



CATALOG (2022- 2024)

Mississippi School of Health Services & Career

The catalog is the official announcement of the programs, requirements, and regulations. Students enrolling in the school are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes and are not to be considered as a contract. The school is licensed by the Mississippi Commission on Proprietary School.

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Message from the President

Welcome to Mississippi School of Health Services & Careers

The administrators, faculty and staff are anxiously awaiting to provide you with practical and theoretical learning experiences that will prepare you for a career as a Certified Nursing Assistant, Phlebotomist, Pharmacy Technician, Certified Medical Assistant or even assisting with obtaining CEU's through one of our training programs. The Mississippi School of Health Services & Careers, "The Allied Health School of the South" possesses a reputable history and stands as an independent institution of higher education and learning. The school provides our students with extensive career education opportunities satisfying both student and employer needs. We look forward to you discovering our "team approach" as the administrators, faculty and staff work together to aid in your successful completion. The Mississippi School of Health Services & Careers is strengthened further by its employees who make major contributions to the success of the school and its students. This day-to-day concentrated interest and interaction among the faculty, staff, and students contributes to the students' ultimate competitive advantage.

The team at the Mississippi School of Health Services and Careers realize success when our students complete their studies and achieved careers in their perspective fields. We are pleased to have you as a member of our student body. As a student, remember that your purpose is to achieve your educational and career goals.

Marcus A. Chanay, Ph.D., CFRM
President

General Information

MISSION

Mississippi School of Health Services & Careers is a private, proprietary institution of higher education committed to offering training, certifications and CEUS's in the areas of Certified Nursing Assistant, Phlebotomy, Pharmacy Technician, Certified Medical Assistant, and allied health training programs. The student's learning experience and placement opportunities are enhanced through studies that provide a balance of technical skills and personal growth. The Mississippi School of Health Services and Careers goals are to play an integral role in the development of certified medical professionals who are properly trained, equipped and ready to enter the healthcare industry. The school also ensures our students can provide care within the scope of practice outlined within the rules and regulations of the State of Mississippi. Our schools' allied health programs are designed to prepare students for direct entry into the job and to enhance their chances of advancement.

PHILOSOPHY AND VALUES

Mississippi School of Health Services & Careers maintains vigilance in the ever-changing job market requirements with expansion of its program offerings. We support a progressive policy to prepare students as competitive employees in the local, regional, and multi-state job markets. Mississippi School of Health Services & Careers embodies and supports an undeniable history of pride, and community service that has been exercised by other fore fathering entities and powers that be within our great state and communities. Our mission is to provide the optimum educational opportunity for our students.

- We believe our value in the community is measurable.

- We believe our value in the community is measured by our students' success.
- We believe that each instructor, administrator, and staff member is dedicated to custom student service.
- We believe in accountability, integrity, and caring by instructors, administrators, staff, and students.
- We believe our purpose for existing is to serve our students and employer customers.
- We believe planning, goal setting, and assessing of important outcomes are cornerstones to our future and the future of our students.
- We believe in our Mission's purpose, which supports and maintains the Center's policies and standards.
- We believe all affairs of the Center must be done with the highest of ethical standards.

PURPOSE AND OBJECTIVES

In consideration and recognition of the needs and background of our students and the ever-changing communities surrounding us, Mississippi School of Health Services & Career's faculty and administration are dedicated to accomplishing the following objectives:

- Providing specialized educational services. This objective is reached by offering a program that incorporates quality, comprehensive instruction, is flexible in accommodating the needs of ALL students, and preparing graduates with competitive, technical, and professional skills.
- Providing an in-depth curriculum that gives primary emphasis to technical, innovative, and professional education for direct entry into the job market.
- Providing our graduates, the type of education that will enable them to make changes and advancements in their jobs as time and circumstances require.
- Assisting employers by providing qualified workers who are highly educated in the professional and technical skills needed within the workforce.
- Assist the graduate in securing gainful employment in the graduate's initial position and in future positions according to the graduate's abilities, interests, and skills.

FACILITIES AND EQUIPMENT

The Mississippi School of Health Services & Careers is structured to provide air-conditioned classrooms, a student lounge area, and administration, faculty and staff work areas. The school maintains all necessary needs that simulate the job markets for which students are being trained. The school's facility is custom designed to enhance the educational experience and to serve the needs of the student. The school provides

barrier-free entrances to permit easy access for physically challenged students. Reserved parking spaces are also well defined and conveniently located for physically challenged students.

CURRICULUM

The design of the curriculum meets the needs of our students who are both job and career oriented. The students who make up the student body at Mississippi School of Health Services & Careers are individuals seeking a non-traditional, structured education that can launch them into careers within the allied health field. All our allied health programs include educating students and preparing them with the skills needed to pursue employment in their designated areas.

