no longer eligible for academic honors.

If a student is dismissed from school pursuant to this attendance policy, the student is given only one opportunity to appeal the dismissal. Any appeal must be in writing and submitted to the Student Success Advisor no later than 5:00 P.M. the next business day following the student's receipt of the notice of dismissal.

Upon review and consideration of the student's written appeal, a decision may be made to allow him/her to resume attending classes without requiring a re-enrollment so long as the following condition is met:

- For the remainder of the student's course of study, the additional absent time allowed each month must not total more than the equivalent of 1 ½ of his/her scheduled class sessions.

Any student violating the above condition of appeal will be dismissed from the school with no further opportunity to appeal. Any dismissed student who seeks to resume attending classes at this point can only do so in accordance with the Reinstatement Section of the Catalog.

## **STUDENT CONDUCT**

In order to ensure the success of all students attending MCC, all applicants must be mentally and physically able to perform the work required by the course for which they are applying.

In addition, MCC requires all of its students to conduct themselves in a business-like manner. The school administration reserves the right to sanction (up to and including dismissal) any student who violates this conduct on grounds, including but not limited to:

- The submission of coursework, as well as assisting in the submission of coursework, other than the student's own.
- The improper care and treatment of school facilities and equipment.
- Behavior that disrupts the tenants, learning environment or interrupts any student's ability to learn.
- Behavior or actions that subject other MCC students, faculty, and staff to imminent danger
- Noncompliance with MCC published Drug Free Policy or other policies.
- Failure to maintain Satisfactory Academic Progress.
- Failure to provide documented evidence of compliance with any/all Admissions Requirements.
- Failure to make MCC payments when due.

A student who has been dismissed may appeal and seek reinstatement. Any appeal must be received by the Student Success Advisor in writing within 10 days of the dismissal decision. Dismissals will be documented on the student's record. If reinstatement is deemed appropriate, it shall be in accordance with the procedures set forth in the Reinstatement section of this catalog.

### **Non-Harassment**

It is Milwaukee Career College's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation or age.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Program Chair or Faculty Coordinator. If you are unable for any reason to contact these individuals, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the President or any other member of management with whom you feel comfortable. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including dismissal. All complaints will be kept confidential to the fullest extent possible, but confidentiality cannot be guaranteed. In addition, Milwaukee Career College will not allow any form of retaliation against individuals who report unwelcome conduct to Milwaukee Career College staff members or who cooperate in the investigations of such reports in accordance with this policy. Violation of said

policy will be grounds for disciplinary action, up to and including dismissal. Students who make complaints in bad faith will be subject to disciplinary action, up to and including dismissal.

### **MCC Bullying/Threat Policy**

MCC has a zero-tolerance policy regarding any kind of violence on campus. Violence is any behavior, act, or statement that would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or which carries an expressed or implied intent to cause harm to a person or property. Where appropriate, violators may be subject to criminal prosecution.

MCC is committed to maintaining and ensuring a safe environment free from any and all types of bullying/threats. Bullying/threats are deliberate or intentional behavior using words or actions intended to cause fear, humiliation, intimidation, harm, or social exclusion.

Bullying/threatening behavior by a student or staff member is prohibited on MCC property. Bullying/threats are also prohibited when perpetuated through the use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication. No person shall suffer retaliation for reporting bullying/threats on the MCC campus.

Every MCC student is responsible for reporting any instances of violence or bullying/threats. Reports of violence or bullying/threats will be promptly and thoroughly investigated.

### **Academic Integrity**

MCC enforces standards of honesty and integrity in all academic work and does not tolerate plagiarism, cheating, intentional misrepresentation, or misconduct.

Plagiarism is the act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source. This includes use of Internet material without proper citation. Submitting work through the use of another person's password/login is considered dishonest behavior. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.

Cheating is defined as intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This can include copying the work of others and using cell phones or electronics to obtain outside assistance during an exam without the explicit permission of the instructor. Cheating in all forms is viewed as a breach of MCC academic integrity policy.

Additional forms of academic misconduct includes, but is not limited to, falsification and/or misrepresentation of data by submitting false data or sources, unauthorized distribution of exam questions or answers, and computer crimes. Computer crimes include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.

Academic misconduct and breach MCC's Academic Integrity policy can result in disciplinary sanctions up to and including suspension and/or dismissal.

### **Copyright Infringement, Computer Use & Sharing**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright

Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In file-sharing, content downloading or uploading parts of a copyrighted work without permission would constitute copyright infringement and would be subject to civil and criminal penalties.

According to Title 17 of the US Code, civil copyright infringement penalties may require the violator to pay actual or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. Criminal penalties for willful infringement can include imprisonment of up to five years and fines of up to \$250,000 per offense.

MCC computer resources are intended to be used for its programs and to conduct school operations. All users must have authorization for the use of computing resources provided and must comply with all legal and ethical guidelines. Any responsible party not in compliance with copyright rules and regulations can face suspension dismissal and/or sanctions in accordance with federal and state laws.

### **Dress Code**

MCC requires its students to dress properly while attending MCC in preparation for vocations that generally will require conformity to a standard business dress code. MCC experience in business training has provided us with the knowledge of what type of employee the industry wants from the standpoint of skills, attitude, and personal appearance.

Certainly there are exceptions to this general “image”, but by far, the greatest number of graduates meets the standard. While we know it is impossible for every student to fit that image when entering school, it is our mission to guide students in that direction. Because we take our role as trainer very seriously, we want to be able to openly suggest ways to improve that image in conjunction with a student’s skills and attitude. Styles are ever changing. A long list of do’s and don’ts becomes obsolete shortly after it is written. MCC, therefore, requires students to be well groomed and hygienically clean at all times, and requires that students dress in a manner that is appropriate to the MCC environment. Students are required to wear uniforms procured by MCC. These uniforms will be available before their first hands-on course.

