



Stellar Career College

5521 Lincoln Hwy,
Crown Point IN 46307

Academic Catalog 2026-2027

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MISSION STATEMENT

The mission of Stellar Career College is to provide consistent high-quality instruction and motivation in a positive learning environment. The welfare and education of students and employees are our primary focus. Together, we work toward building skilled individuals and a successful company to serve the needs of the community.

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Institutional History

1986 – Stellar Career College, originally founded as *Computer Tutor*, was established in Modesto, California by Lenore Hughes. The institution was created to improve children’s reading, comprehension, and mathematical skills.

1989 – Computer Tutor expanded its mission and began offering computer software training and clerical programs for adults.

1992 – Accounting courses were added to the institution’s program offerings.

1997 – R. George Rawe became the Director of Computer Tutor.

1998 – Medical and computer technical programs were introduced, expanding the institution’s focus toward career-oriented education.

July 2002 – Due to expanded program offerings, the institution’s name was changed to Computer Tutor Business and Technical Institute.

March 2003 – The institution first received accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC).

February 2014 – The institution relocated to a new facility at 4300 Sisk Road, Modesto, California.

August 1, 2017 – Stellar Career College, LLC became the new owner of the institution, with Zulfiqar Satti designated as President and CEO.

February 2018 – Computer Tutor Business and Technical Institute officially changed its name to Stellar Career College.

July 2019 – The Illinois Board of Higher Education approved the establishment of the Chicago, Illinois campus.

September 2019 – The Accrediting Commission of Career Schools and Colleges (ACCSC) approved accreditation for the Chicago campus.

February 2020 – The U.S. Department of Education approved the Chicago campus.

March 2022 – The Indiana Board for Proprietary Education granted Stellar Career College institutional authorization to operate in Highland, Indiana, allowing the institution to establish a physical presence and offer approved academic programs in the state.

August 2022 – The Accrediting Commission of Career Schools and Colleges (ACCSC) recognized the addition of a separate facility (satellite location) in Crown Point, Indiana, which operated under the Stellar Career College – Chicago Branch Campus.

August 2025 – ACCSC formally closed the Crown Point, Indiana satellite location that had operated under the Chicago branch campus. On the same date, ACCSC approved the Crown Point, Indiana location as a Branch Campus of Stellar Career College – Modesto (Main Campus).

PHILOSOPHY

Stellar Career College is dedicated to providing quality professional skill development to the 21st century workforce. Our professional and trained faculty will train students in their new careers using a hands-on, instructor-led training environment. Upon successful completion of training, students will be prepared to enter an entry-level position in the career for which they were trained.

LICENSE AND ACCREDITATION

Stellar Career College, Indiana location is approved by the Indiana Board for Proprietary Education (IBPE) and Indiana Commission for Higher Education (ICHE). For more information on ICHE approval, contact the Indiana Commission for Higher Education at 101 W. Ohio Street, Suite 300, Indianapolis, Indiana 46204-4206 Phone Number (317) 464-4400 or <https://www.in.gov/che/>.

Stellar Career College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington VA 22201 telephone at 703- 247-4212. For more information on accreditation please visit <http://www.accsc.org>. ACCSC is a U.S. Department of Education recognized accrediting body.

EQUIPMENT AND FACILITIES

Branch Campus Facility – Crown Point, IN

Stellar Career College – Indiana is located at 5521 W. Lincoln Highway, Crown Point, Indiana 46307. The campus occupies multiple suites on the third floor of the building, including Suite 300, Suite 301, and Suite 303. The facilities include classrooms, laboratories, computer resources, administrative offices, and student support spaces designed to support academic instruction and hands-on training.

Suite 300

Suite 300 contains instructional and faculty support areas including:

- 2 Faculty Offices
- 3 Faculty and Staff Workstations/Cabins
- 1 Faculty and Staff Lounge
- 1 Laboratory and Classroom

Suite 301

Suite 301 serves as the primary administrative and student services area and includes:

- 4 Administrative Offices
- 1 Reception Area
- Student Waiting Area
- Student Learning Center
- 3 Laboratory/Classroom Spaces
- 1 Computer Lab

Suite 303

Suite 303 provides additional instructional and support space including:

- 1 Learning Center Classroom and Laboratory
- 2 Classroom and Laboratory Rooms
- 1 Storage Area

These facilities are equipped with instructional technology, laboratory equipment, and computer resources necessary to support classroom learning and hands-on training.

Degree Programs

The Indiana campus currently offers the following academic programs:

- Associate of Applied Science (AAS) in Radiologic Technology
- Associate of Applied Science (AAS) in Magnetic Resonance Imaging (MRI) Technology
- Associate of Applied Science (AAS) in Diagnostic Medical Sonography (DMS)
- Associate of Applied Science (AAS) in Information Systems and Cybersecurity Management

Classrooms, laboratories, and computer facilities are configured to support both didactic instruction and practical training components required for these programs.

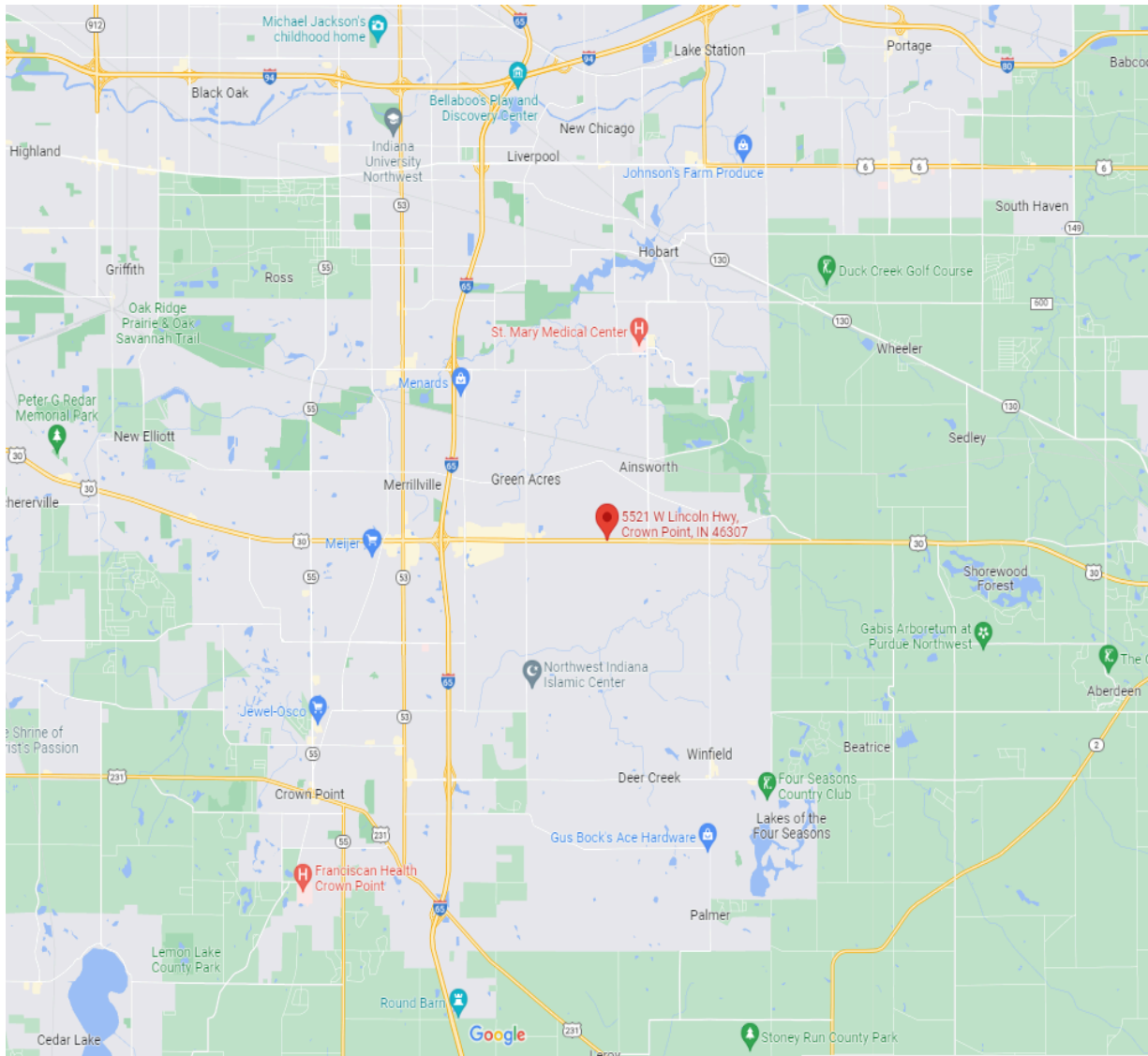


Figure 1: Campus Location (Snapshot using Google Maps)

CAMPUS SECURITY

Stellar Career College compiles an annual security report which details current security policies, crime prevention information, and crime statistics on campus and in the surrounding area. Prospective students and employees may request a copy of the security report at the front desk.

CLASS SIZE

Stellar Career College has a maximum of 30 students per class. For General Education courses, the maximum is 50 students per course.

OFFICE HOURS

Stellar Career College is open from 3:00 am to 8:00 pm Monday through Thursday; Fridays 3:00 pm to 8:00pm, except for campus holidays, increment weather advisory and closed on Sundays.

INSTRUCTIONAL HOURS

The instructional hours are from 4:30 pm to 8:30 pm Monday through Friday for evening classes. Availability of classes is based on enrollment. Students will be advised regarding program starting dates at the time of enrollment. Detailed scheduling information (operating hours, holidays, vacations, in-service days, class schedules and revisions) will be given to students in advance. The number of hours per subject listed in each course is an estimate only. The total number of hours per program may be adjusted.

CLOCK HOURS AND CREDIT HOURS

Stellar Career College measures its training programs in quarter credit hours. One quarter hour is awarded for a minimum of 20 clock hours of classroom or 20 clock hours of lab.

CALENDAR & HOLIDAYS

Stellar Career College(2026-2027)¹

Subject to Change

Key Event	Date(s)
February 2026 Quarter	
Registration Opens	Rolling
Registration Closes	February 22, 2026
New Student Orientation	May 22, 2026
Quarter Start Date	May 25, 2026
Last Day to Add/Drop	June 22, 2026
Independence Day (Holiday)	July 4, 2026
Final Exams	August 3–7, 2026
Quarter End Date	August 10, 2026
May 2026 Quarter	
Registration Opens	Rolling
Registration Closes	February 22, 2026
New Student Orientation	May 22, 2026
Quarter Start Date	May 25, 2026
Last Day to Add/Drop	June 22, 2026
Independence Day (Holiday)	July 4, 2026
Final Exams	August 3–7, 2026
Quarter End Date	August 10, 2026

¹ Stellar Career College follows a 12 weeks Quarter-based academic system. Each Quarter has its own defined start and end date. The calendar Academic Calendar institutional holidays, breaks, and deadlines across all active Quarters. Students are given a one-week break between Quarters to allow for transition and scheduling.

August 2026 Quarter	
Registration Opens	Rolling
Registration Closes	May 24, 2026
New Student Orientation	August 21, 2026
Quarter Start Date	August 24, 2026
Last Day to Add/Drop	September 21, 2026
Labor Day (Holiday)	September 7, 2026
Final Exams	November 2–6, 2026
Quarter End Date	November 9, 2026
November 2025 Quarter	
Registration Opens	Rolling
Registration Closes	August 23, 2026
New Student Orientation	November 20, 2026
Quarter Start Date	November 23, 2026
Last Day to Add/Drop	December 21, 2026
Thanksgiving Break (Holidays)	November 26–29, 2026
Winter Break (Holidays)	December 21, 2026 – January 3, 2027
Martin Luther King Jr. Day (Holiday)	January 18, 2027
Final Exams	February 1–5, 2027
Quarter End Date	February 22, 2027

STUDENT SERVICES & HOUSING

SCC is here to help students succeed and make the most of student's experience. Stellar Career College offers a full range of services and resources to support students from their first visit to school through graduation. Our offices and centers provide Academic Advising, Career Development and Job Placement Services.

Stellar Career College does not provide student housing and does not offer student housing assistance. Stellar Career College also does not provide transportation or childcare.

LIBRARY/LEARNING RESOURCE CENTER

SCC provides students with extensive electronic learning resources accessible both on-campus and online 24/7.

1. SCC is a member of the **Library and Information Resources Network (LIRN)**, a robust online research platform that offers access to a wide range of academic databases, scholarly journals, e-books, business case studies, healthcare management publications, and statistical data repositories.
2. Students can conduct research, access full-text peer-reviewed journals, and utilize discipline-specific resources aligned with business administration, healthcare administration, data analytics, and sonography programs.

LIRN is accessible in the dashboard of SCC's Moodle LMS.