Programs offered by The Mississippi School of Health Services & Careers are designed to meet the specific needs. The Mississippi School of Health Services & Careers' certificate program is intended to be "terminal" in nature, which means the students should complete their program with the knowledge and skills necessary to embark upon their chosen career. It also means the program's credits/clock hours will probably NOT transfer into other curricula or to other institutions.

NON-DISCRIMINATION POLICY

Mississippi School of Health Services & Careers is committed to equal employment and educational opportunities. No person will be subject to discrimination based on age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. For all inquiries regarding non-discrimination policies contact:

President
Mississippi School of Health Services and Careers
Marcus A. Chanay, Ph.D., CFRM
President
(769) 572-7490

STUDENT RECORDS/RELEASE OF INFORMATION In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the School has adopted policies and procedures which

permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The school will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons:

- (1) Records are required by Mississippi School of Health Services & Careers officials in the proper performance of duties,
- (2) Organizations conducting studies for educational and governmental agencies,
- (3) U.S. Government agencies as listed in Public Law 93-380,
- (4) Accrediting agencies, to include access to CPSCR
- (5) Parents of dependent children as defined in the Internal Revenue Code of 1954,
- (6) Appropriate persons in connection with an emergency,
- (7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
- (8) In response to legal court orders.

DRUG- AND ALCOHOL-FREE CAMPUS The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Mississippi School of Health Services & Careers prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any Center activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense.

Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

Mississippi School of Health Services & Careers supports the tenets and spirit of the Americans with the Disabilities Act (ADA). The Center has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. Our school will make additional reasonable accommodations to meet the needs of any student with disabilities. It is the responsibility of the student to inform our school of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Academic Dean using the Accommodation Request Form that is included in the Policy Regarding Accommodations for Disabled Students.

ACCREDITATIONS AND APPROVALS

Licenses and Authorizations

- State of MS Licensure
- Mississippi Commission on Proprietary School and College Registration Authorization

Licensure: *Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. (C-696). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education."*

See program for licensing requirement

STUDENT SERVICES

Advising services at Mississippi School of Health Services & Careers are considered a vital part of the total center's program and are available in several forms to help students

- make choices and adjustments in conjunction with their educational objective.
- understand themselves and the environment surrounding them; and
- develop a sense of responsibility for actions taken personally and professionally.

ADMISSIONS SERVICE

This service is important to help guide a student into the educational program in which he/she may be interested or best suited. The Mississippi School of Health Services & Careers Admissions Office works with every student in their selection of a career path.

ACADEMIC ADVISING

Academic advising complements academic instruction and is done through the Academic Advisor. The primary purpose of academic advisor is to help students review their academic progress, inform them of the variety of student support services and extracurricular educational opportunities available to them, encourage them to remain

focused on their original goal, and to explore the implications and consequences of their choices.

CAREER PLANNING AND JOB SEARCH ASSISTANCE

The Mississippi School of Health Services & Careers offers a course designed for career preparation, which offer students a success strategy, career planning, resume development, and interview preparation. While our campus does not guarantee employment following graduation, reasonable effort will be made to assist the student in securing suitable employment. Mississippi School of Health Services & Careers stands ready to address the following steps in preparation for the job search:

1. Reviewing a graduate's resume
2. Assisting in interviewing techniques
3. Assisting with analysis for career choice
4. Assisting in career choice job market research
 - market the graduate's skills to employers of interest.
 - generate job leads; and
 - help students obtain desired interviews.

The success of our career services' efforts of the school, is dependent on the student's participation in these efforts in conjunction with his/her academic record.

Background and Criminal History

Prospective employers may require drug testing and background checks, including criminal background checks. A criminal conviction may prevent the student from being accepted at an externship site or gaining employment. Additionally, some states have laws that prohibit persons with certain criminal convictions (including misdemeanors) from working in certain career fields. **Citizenship Status:** U.S. law (8 U.S.C. § 1621) restricts the ability of state and local governments to offer a professional or commercial license to any person who is not a U.S. citizen or qualified non-citizen. A prospective applicant or student who is not a U.S. citizen who intends to enroll in an educational program that prepares the student for a career in which professional or commercial licensure is required and is strongly encouraged to research these requirements prior to enrolling at in Mississippi School of Health Services & Careers.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the program, facilities, or other services offered by or associated with Mississippi School of Health Services & Careers. This grievance procedure is intended to provide a framework

within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the Mississippi School of Health Services & Careers faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedures

All student complaints will be handled in the following manner:

Step One:

The student must try to resolve the issue with the campus staff member or faculty member and/or supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Dean of Students.

Step Two:

If the Dean of Students is unable to resolve the issue, the student should arrange to meet with the President.

Step Three:

If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the President (or designee). The President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The President (or designee) will do the following;

1. Take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.
2. Address student complaints and to identify satisfactory resolutions to student issues and concerns.

The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will undertake Mississippi School of Health Services & Careers.