### **Parking**

Students and staff are encouraged to avoid parking near the main entrance of the building. This will allow elderly patients and those who are physically challenged to park nearest the elevator for easier access to appointments.

### **Smoking & Vaping**

Milwaukee Career College is committed to providing a safe and healthy environment in addition to promoting the health and wellbeing of its students, faculty, staff and visitors. For purposes of this policy, “smoking” will be defined by the inhalation, exhalation, burning, or carrying of any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco/plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. Individuals that wish to smoke MUST do so inside of their vehicle. Smoking or Vaping will not be tolerated anywhere on MCC grounds or on Alioto’s property. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers alike. Students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Individuals on campus who are caught smoking outside of their vehicle or anywhere on MCC grounds or campus will be reminded that they must comply with our Smoke-Free Policy and will receive a written notice. A copy of the written notice will be placed in their file, and should an individual receive three written notices, they will be terminated from their program at Milwaukee Career College.

### **Infectious Disease**

Students that have been diagnosed with a communicable disease including but not limited to Mumps, Measles, Hepatitis, Chickenpox, must notify the office of the President in writing and submit documentation of the illness. Students may not attend onsite classes or externship while still contagious and may return to onsite classes or externship once a signed physician statement indicating they are no longer contagious is submitted to the school.

Students that are experiencing symptoms of Covid-19 should not come to on-campus in person activities until symptoms have been completely resolved for at least 24 hours, regardless of test results. Student's that have tested positive for Covid-19 or that have been exposed to a Covid-19 positive individual should follow all CDC and health department guidelines for quarantine, testing, and isolation.

Students that have been directly exposed to a Covid-19 positive individual or are experiencing symptoms of Covid-19 may be required to have tested negative for Covid-19, produce a doctor's note indicating they are safe to return, and have symptom resolution for at least 24 hours prior to their return to on-campus activities.

### **Food /Drink**

Food/drink is not allowed in any computer lab at MCC and should be limited only to authorized areas within MCC facilities.

### **MCC Complaint/Grievance Policy**

MCC has established the following policy for the purpose of considering complaints/grievances from students, employees, and other interested parties.

Wherever and whenever possible, the complainant should approach the involved party directly for purposes of discussion and/or resolution of the complaint/grievance at an "informal" level. Staff members should be available for any assistance at this level.

The complainant should discuss the issue(s) with the Program Chair or the Associate Director for the purposes of evaluation, and/or generation of possible suggestions or solutions.

The complainant should document the complaint/grievance in a detailed and objective manner. Said document should be provided to the Program Chair or the Associate Director and include, but not be limited to, a description of the incident(s), date(s), location(s), statement(s) made, and the name(s) of those involved. Also, the complainant should provide the Program Chair or the Associate Director with any other relevant information and/or documentation. MCC reserves the right to protect the confidentiality and integrity of any individuals involved in this process while evaluating the validity of the complaint/grievance and while pursuing potential solutions.

Depending on the nature of the complaint/grievance, the Program Chair or the Associate Director will consult with the appropriate parties and forward to his/her attention any/all documentation

and supporting relevant information for the purpose of resolving the matter at this stage or for determining whether it is appropriate to proceed any further in the matter. The Program Chair's or Associate Director's decision not to proceed further in the matter may take into consideration the safety and/or welfare of MCC, its students, staff, and the individuals involved in this procedure.

If the Program Chair or Associate Director determines that the matter should be pursued further, a settlement team may be formed. Depending on the nature of the complaint/grievance, the team may consist of any/all of the following: President, Director, Program Chair(s), Instructor(s) or other designee. The complaint and the parties involved will meet with the team to determine the final resolution or disposition of the matter. Again, MCC reserves the right to maintain any level of confidentiality that it deems appropriate. The decision of the team will be final.

If after exhausting all the procedures outlined hereinabove, complaint/grievance has not been satisfactorily resolved, the complainant may file the above written complaint, in the above format to the Wisconsin Educational Approval Program at:

**Department of Safety and Professional Services**  
**Educational Approval Program**  
**P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705**  
**www.dsps.wi.gov; dspseap@wisconsin.gov; (608) 266-1996**

All stages of this Grievance Policy are to be expeditiously carried and fully documented.

### **Drug –Free School Policy**

This establishes a Drug-Free Policy for MCC in order to:

Ensure the health and safety of MCC students and staff;  
Continue providing high quality services to the general public; and  
Comply with Federal laws/regulations for a uniform, nationwide, drug-free effort.

The current MCC policy is based on the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101-226). This statute requires any recipient of Federal funds to certify they will provide drug-free schools as a precondition of receiving funds from any Federal agency.

#### **I. MCC Alcohol and Other Drug Policy**

MCC prohibits the use, distribution, or possession of alcohol or illegal drugs as stated in the Drug-Free Schools and Communities Act of 1989. This prohibition applies to actions on school property or as part of a school activity.

The school reserves the right to take appropriate action should it have reasonable suspicion relating to alcohol and/or drug use, possession, sale, distribution, delivery, and/or manufacture.

MCC reserves the right to subject students to disciplinary sanctions up to and including suspension and/or dismissal.

“Reasonable suspicion” of alcohol or drug use or possession means a good faith belief which can be described by, based on objective facts and reasonable inference drawn from the facts including, but not limited to, unusual/irregular behavior, red bloodshot eyes, odor of alcohol or other drug use and slurred speech. Reasonable suspicion may lead MCC to request that a person undergo a drug and/or alcohol test.

## II. Institutional Procedures

First Occasion - The person is confronted with reasonable suspicion. If he/she admits to using, he/she is sent home. If he/she states no usage, the school will request a drug/alcohol screening. If he/she refuses the screening he/she is sent home. In all cases, a letter of warning is sent to the person and placed in his/her file.