An on-site **Learning Resource Room** is available at the Hallandale Beach campus and provides:

- Computer workstations with internet access
- Research assistance from trained academic support staff
- Reference books, professional manuals, and industry publications supporting the College academic offerings
- Portable audiovisual equipment to support classroom instruction as needed

The on-campus Learning Resource Room is open **Monday through Thursday, 9:00 AM to 6:00 PM**, and students may access the LIRN database and other online resources remotely **24/7**

STUDENT ADVISING SERVICES

Stellar Career College has a full-time advisor on staff to help you with your educational plan, program requirements; curricular offerings; college procedures, regulations, and policies; as well as personal concerns. Balancing the demands of school and your personal life can be challenging. We are here to help students handle this stress and pressure successfully and constructively. At times, just talking can make a difference while other times, more intervention is needed. Our staff can assist students in overcoming personal, academic situations that could negatively impact their progress and success at College. We work to create a learning environment where our students feel safe, respected and valued, and facilitate the process of developing a balanced and healthy

lifestyle, including care for oneself that give students the information necessary to enter the job market, one-on-one training sessions, professional resume writing services, mock interviews, and other employment preparation activities are available for students. Stellar Career College is committed to.

TUTORING

Additional assistance may be arranged in case extra help is required to succeed academically. All students who need assistance with additional tutoring are advised contact the student services office at their earliest convenience.

CAREER SERVICES AND PLACEMENT ASSISTANCE

The Office of Career Services assists students with all aspects related to attaining optimum satisfaction in their career choice. We believe that choosing a career is a developmental process with the opportunity for growth throughout life. Workshops on a variety of topics making every reasonable effort that give students the information necessary to enter the job market, one-on-one training sessions, professional resume writing services, mock interviews, and other employment preparation activities are available for students. Stellar Career College is committed to prepare students to secure employment, though it cannot guarantee graduate placement.

- Job Placement Assistance
- Resume Seminar
- Professional Resume, Cover Letter, and Reference Sheet
- Interview Seminar
- Mock (simulated) interview with a professional from the community
- Job Search Skills Seminar
- Portfolio Training
- Access to job leads
- Details of known vacancies in the field will be brought to the attention of qualified graduates. Some companies may contact this institution for candidates for employment.
- While this institution will provide employment assistance, it can make no guarantee for a position.

EMERGENCY SCHOOL CLOSING INFORMATION

Notification of school closings due to severe weather conditions or a building emergency can be obtained through the following ways:

1. Via Recorded Message,
2. Via Email,
3. Via the College Website,

INDIVIDUAL COUNSELING

Students who require counseling from licensed counselor will be referred to the local governmental and non-profit groups.

SUPERVISION OF ATTENDANCE RECORDS

Stellar Career College supervises, records and reports the attendance of the students:

- The faculty for each course takes attendance.
- Instructors submit attendance sheets to college staff member responsible for monitoring student attendance.

SUPERVISION AND MONITORING OF LEAVES OF ABSENCE

All approved Leaves of Absence are actively monitored by the College to ensure compliance with institutional and regulatory requirements. The Registrar's Office, in coordination with academic administration, tracks the duration of the leave, maintains appropriate documentation, and monitors the student's scheduled return date. Students are expected to maintain communication with the College during their leave and confirm their intent to return as required. Final oversight and any necessary determinations are conducted by the Campus Director.

SUPPORT GROUPS

A list of local support groups is maintained on the Student Services board for any student who that may need a support group or local resources.

CLASSROOM EQUIPMENT

The Computer laboratory has been equipped with the following equipment:

- Intel Pentium-powered computers, to ensure fast access to your software programs
- Large 17-inch monitors
- Microsoft Windows
- Microsoft Office and the relevant software packages on the market
- Laser printers
- Cable connection to the Internet to provide fast connections to the Internet
- Multimedia including USB/ Flash Drive and headphones
- Modern office features including fax and scanning abilities

ADMISSION REQUIREMENTS

Applicants may enroll on any school day. At the time of enrollment the applicant will be informed of the next start date. Applicants are accepted on the basis of testing and suitability for the required training program.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Associate of Applied Science (AAS) in Magnetic Resonance Imaging (MRI) Technology

Applicants w/ a High School Diploma or Associate Degree			Applicants with a Bachelor's or Higher Degree		
S. no	Items	Status(Required or Waived)	S.no	Items	Status(Required or Waived)
1	Valid Government-issued ID or Passport	Required	1	Valid Government-issued ID or Passport	Required
2	Transcripts (min. CGPA 2.00)	Required	2	Transcripts (min. CGPA 2.00)	Required
3	Resume	Required	3	Resume	Required
4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Required	4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Waived
5	Letter of Recommendation	Required	5	Letter of Recommendation	Required
6	Essay	Required	6	Essay	Required
7	Distance Education Orientation Assessment	Required	7	Distance Education Orientation Session	Required
8	Digital Literacy Assessment (70/100)	Required	8	Digital Literacy Assessment (70/100)	Required
9	Interview	Required			

10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required	9	Interview	Required
			10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required

Associate of Applied Science (AAS) in Diagnostic Medical Sonography (DMS)

Applicants w/ a High School Diploma or Associate Degree			Applicants with a Bachelor's or Higher Degree		
S. no	Items	Status(Required or Waived)	S.no	Items	Status(Required or Waived)
1	Valid Government-issued ID or Passport	Required	1	Valid Government-issued ID or Passport	Required
2	Transcripts (min. CGPA 2.00)	Required	2	Transcripts (min. CGPA 2.00)	Required
3	Resume	Required	3	Resume	Required
4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 30/50 	Required	4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 30/50 	Waived
5	Letter of Recommendation	Required	5	Letter of Recommendation	Required
6	Essay	Required	6	Essay	Required
7	Distance Education Orientation Assessment	Required	7	Distance Education Orientation Session	Required
8	Digital Literacy Assessment	Required			

	(70/100)		8	Digital Literacy Assessment (70/100)	Required
9	Interview	Required	9	Interview	Required
10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required	10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required

Associate of Applied Science (AAS) in Radiologic Technology

Applicants w/ a High School Diploma or Associate Degree			Applicants with a Bachelor's or Higher Degree		
S. no	Items	Status(Required or Waived)	S.no	Items	Status(Required or Waived)
1	Valid Government-issued ID or Passport	Required	1	Valid Government-issued ID or Passport	Required
2	Transcripts (min. CGPA 2.00)	Required	2	Transcripts (min. CGPA 2.00)	Required
3	Resume	Required	3	Resume	Required
4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Required	4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Waived
5	Letter of Recommendation	Required	5	Letter of Recommendation	Required
6	Essay	Required	6	Essay	Required
7	Distance Education Orientation	Required			

	Assessment		7	Distance Education Orientation Session	Required
8	Digital Literacy Assessment (70/100)	Required	8	Digital Literacy Assessment (70/100)	Required
9	Interview	Required	9	Interview	Required
10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required	10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required

Associate of Applied Science (AAS) in Information Systems and Cybersecurity Management

Applicants w/ a High School Diploma or Associate Degree			Applicants with a Bachelor's or Higher Degree		
S. no	Items	Status(Required or Waived)	S.no	Items	Status(Required or Waived)
1	Valid Government-issued ID or Passport	Required	1	Valid Government-issued ID or Passport	Required
2	Transcripts (min. CGPA 2.00)	Required	2	Transcripts (min. CGPA 2.00)	Required
3	Resume	Waived	3	Resume	Waived
4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Waived	4	Entrance Exam <ul style="list-style-type: none"> • Maximum 3 attempts • Passing score 25/50 	Waived
5	Letter of Recommendation	Waived			

6	Essay	Waived	5	Letter of Recommendation	Waived
7	Distance Education Orientation Assessment	Required	6	Essay	Waived
8	Digital Literacy Assessment (70/100)	Required	7	Distance Education Orientation Session	Required
9	Interview	Waived	8	Digital Literacy Assessment (70/100)	Required
10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required	9	Interview	Waived
			10	Sign Acceptance Documents <ul style="list-style-type: none"> • Acceptance Letter • Enrollment Agreement 	Required

PROGRAM SPECIFIC ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

AAS DMS, AAS RAD, AAS MRI and AAS ISCS PROGRAM ADMISSION REQUIREMENTS

S. no	Items	Status(Required or Waived)
1	Valid Government-issued ID or Passport	Required
2	Student VISA	Required
3	I-94	Required
4	Financial Documentation	Required
5	English Proficiency Test	Waived
6	Transcripts (min. CGPA 2.00) or Diploma	Required

7	Resume	Waived
8	Entrance Exam <ul style="list-style-type: none"> ● Maximum 3 attempts ● Passing score 30/50 	Waived
9	Letter of Recommendation	Waived
10	Essay	Waived
11	Distance Education Orientation Assessment	Required
12	Digital Literacy Assessment (70/100)	Required
13	Interview	Waived
14	Sign Acceptance Documents <ul style="list-style-type: none"> ● Acceptance Letter ● Enrollment Agreement 	Required

TRANSFER OF ACADEMIC CREDIT

Students who have completed similar training courses at other institutions may apply for transfer of credit in accordance with the following policies and procedures:

1. **Application Submission**
Students must complete and submit a Transfer of Academic Credit Application to the Campus Director or their designee.
2. **Supporting Documentation**
Students must provide a transcript and catalog course descriptions of the prior postsecondary training.
 - Official transcripts are required to post transfer credits.
 - Unofficial transcripts may be used to evaluate credit.

- Photocopies of transcripts will not be accepted.
3. Eligibility of Courses
 - Only courses from accredited post-secondary training programs that correspond directly in content, scope, and length to Stellar Career College courses will be considered.
 - Technical coursework completed within the last five (5) years and general education coursework within the last seven (7) years is eligible for review, provided all other policy requirements are met.
 - Only courses with a grade of C or 2.0 or above will be considered.
 4. Experiential Academic Credit
 - To be awarded experiential academic credit, students must demonstrate proficiency in the content area by passing an exam with a score of 90% or higher.
 - The exam may be taken one time only per course.
 - A non-refundable fee of \$200 per course will be charged for credit-by-exam courses.
 5. Decision Authority
 - All decisions regarding transfer of credit are made by the Campus Director or a designee.
 - Decisions are based entirely on the criteria outlined in these policies and procedures.
 6. Impact on Academic Load and Financial Aid
 - Approval of transfer credits will reduce a student's academic load and may affect financial aid eligibility.
 - Approval is not guaranteed.
 - The limit for transfer credit is 8 quarter credits.
 - Approved transfer credit will be credited in the last quarter of the program.
 7. Timing of Requests
 - All transfer of credit requests must be submitted, reviewed, and approved within 90 days of the start of a student's program.
 - Requests may use either an unofficial or official transcript.
 8. Student Consent
 - Consent must be obtained from the student to proceed with the transfer of credit process.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Stellar Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits

or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stellar Career College to determine if your credits or diploma will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

Stellar Career College has an articulation agreement with Ashworth College. Academic credits earned at SCC maybe credited towards an Associate of Arts degree.

TUITION & FEES

The following schedule outlines the tuition fees and other required charges for each program. All amounts are current as of the catalog publication date

Program	Credentials	Modality	Program Length	Academic Credits	Lab Fee	Books, Technology, and Library Fee	Tuition	Registration Fee	Total Fee**
Diagnostic Medical Sonography (DMS)	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850
Magnetic Resonance Imaging (MRI) Technology	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850
Information Systems and Cybersecurity Management	AAS	Residential	24 Months	90	0.00	\$1,950	\$24,900	\$100	\$26,850
Information Systems and Cybersecurity Management	AAS	Online	24 Months	90	0.00	\$24,900	\$24,900	\$100	\$26,850
Radiologic Technology	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850

** Total fees do not include registration fees.

SCHOLARSHIPS

A student with an advance credential may receive a scholarship towards tuition fee at the time of enrollment. Exact award amount of the scholarship will be provided at the time of enrollment and will be documented in the corresponding Student's Award Letter.

Additional scholarship may be awarded to qualified students upon the approval of the College President.

INTEREST-FREE PAYMENT PLANS:

Payment plans will be offered on a case by case basis. Please contact the financial aid department for more details.

TUITION FUNDING

Stellar Career College accepts tuition funding from the following sources:

- Personal Payment – Cash, Check, Visa, MasterCard, and American Express
- Rehabilitation Voucher
- Worker’s Compensation
- Pell Grants and Direct Student Loans
- Indiana State Financial Aid
- Workforce Innovation and Opportunity Act (WIOA)

FINANCIAL AID

Stellar Career College participates in federal and state financial aid programs. Students who are interested in obtaining financial aid will be advised of their options in the initial interview. Students who wish to apply for Direct Loans or Pell grants should make an appointment with Stellar Career College’s Financial Aid Officer. The Financial Aid Officer will assist the student in completing a Free Application for Federal Student Aid (FAFSA), which will be submitted to the United States Department of Education. Eligibility for federal student aid will be based on current federal guidelines and determined solely by the Department of Education. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. Students who participate in the Direct Loan program are required to receive advisement prior to the beginning of training and again prior to completion of their program of study. This advisement will be scheduled through and provided by the Stellar Career College Financial Aid Officer

ADD/DROP PERIOD

Students are permitted to make schedule adjustments during the Add/Drop period at the beginning of each academic term.