Step Four:

If the complaint has not been resolved by Mississippi School of Health Services & Careers to the satisfaction of the student, the student may contact the Mississippi Commission on

Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, Mississippi 39211, or call (601) 432-6185 to file a complaint.

STUDENT CONDUCT POLICY

All students are expected to conduct themselves, both in and out of class, in a manner that is acceptable in the professional world. Mississippi School of Health Services & Careers reserves the right to place a student on probation or exclude him/her from class or school for either of the following reasons:

1. Conduct found by the administration to be detrimental to the individual, other students, the community, or the campus
2. Verified acts of cheating. Acts of cheating include the usage of another student's work either verbally or in writing. This includes all class assignments, homework assignments, projects, quizzes, and examinations.

Certified Program Qualification

Certified Nursing Assistant, Phlebotomy, Certified Medical Assistant, Pharmacy Technician, Medical Billing and Coding and all other offered programs

Applicants who plan to enroll into any programs offered by Mississippi School of Health Services & Careers must meet the following admission requirements:

- High School Diploma, Certificate or GED
- High School or GED Transcripts
- Admissions Application
- Background Check Prior to Registration
- Completion of Physical and TB test
- Registration and Payment of Tuition
- Orientation or Consultation
- Covid Screening

ORIENTATION

Orientation is provided for all students prior to the commencement of classes. Specific information regarding the time of the orientation session will be forwarded to each student approximately one week before classes begin. During the orientation process, students will be notified of pertinent rules and regulations of Mississippi School of Health Services & Careers, familiarize themselves with facilities, be introduced to various faculty

and staff members, and issued schedules. Any student who is unable to attend the scheduled orientation session must make special arrangements with his or her Admissions Associate. Exceptions to being present at the prescribed orientation require prior approval.

Academic Information

DEFINITION OF ACADEMIC Quarter

Students may begin any offered program at the start of any of the academic terms listed in the academic calendar.

This program will reflect the combination of laboratory, lecture, and externship that produces the credit hours awarded for the course.

PREGNANCY LEAVE POLICY

Mississippi School of Health Services & Careers is committed to providing educational opportunity and full participation for students. Pursuant to the Title IX Act, Mississippi School of Health Services & Careers provides protection to pregnant women. The campus will permit a student to take a leave from classes due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period as is deemed medically necessary by the student's physician. When the student is ready to return, the student must provide documentation from her healthcare provider stating she is released to return to school. Upon return, the student's academic progress will not be impacted by the withdrawal. Courses with a "W" grade must be repeated in its entirety. Current tuition and policies (or policy revisions) will apply to all returning students upon re-entry. Re-entry fees will be waived for all returning students.

DEFINITION OF PAYMENT PERIOD

The definition of a payment period is one term for credit hour programs. Enrollment and registration are due no later than the Wednesday of the first week of school. Please refer to the enrollment packet for program prices.

PROGRAM LENGTH

4 Weeks- CNA, Phlebotomy
8 Weeks- Pharmacy Technician
9 Months- Certified Medical Assistant

ACADEMIC LOAD

All credit hour students at Mississippi School of Health Services & Careers must be in full-time attendance unless they have approval from their Program Director to take less than a full load. A full-time credit hour student at Mississippi School of Health Services & Careers is one who is enrolled in 4-week 80-hour course Monday-Friday.

Classes are scheduled to accommodate a full-time student's orderly completion of programs in the planned time frame. The student is advised to confirm class schedules with the Academic Dean or Program Director.

ACADEMIC SCHEDULING

All class scheduling is administered by the Academic Dean and/or Program Directors prior to the beginning of each term/payment period. Scheduled classes (day) may change from term to term or from payment period to payment period as required by the Academic Dean. Mississippi School of Health Services & Careers reserves the right to cancel a class or classes in the event there is insufficient enrollment. In such instances, the student will be entitled to a 100 percent refund of all tuition and fees for the cancelled classes.

DROP/ADD PROCEDURE

For Students Only:

The drop/add period begins on the first-class day of a new term and ends after the first week of classes. Classes added after this time must have approval of the Academic Dean. Adding or changing a course or transferring to another class or section during the drop/add period requires the signature of the designated College official and will be permitted only on a space-available basis. When dropping a class, it is not sufficient to simply notify the instructor. Students must notify the Program Director in writing and apply for withdrawal on an official form when dropping a class. Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for withdrawal on an official form. Students who are attending classes may drop a course and receive a "WP" (Withdrawn without Grade Penalty). The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini term.

For Clock Hour Students Only:

There is no drop/add period for clock hour programs.

IMPORTANT NOTE: MERELY CEASING TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL

COURSE REPEAT POLICY

Any course may be repeated at Mississippi School of Health Services & Careers for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by Mississippi School of Health Services & Careers will list each course in which a student has enrolled and earned a grade; however, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated.

a. **Core courses** in which a student has received two failing grades (“F”) may not be scheduled for a third time in the following programs: **Certified Nursing Assistant, Phlebotomy Technician, Certified Medical Assistant, Pharmacy Technician, or any other offered courses**

The student must pay for any repeated course.

