

Patient Care Skills Certificate Handbook



Los Angeles City College
Radiologic Technology Department

Healthcare in the City



LACC
"The City's College"

LACC Patient Care Skills Certificate Handbook

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Welcome to the LACC Patient Care Skills Certificate Program



We are thrilled that you have chosen the Patient Skills Care Certificate program at LACC and we welcome the challenge in helping you achieve your professional goals.

The department's staff, faculty, and industry partners are committed to providing you the educational opportunity to learn the skills to deliver high quality patient care in today's growing healthcare workforce. We firmly believe the Patient Care Skills Certificate is a stepping stone for your healthcare goals.

Our faculty and staff will provide the necessary support for you to be successful in the Patient Care Skills Program. On behalf of the faculty, staff, and industry partners, we welcome you to the Patient Care Skills Certificate Program.

Best Regards,

Israel Fonseca, M.P.A., R.T.(R), CRT(R)

Radiologic Technology Program Director

Los Angeles County Sheriff's Office (Campus Police)
 Dial (323) 692-5276 or dial #3 on any Campus phone

CAMPUS SERVICES

Academic Affairs	ext. 2052	AD 208
Admissions	ext. 2104	AD 100
Assessment	ext. 2264	AD 103
ASG	ext. 2475	SU
Bookstore/Club Store	ext. 2140	SU 1st floor
Business Office	ext. 2180	AD 111
Coffee Shop		TULLY'S
CAWORKS	ext. 2586	LS 107
Career Center	ext. 2210	AD 109
Child Development	ext. 2220	CDC
Community Services	ext. 2650	AD 112
Counseling	ext. 2250	AD 108
Computer Center		SU
Convenience Store	ext. 2140	SU
Club Card Office	ext. 2456	AD 105
Employment Development Dept.	ext. 4002	4311 Melrose
English Literacy Program	ext. 2230	EWD
EOP&S	ext. 2300	SSV 119
Facilities Management	ext. 2416	FM
FASTLAB	ext. 2023	SSV 125
Financial Aid	ext. 2010	SSV 117
Foster & Kinship Care Ctr.	ext. 2335	SSV 127c
Foundation	ext. 2490	SU
Health and Wellness Ctr.	ext. 2485	LS 101
Honors Program	ext. 2340	AD 205B
International Students	ext. 2470	EWD
Learning Skills Center	ext. 2270	LRC 103
Martin Luther King Jr. Library	ext. 2400	MLK Library
Lost & Found	ext. #3	AD 115
Matriculation	ext. 2463	AD 105
Office of Special Services	ext. 2270	SSV 100
Receiving	ext. 2495	Lot 3
Recruitment & Outreach	ext. 2325	AD 207A
Sheriff's Office	ext. #3	AD 116
Student Assistance Center	ext. 2455	AD 105
Student Life & Leadership Dev.	ext. 2450	SU
Student Services	ext. 2460	AD 207
Teaching & Learning Center	ext. 2480	AD 300
The Hungry Cub	ext. 2140	SU 1st floor
Transfer Center	ext. 2215	AD 109
TRIO	ext. 2466	SSV 116
Upward Bound	ext. 2316	AD 100
Veteran's Center	ext. 2024	SU

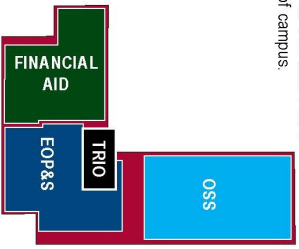
ACADEMIC DEPARTMENTS

Academic Affairs Office	ext. 2052	AD 208
American Cultures	ext. 2505	FH 217
Art/Architecture	ext. 2510	DH 220
Business Administration	ext. 2549	AD 304
Chemistry/Earth Sci.	ext. 2600	SCI 324
Child Development Center	ext. 2220	CDC
Cinema-Television	ext. 2620	CC 181
Computer App-Office Tech	ext. 2549	AD 316
CSIT/Computer Tech	ext. 2810	FH 103
Dental Tech	ext. 2501	SCI 324
Electronics	ext. 2810	FH 103
English/ESL	ext. 2700	JH 301
Economic and Workforce Dev.	ext. 2230	EWD
Family & Consumer Studies	ext. 2290	AD 200
Foreign Language/Humanities	ext. 2737	JH 111
Gate Way to College	ext. 1523	AD 200A
Journalism	ext. 2835	CHEM 208
Law/Administration of Justice	ext. 2753	CHEM 119
Learning Skills	ext. 2770	LS 208
Life Science	ext. 2795	SCI 222E
Math	ext. 2810	FH 103
Music	ext. 2880	DH 312
Nursing	ext. 2534	SCI 218
Philosophy	ext. 2761	CHEM 210D
Photography	ext. 2835	CHEM BASEMENT
Kinesiology	ext. 2860	MG
Psychology	ext. 2930	CHEM 111
Physics/Engineering	ext. 2923	SCI 222D
Radiologic Tech (X-Ray)	ext. 2942	RT
Social Science	ext. 2561	LS 105
Communication Studies	ext. 2964	CC 187
Speech Lab Office	ext. 2770	LS 105
Teaching Learning Center	ext. 2480	AD 300
Theater Arts	ext. 2992	THEA
Writing Center	ext. 2230	JH 318