Second Occasion - The person is again confronted with reasonable suspicion. If reasonable suspicion is confirmed through admission of usage or drug screening of person, he/she is terminated. If the results prove the person is not using, he/she maintains status at MCC. If the person refuses to take the test, he/she is dismissed. As in all previous situations, the school will document all cases and place a copy in the student file. With positive or no results, a follow-up letter is sent to the person.

The Program Chair or Student Success Advisor is available to hear concerns and offer referrals, advice, and information on drug and alcohol education and services in the community. Any student who suspects that he/she or someone else may be at risk is invited to seek these services.

MCC strives to ensure healthy and safe conditions for students and staff. We advise our student population of professional standards and expectations. We consider this to be part of our educational mission.

## III. Applicable Legal Sanctions

Request for information from the MCC President.

## IV. Health Effects of Drug and Alcohol

Request information from the MCC President or Associate Director.

## V. Biennial Review

Every two years, MCC will review the effectiveness of this policy and modify it, if necessary. It will also ensure that sanctions are consistently being enforced.

In addition, students and associates may refer to the following websites for free information and educational videos on alcohol and drug abuse topics.

- [www.justthinktwice.com](http://www.justthinktwice.com)
- [www.getsmartaboutdrugs.com](http://www.getsmartaboutdrugs.com)
- Alcohol Anonymous contact information – [www.aa.org](http://www.aa.org) or local telephone directory
- Al-Anon Family Groups (888)4AL-ANON (425-2666) or [www.al-anon.org](http://www.al-anon.org)
- American Council on Alcoholism and Drug Dependence, Inc. (800) NCA-Call (622-2255 or [www.ncadd.org](http://www.ncadd.org))
- National Institute on Drug Abuse (800)662-HELP (662-4357) or [www.drugabuse.gov](http://www.drugabuse.gov)

## **MCC Campus Security Policy**

MCC facility access is limited only to MCC staff, students, vendors, and others having legitimate business to transact with MCC. Should any emergency or disturbance occur, please report it immediately to an MCC Staff member.

Staff, employees, students are to be responsible for their own security and personal items. Theft of personal or school items should be reported to the Student Success Advisor or the Front Desk. Any disturbance or theft will also be reported to the City of Wauwatosa Police Department.

MCC is not responsible for theft, loss and/or damage for personal items belonging to students.

### **MCC Firearms Policy**

In order to ensure the safety of students and staff at Milwaukee Career College, firearms are not permitted on the campus. Milwaukee Career College is committed to maintaining an institution that is free of violence.

While on the campus for classes or activities, students are prohibited from introducing, possessing, using, buying or selling weapons, firearms, ammunition, explosives, or items deemed by the school administration to be dangerous. Any student who becomes aware of a violation of this policy is required to immediately notify an MCC Staff member. The school administration reserves the right to dismiss any student who violates the firearm policy.



## ACADEMIC PROGRAMS

Dental Assistant	Diploma
Medical Assistant	Diploma
Veterinary Assistant	Diploma
Veterinary Technician	Associate of Applied Science

### **Dental Assistant Program Length and Credits**

Day 30 Weeks/28 Credits

### **Medical Assistant Program Length and Credits**

Day 30 Weeks/29 Credits

Evening 38 Weeks/29 Credits

### **Veterinary Assistant Program Length and Credits**

Day 30 Weeks/30 Credits

Evening 38 Weeks/30 Credits

### **Veterinary Technician Program Length and Credits**

Day 73 Weeks/73.5 Credits

### **Session Hours**

Morning 8:00 a.m. – 12:00 p.m. Monday – Friday

Evening 6:00 p.m. – 10:00 p.m. Monday – Thursday

### **Delivery Method**

Milwaukee Career College offers instructor-led courses residually and via blended distance education delivery at the facility located at 3077 N. Mayfair Rd., Milwaukee, WI.

### **Sequence**

Each professional sequence consists of 120 clock hours except for externship.

## DENTAL ASSISTANT

### Description

Milwaukee Career College prepares individuals for entry-level positions as Dental Assistants, and a member of the Dental Health Care Team. Through the use of classroom lecture, activities and hands-on laboratory exercises program graduates will be competent to perform a wide range of skills including, office procedures, impressions, dental dam, chair side duties, fluoride treatment, radiographs, sanitization and sterilization of instruments.

### Training Objective

The Milwaukee Career College Dental Assistant Program is designed to train students to enter the dental field to aid the dental team in caring for patients in a variety of settings such as dental clinics and specialty dental clinics. The specialty dental clinics are Endodontic, Orthodontic, Periodontic, and Oral Surgery.

### Curriculum

#### Career Prep Sequence

Course #	Course	Theory	Lab	Extern	Credits
CAT 150	Anatomy, Physiology and Medical Terminology	55			3.5
CSK 100	Study Skills	15			1.0
CCB 100	Computer Basics	5	10		0.5
CMF 95	Math Fundamentals	20			1.0
CHS 100	CPR & First Aid	10	5		0.5
<b>Career Prep Sequence Total</b>		<b>105</b>	<b>15</b>		<b>6.5</b>

#### Professional Sequence I

Course #	Course	Theory	Lab	Extern	Credits
DEN 120	Dental Anatomy and Pathology	30			2.0
DEN 100	Fundamentals of Dentistry	30	15		2.5
DEN 105	Dental Office Administration	15	15		1.5
DEN 130	Dental Pharmacology	15			1.0
<b>Professional Sequence I Total</b>		<b>90</b>	<b>30</b>		<b>7.0</b>

#### Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
DEN 170	Clinical Dental Procedures	15	75		3.5
DEN 175	Dental Equipment	15	15		1.5
<b>Professional Sequence II Total</b>		<b>30</b>	<b>90</b>		<b>5.0</b>

#### Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
DEN 160	Dental Radiography	30	70		4.0
DEN 165	Dental Materials	5	15		0.5
<b>Professional Sequence III Total</b>		<b>35</b>	<b>85</b>		<b>4.5</b>