The Add/Drop period lasts seven (14) calendar days from the start date of the Quarter.

During the Add/Drop period, students may:

- Add courses with approval from the Program Director or Academic Administration.
- Drop courses without academic penalty.
- Withdraw from the program without incurring tuition charges, in accordance with the institution’s refund policy.

Students who officially drop or withdraw during the Add/Drop period will not receive academic credit for the course(s) and no grades will be recorded on the transcript.

Students who remain enrolled after the Add/Drop period will be considered officially registered in their courses, and tuition charges will apply.

Failure to attend classes or participate in required academic activities during the Add/Drop period may result in administrative withdrawal.

Students who withdraw after the Add/Drop period will be subject to the institution's withdrawal and refund policies, and academic records will reflect the appropriate grade or withdrawal status.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial Enrollment Agreement until 11:59 p.m. of the fifteenth (15th) calendar day after enrollment or through attendance at the first class session, whichever is later. If the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within forty-five (45) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

After the end of the cancellation period, the student also has the right to stop school at any time and has the right to receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the current payment period in the program through the last day of attendance. Refunds on all monies paid to date are made within forty-five (45) days of cancellation.

Notice of cancellation shall be made in writing to:

Campus Director
 Stellar Career College
 5521 Lincoln Hwy, Suite 301,
 Crown Point, IN 46307

INDIANA UNIFORM REFUND POLICY

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board, to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The

institution must make the proper refund no later than thirty-one (31) days after the student requests cancellation or withdrawal.

INSTITUTION'S REFUND/ CANCELLATION POLICY

All student refunds will be made according to the following policies:

1. All tuition and any other charges shall be refunded to the student when notice of cancellation is given before midnight of the fifteenth business day after the date of enrollment, but prior to the first day of class. After the cancellation period, refunds are calculated on a **pro-rata basis** in accordance with Indiana law and ICHE requirements.
2. The school will retain only the registration fee when notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of item 13 of this section, the cost of any books or materials which have been provided by the school.
4. When a student has completed classes in excess of 5% of the course of instruction, the school will retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with the following:
 The college will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school will retain the registration fee and the entire tuition and other charges.
5. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
6. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of the day when the determination of non-acceptance was made.
7. Registration fees of \$100.00 shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
8. Deposits or down payments shall become part of the tuition.
9. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
10. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation. The refunds are made directly to the source of payment.
11. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of

- cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.
12. A school shall refund all monies paid to it in any of the following circumstances: The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - a. The school cancels or discontinues the course of instruction in which the student enrolled;
 - b. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
 13. A school must refund any book and materials fees when:
 - a. The book and materials are returned to the school unmarked, and
 - b. The student has provided the school with a notice of cancellation.
 14. The above refund policy is applicable to all the students enrolled in the school.

ATTENDANCE REQUIREMENTS

Attendance/Tardiness Policy

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical for proper skill building. Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance. Tardiness or absences in any class are counted toward the 70% attendance requirement. Failure to meet the attendance requirement could lead to dismissal from the institution if the absences exceed 30% of the total program hours.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student will be communicated if there will not reach the required 70% attendance for all courses in a term. This is part of the Satisfactory Academic Progress (SAP) report. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including making up hours and/or delaying graduation. All advisements will include an action plan and timeline for attendance remediation.

Days of Absences and Automatic Withdrawal from the College

A student will be automatically withdrawn from the college, if a student is absent from school for four (4) consecutive class days for a 1-day-per-week class schedule, eight (8) consecutive class days for a 2-days-per-week class schedule, and twelve (12) consecutive class days for a 3

days-per-week class schedule. The consecutive class days will not include school-scheduled breaks (winter break, term break, or any other similar scheduled break) and any school's scheduled holidays published in the academic calendar in the catalog

MAKE-UP WORK

Make-up work must be resolved with the Instructor prior to the program graduation date. All make-up or incomplete work must be completed prior to the program graduation date. The maximum time frame for any program is 1.5 times the length of the program. Any incomplete work beyond the maximum program length will result in termination.

GRADING SYSTEM

The school's grading system is as follows:

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGP A	Effect on SAP (Rate of Progress)
A	94%-100%	Superior	4.0	Y	Y	Y	Y
A-	90%-93%		3.7	Y	Y	Y	Y
B+	84%-89%	Excellent	3.3	Y	Y	Y	Y
B-	80%-83%		3.0	Y	Y	Y	Y
C+	70%-79%	Satisfactory	2.5	Y	Y	Y	Y
F	0%-69%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

Incomplete Grade

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, “I,” may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Director.

Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department. Students who are granted an Incomplete will receive a grade of “I” followed by a “/” and the grade earned thus far in the course (e.g., “I/D”). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the course. Students officially enrolled in an externship may petition for additional time to complete the externship with the permission of the Director. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

The instructor and/or College President may assign Incomplete Grade (INC) to the students at their discretion.

Failure

Any course in a program of study that is failed must be repeated and passed.

Withdrawal / Course Drop

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average; however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Transfer Credit

When a student receives advanced academic standing a grade of “TC” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress.

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) policy applies to all students at Stellar Career College. All periods of a student’s enrollment at SCC are used in determining SAP.

Satisfactory Academic Progress (SAP) is measured by:

- 1) A student's cumulative grade point average (CGPA); and
- 2) A student's pace of completion (progress toward the completion of their program, completion rate).

Academic Advisement

Students are provided with their progress report at the end of each term. If a student fails to meet SAP requirements, he/she will be placed on academic advisement. Academic advisement should clearly outline the consequences of failing a course and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 36 credit hours, the student may not attempt more than 54 credit hours (1.5×36) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule – Satisfactory Academic Progress

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term). From 2nd term on wards, a student's SAP may also be re-evaluated if certain courses/modules in the term end by the midterm point. SAP calculations will be based on all credit hours attempted and earned. Proficiency Credit (PC), Transfer Credit (TC), Repeated courses (including previously passed courses), and Withdrawals

- grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion. The final grade received on the last repeat of a course is used in the GPA calculation. Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

Required SAP minimums are outlined in the table below:

Percent of Program Attended	Minimum CGPA	Minimum Pace of Completion
0-24.9%	1.00	50%
25-49.9%	1.50	60%
50-150%	2.00	67%

If a student fails to maintain satisfactory progress then the student will be warned of any unsatisfactory progress. If unsatisfactory progress continues then a student may be placed on probation. If unsatisfactory progress continues during probation then a student will be dismissed from the program.

Students not meeting these benchmarks are not making Satisfactory Academic Progress (SAP). The first time a student is not making SAP, the student is placed on academic warning. Students on academic warning will be notified by the Advisor and/or Director.

Appealing Academic Probation

To appeal probation, a student must write a letter to the Director stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Director.

GRADUATION

To be eligible for graduation, students must:

- Complete all required courses with a Cumulative Grade Point Average of at least 2.0;
- Meet the specific grade and other program requirements (if applicable);
- Successfully complete the externship or clinical requirement (if applicable);
- Achieve Satisfactory Academic Progress (SAP);
- Complete all required certifications (if applicable).
- Complete all courses for the program within 1.5 times the normal program length; and
- Satisfy all financial requirements to the College and/or make agreeable payment arrangements.

The document to be issued upon satisfactory completion of a program is a Diploma.

PROBATION

Students may be placed on probation for any of the following:

Absenteeism: Students whose attendance drops below 70%, or have four unexcused absences during their program, may be placed on probation for one month. Additional absences during such a probationary period may be considered unsatisfactory attendance and grounds for termination.

Conduct: Students who do not follow the rules of conduct as outlined in this catalog and in the Stellar Career College Policies and Procedures may be placed on probation for a period to be determined by the school. During the probationary period, additional infractions may be grounds for termination.

Unsatisfactory Progress: Students who do not maintain satisfactory progress may be placed on probation and given a progress plan. Failure to maintain the schedule outlined in the progress plan may be grounds for termination.

TERMINATION OR SUSPENSION

At the discretion of the school administration, a student will be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior toward any student or faculty member, or any other stated or determined infraction of conduct as outlined in the Stellar Career College Policies and Procedures received during student orientation. A student may also be dismissed for unsatisfactory progress, unsatisfactory attendance, or for unsatisfied financial obligations.

REINSTATEMENT

When a student has been dismissed from Stellar Career College, the student may be reinstated only after evidence has been provided, to the satisfaction of the Administration, that the conditions which led to dismissal have been rectified. All requests for reinstatement must be submitted in writing.

RECORDS

Enrollees are advised and cautioned that state law requires the educational institution to maintain school and student records for a period of not less than five years at its principal place of business. Transcripts are kept permanently.

Copies of on-site diplomas or transcripts may be made for a fee of \$10.00. Thereafter, records are maintained in a secure, fireproof off-site location. Copies of diplomas or transcripts being stored off-site require 48 hours' notice and a \$40.00 fee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act defines the procedures for maintaining the confidentiality of student records. It describes the process by which a student may review his or her own education records, request corrections to those records, and release other parties to examine the records. For more information, please request a copy of the document "Family Educational Rights and Privacy Act Summary" at the front desk.

GRIEVANCE PROCEDURE

Complaints filed by student against school, facility, non-facility and any other issue. Complaints by student should be submitted in writing to The Campus Director: Stellar Career College, 5521 Lincoln Highway Indiana 46307, and phone (312) 687-3000.

Stellar Career College
5521 Lincoln Highway
[Crown Point, IN 4630](#)

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Students should review the institution's Student Complaint Policy and Procedure document, which outlines the definitions of complaints, informal resolution expectations, formal written complaint requirements, review and decision timelines, and available internal and external resolution options. The document is available on the institution's website.

Students are required to follow the institution's internal Student Complaint Process prior to submitting a complaint to ACCSC. The step-by-step Student Complaint Process and Procedures document is available on the institution's website and provides detailed instructions for submitting and resolving complaints at the school level.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302
Arlington, VA 22201, 703 247-4212
www.accsc.org | complaints@accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

NOTICE OF NON-DISCRIMINATION

Stellar Career College complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. Stellar Career College does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Director.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Stellar Career College shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities. Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the president of Stellar Career College at any phase of their educational experience. The student is responsible for initiating the interactive process. An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations. Stellar Career College facilities are essentially barrier-free and accessible to the disabled.

DISTANCE EDUCATION

SCC has an ICHE approval to offer all programs in both in-person/on-ground and hybrid modalities via the hybrid delivery method. Each program has both virtual (synchronous) via Moodle LMS and in-person/on-ground classes held at SCC Crown Point Campus. Attendance of students in both delivery methods are recorded by the instructor. Participation in virtual classes should be substantial which is congruent to the expected learning outcomes of the course.

The graduation requirements for distance education modality is the same with in-person/on-ground delivery method. Each student should meet the Student Academic Progress and other academic requirements to obtain a diploma.

The Student Services Manager caters to the needs of all students regardless of the education modalities. For technical assistance, Moodle LMS has a “contact technical support” button in the LMS dashboard. Students can submit any technical support inquiries 24/7 using this button.

The LMS Orientation Course is taken by the new students simultaneously with other hybrid courses. This course will teach the students how to use the Stellar College’s Student Portal.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS

SCC LMS Moodle platform is accessible at <https://lms.stellarcollege.edu/login/index.php>. A student should have access to a PC or laptop and be connected to a reliable internet to actively engage in all SCC courses. SCC provides a loaner assistance program for those students who have no laptops. Books and other materials are included in the total cost of the program except the uniforms. Other supplemental learning devices such as the simulator for Addition learning resources

EXTERNSHIPS

Stellar Career college programs require that students are engaged in practice-based learning, by actively participating in a field of interest. An externship experience at a medical center, hospital, allows students to apply their coursework learning to a real life setting. These externship experiences offer students opportunities to observe and ask questions, and prepare students for the transition from school to career. For many past graduates, the externship site became their first job in their field.

EMPLOYEMENT ASSISTANCE

Stellar Career College offers Career Services to help students prepare for employment in their field of study. These services are designed to support students from the time they begin their program through graduation and into the job search process. Although employment cannot be guaranteed, the College provides guidance and resources to help students pursue training-related positions.

*Career Services are available to all students and graduates.

Career Services Provided

1. Resume development and review
2. Job search guidance and application support
3. Referrals to employers and externship partners
4. Support during externship placement (for programs requiring externship)
5. Continued assistance after graduation

Career Services Process

Stellar Career College follows a step-by-step process to help students transition from coursework, to externship (if required), and then into employment. The process below outlines how the College supports students throughout their program.

Step 1: Academic Progress Monitoring

The College uses an internal Student Information System (SIS) to track each student's academic progress and enrollment status.

As students approach the end of their program or complete all required courses, the system notifies the appropriate school departments, including Career Services. This early notification helps Career Services begin preparing students for the job search process before graduation.

Step 2: Externship Placement and Support

(For programs that include externship)

For programs with an externship requirement, Career Services and the Externship Department assist students by:

1. Updating resumes before externship placement
2. Matching students with approved training sites
3. Preparing students for the externship experience
4. Maintaining communication with training sites to monitor progress
5. Providing additional skill practice or refresher training when needed

Many externship partners hire students either before or shortly after graduation. When students receive such opportunities, the College documents the employment in accordance with accreditation reporting requirements.