STUDENT SERVICES VILLAGE MAP

Located at north east of campus.

- EOP&S: EXT. 2300
- CARE: EXT. 2318
- TRIO: EXT. 2466
- FINANCIAL AID: EXT. 2010
- OSS: EXT. 2270

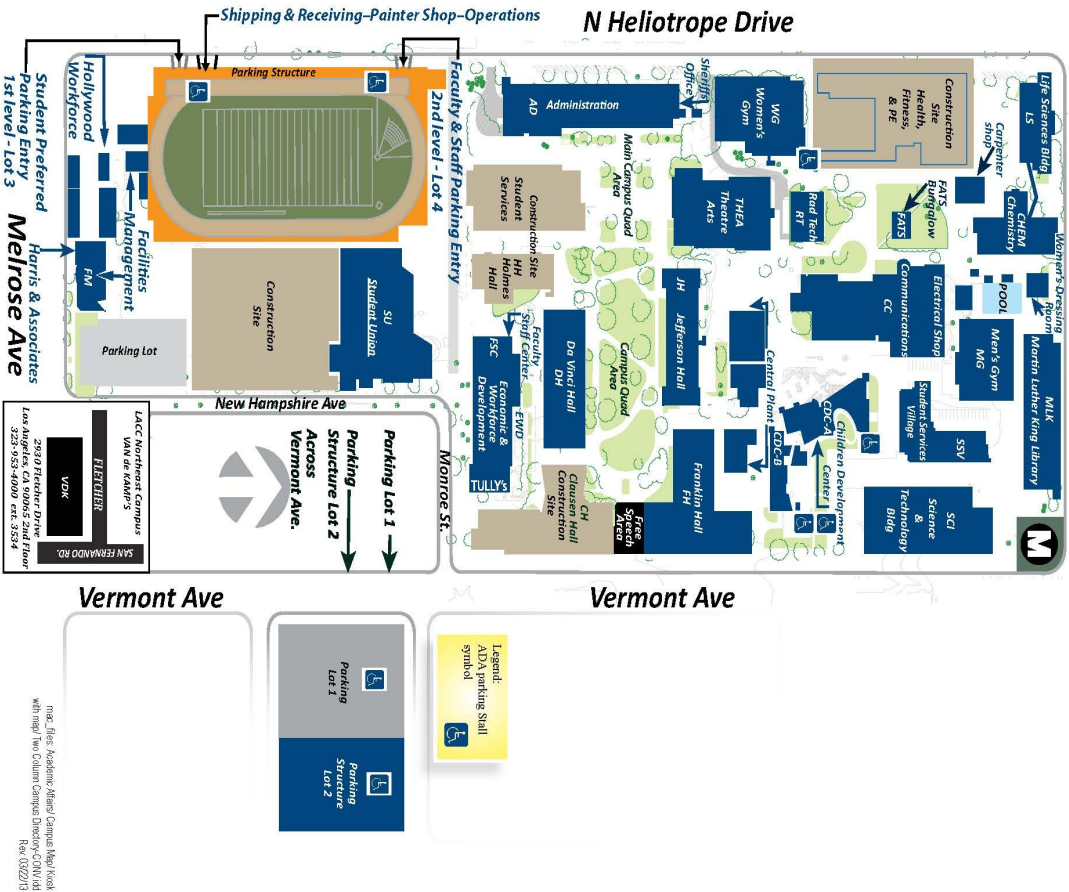


Los Angeles City College Campus Map

855 N. Vermont Avenue, Los Angeles, CA 90029 (323) 953-4000

Willow Brook Ave

*Dial (323) 953-4000, then the listed extension.





