Southeastern College – Catalog Addendum No. 6; to the

2024 Catalog, Volume XXXV, Edition No. 1

(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)

June 10, 2024

PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE - 650 CLOCK HOUR (SC)

Description

The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician's offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the FSMTB to be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The South Carolina Department of Labor, Licensing, and Regulation-South Carolina Board of Massage/Bodywork Therapy, which is the stage agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in South Carolina. **A criminal record may prevent the student from obtaining employment in the field.**

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 650-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone (803)896-4588; http://www.llr.state.sc.us/POL/MassageTherapy/. LLR accepts for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern College offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours.

Students may not practice massage for remuneration until they finish the coursework, take, and pass an exam for state licensure and receive licensure from LLR.

Objectives
The curriculum is designed to prepare the graduate to enter the community with the skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry level massage therapist. Upon graduation, students of Southeastern College will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.

Prerequisites
- Have a high school diploma or GED.
- Pass the entrance examination
- Background Check and Drug Screening where applicable
- Please see the Program Handbook for additional program policies.

Course Outline
To receive a Certificate in Professional Clinical Massage Therapy, students must complete 650 instructional clock hours. This Certificate program can be completed in 6 months for full-time students and 12 months for part-time students.

Courses: 650 clock hours

		Clock Hours
PMT 191	Massage and Neuromuscular Therapy I	92
PMT 192	Massage and Neuromuscular Therapy II	91.5
PMT 193	Massage and Neuromuscular Therapy III	91.5
PMT 194	Massage and Neuromuscular Therapy IV	91.5
PMT 195	Massage and Neuromuscular Therapy V	91.5
PMT 196	Massage and Neuromuscular Therapy VI	92
PMT 914	Student Clinic I	10
PMT 915	Student Clinic II	30
PMT 916	Student Clinic III	30
PMT 917	Student Clinic IV	30

For information on graduation rates, student debt levels, and other disclosures, visit
www.SEC.edu/ConsumerInfo

Professional Clinical Massage Therapy (650 CH) Program
Course Descriptions

PMT 191 Massage and Neuromuscular Therapy I: 92 Hours
This course will introduce the students to basic human cells and tissues, fundamentals, Principles & Practices of a full body Swedish massage, Clinical Neuromuscular Therapy and CPR. Other topics explored are draping

techniques, proper body mechanics, chair massage basics, charting procedures, an introduction to Eastern Theory, structural bony landmarks, joints, attachment sites of muscles, soft tissue pain and degenerative processes, kinesiology, various neuromuscular laws as they apply to soft tissue, client assessment skills, Hydrotherapy and Aromatherapy. This course will include discussions on professional ethical boundaries, business practices, Medical Errors, HIV/AIDS, proper hygiene for massage therapists, directional and applicable medical terminology, how to assess postural distortions, and basic massage indications, contraindications, and endangerment sites.

PMT 192 Massage and Neuromuscular Therapy II: 91.5 Hours
Students will learn a more in-depth practice of Swedish massage routines on clients with special needs during this course. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. This course will include more discussion on professional ethics and business practices. Students will learn a more in-depth study of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles and joints of the head, neck and face with massage therapy protocols for those dysfunctions.

PMT 193 Massage and Neuromuscular Therapy III: 91.5 Hours
Students will learn a more in-depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Cardiovascular, Lymphatic, and Respiratory Systems. This course includes an introduction to Manual Lymphatic Drainage (MLD), and Breath work. Students will learn attachment, actions, and dysfunctions of shoulder, chest & upper back muscles to include massage therapy protocols for those dysfunctions. Massage ethics and business practices will be covered as well.

PMT 194 Massage and Neuromuscular Therapy IV: 91.5 Hours
Students will learn a more in-depth practice of the Swedish massage routine. This course will include t5he indications, contraindications, strokes, and positioning for massaging a pregnant client, and massage protocols for infants and geriatric clients. Students will add to their study of Eastern Theory by analyzing basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive, Urinary, and Digestive systems. This course will also include discussion on the history of massage, assessment of dysfunctions of the muscles of the hip, and students will design a massage therapy protocol for treating those distortions. Students will examine various classes of medications and their effects.