#### Externship

Course #	Course	Theory	Lab	Extern	Credits
DEN 250	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>260</b>	<b>220</b>	<b>240</b>	<b>28.0</b>

**Total Hours:** 720 (260 Theory, 220 Lab, 240 Extern)  
**Day Classes:** 30 weeks/24 weeks of theory and lab and 6 weeks of externship  
**Definition of Credit:** 1 Credit = 15 Lecture Hours/30 Lab Hours/45 Extern Hours  
**Program Delivery Type:** Residential (On Campus) or Blended (On Campus & Distance Education)

**Courses Available to be Offered Via Blended Distance Education:** CAT150, CSK100, CCB100, CMF95, DEN120, DEN100, DEN105, DEN130, DEN170, DEN175, DEN160, DEN165

## Course Descriptions

### **CAT 150      Anatomy & Physiology      3.5 Credits**

This course will provide the student with the fundamental knowledge of the human body structure and function enabling the student to relate with a reasonable amount of intelligence, understanding, and practical proficiency in health occupations. This course is design to teach students medical terminology by introducing them to the logical structure of medical terms, i.e., introducing root words, combining forms, prefixes, and suffixes. Introduction of medical terminology is by body system and is correlated with Anatomy and Physiology.

*Prerequisite: None*

### **CSK 100      Study Skills      1.0 Credit**

Provides an opportunity to learn and adopt methods to promote in school, work, and life. Topics to be covered include time management, reading skills, memory goal setting, and stress management.

*Prerequisite: None*

### **CCB 100      Computer Basics      0.5 Credit**

This course introduces the student to the fundamental elements of Pages, Keynote, Microsoft Excel, and Microsoft Word. Topics covered include document creation, basic formatting, Simple spreadsheets, and presentation creation.

*Prerequisite: None*

### **CMF 95      Math Fundamentals      1.0 Credit**

The course reviews basic mathematical skills including whole, fractions, decimals, proportions, ratios, percentages, combined applications and measurement systems. It provides students with a solid foundation for higher math concepts.

*Prerequisite: None*

### **CHS 100      CPR & First Aid      0.5 Credit**

Upon satisfactory completion of this course, the student will be certified by the American Red Cross in Cardiopulmonary Resuscitation for the Professional Rescuer as well as Basic First Aid.

*Prerequisite: None. Not Available to be offered via Distance Education*

- DEN 120      Dental Anatomy and Pathology      2.0 Credits**  
Anatomy and pathology of the oral cavity, head, and neck are covered in detail. Also introduced is the anatomy of the tooth, teeth names, teeth numbers, and teeth surfaces. Students will learn stages of tooth development and developmental disturbances.  
*Prerequisite: CAT 150*
- DEN 100      Fundamentals of Dentistry      2.5 Credits**  
Students are provided an overview of dentistry including the responsibilities of various dental professionals, the elements required for the delivery of safe and ethical dental care. The course content will also discuss the importance of preventive dentistry and demonstrate the role of the dental assistant in promoting oral health.  
  
*Prerequisite: CAT 150*
- DEN 105      Dental Office Administration      1.0 Credit**  
This course covers the fundamentals of dental office administration. Students will have the opportunity to learn about and practice courteous and efficient client reception and telephone answering. Student will also learn appointment scheduling, preparation and maintenance of patient records, accounting procedures, and preparation of insurance forms including the use of current dental office software.  
  
*Prerequisite: CAT 150*
- DEN 130      Dental Pharmacology      1.0 Credit**  
Pain management and other dental applications for drug administration and prescription are covered in this course. Students will learn about drug categories, classifications, forms, dosages, and methods of administration. Special emphasis will be given to anesthetics used in dentistry.  
  
*Prerequisite: CAT 150*
- DEN 170      Clinical Dental Procedures      3.5 Credits**  
Students are taught practical skills for assisting with and charting a wide range of dental procedures such as: endodontics, amalgam, oral surgery procedures, and crown and bridge restorations. Students also learn the proper techniques for sealant application. Covered are common work zones, instrument and material preparation, moisture management, tooth isolation techniques, and dental dam barrier application.  
  
*Prerequisite: CAT 150*
- DEN 175      Dental Equipment Use and Care      1.5 Credits**  
The use, care and maintenance of various pieces of dental equipment, instruments, and burs are covered. Students will practice how to properly set up trays and transfer instruments.  
  
*Prerequisite: CAT 150*
- DEN 160      Dental Radiography      4.0 Credits**  
This course includes an overview of dental x-ray equipment, factors affecting the radiographic image, techniques for producing, processing, and mounting radiographs, as

well as patient and operator radiation safety procedures. Students will practice dental radiography on radiology mannequins.

*Prerequisite: CAT 150*

**DEN 165      Dental Materials      0.5 Credit**

Course content covers characteristics of dental material properties. Students will learn how to properly take impressions and prepare study models. Students will also learn how to mix specified dental materials.

*Prerequisite: CAT 150*

**DEN 250      Externship      5.0 Credits**

This course provides students with opportunities to apply professional skills learned in the classroom.

*Prerequisite: All required courses of the Dental Assistant Program Compliance with all MCC policies, including tuition payment schedule, current physical examination, current immunizations, Wisconsin Caregiver Background Check if required for specific externship sites and a drug screen if required for specific externship sites. Not Available to be offered via Distance Education*

## MEDICAL ASSISTANT

### Description

Milwaukee Career College prepares individuals for entry-level, medical-related positions through the use of education, training and work experience. Under the supervision of a health care provider, MCC Medical Assistants will be capable of covering a wide range of tasks supportive to a medical provider's practice. Emphasis will be on medical support including patient interviews, assisting with examinations, some diagnostic testing, and lab work. In addition, students will be able to perform clerical and administrative duties including scheduling, reception, obtaining patient information, maintaining medical records, supplies and equipment, billing, and insurance.