Los Angeles Community College District
Board of Trustees

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Overview of the Grant

Los Angeles Healthcare Competencies to Careers Consortium (LAH3C) The purpose of this grant is to prepare students to acquire the necessary skills to enter a healthcare program or an entry level position in the healthcare industry. This is achieved by the adoption of Core Curriculum and the creation of Healthcare career pathways within the Los Angeles Los Angeles Community College District (LACCD). The colleges include: East Los Angeles College, Los Angeles City College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Trade-Tech College, Los Angeles Valley College, and West Los Angeles College.

Benefits for Student

This certificate is designed for students seeking employment in an entry level patient care position. The American Caregivers employer has indicated there is a significant shortage of employees with the skills to provide patient care. This certificate has been created with employer/industry input and will allow students to obtain the following jobs: Personal Care Assistant, Care Manager for seniors, Caregiver, Patient Care provider in RCFEs (Residential Care Facility for the Elderly).

This project received \$15,000 (100% of its total cost) from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Trade-Technical College and the Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

Department Staff

Radiologic Technology Program

Program Director: Israel Fonseca
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SFP- Technician: Victor Facio
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Secretary: Silva Tatiossian
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David London
Employment Specialist
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londonda@lacitycollege.edu



Patient Care Skills Certificate Description

Students learn the necessary skills to deliver quality and timely patient care. Students will utilize the necessary medical language to communicate and perform patient care functions. Students will participate in a sixty hour (60) internship in a health care environment so they can practice the theories they learn in the didactic environment.

Program Goals

- Produce a more motivated, inspired and prepared student.
- Provide students with entry-level industry recognized healthcare career competencies.
- Produce students who are prepared for the current healthcare industry.
- Create new health care programs that mirror needs of the employment sector.

Program Student Learning Outcomes

1. Students will analyze acute changes in the patient's condition and take appropriate interventional action.
2. Students will employ the techniques of body mechanics necessary for safe transport, transfer and positioning of patients.
3. Students will examine changes in a patient's condition that would signal an emergency requiring immediate care.



S T U D E N T C O U R S E S



RADIOLOGY TECHNOLOGY 201

Medical Terminology for Radiologic Technology:

Lecture 3 hours

Students learn the origins of medical terminology, word-building systems, abbreviations, symbols, diagnostic and therapeutic terms. Students review simulated patient charts in order to understand radiographic orders and diagnostic report interpretation

RADIOLOGY TECHNOLOGY 207

Patient Care Management:

Lecture 3 hours. Laboratory 2 hours.

Prerequisite: Radiologic Technology 202.

Students learn the principles of patient care management for radiographers. Routine and emergency care procedures are discussed. The role of the Radiographer in patient education will also be explained. Laboratory experience is included.

CO-Operative Education 195

Work Based Learning

Lecture 1 hour

Students receive college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 75 paid hours or 60 volunteer hours during the semester.

C O U R S E D E S C R I P T I O N

Course Topics

- Patient Interaction
- Patient History
- Safe Patient Movement and Handling Techniques
- Immobilization Techniques
- Vital Signs
- Infection Control
- Human Diversity
- Aseptic Techniques
- Non-aseptic Techniques
- Medical Emergencies
- Pharmacology

RT 201 Course Competencies

Students will be able to:

- Compare and contrast the different parts of medical terms.
- Identify the body structures, color and oncology terms.
- Analyze the directional terms and the anatomical planes of the body.
- Identify the anatomy, structure and function of the Integumentary system.
- Identify the anatomy, structure, function and the terms of the Respiratory system.
- Diagram the structures of the urinary system.
- Compare and contrast the male and female reproductive systems.

RT 207 Course Competencies

- Cognizant of body mechanics,
- Patient privacy and communicable disease policies in the hospital setting.
- Hospital organization and proper care of patient during transfer (and diagnostic procedures).
- Students will be introduced to pharmacology
- Medication administration
- Emergency Responses

C O - O P E R A T I V E E D U C A T I O N

WHAT IS COOPERATIVE EDUCATION?

It is called "Cooperative Education" because the program establishes a three-way relationship between the student, the college, and the employer. This structured relationship allows the student to create short-and long-range career goals and to recognize his/her progress by establishing three measurable learning objectives for the semester. Cooperative Education provides a practical learning model for the students and helps them prepare for their future careers through the integration of the on-the-job learning experiences and academic classroom lessons.

MISSION STATEMENT

The mission of the Cooperative Work Experience Education and Internship program is to strengthen student learning by engaging students in enhanced on-the-job learning opportunities and provide meaningful internship opportunities to students of all majors, enabling students to apply the skills and knowledge acquired in their academic coursework while adhering to generally accepted business principles, standards and work ethics.