Step 3: Employment Preparation and Job Matching

Career Services begins supporting students during their externship or as they near graduation.

Services include:

1. Reviewing and updating resumes to reflect current skills
2. Providing interview practice and coaching
3. Offering job search assistance

Helping students prepare professional portfolios, where applicable. Once a student's resume and profile are complete, Career Services may share the information with externship partners or employers in the College's network, with the student's consent. If employment is not secured through these sites, Career Services continues to assist with:

- Job referrals
- Networking opportunities
- Employer introductions

The College does not guarantee employment but provides ongoing support to help students pursue positions aligned with their training.

Step 4. Post-Graduation Follow-Up

Career Services continues to work with graduates who are still seeking employment after completing their program. This support may include:

Resume revisions

Interview practice

New employer referrals

Additional workshops or refresher sessions

Graduates are encouraged to stay in contact with Career Services and to update the College when employment is obtained. Employment information and follow-up actions are recorded in the SIS for tracking and reporting purposes.

The College has strengthened its communication process over time, helping students build relationships with Career Services staff while enrolled. This approach supports smoother transitions into employment after graduation.

STUDENT CODE OF CONDUCT

Since students are training for positions in business and industry, it is expected that their conduct conform to the required standards. Stellar Career College is committed to preparing students to meet the expectations of employers. All students are expected to observe standards of social conduct, business conduct including fraudulent behaviors, courtesy and wear appropriate attire. Any behavior disruptive to classroom activities such as interfering with other students' studies, cheating on tests or assignments, unprofessional behaviors or conduct to other students and employees of Stellar Career College will be grounds for suspension or possible termination. The use of profanity, alcoholic beverages or illegal drugs on the College property is not permissible. No eating or drinking is permitted in the classrooms or offices. Smoking is not allowed anywhere in College. For the convenience of students, a lounge area is provided for use during meal times and breaks. Each student is held responsible for compliance with the rules and regulations contained in this catalog. Failure to comply by invoking ignorance will not absolve the student from responsibility. Therefore, knowledge of the contents of this catalog is essential.

NO SMOKING POLICY

There is no smoking in Stellar Career College facility. This includes all classrooms, the Resource Center, laboratories, hallways, restrooms, conference and meeting rooms, entryways and areas used in common by students and employees. Additionally, the City of Chicago regulations require that smokers not be located within 20 feet of an entrance to the building. Therefore, designated smoking areas have been set up outside the building for those who smoke.

DRUG AND ALCOHOL POLICY

The possession, use or sale of drugs and/or alcohol is strictly forbidden on campus grounds at any time. Any violation of this policy by students, staff or faculty will result in appropriate legal and administrative action and possible dismissal from College. All students, staff and faculty are required to sign a Statement of Commitment to remain drug and alcohol free while on campus. Information about the effect of alcohol and other drugs with referral sources are available in the admissions office.

SEXUAL HARASSMENT POLICY AND PROCEDURE

It is the policy of Stellar Career College to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the organization who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. Any member of the academic community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of Stellar Career College. Every employee has the responsibility to report such conduct to the immediate supervisor or the College's Director when it is directed toward students.

ASSOCIATE OF APPLIED SCIENCES IN DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

CIP Code: 51-0910

Program Description:

The Diagnostic Medical Sonography (DMS), also called ultrasound, is a diagnostic modality used for medical imaging procedures. It is a powerful tool that can offer a wealth of information about the human body. DMS is performed by using a specialized scanner called transducer which is connected with the ultrasound machine. The transducer, after attaching to the skin, produces high frequency sound waves which are transmitted into the human body. These ultrasound waves reflect from organs, body fluids & different tissues densities to the transducer. From transducer the sound waves are then transformed into images on the screen of ultrasound machine. These ultrasound images provide valuable information for diagnosing and treating variety of diseases. It also helps in observing and visualizing the condition & behavior of the fetus in utero (before birth). Therefore, ultrasound has become the most widely used imaging modality in modern medicine and it will continue to expand. The DMS Program offers an in-depth explanation of how DMS works.

Program Duration: 2 academic years

Quarter Credit Hours: 90

Program Objectives:

1. Demonstrate clinical competence, professionalism and critical thinking skills based on professional
2. standards,
3. Prepared the graduate for a career as an entry-level sonographer,
4. Exhibit behavior consistent with the professional, ethical, and legal standards of allied health,
5. Learn how to operate the machine,
6. Learn how to enter patient information,
7. Learn how to adjust depth measurement,
8. Learn how to adjust frequency,
9. Learn how to demonstrate indicator orientation,
10. Learn how to save images,
11. Learn how to establish objective criteria,
12. Learn how to position the patient for the specific test,
13. Learn the basic introduction to accreditation bodies, and
14. Learn the standards for ultrasound QC (quality control).

Program Curriculum:

Course Code	Course Name	Quarter credit
Technical Courses		
DMS 111	Basic Medical Terminology	2
DMS 112	Human Anatomy and Physiology I	4
DMS 113	Healthcare Laws and Ethics	2
DMS 114	Intro to Sonography	4
DMS 121	Patient Care in Imaging	2
DMS 122	Human Anatomy and Physiology II	2
DMS 123	Fundamentals of Sonography I	4
DMS 124	Abdominal Sonography I Lab (knobology, orientation, RUQ, renal)	4
DMS 131	Fundamentals of Sonography (Abdomen II)	4
DMS 132	Abdominal Sonography II Lab (thyroid, scrotum, superficial structures, aorta)	4
DMS 133	Ultrasound Physics	4
DMS 211	Fundamentals of Sonography (Gynecology/Pelvic)	0.5
DMS 212	Gynecology Sonography Lab (uterus, endometrium, ovaries, adnex)	0.5
DMS 213	Externship I	11
DMS 221	Imaging Pathology	0.5
DMS 222	Fundamentals of Sonography (Obstetrics)	0.5
DMS 223	Obstetrical Sonography Lab (first, second, third trimester protocols)	0.5
DMS 224	Externship II	10.5
DMS 231	Registry Review	0.5
DMS 232	Vascular Sonography I	0.5
DMS 233	Vascular Sonography I Lab (carotid, upper/lower extremity venous studies)	0.5
DMS 234	Externship III	4.5
DMS 235	Imaging Capstone	1.5
	Total	67.5
General Education Course (Need atleast 3)		
ENG112	English Composition I	4.5
ENG 212	English Composition II	4.5
MAT 113	Mathematics	4.5
	TOTAL	13.5
Electives (Need atleast 3)		
BIO 211	Healthcare Information Technology Management	3
BIO 212	Descriptive Statistics in Healthcare Industry	3

BIO 213	Environmental Health and Safety	3
	TOTAL	9

Program Completion:

An associate degree will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college. To become eligible to challenge national certification exam in Radiology through ARRT, students must complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in Sonography.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.

ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at arrt.org.

Program Format:

The College will offer this program using the Hybrid format of instruction deliver. Didactic courses will be taught using the online and virtual technologies while the laboratory courses will be offered using virtual technologies and/or on-site format of instruction delivery. Required clinical hours and competencies will be completed by the students at their respective clinical sites.

Certification:

Graduates who will meet additional requirements, including but not limited to ethics requirements, of the credentialing agency will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

ASSOCIATE OF APPLIED SCIENCES IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY

CIP Code: 51-0920

Program Description:

The Magnetic Resonance Imaging (MRI) is a diagnostic modality used for medical imaging procedures. It is a powerful tool that can offer a wealth of information about the human body. MRI is performed by using a specialized scanner called MRI machine. The MRI suit consists of computer station, patient's table that slides into a large cylinder of the MRI machine. Inside the cylinder is a magnet that, when operated, creates a powerful magnetic field. With the help of magnetic field and radio waves, images inside the human body are taken. This procedure is especially helpful to collect images of soft tissue such as organs & muscles which do not appear on x-rays. The MRI Program offers an in-depth explanation of how MRI works. This course not only serves the basic introduction to MR imaging, but also assists students with the general overview of the didactic components as well as clinical externship required for the certification

Program Duration: 2 academic years

Quarter Credit Hours: 90

Program Objectives:

1. Build a foundation of knowledge and skills in the Magnetic Resonance Imaging Technology,
2. Learn theories, skills, and professional values for the MRI Technologists,
3. Learn the medical terminology, anatomy & physiology, healthcare laws & ethics for health
4. sciences professionals,
5. Learn effective communication, critical thinking, and problem-solving skills,
6. Exhibit behavior consistent with the professional, ethical, and legal standards of allied health,
7. Learn patient care and safety processes, procedures, and protocols for health professionals,
8. Learn the basic quality control (QC) processes, procedures, and techniques in MRI Technology,
9. Demonstrate competencies relevant to MRI Technology,
10. Learn the components of the MR system hardware,
11. Learn the mechanism by which MR signal is produced and detected,
12. Learn conceptualize and explain spatial localization as well as MR image formation,
13. Learn magnetism with reasonable comfort and ability to use the subjective material to apply the principle of pulse sequences for appropriate clinical application in MRI Technology,
14. Learn to apply the imaging parameters & options available to the user for optimal MR imaging,
15. Learn to identify the tissue parameters that affect tissue contrast in MR imaging, and

16. Learn the clinical, technical, and ethical skills necessary to obtain entry-level employment in MRI imaging field

Program Curriculum:

Course Code	Course Name	Quarter credit
Technical Courses		
MRI 111	Basic Medical Terminology	2
MRI 112	Human Anatomy and Physiology	4
MRI 113	Healthcare Laws and Ethics	2
MRI 114	Patient Care in Imaging	4
MRI 121	MRI Physics & Imaging Techniques I	4
MRI 122	MRI Physics & Imaging Techniques II	4
MRI 123	MRI Cross Sectional Anatomy I	4
MRI 131	MRI Physics & Imaging Techniques III	2
MRI 132	MRI Physics & Imaging Techniques IV	2
MRI 133	MRI Cross Sectional Anatomy II	2
MRI 134	Externship I	6
MRI 211	MRI Physics & Imaging Techniques V	2
MRI 212	MRI Cross Sectional Anatomy III	2
MRI 213	Externship II	8
MRI 221	MRI Physics & Imaging Techniques VI	3
MRI 222	MRI Cross Sectional Anatomy IV	2
MRI 223	Externship III	7
MRI 231	Registry Reivew	1
MRI 232	Externship IV	5
MRI 233	Imaging Capstone	1.5
	Total	67.5
General Education Course (Need atleast 3)		
ENG112	English Composition I	4.5
ENG 212	English Composition II	4.5
MAT 113	Mathematics	4.5
	TOTAL	13.5
Electives (Need at least 3)		
BIO 211	Healthcare Information Technology Management	3
BIO 212	Descriptive Statistics in Healthcare Industry	3
BIO 213	Environmental Health and Safety	3
	TOTAL	9

Program Completion:

An associate degree will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college.

To become eligible to challenge national certification exam in Radiology through ARRT, students must complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in MRI.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.

ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at arrt.org.

Program Format:

The College will offer this program using the Hybrid format of instruction deliver. Didactic courses will be taught using the online and virtual technologies while the laboratory courses will be offered using virtual technologies and/or on-site format of instruction delivery. Required clinical hours and competencies will be completed by the students at their respective clinical sites.

Certification:

Graduates who will meet additional requirements, including but not limited to ethics requirements, of the credentialing agency will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

ASSOCIATE OF APPLIED SCIENCES IN RADIOLOGIC TECHNOLOGY

CIP Code: 51-0911

PROGRAM DESCRIPTION:

The radiologic technology is a diagnostic modality used for medical imaging procedures. A radiologic technologist, also known as a radiographer or x-ray tech, performs diagnostic imaging examinations, such as x-rays, on patients. It is a powerful tool that can offer a wealth of information about the human body. This program prepares individuals to provide medical imaging services to patients. Includes instruction in applied anatomy and physiology, patient positioning, radiologic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management. Radiologic technologists are responsible for handling infectious and radioactive materials and ensuring that safety measures meet government regulations. They may oversee radiologic staff, assigning duties and supervising the work, and help the facility's in various administration related activities. Radiologic technologists and technicians work in hospitals, doctor's offices or clinics and laboratories.

PROGRAM DURATION: 2 academic years

QUARTER CREDIT HOURS: 90

Program Objectives:

1. Demonstrate clinical competence, professionalism and critical thinking skills based on professional standards,
2. Prepared the graduate for a career as an entry-level radiographer,
3. Exhibit behavior consistent with the professional, ethical, and legal standards of allied health,
4. Learn patient care and safety processes, procedures, and protocols for health professionals,
5. Learn the components of the radiology system hardware,
6. Learn safety and radiation protection mechanism,
7. Learn the mechanism by which x-ray signal is produced and detected,
8. Learn image acquisition and technical evaluation using radiology system,
9. Learn equipment operation and quality assurance techniques,
10. Learn to apply the principle of pulse sequences for appropriate clinical application,
11. Learn imaging procedures for head, spine, pelvis, thorax, abdomen, and extremity,
12. Learn to identify the tissue parameters that affect tissue contrast,
13. Learn patient care & safety including patient interactions and management, and
14. Learn the basics on how to maintain radiology system hardware and quality control techniques.