### Training Objective

The MCC Medical Assistant Program is designed to prepare them for careers in Allied Health. The program focuses on giving students the clinical, technical training and administrative skills that will prepare them for a position in a medical office, clinic or hospital setting.

### Curriculum

#### **Career Prep Sequence**

Course #	Course	Theory	Lab	Extern	Credits
CAT 150	Anatomy, Physiology and Medical Terminology	55			3.5
CSK 100	Study Skills	15			1.0
CCB 100	Computer Basics	5	10		0.5
CMF 95	Math Fundamentals	20			1.0
CHS 100	CPR & First Aid	10	5		0.5
<b>Career Prep Sequence Total</b>		<b>105</b>	<b>15</b>		<b>6.5</b>

#### **Professional Sequence I**

Course #	Course	Theory	Lab	Extern	Credits
MA 110	Medical / Surgical Asepsis	15	15		1.5
MA 117	Medical Law and Ethics	30			2.0
MA 111	Medical Office Laboratory Procedures	10	20		1.0
MA 114	Diet and Nutrition	30			2.0
<b>Professional Sequence I Total</b>		<b>85</b>	<b>35</b>		<b>6.5</b>

#### **Professional Sequence II**

Course #	Course	Theory	Lab	Extern	Credits
MA 108	Pharmacology	30			2.0
MA 115	Specialty Exam Techniques	10	20		1.0
MA 113	Examining Room Techniques	10	20		1.0
MA 118	Office Management	10	20		1.0
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>5.0</b>

#### **Professional Sequence III**

Course #	Course	Theory	Lab	Extern	Credits
MA 112	Nursing and Surgical Procedures	10	20		1.0
MA 105	Medical Insurance	30			2.0
MA 104	Accounting and Bookkeeping	20	10		1.5
MA 119	Clinical Procedures	15	15		1.5
<b>Professional Sequence III Total</b>		<b>75</b>	<b>45</b>		<b>6.0</b>

## Externship

Course #	Course	Theory	Lab	Extern	Credits
MA116	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>325</b>	<b>155</b>	<b>240</b>	<b>29.0</b>

**Total Hours:** 720 (325 Theory, 155 Lab, 240 Extern)  
**Day Classes:** 30 weeks/24 weeks of theory and lab and 6 weeks of externship  
**Evening Classes:** 38 weeks/32 weeks of theory and lab and 6 weeks of externship  
**Definition of Credit:** 1 Credit = 15 Lecture Hours/30 Lab Hours/45 Extern Hours  
**Program Delivery Type:** Residential (On Campus) or Blended (On Campus & Distance Education)

**Courses Available to be Offered Via Blended Distance Education:** CAT150, CSK100, CCB100, CMF95, MA110, MA117, MA111, MA114, MA108, MA115, MA113, MA118, MA112, MA105, MA104, MA119

## Course Descriptions

### **CAT 150 Anatomy, Physiology and Medical Terminology 3.5 Credits**

This course will provide the student with the fundamental knowledge of the human body structure and function enabling the student to relate with a reasonable amount of intelligence, understanding, and practical proficiency in health occupations. This course is designed to teach students medical terminology by introducing them to the logical structure of medical terms, i.e., introducing root words, combining forms, prefixes, and suffixes. Introduction of medical terminology is by body system and is correlated with Anatomy and Physiology.

*Prerequisite: None*

### **CSK 100 Study Skills 1.0 Credit**

Provides an opportunity to learn and adopt methods to promote in school, work, and life. Topics to be covered include time management, reading skills, memory goal setting, and stress management.

*Prerequisite: None*

### **CCB 100 Computer Basics 0.5 Credit**

This course introduces the student to the fundamental elements of Microsoft Word. The Word interface is covered along with the creation of documents and use of Word Help. Working with documents as well as document formatting and management and organization are covered.

*Prerequisite: None*

### **CMF 95 Math Fundamentals 1.0 Credit**

The course reviews basic mathematical skills including whole, fractions, decimals, proportions, ratios, percentages, combined applications and measurement systems. It provides students with a solid foundation for higher math concepts.

*Prerequisite: None*

**CHS 100      CPR/First Aid      0.5 Credit**

Upon satisfactory completion of this course, the student will be certified by the American Red Cross in Cardiopulmonary Resuscitation for the Professional Rescuer as well as Basic First Aid.

*Prerequisite: None; Not Available to be offered via Distance Education*

**MA 110      Medical/Surgical Asepsis      1.5 Credits**

This course is designed to give the Medical Assistant student knowledge and practice in skills needed regarding asepsis and sterilization techniques. The principles of sterile technique are studied.

*Prerequisite: CAT 150*

**MA 117      Medical Law and Ethics      2.0 Credits**

This course introduces students to the complex world of medical law. It prepares them to understand recently passed legislation (HIPAA and COBRA) that affects their role as Medical Assistants. An emphasis is placed on the ethical concerns of a diverse society that is rapidly changing with the uses of technology.

*Prerequisite: None*

**MA 111      Medical Office Laboratory Procedures      1.0 Credit**

This course is designed to give the Medical Assistant student knowledge and practice in skills needed in a medical office. Included are the principles of asepsis, sterilization techniques, housekeeping and inventory methods, assisting with examinations and treatments, and drawing blood techniques are included. Lectures are correlated with laboratory practice.

*Prerequisite: CAT 150*

**MA114      Diet and Nutrition      2.0 Credits**

This course acquaints the student with the effect of diet and nutrition on the human body and the function with health and disease. Emphasis will be placed on nutrients and their importance to health.

*Prerequisite: CAT 150*

**MA 108      Pharmacology      2.0 Credits**

This course introduces the student to the use of pharmacological terminology and context. Included are medication actions, dosage forms, routes of administration, and uses. Emphasis is on the terminology necessary for medical reports.