BENEFITS TO EMPLOYERS

- **Student-Work Insurance** Provided by LACCD.
- Objectives are set forth to reflect expanded job-related Responsibilities, which help employers reduce turnover of entry-level employees
- Employees/interns are more motivated and goal-oriented
- Cooperative Education students are motivated by the employees
- Evaluation earning into college units
- Employers benefits obtain qualified applicants

ELIGIBILITY REQUIREMENTS

- Be currently employed or have an arranged internship
- Students must employed a minimum of 5 to 20 hours per week semester

*****Students must attend 3 workplace success seminars

C O U R S E R E Q U I R M E N T S

BACKGROUND CHECK

- All students in Patient Care Skills Certificate are required to have a clean background check. Students are responsible for requesting the check, paying for it, and handling any disputed results directly with the background check company. Background checks performed for previous employment or licensing can not be used.
- All background results are kept in a separate locked file and are treated as confidential. Students are conditionally accepted into the program and will be notified regarding the process and deadline for completion of the background check. Failure to obtain a background check by the deadline, will result in dismissal from the program.

Background checks will include the following:

- Social security number and identity verification
- Criminal search national and county
- Employment verification
- Violent Sexual Offender and Predator Registry search
- Derogatory information of the following nature gathered as the result of a background investigation is the basis to no longer consider a candidate for the program, as clinical placement will not be possible. Pending charges for the following crimes will be considered crimes and will be deemed to be substantially detrimental to the care of patients and will result in dismissal. Timeframe is for the last 7 years unless otherwise noted:
Felony convictions
 - Withheld judgments for felonies
 - Other pleas agreements to felony convictions
 - Sexual assault, rape, indecent exposure, lewd and lascivious behavior, or any crime involving non-consensual sexual conduct committed at any time.
 - Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.

BACKGROUND CHECK CONTINUED

- Homicide committed at any time
- Drug trafficking committed at any time.
- Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
- Assault or Battery.
- Misdemeanor theft committed during the last 5 years or grand theft committed during the previous seven years.
- Offenses involving substantial misrepresentation of any material fact to the public or an employer including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes committed during the previous seven years.
- First or second degree arson
- Kidnapping
- Poisoning
- Forgery or fraudulent use of a financial transaction card
- Forgery and counterfeiting
- Insurance fraud

If the background check has crimes on the not “allowed list”, the student will be notified in writing that their admission to the program has been withdrawn. If the student wishes to grieve this decision and continue the admission process, the student must:

Meet with the Program Director and present in writing why the student should not be considered a risk to patient safety. This process must be completed within 10 days of receipt of notification of dismissal.

After the meeting, the Program Director will write a recommendation regarding readmission. The recommendation, information presented by the student, and the background will be forwarded to the clinical sites for their input.

Upon review from the clinical site (s) a written decision will be provided to the student within 15 business days.

C L I N I C A L S T A T E M E N T

Clinical Volunteer Statement

The hands on work experience you receive is crucial for you as you explore a future career pathway in the health care industry. As such the following shall prevail:

- Clinical Volunteers perform services related to the ongoing business of the organization for their own benefit which may be to gain experience in specific endeavors.
- Clinical volunteers are expected to abide by LACC policies and procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.
- Clinical volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose.
- Clinical volunteers cannot replace employee positions or impair the employment. Volunteers' services are generally limited to humanitarian, charitable or public services.

Clinical volunteers are also prohibited from performing the following activities:

- Operating heavy equipment and vehicles
- Working with radioactive or hazardous materials
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the University
- Working with infectious or potentially infectious agents, including human blood

C O U R S E R E Q U I R M E N T S

CPR CLASS

Prior to entering the Patient Care Skills Certificate Program at LACC Radiologic Technology Department, students must hold current and valid CPR certification at the healthcare provider/professional rescuer level. Students may obtain CPR certification through the American Red Cross, the American Heart Association or the American Safety & Health Institute. All initial and recertification courses must include hands-on skills demonstration on a mannequin. Local area hospitals, fire departments or other qualified agencies often provide CPR certification training to members of their local community. Students must maintain valid CPR certification while enrolled in the Patient Care Skills Certificate Program. Failure to maintain current CPR certification will result in the student being suspended from the clinical practicum course until the appropriate CPR certification is established.



SPHEREIT

What is it?