Program Curriculum:

Course Code	Course Name	Quarter credit
Technical Courses		
RAD 111	Basic Medical Terminology	2
RAD 112	Human Anatomy and Physiology	4
RAD 113	Healthcare Laws and Ethics	2
RAD 114	Patient Care in Imaging	4
RAD 121	Radiologic Procedures I	4
RAD 122	Radiologic Procedures II	4
RAD 123	Radiation Physics and Radiobiology I	2
RAD 124	Radiation Protection I	2
RAD 131	Radiologic Procedures III	2
RAD 132	Radiation Physics and Radiobiology II	2
RAD 133	Radiation Physics and Radiobiology III	2
RAD 134	Externship I	2
RAD 135	Radiation Protection II	2
RAD 136	Radiologic Procedures IV	2
RAD 211	Radiologic Procedures V	2
RAD 212	Externship II	2
RAD 213	Radiation Physics and Radiobiology III	2
RAD 214	Imaging Pathology	2
RAD 215	Externship III	4
RAD 221	Radiologic Procedures VI	2
RAD 222	Radiologic Image Production	2
RAD 223	Digital Radiology & PACS	2
RAD 224	Externship IV	6
RAD 231	Registry Review	2.5
RAD 232	Externship V	5
	TOTAL	67.5
General Education Course (Need atleast 3)		
ENG112	English Composition I	4.5
ENG 212	English Composition II	4.5
MAT 113	Mathematics	4.5
	TOTAL	13.5
Electives (Need atleast 3)		
BIO 211	Healthcare Information Technology Management	3
BIO 212	Descriptive Statistics in Healthcare Industry	3
BIO 213	Environmental Health and Safety	3

	TOTAL	9
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Program Completion:

An associate degree will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college.

To become eligible to challenge national certification exam in Radiology through ARRT, students must complete the following requirements:

- Complete Stellar Career College's ARRT-recognized educational program in Radiology.
- Must demonstrate competency in formal classroom education (didactic coursework), and program's clinical requirements.
- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes. You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.

ARRT enforces high standards of ethics and professional conduct. Students must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify ARRT of any ethics violations within 30 calendar days of their occurrence. Applicants who don't follow these rules might become ineligible. Several types of misconduct, charges, and convictions may violate ARRT's Rules of Ethics. For further details on this matter, please refer to ARRT's handbook that is available at arrt.org.

Program Format:

The College will offer this program using the Hybrid format of instruction deliver. Didactic courses will be taught using the online and virtual technologies while the laboratory courses will be offered using virtual technologies and/or on-site format of instruction delivery. Required clinical hours and competencies will be completed by the students at their respective clinical sites.

Licensure Exam Eligibility:

Graduates who will meet additional requirements, including but not limited to ethics requirements, of the credentialing agency will be eligible to challenge national certification exam to become certified by passing the credentialing examination.

ASSOCIATE OF APPLIED SCIENCES IN INFORMATION SYSTEMS AND CYBERSECURITY MANAGEMENT

CIP Code: 11-0103

Program Description:

The Associates of Applied Science in Information Systems and Cybersecurity Management prepares students to apply security techniques to help organizations secure their software and networks. Graduates will be able identify security problems and assist professionals in securing those problems. Graduates will be able to assist in risk analysis and assist in the migration of those risks.

Program Duration: 2 academic years

Quarter Credit Hours: 90 Program Objectives:

Graduates of this Program will:

- Be able to secure operating systems and recommend security solutions for networks.
- Have an understanding of programming languages and software risks. · Understand security incidents and forensics.
- Understand networking standards and the OSI model.
- Be able to explain networking protocols, encryption, public keys, and data protection techniques.
- Be able to develop security policy and recovery plans.

Program Curriculum:

Course Code	Course Name	Quarter credit
Technical Courses		
CIS 111	Introduction to Software Support and Troubleshooting (CompTIA A+ Core 1 & 2) I	4.5
CIS 112	Introduction to Software Support and Troubleshooting (CompTIA A+ Core 1 & 2) Lab	4.5
CIS 113	Information Systems Management	3
CIS 121	Introduction to Networking CompTIA Network+ I	4.5
CIS 122	Introduction to Networking CompTIA Network+ Lab	4.5
CIS 123	Fundamentals of Information System	3
CIS 131	Fundamentals of Cybersecurity and Risk Management CompTIA Network+ I	3

CIS 132	Fundamentals of Cybersecurity and Risk Management CompTIA Network+ Lab	4.5
CIS 141	Introduction to System Security and Cryptography CompTIA Security + I	4.5
CIS 142	Introduction to System Security and Cryptography CompTIA Security + Lab	4.5
CIS 143	Project Management	3
CIS 211	Essentials of Cloud Solutions Design and Implementation CompTIA Security + I	3
CIS 212	Essentials of Cloud Solutions Design and Implementation CompTIA Security + Lab	4.5
CIS 221	Introduction to Ethical Hacking and Penetration Testing I	3
CIS 222	Introduction to Ethical Hacking and Penetration Testing Lab	4.5
CIS 231	Fundamentals of Ethical Hacking and Penetration Testing Lab	3
CIS 241	Information Systems and Cybersecurity Capstone Project	6
	TOTAL	67.5
General Education Course		
ENG112	English Composition I	4.5
ENG 212	English Composition II	4.5
MAT 214	College Algebra	4.5
ETH 115	Ethics In Technology	4.5
HUM 213	Culture and Values	4.5
	TOTAL	22.5

Program Format:

The College will offer this program using the 100% Residential Or 100% online Format of the instruction delivery. Didactic courses will be taught using the Online and virtual technologies while the laboratory courses will be offered using virtual technologies and/or on-site format of instruction delivery. A capstone is required to complete the program. Program Completion: An associate degree will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college.

To be eligible for graduation, students must:

- Complete all required courses with a Cumulative GPA of at least 2.0;

- Successfully completing Capstone course including the submission of bound copies to the Adviser;
- Achieve Satisfactory Academic Progress (SAP);
- Complete all courses for the program within 1.5 times the normal program length, and
- Satisfy all financial requirements to the College and/or make agreeable payment arrangements.

Program Completion:

An associate degree will be awarded to those students who will successfully complete all required courses as per college's Satisfactory Academic Requirements and fulfill their financial obligation towards the college.

COURSE DESCRIPTIONS

General Education Courses

ENG 112 English Composition I

Quarter Credit Hours: 4.5

This course is designed as an advanced course in workplace writing for healthcare professionals to meet their communications requirements. This course emphasizes the fundamentals of writing and the application of critical thinking skills by including longer workplace documents requiring skills in research, collaborative writing, graphics components, and computer usage. Analysis and interpretation lead to the writing of documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research.

MAT 113 Mathematics

Quarter Credit Hours: 4.5

This is a survey course of mathematical concepts used widely in the physical and social sciences. Intended for students whose programs do not specify a particular mathematics course. The course focuses on mathematical reasoning and the solving of real-life problems. Three or four topics from the following general areas are studied in depth: geometry, graph theory, mathematical modeling, mathematics of finance, social choice theory, and statistics.

PSY 114 Introduction to Psychology

Quarter Credit Hours: 4.5

This course examines the role of psychological, environmental, physiological, and behavioral factors in the promotion and maintenance of health and in the prevention and treatment of disease. Research and applications of mind/body medicine and wellness are discussed along with their impact on the health care system. Special attention is directed toward health enhancement through understanding and managing the impact of stress, modification of lifestyle, and developing effective strategies to prevent or reduce health-compromising behaviors.

CIS 115 Introduction to Computers and Computing

Quarter Credit Hours: 4.5

This course deals with the fundamentals of computers. Lectures includes generations of computers, evolution, and development of microprocessors, input and output devices, primary and secondary storage devices, programming languages, etc. It also deals with the hardware and software aspects of the computer like operating system, application software, and system software.

ENG 212 English Composition II

Quarter Credit Hours: 4.5

This course is designed as an advanced course in workplace writing for healthcare professionals to meet their communications requirements. This course emphasizes the fundamentals of writing and the application of critical thinking skills by including longer workplace documents requiring skills in research, collaborative writing, graphics components, and computer usage. Analysis and interpretation lead to the writing of

documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research.

MAT 214 College Algebra

Total Quarter Credit Hours: 4

This course covers polynomial functions, rational functions and conics, exponential and logarithmic functions, systems of equations and inequalities, matrices and determinants and sequences, series, and probability.

CHE 215 College Chemistry

Total Quarter Credit Hours: 4.5

This course is a foundational course designed to introduce students to the fundamental principles of chemistry. This course covers essential topics such as atomic structure, chemical bonding, states of matter, atomic theory, chemical nomenclature and chemical reactions. Students will gain an understanding of the periodic table, molecular geometry, and the properties of gases, liquids, and solids.

CHE 215 College Chemistry

Quarter Credit Hours: 4.5

This course is a foundational course designed to introduce students to the fundamental principles of chemistry. This course covers essential topics such as atomic structure, chemical bonding, states of matter, atomic theory, chemical nomenclature and chemical reactions. Students will gain an understanding of the periodic table, molecular geometry, and the properties of gases, liquids, and solids.

Electives

BIO 213 Environmental Health and Safety

Total Quarter Credit Hours: 4.5

This course discusses major occupational safety and health hazards in the workplace and across several industrial sectors. The learners will learn the history of safety and health movement, accidents and human error and hazard recognition. Topics also include toxic hazards and blood-borne pathogens, fire and fire hazards, hazards of pressure, steam and electricity, and personal protective equipment (PPE).

BIO 212 Descriptive Statistics in Healthcare Industry

Total Quarter Credit Hours: 5.0

Descriptive Statistics in the Healthcare Industry introduces students to the foundational concepts and applications of statistics as they relate to the healthcare field. Designed specifically for healthcare and allied health students, this course emphasizes practical data interpretation, summarization, and presentation methods using real-world examples from the medical and public health sectors.

Bio 211: Healthcare Information Technology Management

Total Quarter Credit Hours: 4.5

Managing health information both in paper and electronic format is an important function of allied health professionals. Accurate management of health information has become more exacting. Today's health professionals require thorough instruction in all aspects of health information management including healthcare delivery systems, health information management professions, health care settings and the patient record including the electronic health record, content of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects, and coding and reimbursement.

Technical Courses

CIS 111 – Introduction to Software Support and Troubleshooting (CompTIA A+ Core 1 & 2) I (4.5 QCH)

This course introduces students to the fundamentals of computer hardware, software, and troubleshooting techniques aligned with CompTIA A+ Core 1 and Core 2 objectives. Topics include operating systems, hardware components, mobile devices, networking basics, and system maintenance. Students will develop problem-solving skills necessary to diagnose and resolve common technical issues in IT support environments.

CIS 112 – Introduction to Software Support and Troubleshooting (CompTIA A+ Core 1 & 2) Lab (4.5 QCH)

This lab course provides hands-on experience in computer assembly, configuration, and troubleshooting. Students practice installing operating systems, configuring hardware, and resolving real-world technical issues in a controlled environment. Emphasis is placed on practical application of A+ concepts and industry-standard tools.

CIS 113 – Information Systems Management (3 QCH)

This course explores the role of information systems in organizational operations and decision-making. Topics include system development, data management, enterprise systems, and IT governance. Students will examine how information systems support business processes and strategic objectives.

CIS 121 – Introduction to Networking CompTIA Network+ I (4.5 QCH)

This course introduces foundational networking concepts aligned with CompTIA Network+ certification. Students learn about network architecture, protocols, IP addressing, network devices, and basic network security. The course prepares students to understand and manage small to medium-sized networks.

CIS 122 – Introduction to Networking CompTIA Network+ Lab (4.5 QCH)

This lab course focuses on hands-on networking skills, including configuring routers and switches, implementing network protocols, and troubleshooting connectivity issues. Students will work with simulation tools and physical equipment to reinforce theoretical networking concepts.

CIS 123 – Fundamentals of Information System (3 QCH)

This course provides an overview of information systems, including hardware, software, databases, and networks. Students explore system components, data processing, and the role of information systems in business environments. Emphasis is placed on system integration and emerging technologies.

CIS 131 – Fundamentals of Cybersecurity and Risk Management (3 QCH)

This course introduces cybersecurity principles and risk management practices. Topics include threat identification, vulnerability assessment, risk mitigation, and security policies. Students will learn how to protect information assets and ensure organizational security.

CIS 132 – Fundamentals of Cybersecurity and Risk Management Lab (4.5 QCH)

This lab course provides practical experience in identifying security threats, performing risk assessments, and implementing security controls. Students use cybersecurity tools to monitor, detect, and respond to vulnerabilities in simulated environments.

