

# Student Handbook



**2024-2025**

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## **WELCOME LETTER TO STUDENTS**

On behalf of the faculty and staff, we would like to welcome you to MCI Institute of NJ. We sincerely hope that the many experiences will lead you to a pathway of a rewarding future. The purpose of this handbook is to provide you with a guide to some of the day-to-day operations at MCI.

## **MISSION STATEMENT**

Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state of the art equipment and clinical training in order to perform in the job market of today's health care environment. Our goal is to ensure that each student will emerge with exemplary skills and the confidence needed to meet the demands of today's growing health field for both providers and patients. Our commitment to excellence of a teaching and learning environment sustains the knowledge and skills to meet the standards and needs of the community we serve.

## **ABOUT MCI**

MCI provides on-campus classrooms and work-simulated laboratory environment with program-appropriate equipment to further acquaint students with the health care atmosphere that they will encounter in their chosen field of employment specialty. Class size is limited to an average of ten to twenty students per instructor to maximize learning and personal attention. Lunchroom and lavatories are also available for students use. The method of programs delivery at MCI is residential and designed for individuals with a wide range of academic preparation and educational needs. Our curricula are guided by and meet requirements of national accrediting agencies in preparing students for national tests to achieve their licenses and certificates.

## **ACCREDITATION**

### **Institutional Accreditation**

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd

Rockville, MD 20852

Phone: [\(301\) 291-7550](tel:3012917550)

Website: [www.abhes.org](http://www.abhes.org)

### **Programmatic Accreditation**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th St. N, #7709

Seminole, FL 33775

Phone: (727) 210-2350

Website: [www.caahep.org](http://www.caahep.org)

## SCHOOL CALENDER

The school will observe the following legal holidays and vacation. Classes will not be held. Legal holidays and vacation are not counted as part of the contracted time schedule. School's vacation time doesn't apply to students participating at the clinical externship sites.

### Legal Holidays

Memorial Day

Labor Day

Thanksgiving (2 Days)

### Vacation – School Closed

Independence Day (July 4th Week)

Christmas Day thru New Year's Day

\*Vacation time off does not apply to

## CLASS SCHEDULES

### Day Session

Monday - Thursday 8:30 AM – 2:00 PM  
5.0 Clock Hours Daily

### Eve Session

Monday – Thursday 4:30 PM – 9:30 PM  
5.0 Clock Hours Daily

Program duration may vary based on the start and end dates. Holidays, vacations, and inclement weather can also impact the program's completion date. Schedule changes may occur due to factors such as instructor personal or medical emergencies, weather-related closures, COVID-19 quarantines, public health emergencies, or other unforeseen circumstances. In the event of schedule changes, MCI administration and faculty will ensure that all required curriculum hours are fulfilled.

## Weather Related Delays/Closures

The decision to close, delay or keep a school open during inclement weather is never taken lightly. MCI keeps the safety of our students, faculty and staff top of mind. Factors including snowfall, road conditions and more are all taken into consideration.

In the event of a delay or closure, the information will be posted the school website, [www.mcinj.edu](http://www.mcinj.edu). Announcements are made by 6:00 AM for Day Sessions and by 3:00 PM for Eve Sessions. Announcements will also be posted on [MCI Facebook](#) and [News 12 NJ](#). Students should also monitor and comply with local town advisories, based on their residencies.

## Dress Code Policy

All students are expected to adhere to the dress code outlined below:

1. **Scrubs:** Students must wear scrubs with the Medical Career Institute (MCI) logo.
2. **Footwear:** White sneakers, nurse's shoes, or other closed-toe healthcare professional shoes must be worn. Clogs, slippers or uggs are not permitted.
3. **Cold Weather:** MCI Crewnecks or white turtleneck/long sleeve may be worn under scrubs during cold weather OR
4. **Prohibited Items:** Hooded pullovers, baseball caps or dangling jewelry are not permitted.

## Attendance Policies

### 90% Classroom Attendance Policy:

Students are required to maintain at least 90% attendance in all courses and lab classes. Failure to meet this attendance requirement may result in academic penalties or program dismissal.

### 100% Clinical Site Attendance Policy:

Students are required to attend all scheduled clinical shifts at their assigned clinical site. Absences, tardiness, or early departures may result in disciplinary action and could affect the student's ability to complete the program. In the event of an unavoidable absence, students must notify the clinical site and program coordinator in advance, in accordance with the clinical site's policies.