PMT 195 Massage and Neuromuscular Therapy V: 91.5 Hours
In this course, students will broaden their grasp of Swedish massage therapy techniques. This course will explore the legal and professional aspect of business practices of a massage therapist. Also included will be demonstration and practice of joint mobilization and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will analyze basic concepts and benefits of Structural Integration and Proprioceptive Neuromuscular Facilitation techniques. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee.

PMT 196 Massage and Neuromuscular Therapy VI: 92 Hours

This course will include further practice to improve the students' Swedish massage routine. Students will be assisted in creating an up-to-date résumé; and learn appropriate methods to make the client feel comfortable and safe during an emotional release. Students will examine basic structures, functions, and pathologies of the Skeletal and Integumentary systems. Students will analyze basic concepts and benefits of Reflexology, Shiatsu, and Integrative Therapies. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter.

PMT 914 Student Clinic I: 10 Hours

In this course students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. This course serves as the foundation of the overall therapeutic massage experience. Students will focus on the application and effects of the 6 basic and complimentary strokes used in Swedish massage. The course also includes knowledge and practice of indications and contraindications, body mechanics, proper draping methods, client positioning, SOAP notes documentation for care plan development and charting, assessment techniques for gait, posture, and palpatory skills as well as anatomical terminology. Bones and muscles are presented.

PMT 915 Student Clinic II: 30 Hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. Prerequisite: PMT 914

PMT 916 Student Clinic III: 30 Hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. Prerequisites: PMT 915

PMT 917   Student Clinic IV: 30 Hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. Prerequisites: PMT 916
30 Hours

ELECTRONIC MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE (NORTH CHARLESTON & NC)

Description

Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. Graduates will have the opportunity to participate as important members of the healthcare team. A Certificate will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Certificate in Electronic Medical Billing and Coding Specialist from Southeastern College are eligible to have their names submitted to the National Health Career Association to be considered as a candidate for the Certified Billing and Coding Specialist (CBCS) examination.

Objectives

The Electronic Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician's health care team. Graduates of the program will possess the skills to successfully perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination.
- Background Check and Drug Screening where applicable
- Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a Certificate as an Electronic Medical Billing and Coding Specialist, students must complete 31.5 credit hours (900 instructional clock hours). This Certificate program can be completed in 8 months for full-time students and 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	105	3.5
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and ophthalmic	4.0	106	3.53
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	3.53
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	3.53
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	3.53
EBC 1220	Medical Terminology	4.0	106	3.53
EBC 1221	Electronic Healthcare Billing	4.0	105	3.5
EBC 2000	Externship	3.5	160	3.5

Course Delivery
Electronic Medical Billing and Coding Specialist courses, except for EBC2000 (externship) are available via distance education. In EBC2000, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

Expectations of Students in Distance Education:
It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.
An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-test, group and individual projects and case studies.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses throughout Florida. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

Learning Resource System:
All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access. Expected learning outcomes, graduation requirements

and student services requirements remain the same for all students, regardless of course delivery method.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE (CHARLOTTE)

Description:
The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. A certificate will be awarded upon successful completion. Outside work required.

Objectives:
The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Prerequisites:
- Have a High School Diploma or GED
- Pass the entrance exam
- Background check and drug screening where applicable
- Successful completion of all general education courses with a minimum grade of "C" or higher
- Cumulative grade average of 3.0 on a 4.0 scale in completed general education courses

Program Outline:
To receive a Certificate in Diagnostic Medical Sonography, students must complete 61.0 core credit hours and 12.0 credit hours in General Education courses for a total of 73.0 credit hours (2152 instructional clock hours). This Certificate program can be completed in 20 months for full-time students.