CIS 141 – Introduction to System Security and Cryptography (CompTIA Security+) I (4.5 QCH)

This course covers core security concepts aligned with CompTIA Security+. Topics include cryptography, identity and access management, network security, and secure system design. Students gain knowledge of protecting systems and data against cyber threats.

CIS 142 – Introduction to System Security and Cryptography Lab (4.5 QCH)

This lab course provides hands-on experience with encryption tools, secure network configurations, and

system hardening techniques. Students apply cryptographic concepts and security protocols in real-world scenarios.

CIS 143 – Project Management (3 QCH)

This course introduces project management principles and methodologies, including planning, scheduling, budgeting, and risk management. Students learn to manage IT projects using industry-standard frameworks and tools.

CIS 211 – Essentials of Cloud Solutions Design and Implementation (3 QCH)

This course covers cloud computing concepts, including cloud architecture, service models (IaaS, PaaS, SaaS), and deployment strategies. Students learn how to design, implement, and manage cloud-based solutions.

CIS 212 – Essentials of Cloud Solutions Design and Implementation Lab (4.5 QCH)

This lab course provides practical experience with cloud platforms, including deploying virtual machines, configuring cloud services, and managing cloud infrastructure. Students gain hands-on skills in cloud solution implementation.

CIS 221 – Introduction to Ethical Hacking and Penetration Testing I (3 QCH)

This course introduces ethical hacking methodologies and penetration testing techniques. Students learn about reconnaissance, scanning, exploitation, and reporting. Emphasis is placed on legal and ethical considerations in cybersecurity.

CIS 222 – Introduction to Ethical Hacking and Penetration Testing Lab (4.5 QCH)

This lab course provides hands-on experience with penetration testing tools and techniques. Students perform vulnerability assessments, simulate attacks, and analyze system weaknesses in a controlled environment.

CIS 231 – Fundamentals of Ethical Hacking and Penetration Testing Lab (3 QCH)

This advanced lab course builds on ethical hacking skills, focusing on deeper penetration testing techniques, exploit development, and post-exploitation analysis. Students refine their ability to secure systems through offensive security practices.

CIS 241 – Information Systems and Cybersecurity Capstone Project (6 QCH)

This capstone course integrates knowledge from the entire program. Students design and implement a comprehensive IT or cybersecurity project, demonstrating skills in system design, security implementation, risk management, and problem-solving. The course emphasizes critical thinking, documentation, and professional presentation.

Allied Health Courses

DMS 111 Basic Medical Terminology

This course introduces students to the language of medicine and the terminology used in healthcare professions. Emphasis is placed on understanding the structure of medical words, including prefixes, suffixes, root words, and combining forms. Students will learn how medical terms are constructed and applied to describe the anatomy, physiology, diseases, diagnostic procedures, and treatments associated with major body systems.

The course covers terminology related to the digestive, urinary, reproductive, cardiovascular, nervous, endocrine, respiratory, musculoskeletal, blood, and sensory systems. Additional topics include terminology used in radiology, nuclear medicine, and psychiatry. Through lectures, discussions, and learning management system (LMS) assignments, students will develop the skills necessary to interpret and use medical terms accurately in clinical and academic settings.

DMS 112 Human Anatomy and Physiology 1

This course introduces the fundamental concepts of human anatomy and physiology with emphasis on the structure and function of major body systems. Students begin with an overview of the human body, including levels of organization, anatomical terminology, and body systems. The course examines cellular structure, tissue types, and their roles in maintaining normal body function. Students study several major systems including the integumentary, musculoskeletal, nervous, digestive, and urinary systems. Emphasis is placed on understanding how these systems work together to maintain homeostasis. Topics include the central and peripheral nervous systems, sensory receptors, digestion and nutrient absorption, waste elimination through the urinary system, and the structure and function of skin, muscles, and bones. This course provides foundational knowledge necessary for students preparing for careers in healthcare and diagnostic imaging.

DMS 113 Healthcare Laws and Ethics

This Course will review certain aspects of the following topics the U.S Legal System, Basis and Principles of Ethics, Bioethical Issues in Healthcare, Healthcare Standards and Compliance, Torts in Healthcare, Medical Malpractice and Liability, Healthcare Business and Operations, Workplace Issues and Employment Laws, Medical Records and HIPAA, Mandatory Reporting and Public Duties in Healthcare, Conflict Management, Birth and Life, Death and Dying and Key Trends in Healthcare Law and Ethics based on selective chapters mentioned in the syllabus.

DMS 114 Intro to Sonography

The course offers the basic introduction to Diagnostic Medical Imaging Sonography. Topics of study include history of ultrasound; patient care & communication; patient positioning and safety; exam related documentations and terminology. Students are familiarized with the fundamental principles of the use and maintenance of ultrasound equipment. Also, students are taught the indications of diagnostic Sonography, procedures, pathology and image processing. Students learn the role & responsibilities of diagnostic medical sonographer.

DMS 121 Patient Care in Imaging

In this course, the students learn the basic & appropriate patient care in the imaging environment. The course compromises patient care management, and medicine administration procedures. Also, students learn effective communication skills, ethics, patient's rights, infection control, patient's safety, patient's individual needs & emergency medicine.

DMS 122 Human Anatomy and Physiology II

This course provides an overview of the anatomy and physiology of major human body systems with emphasis on structure, function, and physiological relationships. Students examine the organization of the human body, including anatomical terminology, body cavities, and tissue types. The course focuses on the study of selected body systems including the circulatory, lymphatic, immune, respiratory, endocrine, and reproductive systems. Topics include the composition and function of blood, the anatomy and physiology of the heart, and the circulation of blood and lymph throughout the body. Students also explore the body's immune defenses, respiratory processes involved in gas exchange, hormonal regulation through the endocrine system, and the structure and function of the reproductive system. Course content is based on the following chapters: Chapter 10 (The Circulatory System: Blood), Chapter 11 (The Circulatory System: The Heart), Chapter 12 (Circulation

of Blood and Lymph), Chapter 13 (Immune System: Internal Defense), Chapter 14 (The Respiratory System), Chapter 9 (Endocrine System), and Chapter 17 (Reproductive

DMS 123 Fundamentals of Sonography I

This course offers the introduction of abdominal sonographic fundamentals. Topics of study include The abdominal Aorta, Inferior Vena Cava and Portal Vein, Liver, Biliary Tree, Pancreas, Urinary system, and Spleen.

DMS 124 Sonographic Imaging I Lab

This course provides a comprehensive introduction to the field of diagnostic ultrasound. It covers the fundamental principles of ultrasound imaging, including the physical properties of sound waves, transducer technology, and image formation. Students will learn about the anatomy and physiology of the major organ systems and develop the knowledge and skills necessary to perform and interpret diagnostic ultrasound examinations.

DMS 131 Fundamentals of Sonography (Abdomen II)

The course offers the basic introduction to anatomy, physiology, and pathologies of abdominal and small-parts structures. Topics of study include the urinary tract and adrenals, abdominal vasculature, the liver, biliary tract, pancreas, thyroid and parathyroid glands. Students are familiarized with the anatomical location and appearance, physiological perfusion, as well as sonographic appearance and description.

DMS 132 Sonographic Imaging II

This course will provide a fundamental presentation of topics that are important for students to master becoming competent sonographers. Pathologic images will be introduced as a comparison to the normal. Lab sessions may involve case analysis, image critique, video reviews, computer tutorials, hands-on scanning instruction and practice. Training simulators or phantoms, and other activities as deemed pertinent to the student's learning may be introduced. All procedures and protocols covered in the curriculum will be evaluated intermittently.

DMS 133 Ultrasound Physics

This course will provide a detailed review of principles of the production and propagation of sound waves as applied to diagnostic medical Sonography. Included will be acoustic physics, Doppler shift, acoustic parameters, waveform interference and Doppler ultrasound principles.

DMS 211 Fundamentals of Sonography (Gynecology)

This course provides an introduction to gynecological sonography with emphasis on the anatomy, physiology, and ultrasound evaluation of the female reproductive system. Students learn the sonographic anatomy of the female pelvis and the structures of the uterus, ovaries, fallopian tubes, and vagina. The course covers standard female scanning protocols and the use of transabdominal and transvaginal ultrasound techniques in gynecologic imaging. Emphasis is placed on understanding the menstrual cycle, normal and abnormal pelvic findings, and the role of ultrasound in evaluating gynecological conditions. Students also examine postmenopausal sonography and sonohysterography procedures. Case studies and workbook assignments are used to develop image interpretation and clinical correlation skills relevant to diagnostic medical sonography practice.

DMS 212 Sonography Lab (Gynecology)

This course focuses on hands-on gynecological ultrasound scanning of the female pelvis. Students learn to perform transabdominal and transvaginal scans following standardized scanning protocols. Emphasis is placed on identifying the anatomy of the uterus, vagina, ovaries, and fallopian tubes, as well as evaluating the menstrual cycle, postmenopausal changes, and common gynecologic conditions such as ovarian cysts and uterine fibroids. Through guided lab sessions, case studies, and workbook exercises,

students develop practical skills in image acquisition, proper scanning techniques, and sonographic interpretation. This course prepares students to perform accurate and clinically relevant pelvic sonography in a laboratory and clinical setting.

DMS 213 Externship I

Clinical education is essential for developing professional sonographers. Through supervised clinical experience, students integrate didactic knowledge with real patient care while developing technical scanning skills, communication abilities, and professional behavior. The three-part externship structure ensures progressive development of clinical competency throughout the program. Externship I – Foundations focuses on RUQ scanning competency, Clinical workflow understanding, and Patient interaction and patient care.

DMS 221 Imaging Pathology

This course provides a comprehensive overview of human pathology relevant to clinical imaging and healthcare practice. Students explore mechanisms of cell injury, repair, and inflammation, as well as neoplastic, genetic, and developmental disorders. The course covers fluid hemodynamics, cardiovascular and respiratory pathologies, hematopoietic and lymphoid disorders, and pathologies of major organ systems including the liver, biliary system, pancreas, gastrointestinal tract, urinary tract, and male and female reproductive systems. Breast pathologies are also included. Emphasis is placed on correlating pathological processes with clinical presentation and imaging findings, preparing students to recognize and interpret disease manifestations in diagnostic studies.

DMS 222 Fundamentals of Sonography Obstetrics

This course provides hands-on instruction in obstetric and gynecologic ultrasound, emphasizing imaging of the female pelvis and developing fetus. Students learn image orientation, standard scanning protocols, and identification of normal and abnormal anatomy. The course covers the menstrual cycle, uterine anomalies, first-trimester obstetrics, complications, and fetal anatomy with measurements. Placenta and umbilical cord assessment, as well as high-risk obstetrics, are also included. Lab exercises, case studies, and guided practice develop students' skills in image acquisition, interpretation, and clinical correlation. The course prepares students to perform accurate, diagnostic-quality pelvic and obstetric ultrasound in a clinical setting.

DMS 223 Obstetrics Sonographic Lab

This course provides hands-on training in obstetric sonography with emphasis on fetal anatomy, development, and detection of abnormalities. Students learn to perform standardized scans and interpret ultrasound images of the female pelvis and developing fetus. The course covers the first trimester, fetal head, brain, face, neck, spine, musculoskeletal system, heart, chest, gastrointestinal and genitourinary systems, and chromosomal abnormalities. Lab sessions, quizzes, and case studies reinforce scanning protocols, measurement techniques, and clinical correlation. Emphasis is placed on accurate image acquisition, fetal assessment, and preparation for clinical practice in obstetric ultrasound.

DMS 224 Externship II

Clinical Externship II builds upon the foundational scanning skills developed in Externship I. During this rotation, students will expand their clinical competency in abdominal and superficial imaging while continuing to develop professional clinical workflow, patient care, and scanning proficiency. Students will focus on mastery of the following core examinations of the Aorta, Renal and Thyroid. Students will also participate in any additional ultrasound examinations that clinical preceptors are willing to teach in order to broaden clinical exposure and support completion of ARRT clinical competency requirements.

DMS 231 Registry Review

This course is designed to prepare students for the ARRT registry examination through a comprehensive review of ultrasound physics, instrumentation, abdominal sonography, obstetrics and gynecology, and small

parts imaging. Emphasis is placed on image optimization, artifact recognition, and correlation of normal and abnormal sonographic findings. Students will engage in registry-style practice questions, case review, and focused content reinforcement to strengthen exam readiness and clinical reasoning skills.

DMS 232 Vascular Sonography 1

In this quarter, you will explore advanced vascular ultrasound imaging with an emphasis on lower extremity venous evaluation. The course focuses on the anatomy, physiology, and pathology of the venous system, including deep, superficial, and perforator veins. Students will learn to perform comprehensive venous duplex examinations to assess for deep vein thrombosis (DVT), venous reflux, and chronic venous insufficiency.

DMS 233 Vascular Sonography I Lab

In this course students will learn and practice advanced vascular ultrasound imaging with an emphasis on lower extremity venous evaluation. The course focuses on the anatomy, physiology, and pathology of the venous system, including deep, superficial, and perforator veins. Students will learn to perform comprehensive venous duplex examinations to assess for deep vein thrombosis (DVT), venous reflux, and chronic venous insufficiency.