### Clinical Externship Schedule:

The clinical externship schedule typically runs Monday through Friday, but may also include weekends, evening shifts, and/or holidays. Students are expected to complete 32-40 hours per week and must adhere to the schedule set by the clinical site. Students are responsible for ensuring there are no conflicts with work, childcare, transportation, or other personal obligations.

## Clinical Externship Requirements

<b>Clinical Placement</b>	Placement will occur at an affiliated clinical facility in New Jersey. MCI does not guarantee or promise placement at any specific clinical site.
<b>Travel Time</b>	Students may be required to travel up to 2 hours one way for clinical placements. MCI does not guarantee placement at the nearest facility to a student's residence.
<b>Schedule</b>	Students' clinical schedules may include Monday through Friday, weekends, evenings, and holidays. The weekly schedule typically requires 32-40 hours.
<b>Associated Fees</b>	Students are responsible for covering any fees associated with their clinical placements, including driving expenses, tolls, parking fees, and other related costs.

<b>Medical Forms</b>	Students will not be assigned to a clinical site until they have submitted all required medical forms and supporting documentation.
<b>Background/Drug Check</b>	The school will initiate the background check for students. Students must have a clear background check and/or drug test result to proceed with their clinical placement.
<b>CPR Class</b>	Students must attend a CPR class which is scheduled one day Monday-Thursday between 2:30 - 4:30 PM on-campus.
<b>Financial Aid Clearance</b>	Students will not be placed at a clinical site unless all financial aid obligations have been met with the Financial Aid Director.

# Academic Policies

## Satisfactory Academic Progress Policy

The Academic Standard at Medical Career Institute is to maintain a minimum cumulative Grade Point Average (GPA) of 2.5 (75%) in each course and complete all required learning activities by the end of each marking period. Midterm and final exams may be retaken only once per course. Any retake of an exam is restricted to achieving a maximum grade of 75%. Compliance with all school policies is required prior to the assignment of a final grade in any course. Failure to meet the terms of Satisfactory Academic Progress will result in the student being placed on a warning status.

## Grading System

The competencies taught in the courses offered at Medical Career Institute will be evaluated by both written examinations and lab evaluations or practical computer application tests. Attendance and class participation are also evaluated. The minimal grade for graduation is 75%.

GRADE	GRADE POINTS	PERCENTAGE
A	(4.0) = Honors	95 - 100
A-	(3.7) = Excellent	90 - 94
B	(3.5) = Very Good	85 - 89
B-	(3.0) = Good	80 - 84
C	(2.5) = Average	75 - 79
D	not used	
F	(0.0)	Below 75
R		Retake
INC		Incomplete
WD		Withdrawal
WP		Withdrawal Passing
WU		Withdrawal Unsatisfactory
S		*Satisfactory
U		*Unsatisfactory

**\*Clinical Site Overall Performance is evaluated based on rating scale: (S) Satisfactory, (U) Unsatisfactory. This rating scale is not used in the calculation of course Grade Point Average (GPA). Student's Grade Point Average (GPA) is based on the summary of grades received through on-campus testing and dividing it by the total numbers of tests.**

## Graduation Policies

Medical Career Institute program faculty and school administration will support students to ensure they are successful in achieving program goals. In order to be considered for graduation, the following must be met:

1. Successful completion of all lecture/laboratory courses with a minimum grade point of C (75%).
2. An overall on-campus attendance rate of a minimum of 90%.
3. Successful completion of all clinical training with 100% of clinical hours completed.
4. Fulfillment of all current financial obligations to the school.

## Conditions for Dismissal of Student

**Students may be dismissed from the school for the following reasons:**

1. Not adhering to the school rules, regulations, policies and code of conduct.
2. Missing more than 20 % of instruction time that is recorded in hours as absences.
3. Not maintaining the minimum grade C (75%).
4. Exceeding Maximum Time Frame allowed for graduation.
5. Actions that exhibit poor judgment or jeopardize patient safety.
6. Cheating or Plagiarism.
7. Demonstrating disruptive or abusive behavior.
8. Not meeting financial responsibilities to the school.