Diagnostic Medical Sonography Major Courses (61.0 credit hours)
The following courses are taken in the sequence listed below:

		Credit Hours
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0
SON 1614C	Acoustic Physics & Instrumentation	4.0
SON 1113C	Cross-Sectional Anatomy	4.0
SON 2111C	Abdominal Sonography	4.0
SON 2154C	Superficial Structures and Neonatal Brain	4.0
SON 1804	Clinical Rotation I	3.5
SON 1814	Clinical Rotation II	3.5
SON 2120C	OB/GYN Sonography I	4.0
SON 2122C	OB/GYN Sonography II	4.0

| SON 1824 | Clinical Rotation III | 3.5 |
| SON 2844 | Clinical Rotation V | 3.5 |

The following (*) two courses may be taken in any order after completion of prerequisites.

| *SON 2171C | Vascular Sonography | 4.0 |
| *SON 1100C | Practical Aspects of Sonography | 4.0 |

| SON 2019 | Diagnostic Medical Sonography Review | 4.0 |

Students must take SON 2854 Clinical Rotation VI prior to SON 2834 Clinical Rotation IV

| SON 2854 | Clinical Rotation VI | 3.5 |
| SON 2834 | Clinical Rotation IV | 3.5 |

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Course Delivery

Diagnostic Medical Sonography general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

Expectations of Students in Distance Education:
It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.
An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-test, group and individual projects and case studies.

Description

The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language, and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A certificate will be awarded upon successful completion of this program. Outside work required.

Students who successfully met all educational and institutional requirements for the Certificate in Surgical Technology from Southeastern College are eligible to sit for the TS-C certification exam offered by National Center for Competency Testing (NCCT).

Objectives

The Surgical Technology program will prepare students for an entry level position as a surgical technologist. Students will develop the skills necessary to meet the needs of the health care community. Students will develop knowledge to integrate the Surgical Technology knowledge base in cognitive, affective, and psychomotor domains; and demonstrate skills following established criteria, protocols, and objectives in the cognitive, affective, and psychomotor domains.

Admission Requirements

- Have a high school diploma, GED. or equivalent
- Pass the entrance examination

Prerequisites
- Background Check and Drug Screening where applicable

Please see the Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a Certificate in Surgical Technology, students must complete 48.0 credit hours (1440 instructional clock hours). This certificate program can be completed in 12 months (48 weeks) for full-time students or 20 months (80 weeks) for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 48 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
STS 1177C	Surgical Techniques and Procedures I	4.0	100	3.33
STS 1178C	Surgical Techniques and Procedures II	4.0	100	3.33
STS 1179C	Surgical Techniques and Procedures III	4.0	100	3.33
	After the courses listed above are successfully completed, the following courses may be taken in any sequence.			
STS 1131C	Surgical Specialties I with Anatomy & Physiology	4.0	100	3.33

STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0	100	3.33
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0	100	3.33
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0	100	3.33
STS 1135C	Surgical Specialties V with Anatomy & Physiology	4.0	100	3.33

Once all courses listed above are successfully completed, the following Externship courses are taken in sequence as listed.

STS 1940	Externship I	4.0	160	4.0
STS 1941	Externship II	4.0	160	4.0
STS 1942	Externship III	4.0	160	4.0
STS 1943	Externship IV	4.0	160	4.0

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL OFFICE BASIC X-RAY TECHNICIAN CERTIFICATE (NC)

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career including a focus on radiography, students will learn how to function in an administrative capacity at the medical office. A certificate will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational and institutional requirements for a Certificate in Medical Office Basic X Ray from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) exam.

Students who have successfully met all educational and institutional requirements for a Certificate in Medical Office Basic X Ray from Southeastern College are eligible to have their names submitted to the National Healthcareer Association to sit for the following certification exams:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records, and administration skills. with a direct focus on radiography and administration skills. Students will be

prepared for entry-level employment as a Medical Assistant and Medical Office Basic X-Ray Technician.

Admissions Requirements
- Have a high school diploma, G.E.D. or equivalent
- Pass the entrance examination

Prerequisites
- Background check and drug screening where applicable

Please see the Program Handbook and Externship Manual for additional program policies.