A reflection tool :

- Includes a set of statements customized for Healthcare occupations (Example: How fast do you learn new tasks?)
- Helps students learn more about themselves (Example: Strengths, challenges, interests, etc.)

Using the tool :

This is how it works:

- It can take 15 - 20 minutes to respond to the statements
- Students rate those statements on a scale of 1 to 9



S T U D E N T O R I E N T A T I O N

ATTEND MANDATORY ORIENTATION

Section I: Preface

- Introduction
- Profession and Program History

Section III

- SPHER IT

Section III Program Design

- Mission Statement and Goals
- Program Curriculum
- Academic Honesty
- Co-Operative Education
- Graduation Requirements

Section IV: Financial Information

- Fees and Expenses Policies
- Estimated Program Costs

Section V: Student Services

- Student Advising
- Student Services

Section VI Policies

- Attendance Policy
- Uniform Policy
- Program Policies and Procedures

Section VII: Conclusion

- Program Faculty

ATTENDANCE

The patient care skills certificate program has a Monday through Saturday schedule. This means students are obligated to be in class and not miss any course work on these days regardless of any commitments students may have. In addition, some clinical sites operate on a 24 hour/seven days schedule and as a clinical student it may be required to participate in training at any hours requested by the clinical coordinator to develop industry specific competencies.

Any student who becomes ill or injured during The Patient Care Skills Certificate Program must make-up the missed time. Before a student may return to the program, a written release from their doctor must be provided prior to returning to the program. If any student is absent for **more than two weeks** the time **cannot be made up** and the student will be asked to withdraw from the program and reapply the following year.

R.T. FACILITY MAINTENANCE

Proper care and cleanliness of all classrooms, radiographic equipment and accessories is the responsibility of the student. Improper care and cleanliness of the classroom may result in physical injury to a student and/or faculty member. Failure to comply may result in disciplinary action.

ACCOMODATIONS STATEMENT

Students with a verified disability who may need a reasonable accommodation(s) for any class are encouraged to notify the instructor(s) and contact the Office of Special Services as soon as possible. (323) 953-4000, X 2270. All information will remain confidential in the Program to present evidence of his or her professional liability coverage to Company, upon request.

Uniforms:

Students are required to wear uniforms (Medical Scrubs) to the RT 207 Lab Courses. Women and Men will purchase uniforms and accessories determined by the program. Students are not permitted to wear Jeans, Corduroys or Athletic Shoes.

PERSONAL HYGIENE

As a professional, your personal hygiene is of utmost importance when working with other people at close range. Please consider the following:

- Oral and dental hygiene.
- Perspiration odor.
- Perfumes, colognes, and smoking odors.

COUNSELING

Counseling is provided by the Program Director, Faculty and Clinical Instructors of the respective clinical education centers. Areas of deficiencies and a plan for improvement are discussed with the student. The student is encouraged and given a sufficient amount of time to improve. Counseling will continue in order to assess the student's progress. A student who fails to meet the requisites of the plan will be dismissed from the program.

LIBRARY – L.A.C.C. LEARNING RESOURCE CENTER

Radiologic Technology books are available in the Radiologic Technology Department and the LACC library. Students should contact the library for a scheduled tour of the facilities and resources available to them.

EQUAL OPPORTUNITY POLICY

All programs and activities of the Los Angeles Community College District are operated in a manner which is free of discrimination on the basis-of race, color, national origin, ancestry, religion, creed, sex, pregnancy, martial status sexual orientation, age, disabled, or veteran's status. For detailed information, consult the Los Angeles City College Catalog.

STUDENT DISCIPLINE PROCEDURES

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct . The LACCD has adopted Board Rule 91101, “Student Discipline Procedures,” to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both. Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

STUDENT GRIEVANCE PROCEDURES OMBUDSPERSON ADMINISTRATIVE REGULATION E-55 I

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from the Ombudsperson in the Office of Student Life & Leadership Development, located in the Student Union. The ombudsperson can be reach at ombudsperson@lacitycollege.edu. The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

STUDENT DISCIPLINE PROCEDURES

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance. If the matter cannot be resolved informally, the student may request a formal grievance hearing. Grievances pertaining to grades are subject to the California Education Code, Section 76224(a) which states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or the eligibility, disqualification or reinstatement of Financial Aid.

The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional Information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and the College Catalog. Procedure may be obtained from the Ombudsperson, located in in the Office of Student Life & Leadership Development, located in the Student Union . For assistance, call (323) 953-4000 ext. 2453 or email ombudsperson@lacitycollege.edu.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled

STANDARDS OF STUDENT CONDUCT

Board Rules website: laccd.edu/board_rules Students enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation. Student conduct must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, Include, but are not limited to, the following:

BOARD RULE 9803.10 Willful disobedience to directions of College officials acting in the performance of their duties.