DMS 234 Externship III

Clinical Externship III represents the final phase of the Diagnostic Medical Sonography clinical education sequence. During this rotation, students are expected to perform ultrasound examinations with increasing independence while demonstrating advanced competency in obstetric, vascular, and complex abdominal imaging. Students will integrate all previously learned scanning techniques while refining clinical judgment, workflow efficiency, and professional communication within the clinical environment. Students will focus on mastery of the following core examinations; Obstetric Ultrasound (First, Second, and Third Trimester); Carotid Doppler; and Lower Extremity Venous Doppler. Students will also participate in additional ultrasound procedures available at the clinical site in order to broaden clinical exposure and complete ARRT clinical competency requirements.

DMS 235 Imaging Capstone

The Capstone Project is a culminating course designed to integrate the theoretical knowledge and clinical skills acquired throughout the Diagnostic Medical Sonography program. Students will complete an in-depth study of a pathology relevant to diagnostic ultrasound through a research paper and an oral PowerPoint presentation. The project requires students to review peer-reviewed literature, analyze the pathology's etiology, clinical presentation, and sonographic characteristics, and examine the role of ultrasound in diagnosis and patient management.

MRI 111 Basic Medical Terminology

This course introduces students to the language of medicine and the terminology used in healthcare professions. Emphasis is placed on understanding the structure of medical words, including prefixes, suffixes, root words, and combining forms. Students will learn how medical terms are constructed and applied to describe the anatomy, physiology, diseases, diagnostic procedures, and treatments associated with major body systems. The course covers terminology related to the digestive, urinary, reproductive, cardiovascular, nervous, endocrine, respiratory, musculoskeletal, blood, and sensory systems. Additional topics include terminology used in radiology, nuclear medicine, and psychiatry. Through lectures, discussions, and learning management system (LMS) assignments, students will develop the skills necessary to interpret and use medical terms accurately in clinical and academic settings.

MRI 112 Human Anatomy and Physiology

This course consists of comprehensive and relevant coverage of Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human

organization. Students learn different type of tissues, their functions and location in the body. Course work includes the Anatomy and physiology of the human body systems and discuss Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic and the Reproductive System.

MRI 113 Healthcare Laws and Ethics

This Course will review certain aspects of the following topics the U.S Legal System, Basis and Principles of Ethics, Bioethical Issues in Healthcare, Healthcare Standards and Compliance, Torts in Healthcare, Medical Malpractice and Liability, Healthcare Business and Operations, Workplace Issues and Employment Laws, Medical Records and HIPAA, Mandatory Reporting and Public Duties in Healthcare, Conflict Management, Birth and Life, Death and Dying and Key Trends in Healthcare Law and Ethics based on selective chapters mentioned in the syllabus.

MRI 114 Patient Care in Imaging

In this course, the students learn the basic & appropriate patient care in the imaging environment. The course compromises patient care management, and medicine administration procedures. Also, students learn effective communication skills, ethics, patient's rights, infection control, patient's safety, patient's individual needs & emergency medicine.

MRI 121 Physics & Imaging Techniques I

This course introduces the fundamental principles of Magnetic Resonance Imaging (MRI), including the history of MRI, basic physics concepts, and mechanisms of image contrast. Students will learn about nuclear magnetism, resonance, relaxation processes, and image weighting. Emphasis is placed on understanding how MRI parameters influence image formation and clinical diagnostic imaging applications.

MRI 122 Physics & Imaging Techniques II

This course examines the principles of image weighting and contrast in Magnetic Resonance Imaging (MRI) and the operation of spin echo pulse sequences. Students will learn how relaxation processes, proton density, repetition time (TR), and echo time (TE) influence image contrast. The course also covers the structure and function of spin echo sequences, including the roles of 90° excitation pulses and 180° refocusing pulses in generating MRI signals. Emphasis is placed on understanding how parameter selection affects image quality, contrast, and clinical diagnostic applications in MRI.

MRI 123 MRI Cross Sectional Anatomy I

This course provides an in-depth study of cross-sectional anatomy as visualized in Magnetic Resonance Imaging (MRI). Students will learn to identify normal anatomical structures and spatial relationships of the human body using axial, sagittal, and coronal imaging planes. The course begins with an introduction to MRI, imaging planes, and a brief overview of X-ray imaging principles to provide a foundation for understanding medical imaging modalities. Emphasis is placed on the recognition and interpretation of anatomical structures of the upper extremity, neck, and thorax as demonstrated on cross-sectional MRI images. Students will develop the skills necessary to correlate anatomical landmarks with MRI images and understand their clinical relevance in diagnostic imaging.

MRI 131 Physics & Imaging Techniques III

This course provides an in-depth study of **spin echo and gradient echo pulse sequences** used in Magnetic Resonance Imaging (MRI). Students will learn the principles of signal generation, image contrast, and sequence timing associated with these commonly used MRI techniques. The course examines the role of radiofrequency pulses, magnetic field gradients, repetition time (TR), and echo time (TE) in producing diagnostic images. Emphasis is placed on understanding how spin echo and gradient echo sequences influence image quality, contrast, acquisition speed, and clinical applications in MRI examinations.

MRI 132 Physics & Imaging Techniques IV

This course explores the principles of spatial encoding and K-space in Magnetic Resonance Imaging (MRI). Students will learn how magnetic field gradients are used to localize MR signals and create images. The course covers the concepts of frequency encoding, phase encoding, and slice selection, as well as the structure and function of K-space in MRI data acquisition. Emphasis is placed on understanding how data is collected, organized, and transformed into diagnostic images through mathematical reconstruction techniques.

MRI 133 MRI Cross Sectional Anatomy II

This course provides an advanced study of the cross-sectional anatomy of the head and brain as visualized in MRI. Students will learn to identify and interpret normal anatomical structures of the cranium, facial bones, and brain using axial, sagittal, and coronal imaging planes. The course emphasizes the correlation between anatomical knowledge and MRI imaging for clinical application in diagnostic radiology. Through detailed image analysis, lectures, and assessments, students will develop the skills necessary to recognize key neuroanatomical structures, understand their spatial relationships, and apply this knowledge in MRI practice. This course supports preparation for certification examinations through the American Registry of Radiologic Technologists (ARRT).

MRI 134 Externship I

Clinical education is an essential component of MRI training. Through supervised clinical practice, students integrate MRI physics knowledge with real-world patient imaging procedures.

Clinical training allows students to develop:

- MRI safety awareness
- Patient care and communication skills
- MRI equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The MRI externship is designed as a progressive competency-based experience that prepares students for entry-level MRI technologist practice.

MRI 211 Physics & Imaging Techniques V

This course focuses on MRI protocol optimization and the identification and management of imaging artifacts in Magnetic Resonance Imaging. Students will learn how imaging parameters influence image quality, scan time, and diagnostic accuracy. The course also examines common MRI artifacts, their causes, and techniques used to minimize or eliminate them. Emphasis is placed on selecting and adjusting imaging parameters to optimize MRI protocols for different anatomical regions while maintaining high image quality and patient safety.

MRI 212 MRI Cross Sectional Anatomy III

This course provides an in-depth study of cross-sectional anatomy of the spine and abdomen as visualized in MRI. Students will learn to identify and interpret normal anatomical structures of the cervical, thoracic, and lumbar spine, as well as abdominal organs, using axial, sagittal, and coronal imaging planes. Emphasis is placed on recognizing vertebral structures, intervertebral discs, spinal cord, major abdominal organs, and their spatial relationships on MRI scans. Students will develop the ability to correlate anatomical knowledge with MRI imaging for clinical application in diagnostic radiology. This course also reinforces skills in image orientation and plane recognition, preparing students for certification through the American Registry of Radiologic Technologists (ARRT).

MRI 213 Externship II

Clinical education is an essential component of MRI training. Through supervised clinical practice, students integrate MRI physics knowledge with real-world patient imaging procedures.

Clinical training allows students to develop:

- MRI safety awareness
- Patient care and communication skills
- MRI equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The MRI externship is designed as a progressive competency-based experience that prepares students for entry-level MRI technologist practice.

MRI 221 Physics & Imaging Techniques VI

This course provides an overview of MRI instrumentation and safety principles essential for the safe and effective operation of Magnetic Resonance Imaging systems. Students will study the major components of an MRI scanner, including the main magnet, gradient system, radiofrequency (RF) system, and computer system used in image acquisition and processing. The course also emphasizes MRI safety practices, including patient screening, magnetic field hazards, radiofrequency exposure, and the prevention of accidents in the MRI environment. Students will learn to recognize potential safety risks and apply established safety guidelines to ensure patient, staff, and equipment protection during MRI procedures.

MRI 222 MRI Cross Sectional Anatomy IV

This course focuses on the cross-sectional anatomy of the lower extremities, pelvis, and brachial plexus as visualized on MRI. Students will learn to identify bones, joints, muscles, ligaments, and neurovascular structures in axial, sagittal, and coronal imaging planes. Special emphasis is placed on interpreting MRI studies of the hip, knee, ankle, and associated arthrograms, as well as the brachial plexus, including MR angiography (MRA) and MR venography (MRV) techniques. Students will develop skills in correlating anatomical knowledge with MRI images to improve diagnostic accuracy and clinical application. This course prepares students for ARRT certification in MRI by strengthening image recognition and anatomical orientation competencies

MRI 223 Externship III

Clinical education is an essential component of MRI training. Through supervised clinical practice, students integrate **MRI physics knowledge with real-world patient imaging procedures.**

Clinical training allows students to develop:

- MRI safety awareness
- Patient care and communication skills
- MRI equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The MRI externship is designed as a **progressive competency-based experience** that prepares students for entry-level MRI technologist practice.

MRI 231 Registry Review

This course is designed to prepare the student to challenge The American Registry of Radiologic Technologists professional examinations particularly the Radiography credential. During the course, the student will take mock registry exams in Radiography credential and review pertinent material. Career development activities will include interviewing techniques, resume and cover letter preparation, and the application process.

MRI 232 Externship IV

Clinical education is an essential component of MRI training. Through supervised clinical practice, students integrate **MRI physics knowledge with real-world patient imaging procedures.**

Clinical training allows students to develop:

- MRI safety awareness
- Patient care and communication skills
- MRI equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The MRI externship is designed as a **progressive competency-based experience** that prepares students for entry-level MRI technologist practice.

MRI 233 Imaging Capstone

The Capstone Project is a culminating course designed to integrate the theoretical knowledge and clinical skills acquired throughout the MRI program. Students will complete an in-depth study of a pathology relevant to diagnostic MRI through a research paper and an oral PowerPoint presentation. The project requires students to review peer-reviewed literature, analyze the pathology's etiology, clinical presentation, and MRI characteristics, and examine the role of ultrasound in diagnosis and patient management.

RAD 111 Medical Terminology

This course introduces students to the language of medicine and the terminology used in healthcare professions. Emphasis is placed on understanding the structure of medical words, including prefixes, suffixes, root words, and combining forms. Students will learn how medical terms are constructed and applied to describe the anatomy, physiology, diseases, diagnostic procedures, and treatments associated with major body systems. The course covers terminology related to the digestive, urinary, reproductive, cardiovascular, nervous, endocrine, respiratory, musculoskeletal, blood, and sensory systems. Additional topics include terminology used in radiology, nuclear medicine, and psychiatry. Through lectures, discussions, and learning management system (LMS) assignments, students will develop the skills necessary to interpret and use medical terms accurately in clinical and academic settings.

RAD 112 Human Anatomy and Physiology

This course consists of comprehensive and relevant coverage of Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human organization. Students learn different type of tissues, their functions and location in the body. Course work includes the Anatomy and physiology of the human body systems and discuss Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic and the Reproductive System.

RAD 113 Healthcare Laws and Ethics

This Course will review certain aspects of the following topics the U.S Legal System, Basis and Principles of Ethics, Bioethical Issues in Healthcare, Healthcare Standards and Compliance, Torts in Healthcare, Medical Malpractice and Liability, Healthcare Business and Operations, Workplace Issues and Employment Laws, Medical Records and HIPAA, Mandatory Reporting and Public Duties in Healthcare, Conflict Management, Birth and Life, Death and Dying and Key Trends in Healthcare Law and Ethics based on selective chapters mentioned in the syllabus.

RAD114 Patient Care in Imaging

This Course will go over topics including but not limited to Professional Attitudes and communications, Safety, patient transfer, Infection control concepts, preventing disease transmission, surgical asepsis, patient assessment, Medication information, and Emergency response.

RAD 121 Radiologic Procedures I

This course introduces the fundamental principles and techniques of diagnostic radiographic positioning using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition as the primary reference. Students will learn the essential preliminary steps in radiography, including patient preparation, radiation protection, and equipment usage. The course also focuses on general anatomy, radiographic positioning terminology, and body planes used in medical imaging.