Course Outline
To receive a certificate in Medical Office Basic X-Ray Technician, students must complete 43.5 credit hours (1220 instructional clock hours). This certificate program can be completed in 11 months (44 weeks) for full- time students or in 20 months (80 weeks) for part-time students. Evening students will be required to complete the externship portion of the program during the day.

Core Courses: 43.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
MEA 120	Clinical Procedures	3.5	100	3.33
MEA 123	Anatomy and Physiology for Medical Assistants	4.5	100	3.33
MEA 125	Lab Procedures I	4.0	100	3.33
MEA 126	Lab Procedures II	4.0	100	3.33
MEA 132	Medical Office Management with Billing and Coding	4.0	100	3.33
MEA 133	Medical Terminology	4.0	100	3.33
MEA 147	Radiography I	4.5	100	3.33
MEA 148	Radiography II	4.0	100	3.33
MEA 149	Radiography III	4.0	100	3.33
MEA 180	Externship I	3.5	160	3.5
MEA 189	Externship II	3.5	160	3.5

Course Delivery

Medical Office Basic X-Ray Technology courses, except for MEA180 & MEA189 (externship courses) are available via distance education and residential delivery. In MEA180 & MEA189, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

Expectations of Students in Distance Education

It is important to understand what online classes are and what they are not. Online classes are not easy

substitutes for on campus classes. In fact, students find online classes as rigorous and demanding as on campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-test, group and individual projects and case studies.

Requirements for Distance Education

Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

Learning Resource System:

All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access. Expected learning outcomes, graduation requirements and student services requirements remain the same for all students, regardless of course delivery method.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

TRANSCRIPTS, pp. 90

A request for a Southeastern College transcript can be requested in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the College seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. A student can also complete the transcript request online https://www.sec.edu/admissions/transcript-request/. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript. All other transcripts will require a fee of $25 to be paid with an application. (NOTE: All financial obligations to the College must be paid before transcripts are released)

***Policy on Military Stipends* Page 101.**

Paragraph 1 Updated: Students who are being funded by Chapter 31 VRE ~~Vocational Rehabilitation~~ or Chapter 33 Post 9/11 G.I. Bill® benefits will be given the following options for any Title IV funds being used for living expenses.

Paragraph 3 Updated: Funds will only be authorized for release once Title IV funds are processed and posted to the students account and after verification of an approved VRE Purchase Order under Chapter 31 ~~VA Form 28-1905~~ or a current Certificate of Eligibility (COE)…

VA Pending Payment Policy: Student Rights and Responsibilities, page 102

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.va.gov/.

In the event the Federal Government is delayed with tuition and fee payments to the college, for those students using Post 9/11 G.I. Bill® (Chapter 33) or ~~Vocational Rehabilitation &~~ Veteran Readiness and Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all ~~University~~ College resources. These include but are not limited to the library, access to the Student Services department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments or be required to obtain additional funding to cover the cost of attendance.

Graduation Requirements, p. 126

- o **Surgical Technology, AS**

- The student will be required to take the CST (National Board on Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist) certification exam in order to be considered a graduate of the Surgical Technology program. It is recommended that students sit for the exam within 30 days prior to the successful completion of the Surgical Technology program. ***This will apply only to programs at the Charlotte (Certificate only), Miami Lakes and West Palm Beach campuses. *The Surgical Technology Programs at the Charlotte (Associates), Columbia, and N Charleston campuses have not yet received programmatic accreditation.**

- **Diagnostic Medical Sonography AS**
  - Miami Lakes and West Palm Beach students must attempt the **ARDMS Specialty Exam (AB or OB/GYN)** –prior to externship clinical rotation SON 2834. Students must **pass** the ARDMS Specialty Exam (AB or OB/GYN) to be considered a graduate of the program.

  - Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.

  - Students who fall under the prerequisite 3A (Prerequisites 3A, www.ardms.org) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for the ARRT but must sit for ARDMS exam within **90 days of completing their final course of the program.**

- **Diagnostic Medical Sonography AAS and Certificate**
  - ~~Register and take the ARRT(S) exam to be considered a graduate of the program.~~

  - Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.