## **Code of Conduct/Professional Behavior Policy**

**The following behaviors are unacceptable, will not be tolerated both on school premises or clinical sites, and will result in suspension and/or dismissal:**

1. All forms of bias including race ethnicity, gender, disability, religion, national origin and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the institution and forgery alteration or use of institution documents for identification with intent to defraud.
4. Intentional disruption or obstruction of teaching learning activities, administration, disciplinary proceedings, public meetings and any other school functions.
5. Physical, verbal abuse or behavior that is deemed by faculty or administration as unethical or unprofessional. Intimidation of any person on school premises, externship site or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on school premises.
7. Failure to comply with direction from institutional officials performing their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages, smoking and/or controlled substances on school premises.
9. Unauthorized use of clinical site badges or attendance at clinical site outside of scheduled clinical hours is not allowed.
10. Use of cell phones or texting devices in classrooms during lectures or while performing duties at clinical lab or clinical externship.
11. Noncompliance with dress code.
12. Failure to comply with Federal, State, Agency or School standards.

## **Grievance Policy and Procedure**

The administration, faculty, and staff of Medical Career Institute maintain an atmosphere of open dialog and problem solving policy for students. If student would like to dispute a grievance or appeal a dismissal, the following procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a civil, professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the School Director or Educational School Director to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievance can be settled at this level
3. If the satisfactory result cannot be accomplished at this level, a written detailed description of the grievance can be directed to the School Director within fourteen (14) calendars days. The written request should include the following information:
  - a) Student's full name and current address
  - b) State all details of the grievance or dispute including dates, times, instructors or other students involved.
  - c) The letter must be dated and signed by the student
  - d) The student might have to provide three (3) potential dates in which they will be available to meet with the School Director and/or Review Committee if necessary.

The School Director will evaluate the grievance and gather information. The student will be kept informed by the School Director as to the status of the grievance as well as the resolution of the problem. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a Review Committee composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals. The student will be notified in writing of the outcome of meeting within fourteen (14) calendar days. The decision of the Review Committee is final.



## Safety and Security Policies

Medical Career Institute strives to provide a safe facility and learning environment. The following policies are in place to ensure security, safety, and infection control in compliance with applicable local, state and federal regulations.

- 1. Alcohol and Drug:** Medical Career Institute is a drug and alcohol-free environment. This “Alcohol and Drug Policy” applies to all enrolled students. The unlawful possession, use and/or distribution of illicit substances or alcohol are strictly prohibited. This applies to every student on school property or participating in any school activities. Students who require prescription drugs that may impair their school activity should inform the school or their instructor and present the proper documentation.
- 2. Emergency Evacuation:** In the event of fire or smoke conditions, or other emergency situation which requires evacuation of the building, the fire alarm will sound, and the Police and local Fire Department will respond. At the sound of the fire alarm, all faculty, staff and students MUST evacuate the building immediately. Only after the condition has been rendered safe by Police will you be permitted to re-enter the building.
- 3. Firearms and Weapons:** The possession of or the use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on the property owned or operated by Medical Career Institute. “Deadly Weapon” is defined to be any firearm, knife or substance or thing which, in the manner it is used, is intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury.
- 4. Hazardous Waste:** All hazardous materials are to be stored and handled in accordance with manufacturers’ specifications. Where necessary, fume hoods, safety gear and other precautions must be employed. The disposal of all hazardous materials must also be handled in a responsible manner. Medical Career Institute maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from Medical Career Institute property.
- 5. Material Safety Data Sheet (MSDS):** Each programs laboratory includes a Material Safety Data Sheet (MSDS). Each lab also includes eye wash stations.
- 6. Medical Immunizations:** All students are required to submit their completed Medical Immunizations Forms to the administration one prior to starting lab classes. The medical immunization form is provided to all enrolling students during the admission process.
- 7. Infectious Disease Exposure:** Students or faculty exposed to patients or other students, family members or other individuals with infectious disease (i.e. tuberculosis, hepatitis, meningococcal meningitis, varicella, rubeola, rubella, mumps, COVID-19) the School Administrators should be notified and an incident report should be completed. The incident report may be reported to the NJ Department of Health.
- 8. Exposure to Bloodborne Pathogens:** Students or faculty who sustain puncture wounds, blood splashes or contact with blood or body fluids in the classroom or clinical externship should report this to their instructor or the supervisor on site.