Emphasis is placed on developing competency in positioning techniques for thoracic and abdominal radiography. Students will study the anatomy and imaging procedures of the chest, upper airway, and abdominal region, while learning to properly position patients and evaluate radiographic images for diagnostic quality. Laboratory sessions provide hands-on practice in patient positioning and image evaluation. By the end of the course, students will be able to perform basic radiographic procedures safely, accurately, and according to professional standards.

RAD 122 Radiologic Procedures II

Radiographic Positioning II builds on the foundational principles of patient positioning and radiographic procedures introduced in the first course. Using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition, this course focuses on imaging procedures of the upper and lower extremities, shoulder girdle, pelvis, and hip. Students will study the anatomical structures of these regions and learn the correct radiographic positioning techniques required to produce diagnostic images.

Emphasis is placed on patient care, radiation protection, and proper alignment of anatomical structures during imaging procedures. Laboratory sessions provide hands-on practice in positioning techniques and image evaluation. Students will develop the skills necessary to perform extremity radiographic examinations while maintaining professional standards of safety and patient communication.

RAD 123 Radiation Physics and Radiobiology I

This course provides an in-depth introduction to the fundamental principles of radiation physics and radiobiology as they apply to diagnostic imaging. Students will explore the structure of the atom, the nature of electromagnetic and particulate radiation, and the principles underlying X-ray production and imaging systems. The course emphasizes the technical, physical, and biological aspects of radiation, integrating theoretical knowledge with clinical applications. Through the study of the X-ray circuit and the X-ray tube, students will gain an understanding of how X-rays are generated, controlled, and utilized in medical imaging. Foundational concepts in radiobiology, including the interaction of radiation with matter and the effects of radiation on living tissues, are also introduced. The course prepares students to apply physics and radiobiology principles to ensure the safe and effective use of radiation in diagnostic imaging. Assessments include quizzes, midterm exams, and a final exam covering chapters 1–5..

RAD 124 Radiation Protection I

This course provides a comprehensive introduction to the principles of radiation protection and radiation biology in medical imaging. Students will study the nature and sources of radiation, radiation interactions with matter, and the measurement and monitoring of radiation exposure. The course also explores the biological effects of radiation at the molecular, cellular, and tissue levels. Emphasis is placed on understanding radiation quantities and units, radiation monitoring methods, and the application of radiation protection principles to safeguard patients, healthcare workers, and the public. Students will also examine how ionizing radiation affects living cells and organ systems, including early tissue reactions and long-term biological effects. By the end of the course, students will be able to apply radiation safety principles in clinical imaging environments and understand the biological impact of radiation exposure.

RAD 131 Radiologic Procedures III

This course focuses on radiographic positioning and imaging procedures of the axial skeleton and trauma radiography. Using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition, students will study the anatomy, positioning techniques, and radiographic procedures of the vertebral column, thoracic bony structures, and the cranium.

The course also introduces the principles of trauma radiography, emphasizing the modification of positioning techniques to accommodate injured or critically ill patients. Students will learn how to obtain diagnostic images while maintaining patient safety, immobilization, and radiation protection. Laboratory sessions provide hands-on experience in positioning techniques and image evaluation for axial skeleton imaging and trauma cases.

RAD 132 Radiation Physics and Radiobiology II

This course provides an advanced study of radiation physics and radiobiology, building upon foundational principles in diagnostic imaging. Using *Essentials of Radiographic Physics and Imaging*, 4th Edition, students will explore the physics of X-ray production, image formation, and the interactions of radiation with matter. The course emphasizes the biological effects of ionizing radiation, including both deterministic and stochastic effects, and the mechanisms of radiation damage at the molecular, cellular, and tissue levels. Students will gain a comprehensive understanding of radiation quantities, units, and measurement techniques, as well as principles of radiation protection for patients, personnel, and the public. By integrating radiobiology concepts with physics and imaging science, students will develop the knowledge required to optimize imaging procedures while minimizing radiation risk. Laboratory and applied exercises reinforce theoretical principles through practical problem-solving in imaging scenarios.

RAD 133 Radiation Physics and Radiobiology III

This course provides an in-depth study of advanced principles in radiation physics, radiobiology, and radiation protection. Using Chapters 10–12 of *Essentials of Radiographic Physics and Imaging*, students will explore stochastic and deterministic effects of ionizing radiation, dose limits for occupational and patient exposure, and safety measures in diagnostic imaging. The course emphasizes the biological interactions of radiation with matter, mechanisms of cellular damage, and tissue responses. Students will also study regulatory standards, equipment design for radiation protection, and methods for minimizing exposure to patients and imaging personnel. Laboratory exercises and applied problem-solving provide practical experience in monitoring, dose management, and safety protocols, preparing students for safe, effective practice in clinical imaging environments.

RAD 134 Externship I

Clinical education is an essential component of Radiology training. Through supervised clinical practice, students integrate **Radiology knowledge with real-world patient imaging procedures**.

Clinical training allows students to develop:

- Radiology safety awareness
- Patient care and communication skills
- Radiology equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The Radiology externship is designed as a **progressive competency-based experience** that prepares students

for entry-level Radiology technologist practice.

RAD 135 Radiation Protection II

This course provides advanced knowledge of radiation protection principles and safety practices in medical imaging. Students will study the biological effects of ionizing radiation, including stochastic effects and late tissue reactions in various organs. The course also examines regulatory dose limits for radiation exposure and the design of imaging equipment to enhance radiation protection. Emphasis is placed on strategies to minimize radiation exposure for both patients and imaging personnel during diagnostic radiology procedures. Students will explore methods for managing patient radiation dose in X-ray and computed tomography (CT) imaging, as well as special considerations for CT dose optimization. The course also introduces radiation safety issues related to radioisotopes and the protection of healthcare workers who operate diagnostic imaging equipment. By the end of the course, students will be able to apply radiation safety standards, regulatory guidelines, and best practices to ensure safe and effective imaging

RAD 136 Radiologic Procedures IV

This course introduces students to specialized radiographic imaging procedures with emphasis on mammography, bone densitometry, and advanced trauma radiography. Using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition, students will study breast imaging techniques, patient positioning, and screening protocols used in mammography for the early detection of breast disease.

The course also explores the principles and clinical applications of bone densitometry used in the evaluation and diagnosis of osteoporosis and other metabolic bone diseases. In addition, students will review advanced trauma imaging procedures and positioning modifications required for critically injured patients. Emphasis is placed on radiation protection, patient care, image evaluation, and professional practice. Laboratory sessions provide hands-on experience with positioning techniques and image analysis..

RAD 211 Radiologic Procedures V

This course introduces students to contrast-enhanced and fluoroscopic radiographic procedures used to evaluate major body systems. Using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition, students will study the principles, indications, patient preparation, and positioning techniques for diagnostic procedures involving contrast media.

The course focuses on angiography, myelography, and imaging procedures of the digestive, urinary, and reproductive systems. Emphasis is placed on patient care, radiation safety, sterile technique, and assisting physicians during fluoroscopic examinations. Students will learn the appropriate positioning and imaging protocols required to produce diagnostic images while ensuring patient comfort and safety. Laboratory sessions provide opportunities for hands-on practice and review of contrast imaging procedures.

RAD 212 Externship II

Clinical education is an essential component of Radiology training. Through supervised clinical practice, students integrate **Radiology knowledge with real-world patient imaging procedures.**

Clinical training allows students to develop:

- Radiology safety awareness
- Patient care and communication skills

- Radiology equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The Radiology externship is designed as a **progressive competency-based experience** that prepares students for entry-level Radiology technologist practice.

RAD 213 Radiation Physics and Radiobiology IV

This course advances students' understanding of the physical principles and technologies used in diagnostic imaging beyond foundational radiographic physics. Students will explore the physics of image formation, digital receptor systems, exposure technique, scatter control, and evaluation of radiographic images for diagnostic quality. The course also introduces specialized imaging equipment, including fluoroscopy, additional radiographic devices, and computed tomography. Using *Essentials of Radiographic Physics and Imaging*, students will learn how physical principles influence the quality of radiographic images and how imaging systems are designed to optimize both image quality and radiation safety. The course emphasizes clinical relevance, applied problem solving, and professional standards in radiologic science. Practical lab experiences and assessments reinforce theoretical concepts through hands-on activities and real-world imaging scenarios.

RAD 214 Imaging Pathology

This course is designed as an overview of pathologies commonly seen in magnetic resonance imaging. Along with distinguishing various types of pathologies, emphasis will be placed on a general understanding of the description, etiology, signs and symptoms & imaging characteristics. Radiologic technologists must be able to distinguish the images of pathology. This will help in making the decision for the requirement of additional sequences, changes in procedures & the requirement of the contrast.

RAD 215 Externship III

Clinical education is an essential component of Radiology training. Through supervised clinical practice, students integrate **Radiology knowledge with real-world patient imaging procedures**.

Clinical training allows students to develop:

- Radiology safety awareness
- Patient care and communication skills
- Radiology equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The Radiology externship is designed as a **progressive competency-based experience** that prepares students for entry-level Radiology technologist practice.

RAD 221 Radiologic Procedures VI

This course introduces students to advanced radiographic procedures and specialized imaging modalities used in modern diagnostic imaging. Using *Merrill's Atlas of Radiographic Positioning and Procedures*, 16th Edition, students will explore mobile and surgical radiography, pediatric and geriatric imaging considerations, and the fundamentals of sectional anatomy used in cross-sectional imaging.

The course also provides an overview of advanced imaging technologies including computed tomography (CT), magnetic resonance imaging (MRI), vascular imaging, nuclear medicine, and radiation oncology. Emphasis is placed on patient care considerations, safety protocols, and the role of the radiologic technologist in these specialized imaging environments. Laboratory and review sessions provide opportunities for students

to apply theoretical knowledge and develop clinical understanding of advanced imaging procedures.

RAD 222 Radiologic Image Production

This course provides a comprehensive study of the principles and practices of diagnostic imaging and exposure techniques used in modern radiography. Based on *Fauber's Radiographic Imaging and Exposure*, 7th Edition, the curriculum emphasizes the physics of X-ray production, image formation, exposure technique factors, and digital imaging systems. Students will learn how to acquire, process, display, and evaluate digital radiographic images while applying problem-solving strategies to reduce repeats and optimize image quality. The course also includes the study of dynamic imaging (fluoroscopy), scatter control, and exposure selection techniques that promote radiation safety and clinical competency, preparing students for successful practice and the ARRT initial certification exam.

RAD 223 Digital Radiography & PACS

This course provides a comprehensive introduction to the principles and applications of digital radiography and picture archiving and communication systems (PACS). Students will explore the characteristics of digital imaging, acquisition technologies such as computed radiography (CR) and digital radiography (DR), and the architecture of PACS including image storage, communication, and informatics. The course emphasizes digital image processing, quality control, networking fundamentals, and system management to ensure high-quality diagnostic images and efficient image workflow. Students will gain practical knowledge of digital imaging technologies and the tools used in modern radiology departments

RAD 224 Externship IV

Clinical education is an essential component of Radiology training. Through supervised clinical practice, students integrate **Radiology knowledge with real-world patient imaging procedures**.

Clinical training allows students to develop:

- Radiology safety awareness
- Patient care and communication skills
- Radiology equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The Radiology externship is designed as a **progressive competency-based experience** that prepares students for entry-level Radiology technologist practice.

RAD 231 Registry Review

This course is designed to prepare the student to challenge The American Registry of Radiologic Technologists professional examinations particularly the Radiography credential. During the course, the student will take mock registry exams in Radiography credential and review pertinent material. Career development activities will include interviewing techniques, resume and cover letter preparation, and the application process.

RAD 232 Externship V

Clinical education is an essential component of Radiology training. Through supervised clinical practice, students integrate **Radiology knowledge with real-world patient imaging procedures**.

Clinical training allows students to develop:

- Radiology safety awareness
- Patient care and communication skills
- Radiology equipment operation skills
- Image acquisition and optimization techniques
- Professional clinical workflow skills

The Radiology externship is designed as a **progressive competency-based experience** that prepares students for entry-level Radiology technologist practice.

PROGRAM CHART

Program	Credentials	Modality	Program Length	Academic Credits	Lab Fee	Books, Technology, and Library Fee	Tuition	Registration Fee	Total Fee**
Diagnostic Medical Sonography (DMS)	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850
Magnetic Resonance Imaging (MRI) Technology	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850
Information Systems and Cybersecurity Management	AAS	Residential	24 Months	90	0.00	\$1,950	\$24,900	\$100	\$26,850
Information Systems and Cybersecurity Management	AAS	Online	24 Months	90	0.00	\$24,900	\$24,900	\$100	\$26,850
Radiologic Technology	AAS	Hybrid	24 Months	90	0.00	\$1,950	\$36,000	\$100	\$38,850

** Total fees do not include registration fees.

List of Separate Facilities

Main School

Stellar Career College - Modesto
4300 Sisk Road
Modesto, CA 95356

Branch Campus

Stellar Career College - Chicago
205 W. Randolph Street, Suite 200
Chicago, IL 60606

Branch Campus

Stellar Career College - Crown Point
5521 Lincoln Hwy
Crown Point, IN, 46307