*Prerequisite: CAT 150 and CMF 95*





**MA 116 Clinical Externship****5.0 Credits**

The Medical Assistant student will have practical experience in offices and clinics of qualified health care providers. During this experience the student will participate in a balanced practicum in administrative and clinical work under the supervision and evaluation of qualified medical personnel and the general supervision of the MCC Medical Assistant Lead Instructor.

*Prerequisite: All required courses of the Medical Assistant Program Compliance with all MCC policies, including tuition payment schedule, current physical examination, current immunizations, Wisconsin Caregiver Background Check if required for specific externship sites and a drug screen if required for specific externship sites. Not Available to be offered via Distance Education.*

## VETERINARY ASSISTANT

### Description

Milwaukee Career College prepares individuals for entry-level positions as Veterinary Assistants, a member of the Veterinary Health Care Team. Through the use of classroom lecture, activities and hands-on laboratory exercises program graduates will be competent to perform a wide range of skills including client education, office procedures and animal nursing. In addition, emphasis is placed on psychomotor skills for small animal restraint, surgical assisting, radiology skills, and clinical laboratory procedures.

### Training Objective

The Milwaukee Career College Veterinary Assistant Program is designed to train students to enter the veterinary field to aid the veterinary team in caring for small animal patients in a variety of settings such as general small animal, emergency and critical care and specialty practices.

### Curriculum

#### **Career Prep Sequence**

Course #	Course	Theory	Lab	Extern	Credits
CAT 150	Anatomy & Physiology	55			3.5
CSK 100	Study Skills	15			1.0
CCB 100	Computer Basics	5	10		0.5
CMF 95	Math Fundamentals	20			1.0
CHS 100	CPR & First Aid	10	5		0.5
<b>Career Prep Sequence Total</b>		<b>105</b>	<b>15</b>		<b>6.5</b>

#### **Professional Sequence I**

Course #	Course	Theory	Lab	Extern	Credits
VTA 150	Animal Life Stages, Nutrition, and Husbandry	45			3.0
VTA 160	Animal Nursing and Diagnostic Imaging	15	60		3.0
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

#### **Professional Sequence II**

Course #	Course	Theory	Lab	Extern	Credits
VTA 125	Comparative Veterinary Anatomy and Physiology	45			3.0
VTA 130	Clinical Lab Procedures and Pathology	15	60		3.0
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

#### **Professional Sequence III**

Course #	Course	Theory	Lab	Extern	Credits
VTA 110	Office Procedures	15			1.0
VTA 165	Pharmacology and Principles of Anesthesia	45			3.0
VTA 170	Aseptic Technique and Surgical Assisting	15	45		2.5
<b>Professional Sequence III Total</b>		<b>75</b>	<b>45</b>		<b>6.5</b>

\*Successful completion of CHS 100 is required on the campus prior to externship.

#### **Externship**

Course #	Course	Theory	Lab	Extern	Credits
VTA 275	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>PROGRAM TOTALS</b>		<b>300</b>	<b>180</b>	<b>240</b>	<b>30.0</b>



- VTA 125 Comparative Veterinary Anatomy & Physiology 3.0 Credits**  
An introductory study comparing the structures, functions and disorders of the body systems of various domesticated animals and selected exotic animals. Students will develop their understanding of medical terminology to encompass common veterinary medical terms and abbreviations.
- Prerequisite: CAT 150*
- VTA 130 Clinical Lab Procedures and Pathology 3.0 Credits**  
This course is an investigation into the basic laboratory procedures to determine the presence of a variety of pathogens of importance in the veterinary field. The student will have the opportunity to demonstrate collection procedures. Topics include: laboratory equipment, hematology, urine and fecal analysis, parasitology, and the basics of clinical microbiology. Assisting with necropsy is also introduced.
- Prerequisite: CAT 150*
- VTA 150 Animal Life Stages, Nutrition, and Husbandry 3.0 Credits**  
This course covers animal life stages from birth to old age. Special attention is given to behavioral, dietary, housing and social needs during an animal's lifetime.
- Prerequisite: CAT 150*
- VTA 160 Animal Nursing and Diagnostic Imaging 3.0 Credits**  
This course covers the basics of animal nursing including restraint techniques, physical exam and vital sign monitoring, ear and eye care, wound care and bandaging, and the basics of first aid and emergency medicine for small animals. The VA's role in radiology is covered with training in equipment use, positioning, and exposure techniques.
- Prerequisite: CAT 150*
- VTA 110 Office Procedures 1.0 Credit**  
Students are introduced to facility types, record keeping, charting, client service and scheduling, OSHA safety regulations, and the role of the VA in the veterinary clinic. This course emphasizes the importance of professionalism in communications with clients, coworkers and potential employers.
- Prerequisite: CAT 150*
- VTA 165 Pharmacology and Principles of Anesthesia 3.0 Credits**  
This course provides an introduction to the classification of medication including: classes, dosages, routes of administration and their effects on body systems. Instruction reviews the role of the veterinary assistant in assisting with the preparations for, and restraint of an animal for anesthesia. Practice in calculation of drug dosages is aided by a review of metric and conventional measurements, and the use of dimensional analysis.
- Prerequisite: CAT 150*

**VTA 170      Aseptic Technique and Surgical Assisting      2.5 Credits**

This course trains the VA in aseptic preparation of animals, personnel, instruments, and equipment for surgery. Topics include protocol for assisting surgeons in the operating room, descriptions of pre- and post-operative care, and assisting in a variety of basic procedures including animal dentistry.

*Prerequisite: CAT 150*

**VTA 275      Externship      5.0 Credits**

This course provides students with opportunities to apply professional skills learned in the classroom.