DIRECTED STUDY

For Credit Hour Students Only:

A contract and syllabus for each directed study must be submitted prior to the start of the term. Directed study will be judged on a case-by-case basis and is subject to approval of the Academic Dean. For Clock Hour Students Only: Directed study is not available to students in clock hour programs.

SUBSTITUTION POLICY

Each program of study has been specifically designed to prepare the student for his or her chosen field; therefore, substitution of courses is not recommended unless the substitution can be shown to advance the individual student's career preparation or academic achievement. The Academic Dean must approve any substitution of courses not included in the published curriculum of a program of study. Substitution may be allowed to assist a student in meeting credit hour requirements for graduation only if, in the determination of the Academic Dean, it would enhance or not diminish in any way the student's career preparation.

ATTENDANCE/MAKE-UP POLICY

Regular attendance in classes is essential. All students are expected to be present and on time at all scheduled class and laboratory meetings. The Mississippi School of Health Services & Careers attendance policy is focused on being positive rather than negative. Clock hour students, new and continuing, must sit in class no later than the second day of each course. Credit hour students, new and continuing, must sit in class no later than the third regularly scheduled class of each term. If a student does not sit in class by the prescribed date for his/her type of program, his/her enrollment may be cancelled. Students are subject to the College's attendance policy. Absences will count from the first official day of classes and not from the first day the student attends. Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Approved excuses for absence allow the student to make up missed work. At the discretion of the instructor, students may not be allowed to make up work for unexcused absences.

Additional Attendance Requirements for Credit Hour Students

When a student's absences exceed 50 percent of the class time for a credit hour program, his/her attendance may be defined as unsatisfactory, and the student may be withdrawn from the class or classes.

NOTE: In addition to the general attendance policy stated above, some programs have additional specific attendance or make-up policies which are outlined below. The Mississippi School of Health Services & Careers attendance and make-up policies are subject to change., without exception. To successfully matriculate through their program, students are expected to be present and on time daily during their regularly scheduled program hours.

Consistent attendance in regularly scheduled hours is vital to learning the concepts and techniques of CNAs, and students should strive to miss class only when necessary due to unforeseen emergency situations. All students must sit in class no later than the second day of each new course.

Make-Up Hours Process:

When a student misses instruction time of any kind, the student is responsible for meeting with his/her instructor to obtain specific instructions as to what missed theory or practical assignments need to be made up.

Attendance Policy

All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of approximately two weeks can apply for a waiver to the 14-day rule. Waivers must be submitted in writing and provided to the Program Director prior to the first date the student will be absent and include a copy of military orders. Upon approval, the Academic Dean will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without enough completion of course work shall receive a letter grade of “WP” and be placed into an inactive status with the ability to return to an active student status. Courses with a “WP” grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Reentry fees will be waived for all returning students. Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Application Fees

All application and re-entry will incur a \$50-dollar fee and is due the date of application.

GRADE REPORTING

The scholastic progress of each student is provided in grade reports available to the students.

GRADE APPEAL POLICY

Final grades for credit hour students will be issued at the end of each term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student’s grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor and Program Director to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor and Program Director, the student may file a written grade appeal with the Academic Dean. A grade appeal must be submitted by the student within 30 days of the end of the last relevant term/course.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Academic Dean is final.
5. Any other grade change request that does not comply with the above process will be denied.

GRADING SYSTEM AND QUALITY GRADE POINTS

The number of quality grade points awarded for each course is determined by multiplying the quality grade points listed for each letter grade by the number of credits/clock hours of the course. For example, a grade of “A” in a four-credit course earns 4 credits x 4.0 quality grade points for a total of 16.0 quality grade points, and a grade of “C” in a three-credit course earns 3 credits x 2.0 quality grade points for a total of 6.0 quality grade points. The syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the minimum grading scale in use at the College is as follows:

100-90	A	4 Quality Grade Points
89-80	B	3 Quality Grade Points
79-70	C	2 Quality Grade Points
69-60	D	1 Quality Grade Points
59 or below	F	0 Quality Grade Points

The following grades may also be used and have no effect on a student’s grade point average (GPA):

I Incomplete

S Satisfactory
U Unsatisfactory
W Withdrawn During Drop/Add Period
WP Withdrawn Without Grade Penalty
AU Audit

** Indicates Repeated Course

"I" (Incomplete) grades are assigned to credit hour students who, having made prior arrangements with the instructor, fail to complete any required course work by the end of the term. An Incomplete must be pre-approved by the Academic Dean. This grade is not included in the calculation of the cumulative grade point average (CGPA) but will count as hours attempted for the purpose of calculating the successful course completion percentage. If the Incomplete is not made up within 15 days after the beginning of the next term, a final grade will be determined and will replace the Incomplete.