  - Students who fall under the prerequisite 3A (Prerequisites 3A, www.ardms.org) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for

the ARRT but must sit for ARDMS exam within **90 days of completing their final course of the program.**

Satisfactory Academic Progress Policy, page 113.

These standards apply to all students (those receiving financial aid and cash-paying students who are not receiving assistance under the title IV, HEA programs.

Students at Southeastern College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard. These progress standards are measured at the end of each student's semester/Pay Period.

Professional Behavior Policy; Academic and Administrative Dismissal, pages 79 and 80.

Academic and Administrative Dismissal
A student may be dismissed from Southeastern College for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
  o meeting of deadlines for academic work and tuition payments;
  o provision of documentation, corrections and/or new information as requested;
  o notification of any information that has changed since the student's initial application;
  o purchase or otherwise furnish required supplies;
  o maintenance of college property in a manner that does not destroy or harm it;
  o return of library books in a timely manner and payment of any fines that may be imposed;
  o obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
  o continued inappropriate personal appearance and hygiene;
  o continued unsatisfactory attendance;
  o non-payment for services provided by the school;
  o failure to comply with policies and procedures listed in the current School catalog and student handbook; or
  o conduct prejudicial to the class, program, or College.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
  o willful destruction or defacement of college or student property;
  o theft of student or College property;
  o improper or illegal conduct, including hazing, sexual harassment, etc.;
  o use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
  o being under the influence of alcoholic beverages or illegal drugs while on campus;
  o cheating, plagiarism, and/or infractions of the College's Student Conduct Policies;
  o any behavior which distracts other students and disrupts routine classroom activities;
  o use of abusive language, including verbalization or gestures of an obscene nature; or

- o threatening or causing physical harm to students, faculty, staff, or others on campus or while students are engaged in off-site learning experiences; or
- o Violating state or federal law, including but not limited to Florida Statute Section 553.865, Safety in Private Spaces Act.
- o unprofessional conduct and behavior

Diagnostic Medical Sonography Objectives, pages 144, 147, and 151.

DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE IN APPLIED SCIENCE DEGREE (SC & NC)

Description

The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination. An Associate in Applied Science degree will be awarded upon successful completion of this program. Outside work required.

Objectives:

~~The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.~~ The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE OF SCIENCE DEGREE (FL)

Description

The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler, and other sonographic procedures and record data for interpretation by a physician. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination. An Associate of Science degree will be awarded upon successful completion. Outside work required.

Objectives

~~The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.~~ The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE (CHARLOTTE)

Description:

The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. A certificate will be awarded upon successful completion. Outside work required.

Objectives:

~~The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.~~ The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

State Authorization, Licensure, and Certification, p. 124-125

In order to comply with regulations regarding distance education, Southeastern College is required to make the following disclosure to applicants and students completing their coursework outside of the state of Florida or South Carolina, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure. The National State Authorization Reciprocity Agreement (NC-SARA) of which we are a member, has no effect on state professional licensure requirements. Please visit our website at https://www.sec.edu/about/heoa/ for information on this topic. If you are unable to locate the correct information about professional licensure, or have difficulty obtaining the information you need, please contact the academic advisor for your program.

If Southeastern College has made a determination that the program's curriculum does not meet the State educational requirements for licensure or certification in the State in which a prospective student is located, or if the institution has not made a determination regarding whether the program's curriculum meets the State educational requirements for licensure or certification, Southeastern College will provide notice to that effect to the student prior to the student's enrollment in the program.

If Southeastern College makes a determination that a program's curriculum does not meet the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located, the institution will provide notice to that effect to the student in writing, which may include through email or other electronic communication within 14 calendar days of making such determination.

If a student relocates to a state which is not covered by NC-SARA it may adversely impact the student's ability to complete their program at Southeastern College. It is the student's responsibility to inform Southeastern College, within 14 calendar days, in writing via email, postal mail or letter delivered in person of his or her relocation to another state.