*Prerequisite: All required courses of the Veterinary Assistant Program Compliance with all MCC policies, including tuition payment schedule, current physical examination, current immunizations including Tetanus Vaccine/Waiver and the Rabies Vaccine Series, Wisconsin Caregiver Background Check if required for specific externship sites and a drug screen if required for specific externship sites. Not Available to be offered via Distance Education*

## VETERINARY TECHNICIAN

### Description

Milwaukee Career College prepares individuals for entry-level positions as Veterinary Technicians through the use of classroom lecture, activities and hands-on laboratory exercises. Graduates will be competent to perform a wide range of skills including client education, advanced animal nursing, anesthetic, surgical assisting, radiographic procedures, dental prophylaxis, medication preparation and administration and clinical pathology. In addition, students prepare for successful completion of the Veterinary Technician National Exam and Wisconsin Statutes and Rules Examination.

### Training Objective

Successful graduates of Milwaukee Career College's Veterinary Technician Program are prepared to work as effective team members under the supervision of veterinarians in a variety of settings including general, specialty and emergency small, large and mixed animal practices. In addition graduates may work in academia, research, veterinary sales, education, human societies, industry and zoos and wildlife parks.

### Curriculum

#### **Veterinary Assistant (30 Weeks)**

	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
Career Prep & Veterinary Assisting Professional Sequences I, II, III, Externship	300	180	240	30.0
<b>Veterinary Assistant Totals</b>	<b>300</b>	<b>180</b>	<b>240</b>	<b>30.0</b>

#### **Core Sequence (6 Weeks PRIOR TO SEQUENCES I through V)**

<b>Course #</b>	<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
MTH 128	Math Applications	30			2.0
SCI 120	Foundations in Biology and Chemistry	60			4.0
VTT 176	Introduction to Veterinary Technology	30			2.0
<b>Core Sequence Total</b>		<b>120</b>			<b>8.0</b>

#### **Professional Sequence I (6 Weeks)**

<b>Course #</b>	<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
VTT 235	Anatomy & Physiology for Veterinary Technicians	30	30		3.0
VTT 245	Pathology Lab for Veterinary Technicians	15	45		2.5
<b>Professional Sequence I Total</b>		<b>45</b>	<b>75</b>		<b>5.5</b>

#### **Professional Sequence II (6 Weeks)**

<b>Course #</b>	<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
VTT 220	Nursing for Veterinary Technicians	15	60		3.0
VTT 210	Lab Animal Science and Exotic Medicine	30	15		2.5
<b>Professional Sequence II Total</b>		<b>75</b>	<b>45</b>		<b>5.5</b>

#### **Professional Sequence III (6 Weeks)**

<b>Course #</b>	<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
VTT 250	Food and Fiber	45	30		4.0
VTT 230	Diagnostic Imaging for Veterinary Technicians	15	30		2.0
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

#### **Professional Sequence IV (6 Weeks)**

<b>Course #</b>	<b>Course</b>	<b>Theory</b>	<b>Lab</b>	<b>Extern</b>	<b>Credits</b>
VTT 260	Emergency Procedures	15	15		1.5
CCM 111	Communications	45			3.0
VTT 254	Equine Medicine	25	20		2.0
<b>Professional Sequence IV Total</b>		<b>85</b>	<b>35</b>		<b>6.5</b>

**Professional Sequence V (6 Weeks)**

Course #	Course	Theory	Lab	Extern	Credits
VTT 255	Pharmacology for Veterinary Technicians	30			2.0
VTT 275	Surgical Nursing for Veterinary Technicians	15	45		2.5
VTT 280	Dentistry Techniques & Assisting for Veterinary Technicians	15	15		1.5
<b>Professional Sequence V Total</b>		<b>60</b>	<b>60</b>		<b>6.0</b>

**Externship & Seminar (7 Weeks)**

Course #	Course	Theory	Lab	Extern	Credits
VTT 262	Veterinary Technician Seminar	15			1.0
VTT 291	Externship			225	5.0
<b>Externship Total</b>		<b>15</b>		<b>225</b>	<b>6.0</b>
<b>PROGRAM TOTALS</b>		<b>730</b>	<b>485</b>	<b>465</b>	<b>73.5</b>

**Total Hours:** 1680 (730 Theory, 485 Lab, 465 Extern)  
**Day Classes:** 73 weeks/61 weeks of theory and lab and 12 weeks of externship  
**Definition of Credit:** 1 Credit = 15 Lecture Hours/30 Lab Hours/45 Extern Hours  
**Program Delivery Type:** Residential (On Campus) or Blended (On Campus & Distance Education)

**Courses Available to be Offered Via Blended Distance Education:** MTH128, SCI120, VTT176, VTT220, VTT210, VTT235, VTT245, VTT250, VTT230, VTT260, CCM111, CTT254, VTT255, VTT275, VTT280, VTT262

**Course Descriptions****MTH 128 Math Applications 2.0 Credits**

This course provides the student with the fundamentals of college algebra used in applied settings by the Veterinary Technician. Topics include: fractions, decimals, linear equations, basic statistics, pharmaceutical math, and graphing.

*Prerequisite: All Veterinary Assistant courses*

**SCI 120 Foundations in Biology and Chemistry 4.0 Credits**

This course provides an introduction to the fundamentals of chemistry and various life sciences as they relate to veterinary technology. Topics include: inorganic and organic chemistry, biochemistry, cellular biology and the biology of various life processes. This course provides a foundation for applied coursework in veterinary technology.

*Prerequisite: All Veterinary Assistant courses*

**VTT 176 Introduction to Veterinary Technology 2.0 Credits**

The course presents the student with an introduction to veterinary science and the role of the credentialed veterinary technician on the veterinary team. Topics include the history of the field, scope of practice, ethical and legal issues, professionalism and a survey of employment opportunities. This course provides the opportunity to learn and adopt methods and life skills that aid success in a professional degree program and the workplace, and promote life-long learning.