Students failing to complete and submit any course work will receive whatever grade they earned without the uncompleted work.

"I" (Incomplete) grades are also assigned to clock hour students who fail to complete any required course work by the end of the grading period.

"S" (Satisfactory) and "U" (Unsatisfactory) are used to denote progress in foundation courses of less than college credit level. These grades will not be used to satisfy graduation requirements and will not be used in computing the student's grade point average (GPA) but will be considered as hours attempted in determining successful course completion percentages.

"W" (Withdrawn during Drop/Add Period) A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

"WP" (Withdrawn without Grade Penalty) Credit hour students receive no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages. The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini term.

"AU" (Audit) designates a student is auditing a course. The student must obtain permission to audit a course from the Academic Dean during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage and have no effect on the student's grade point average. Audited courses cost the same as courses taken for credit. Audited courses are not eligible for Title IV funding.

“**” (Repeated Course) – Any course may be repeated at Mississippi School of Health Services & Careers for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by Mississippi School of Health Services & Careers will list each course in which a student has enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. In accordance with the tuition addendum, the student must pay for any repeated course.

CALCULATION OF GRADE POINT AVERAGE The grade point average (GPA) for each term/payment period and cumulative grade point average (CGPA) are calculated on courses taken at Mississippi School of Health Services & Careers. The GPA for each term/payment period is calculated by dividing the quality points earned that term/payment period by the credits attempted that term/payment period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

Treatment of Repeat Courses

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Treatment of Withdrawals

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the “WP” grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

WITHDRAWAL PROCEDURES

A student who wishes to withdraw from a course or from all work during a term/payment period should do so officially through the Academic Dean and Student Finance Office. Only in cases of serious illness may the student withdraw by phone, email, or regular mail. Failure to withdraw properly may result in delays in settling accounts. Further, failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record. All students receiving financial assistance should complete an exit interview through the Student Finance Office. In all cases of withdrawal from classes, the last date of attendance will be used to calculate refund amounts. If the School determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date.

The school may use as the student's withdrawal date a student's last date of attendance at an academically related activity provided the school documents that the activity is academically related and documents the student's attendance at the activity. An example of an academically related activity includes, but is not limited to, class attendance, an exam, a tutorial, computer assisted instruction, academic advising, turning in a class assignment, etc. Withdrawal may place the student out of cycle with his/her group cohort and create complications in scheduling required classes when they are needed. A re-entry fee may be assessed in accordance with the school's tuition addendum.

POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS

To re-enter Mississippi School of Health Services & Careers, the student must contact the school and request to apply for re-admission. The request may be initiated by a phone call or visit to the school. Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter. The enrollment status will be based upon the school's standards of academic progress and in accordance with the school's good conduct and financial good standing policies. The Student Finance Office must verify at the time of re-entry that the student is in good standing with the Department of Education and all federal funding sources. All students must meet the enrollment requirements. Students can re-enter a maximum of three times after withdrawal prior to graduation from a program.

Course Completion REQUIREMENTS

To graduate, a student must have accomplished the following:

- Earned a minimum of 2.0 cumulative grade point average (CGPA) with an undergraduate degree
- Earned the minimum credit/clock hours as required by the program of study
- Satisfied all financial obligations to the College
- Completed an application for graduation and all exit interview requirements with the school's Student Finance Office.

Credit hour students who do not complete ALL graduation requirements by the end of the drop/add period of the following term will not be certified as a graduate of a particular term. Those students must re-apply for graduation during the term in which all requirements are met. Students who graduate with a CGPA of 3.5 or higher are recognized with the distinction of "Graduated with Honors," and students who graduate with a CGPA of 4.0 are recognized with the distinction of "Graduated with Highest Honors."

GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

1. Have a high school diploma or the equivalent.
2. Be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required.
3. Maintain satisfactory academic progress.
4. Provide required documentation for the verification process and determination of dependency status.
5. Have a valid Social Security Number.
6. Be registered for the Selective Service, if required; and
7. Sign an updated Statement of Educational Purpose/Certification Statement.

NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

TUITION

Certificate Programs	Program Credit Hours	Price Per Term
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Certified Nursing Assistant	91.2	\$938.00 (all fees included)
Phlebotomy	80	\$730.00 (all fees included)
Pharmacy Tech	143	\$905.00 (all fees included)
Medical Assistant	720	\$1988.00 (all fees included)
Medical Billing & Coding	95	\$685.00 (all fees included)
Community Health CEU's	30	\$1098.00 (all fees included)
COVID – 19 CEU's	10	\$350.00 (all fees included)

***Enrollment Fee \$50 Per Course Fee * (Not Refundable)

***Re-Entry Fee \$100

***No enrollment fee for CEU's

***Subject to change per market demands

TUITION REFUND POLICY

3.7.1 Refunds for Classes Cancelled by the Institution

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date. 3.7.2 Refunds for Students Who Withdraw on or Before First Day of Class

If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

3.7.3 Refunds for Students Who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and

inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions. 3.7.4 Refunds for Students Who Withdraw After Instruction Begins

Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows: A. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition; B. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition.

C. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and D. After the first fifty percent (50%) of the period of financial obligation, the institution may retain one hundred percent (100%) of the tuition. 3

of enrollment for which the assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

Number of Weeks or Clock Hours Scheduled to Last Day of Attendance

Number of Weeks or Clock Hours in Period = Percentage Completed
(rounding the third decimal place up if the fourth decimal place is 5 or above)

Cancellation Prior to Entrance

Refunds provided for cancellation prior to entering the Center are calculated in accordance with the published refund policy contained herein.

Re-Entry Fees

The Center charges a fee to re-enter students who have withdrawn from prior enrollment. Students who have graduated from the training center are not charged a fee to re-enter in their subsequent enrollment.

Withdrawal or Termination

When a student withdraws or is terminated from Center after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

Any clock hour student who does not return to the next scheduled course is considered withdrawn from the program.

The withdrawal is determined on the first day of the next course start date for which a student does not return with an effective date of the student's last date of attendance. Any student who cannot attend the next scheduled course is required to re-apply to the program.

If the next scheduled course is not available due to the College's class schedule, the re-entry enrollment will not count toward the number of attempts for re-entry, but all other standards for re-entry must be met. A re-entry fee will not be assessed to the student.

If the student fails to return to a scheduled course, for reasons not due to availability of the course by the College, the re-entry enrollment will count as an enrollment to determine the number of attempts for re-entry, and all other standards for re-entry must be met. A re-entry fee may be assessed in accordance with the Campus tuition addendum.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated within 30 days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within 30 days of the date that the College determines the student withdrew.

Certified and CEU Programs

Certified Nursing Assistant (Certificate)

The Certified Nursing Assistant program is designed to prepare graduates to work as an entry-level Certified Nursing Assistant in a clinic, hospital, wound care center, or in long-term care facility. Graduates will demonstrate competencies in vital sign measurement,

perform CPR and first aid, assist in medical examinations, and administer electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy. Graduates will also demonstrate minimal competencies for providing skilled nursing care to elderly patients and clients as set forth in standards by the state health department. Students are provided instruction in such areas as their role as a member of the healthcare team, communications skills, personal patient care skills, selected nursing procedures, and infection control and safety. Upon successful graduation from this program, the graduate should be able to:

- demonstrate the role of the CNA in the nursing process in the promotion of preventive, therapeutic, restorative, and rehabilitative nursing (health) care
- provide basic care to patients and residents with patient care environments such as acute care and long-term care facilities;
- communicate and interact effectively with patients, residents and their families, with sensitivity to the psychosocial needs;
- assist patients and residents in attaining and maintaining maximum functional independence;
- provide safety and preventive measures in the care of patients and residents; and
- protect, support, and promote the rights of patients and residents.

Qualified graduates may also be eligible to sit for the Certified Nursing Assistant (CNA) examination. Successful completion of the CNA examination is required to work in a long-term care setting in the State of Mississippi. Mississippi School of Health Services & Careers makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. This program is not intended to prepare graduates for employment in any state other than Mississippi. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed. TOTAL CREDIT HOURS: 91.2

State Licensing required after completion of this program.

Certified Medical Assisting (Certificate) 720 hours

This program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, treatment procedures.

Student will be trained in the following:

- Assisting the physician in the examination room
- Performing routine laboratory procedures
- Handling financial records, correspondence, insurance forms, and other administrative functions

Our goal is to prepare you to successfully gain an entry-level position as a medical assistant.

Required courses include:

- Medical Terminology
- Pathophysiology and Pharmacology
- Administrative Skills for Medical Offices
- Ethics and Professionalism
- Insurance Claims, Processing and Adjudication
- Introduction to Anatomy & Physiology
- Medical Clinical Assisting I and II with Lab

After completion, students are eligible to sit for the MedCA certification exam.

Pharmacy Technician (Certificate)

Coarse Description: This is an 8-week program; 90-hour course-50 hours of instruction and lab with 40 hours of clinical.

The pharmacy technician program is designed to prepare students for pharmacy inventory, assisting the pharmacist, helping customers, and in some cases, compounding medications. This program is designed to also provide students with theoretical knowledge, hands-on skills and professional attributes required to entry level positions as pharmacy technicians.

Course Objectives:

1. Outline the typical responsibilities of a pharmacy technician and describe the personal and professional ethics required for success in this profession.
2. Describe the roles and responsibilities of the pharmacy technician and the pharmacist, explain the differences between these two roles, and outline the regulations imposed on both by state and federal law.
3. Demonstrate the standard techniques and procedures required of pharmacy technicians for pharmacy operations, including aseptic operations, medication transcriptions, metric/apothecary conversions, drug dispensation, record keeping, and patient profiling.
4. List and explain all major classifications of drugs and understand their indications, therapeutic effects, side effects, dosing recommendations, routes of administration, and mechanisms of action.
5. Interact with pharmacists, customers, and business associates, displaying professional skills, appearance, and ethics in a work-experience setting.