BOARD RULE 9803.11 Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials

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BOARD RULE 9803.12 Dishonesty, such as cheating, or knowingly furnishing false information to the College.

BOARD RULE 9803.13 Unauthorized entry to or use of the College facilities.

BOARD RULE 9803.14 Forgery, alteration, or misuse of College documents, records, or identification.

BOARD RULE 9803.15 Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

BOARD RULE 9803.16 Theft of or Damage to Property. Theft of or damage to property belonging to the College, a member of the College community, or a campus visitor.

BOARD RULE 9803.17 Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise of any threat, challenge to fight, or violation of any rules of conduct as set forth in the LACCD Board Rule regarding "Conduct on Campus." Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the College where such acts are committed.

BOARD RULE 9803.18 Assault or Battery. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

BOARD RULE 9803.19 Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: Opiates, opium, and opium derivatives; mescaline; hallucinogenic substances; peyote, marijuana; stimulants, depressants, cocaine.

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BOARD RULE 9803.20 Lethal Weapons. Possession, while on a college campus or at a college- sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

BOARD RULE 9803.21 Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s nondiscrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veterans status.

BOARD RULE 9803.22 Unlawful Assembly. Any assemblage of two or more persons to (1) do an unlawful act, or (2) do a lawful act in a violent, boisterous, or tumultuous manner.

BOARD RULE 9803.23 Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

BOARD RULE 9803.24 Threatening Behavior. A direct or implied expression of intent to inflict physical or mental/ emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats, or physical threats.

BOARD RULE 9803.25 Disorderly Conduct. Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of the college premises or functions.

BOARD RULE 9803.26 Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. (b) Unauthorized transfer of a file. (c) Unauthorized use of another individual’s identification and password. (d) Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records. (e) Use of unlicensed software. (f) Unauthorized copying of software. (g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

BOARD RULE 2803.27 Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9803.28 Violations of Academic Integrity include, but are not limited to, the following sections: cheating on an exam, plagiarism, working together on an assignment, paper project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade.

BOARD RULE 9804 Interference with Classes. Every person who, by physical force, willfully obstructs or attempts to obstruct, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not to exceed one (1) year, or by both such fine and imprisonment. As used in this section, “physical force” includes, but is not limited to, use of one’s person, individually or in or concert with others, to impede access to or movement within which the premises are devoted.

BOARD RULE 9805 Interference with Performance of Duties by Employees. Action to cause or attempt to cause, any employee of the Los Angeles Community Colleges to do or refrain from doing, any act in the performance of his/her duties by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

BOARD RULE 9805.10 Assault or abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

BOARD RULE 9806 Unsafe Conduct. Conduct which poses a threat of harm to the with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

FINANCIAL AID

Financial aid is monies made available by federal and state governments and private sources in the form of grants, scholarships, loans and employment. These monies are available to make it possible for students to continue their education beyond high school even if they and their family cannot meet the full cost of the post-secondary school they choose to attend. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational cost and that financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses. Data and regulations governing student financial aid may be subject to change. For further information, refer to the Los Angeles City College Catalog.

FINANCIAL ENPENDITURES

Legal residents of the State of California are required to pay nominal enrollment fees. Non-resident students are required by State law to pay non-resident tuition fees. Consult Los Angeles City College Admissions and Records for current fees. (Fees are subject to change per the State Legislature.) In addition, students may expect other fees and expenses during the length of the program

FEES(Per Semester)

Enrollment Fee	\$46.00/per unit
Associated Student Body Membership.....	\$7.00
Health Fee.....	\$11.00
Student Representation Fe.....	\$1.00
Parking Fee.....	\$20.00(optional)

TRANSPORTATION

Students are responsible for their own transportation to the campus and to the clinical education facilities. The Metro Subway System has a Station on the Red Line that stops at the LACC Campus.

STUDENT INSURANCE

In the event that students are not covered by the Teaching Institution's professional liability policy, Teaching Institution shall inform each student in the Program that they shall procure at the student's sole cost and expense, professional liability insurance in amounts reasonably necessary to protect the student against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such professional liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate.

Emergency Contact

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**“Your Career is Near,
Success is Clear”**

Israel Fonseca, M.P.A., R.T.(R), CRT(R)
Radiologic Technology Program Director



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