## Learning Resources

Medical Career Institute provides general learning resources that is available to all enrolled students in addition to program-specific resources. Learning resources include journals, magazines, articles, books, and websites.

### Library Use

Medical Career Institute has a library on campus that is available to all enrolled students to utilize during their breaks, lunch time and before/after class. The library includes hardcopy textbooks as well as computers. Internet access is permitted but is limited to academic related use such as research, educational study, exam review programs, or job search. The library does not include a printer or photocopier machine. If students require assistance printing a document, they must seek assistance from administrative staff.

### Virtual Resources

The following websites serve as additional references for accessing virtual resources. Students needing assistance with any of the resources may request help from their instructor or administrative staff.

- [Google Scholar Articles](#)
- [National Library of Medicine](#)
- [Diseases and Conditions Videos](#)
- [Mayo Clinic YouTube Channel](#)
- [Health & Medicine Videos - Encyclopedia Britannica](#)
- [MedlinePlus Health Topics](#)
- [MedPix \(National Library of Medicine\)](#)
- [Occupational Safety and Health Administration](#)
- [Centers for Disease Control and Prevention](#)

### Program Specific Resources

Program Directors maintain a list of program specific learning resources that may be available upon request. Students are encouraged to request access to these resources as needed. Program learning resources may include but is not limited to:

- Journals/Magazines/ Textbooks
- Exam Review Material
- Website links

### Tutoring

Tutoring is available upon request. Please contact your instructor to arrange tutoring sessions.

# Student Services

## **Career Services**

Medical Career Institute introduces students to Resume Development during the first course of their program – Career Development Workshop. Students create a personalized resume following a template provided. Students are also informed of job search engines and encouraged to frequently check throughout the duration of their program. MCI administrative staff is available to help with resumes, cover letters and other career planning activities during scheduled office hours. Students are encouraged to schedule appointments.

## **Employment Assistance**

Medical Career Institute does not guarantee job placement to students upon program completion or upon graduation, although, the school will provide job placement assistance. Job placement assistance includes resume revision, recommendation letters, providing job leads, assisting with job applications, job interview preparation and more.

## **Financial Aid Assistance**

Medical Career Institute provides Financial Aid Assistance to all enrolled students. Financial aid assistance may include completing the FAFSA, scholarship information and assistance, providing loan provider information, entrance counseling, exit counseling, consolidating loans, financial hardship counseling, default management counseling, obtaining copies of 1098T forms and more.

## **Student Counseling**

Medical Career Institute encourages all enrolled students to seek out counseling through their Program Director, Director of Education, or Administrative Staff. Counseling is encouraged for students to support them in successfully completing their programs. Students are encouraged to schedule an appointment during scheduled office hours.

## **Transportation**

Medical Career Institute does not offer institutional transportation, however free parking is available. Medical Career Institute is easily accessible from “Garden State Parkway exit 105” or “Route 18 exits 12A or 11A” and it is within 3 minutes walking distance from “Route 35’s New Jersey Transit” buses. Detailed driving directions are available on Medical Career Institute’s web site.

## **Child Care Services**

Medical Career Institute does not offer childcare services; however, information for local Child Care services is available through administrative staff. MCI staff may provide contact information for various agencies as well as required verification of enrollment letters.

## **On-line Resources**

Medical Career Institute administrative staff is available to assist students in navigating on-line resources as needed. Students are encouraged to schedule an appointment during scheduled office hours.

# Ten Time Management Tips for Students

## **1. Become a Taskmaster.**

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

## **2. Keep Things Organized**

Don't waste time looking for stuff. Remember the acronym **"PROD"** (Preparation, Routine, Organization and Delegation) and it can go a long way when it comes to saving time.

## **3. Use Spare Minutes Wisely.**

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

## **4. It is Okay to Say "No."**

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

## **5. Find the Right Time.**

You'll work more efficiently if you figure out when you do your best work. For example, if your brain functions better in the afternoon, don't wait to do it until late at night.

## **7. Build a Routine.**

If you sit and do your studying right after school and do it consistently it will get easier as time goes by.

## **8. Review Your Notes Every Day.**

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

## **9. Get a Good Night's Sleep.**

Running on empty makes the day seem longer and your tasks seem more difficult.

## **10. Communicate Your Schedule to Others.**

If phone calls, social media, friends, etc are proving to be a distraction; clearly communicate when you are available to socialize.