Phlebotomy Technician (Certificate)

Phlebotomy-This a 4-week program -48 hours of lecture and lab and 40 hours of lab/clinical. Individuals in this program, under the supervision of health care providers and other health care professionals, will be trained Phlebotomy, patient care and safety, venipuncture and site selection, labeling, transportation, and processing of laboratory specimens:

- Order of Draw
- Venipuncture
- Obtaining blood samples and other samples for special testing such as urine, fecal, and others from patients using a variety of minor invasive and noninvasive procedures and techniques.

- Instruction in basic vascular anatomy and physiology
- Blood physiology
- Skin puncture techniques
- Venous specimen collection and handling
- Safety and sanitation procedures
- Applicable standards and regulations

After completion, students are eligible to sit for the MedCA certification exam.

Medical Billing and Coding (Certificate)

The Medical Billing and Coding curriculum will prepare students to perform a wide range of billing and coding tasks. The program will teach students how to:

- Understand anatomy, physiology and medical terms.
- Understand law and ethics as they relate to the job of a medical biller and coder.
- Understand medical billing systems.
- Post, submit and appeal claims.
- Perform medical data entry.
- Effectively use medical software and manage electronic health records.
- Track payments and reimbursements.
- Apply coding to medical diagnoses and treatments.
- Communicate appropriately with providers and insurance companies.

COVID – 19 Training (CEU)

The COVID – 19 Training provides Community Health Care Workers, Frontline Personnel and Community Members accurate, evidence-based information, help address anxiety and depression and provide other support as needed.

The COVID – 19 training objectives include the following.

- Latest COVID – 19 research studies
- Guidelines for frontline workers

- Managing COVID – 19 in healthcare facilities

People at a Higher Risk

- What is new for diabetes and prediabetes
- COVID – 19 and asthma
- COVID – 19 and heart disease

Myths

- Stigma reduction
- COVID myths busted
- More than just an infection
- Vaccination myths

Mental Health

- 10 signs you need to make a behavior health referral
- COVID – 19 Resource and Information. Guide through the National Alliances on Mental Health (NAMI)
- Mental health and psychosocial consideration during the COVID – 19 outbreaks

Food Security

- Input of COVID – 19 on Food, Supply and Demand

Each student of the COVID – 19 training will complete 10 hours of curriculum. All training is both via webinar, on-line and in person. After fulfilling all requirements, students will receive a certificate of completion and will receive 1 CEU based on 10 hours of curriculum

Community Health Worker Training (CEU)

The Community Health Worker plays an accredited role in the health of their communities linking diverse and underserved populations to health and social services systems. As a community health worker, you reduce social and racial disparities in healthcare.

The Community Health Worker certificate program is a professional development for healthcare workers. This program provides training designed to strengthen the skills, knowledge, and abilities of Community Health Workers.

The course objectives include the following:

- A. Community Health Worker Roles and Boundaries
- B. Community Outreach and Engagement
- C. Communication Skills
- D. Organizational Skills
- E. Social Determinants of Health and Disparities
- F. Documentation Skills
- G. Assessment Skills
- H. Service Coordination Skills

Case Study:

Each graduate of the Community Health Worker training program will complete 30 hours of curriculum. All training consists of one mandatory webinar and 10 weeks of online learning, the training ends with an in-person half of day session where learners will present a case study and receive their certificate of completion. Each student will receive 3 CEUs based on the 30 hours of curriculum.

Recruitment Policy

Mississippi School of Health Services & Careers Policy Statement

The recruitment policy is to provide equal access to opportunities for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen to further his/her skills and advancement.

Policy brief & purpose

We are committed to equal opportunity for all in the selection. The selection requires persons who possess qualities to produce:

- Patience
- Hard work
- Give a favorable response of compassion to the patient needs
- Study and develop skills geared to patient needs

Policy Elements

1. Review Application for enrollment
2. Recruitment depends on availability of space
3. Notification of acceptance will be administered before classes convene
4. Background checks must be completed before acceptance

Recruiting Activities: This policy covers the following promotional items:

1. Brochures and pamphlets
2. Posters
3. Newsletters
4. Direct mail plans
5. Social Media
6. Web pages

This policy also covers the following:

1. High school visits
2. Special off campus recruitment programs
3. Career Fairs

Security and Safety Policy

The goal of the policy and procedures is to provide a safe and secure environment for learning for all students, faculty, staff and visitors, and in an emergency disaster to: Protect the lives and well-being of our student body, faculty, staff and visitors; Reduce the damage to school property; Respond to emergencies promptly and properly; Coordinate with local emergency operations' plans; Coordinate with other community resources; Provide for fast, efficient dissemination of information to various constituencies; Recover and return to normal operations.