*Prerequisite: All Veterinary Assistant courses*



**VTT 210      Lab Animal Science and Exotic Medicine      2.5 Credits**

An overview of the principles of laboratory animal medicine and the technician's role in husbandry, nursing and assisting in research. Various small mammalian species are covered, as well as an investigation into the restraint, husbandry, nutrition, and basic nursing, of selected exotic species including the sub-groups of Avian and Reptilian species.

*Prerequisite: All Veterinary Assistant courses*

**VTT 220      Nursing for Veterinary Technicians      3.0 Credits**

Advanced training in various nursing procedures with the Veterinary Technician's scope of practice: catheterization, aspiration, centesis, necropsy, endotracheal and gastric intubation, rectal and reproductive procedures, sensory organ exams and testing, bandaging, casting, and sling techniques.

*Prerequisite: All Veterinary Assistant courses*

**VTT 250      Food & Fiber      4.0 Credits**

This course introduces the veterinary technician student to livestock and animal science. This includes an overview of various segments of the livestock and poultry industries. The primary focus is the nursing and medicine of food and fiber producing animals. Lecture and lab activities cover unique anatomical and physiological characteristics, restraint, behavior, husbandry, nursing care, sampling techniques, radiography, medicine, and a review of common surgeries of these species.

*Prerequisite: All Veterinary Assistant courses*

**VTT 230      Diagnostic Imaging for Veterinary Technicians      2.0 Credits**

This course furthers the training in radiology, begun in veterinary assistantship, with advanced studies in screens, positioning, contrast studies, and exotic animal radiography. In addition, the student will be learning and utilizing a portable radiology machine. The course introduces the student to basic ultrasound techniques and Digital Radiography.

*Prerequisite: All Veterinary Assistant courses*

**VTT 235      Anatomy & Physiology for Veterinary Technicians      3.0 Credits**

An in depth analysis of the anatomy and physiology of the domestic species, with focus on the cat and dog. In the lab sessions, students will identify anatomical features and demonstrate an understanding of body function. Dissection and necropsy technique is mandatory.

*Prerequisite: All Veterinary Assistant courses*

**VTT 245      Pathology Lab for Veterinary Technicians      2.5 Credits**

This course focuses on diagnostic tests performed in the veterinary laboratory and includes discussion of various disorders of the body systems. Experience in bacteriology, endocrinology, hematology, serology, and parasitology is part of the curriculum.

*Prerequisite: All Veterinary Assistant courses*

**VTT 255      Pharmacology for Veterinary Technicians      2.0 Credits**

This course focuses on those pharmacological topics the scope of the Veterinary Technician. Topics include a review of pharmacological math, a detailed examination of the physiology and chemistry of drug effects on the Neurological system, and a discussion of proper protocol for many injectable and inhalation anesthetics, analgesics and anti-inflammatories. Various types and dosing of fluids and chemotherapy agents are addressed as well as euthanasia agents.

*Prerequisite: All Veterinary Assistant courses*

**VTT 275      Surgical Nursing for Veterinary Technicians      2.5 Credits**

In defining the veterinary technician's role in surgery nursing, the student will be exposed to the intricacies of the anesthesia machine and receive training in setting, adjusting, and maintenance of the unit. The student will evaluate, medicate, anesthetize, prepare, and monitor a variety of surgical patients, as well as learn the protocol as a sterile assistant. A review and demonstration of various monitoring equipment is provided, and the student will participate in several surgeries of various intensities.

*Prerequisite: All Veterinary Assistant courses*

**VTT 280      Dentistry Techniques & Assisting for Veterinary Technicians      1.5 Credits**

This course covers the tasks and techniques within the scope of practice of a veterinary technician. Included are examination, cleaning, scaling, polishing, and in some jurisdictions, extractions. Tooth anatomy and terminology is reviewed as well as the common veterinary dental diseases and disorders. Protocols for veterinary dental radiography and assisting the DVM in advanced techniques are also taught.

*Prerequisite: All Veterinary Assistant courses*

**VTT 260      Emergency Procedures      1.5 Credits**

This course covers the role of the veterinary technician in emergency procedures, both at an emergency clinic and at the veterinary hospital. Topics include assessment and triage, shock pathophysiology and treatment, trauma, CPR review, poison control, anesthetic emergencies, and the veterinary technician's role in maintenance of the veterinary emergency crash kit.

*Prerequisite: All Veterinary Assistant courses*

**CCM 111      Communications      3.0 Credits**

This course provides the student with experience with the wide range of communication skills necessary for success in health professions. Verbal and non-verbal communication, technical and professional writing, speaking and listening critically, health literacy, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.

*Prerequisite: All Veterinary Assistant courses*

**VTT 254      Equine Medicine      2.0 Credits**

This course introduces the Veterinary Technician student to equine medicine and the role of the Veterinary Technician in equine practice. Lecture and lab activities cover unique anatomical and physiological characteristics, restraint, behavior, husbandry, nursing care, sampling techniques, radiography, medicine, and a review of equine lameness and common surgeries in equine practice.

*Prerequisite: All Veterinary Assistant courses*

**VTT 262      Veterinary Technician Seminar      1.0 Credit**

This course is designed to prepare the learner for the Veterinary Technician National Examination (VTNE). Content includes a comprehensive review of program content and the opportunity to participate in a simulated VTNE exam.

*Prerequisite: All Veterinary Assistant courses*

**VTT 291      Externship      5.0 Credits**

This course provides students with opportunities to apply professional skills learned in the classroom.

*Prerequisite: All required courses of the Veterinary Technician Program Compliance with all MCC policies, including tuition payment schedule, current physical examination, current immunizations including Tetanus Vaccine/Waiver and the Rabies Vaccine Series, Wisconsin Caregiver Background Check if required for specific externship sites and a drug screen if required for specific externship sites. Not available to be offered via distance education.*