Fire Prevention Plan

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher, evacuation procedures, and be prepared should a fire occur. An evacuation map is in each room, which shows the proper exit procedures.

Smoking is prohibited in inside the building, and employees should not smoke outdoors where a hazard from smoking exists.

Fire Alarms

Although the Facility Management staff may conduct periodic fire drills, it is necessary to regard each fire alarm as a warning of immediate danger and heed the following:

1. On hearing a fire alarm, all occupants must evacuate the building immediately. Each occupant should proceed in an orderly fashion to an exit in accordance with the evacuation plan map.
2. Designated personnel will escort the fire fighters to the scene as necessary and/or assist in extinguishing small fires.
3. Faculty and other personnel should ensure that re-entry to a building is not permitted until properly authorized by the fire department or administration.

Criminal Acts

The Center's utmost concern is for the safety of all. Criminal actions or concerns of an emergency can and should be reported by any student immediately.

Attempts to increase safety and security by setting guidelines and methods of reporting incidents and responding appropriately to victims of crime to make the campus a safe and secure environment for faculty, staff, and students.

Our campus is equipped with a Monitored Private Alarm system and the center is monitored by the Pearl Police Department for protection and safety. Tag identification will also be used to maintain a safe and secure campus environment to help maintain an environment conducive to learning and working.

- A. Emergency/Crisis Response Actions the Incident Personnel (Dean of Students) is responsible for activating the school's emergency operations plan and the initial response. Typical initial responses include building evacuation, lock down, lockout, shelter-in-place, medical intervention, and early dismissal.
- B. Lock Down - A lock down is activated when a person or situation presents an immediate threat to students and staff in the building. School staff, students, and visitors are secured in rooms they are currently in when the lock down is activated, and all school activities are stopped. No one can leave or enter the campus until the situation has been identified and resolved by authorities.
- C. Lock Out- A lock out allows the school to continue with normal activities but curtails outside activity and does not allow unauthorized personnel to enter the building.

- D. Evacuation -An evacuation is activated when conditions may be safer outside than inside the building. During an evacuation all staff and students are required to leave the building immediately and to report to their designated safe site.
- E. Shelter-in-place the shelter-in-place is activated when conditions are safer inside the buildings than outside.
- F. Medical Intervention The medical intervention is activated when a life-threatening situation has been identified.
- G. Early Dismissal Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer dismissing from school early.
- H. School Closing Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer at home than traveling to campus.

1.0 Medical Emergency- If life threatening, dial 911. Give your address – **3023-A Hwy 80E Pearl, MS 39208**

- Do not move the injured person. If necessary, perform CPR or first aid until medical help arrives.
- Post one person at the building entrance to lead the medical team to the person in distress.
- AED

1.1 Fire or Smoke

- If you see a fire or smoke, or if the fire alarm sounds immediately pull the fire alarm if it has not already sounded.
- When the fire alarm sounds, all students and staff are to immediately evacuate the building.
- Follow designated exit routes, which are posted in each classroom.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Go to the predetermined Primary Evacuation location outside the building

1.3 Intruder

- Faculty and Staff are expected to greet any person on campus that they do not recognize.

- Politely greet guest/stranger and identify yourself.
- Ask guest/stranger the purpose of his/her visit. Who are they here to see?
- Inform guest/stranger that we ask all visitors to register at the main reception desk.
- If the person/s is argumentative but starts to leave - follow from a distance to make sure they have fully complied.
- If possible, seek out another staff person to accompany you to make sure they have left the campus.
- Notify an administrator ASAP.
- If person does not respond to your directions or the person's behavior raises serious concern, disengage and move away from person.
- Once in safe distance verbally let people know to lock-down.
- If possible, Notify police 911 immediately.
- Give as full of description of intruder as possible and where they were last seen.

Important Numbers:

Emergency..... 911

Pearl Police Department.....601-939-7000

Pearl Fire Department.....601-939-7240

Emergency Management.....601-933-6362

Poison Control.....800-222-1222

Administration

CAMPUS MANAGEMENT

Effective: August 1, 2021

Dr. Marcus A. Chanay, Ph.D., CFRM, President

Makeba White Chanay, Dean of Instruction

Shae Odum, Registrar

LEGAL STATUS

Mississippi School of Health Services & Careers is a private institution of higher education.

Acknowledgement of Receipt of Student Handbook

My signature below indicates that I have received a copy of Mississippi School of Health Services & Careers Handbook.

I understand that this manual contains information regarding the Mississippi School of Health Services & Careers rules, regulations and benefits which affect me as a student.

I acknowledge that I have read and understood Mississippi School of Health Services & Careers policies.

I also understand that Mississippi School of Health Services & Careers may revise, supplement or rescind policies, procedures described in the manual, with or without notice.

Print Name _____

Signature _____

Date _____