



Course Catalog/Student Handbook  
2021-2022

# United Medical and Business Institute

**1903 Phoenix Blvd, Suite 215  
College Park, Georgia, 30349  
Phone: (404) 761-2335**

Authorized and Regulated by the Nonpublic Postsecondary  
Education Commission, Tucker, GA.

Publishing Date January 2021

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## Welcome Letter

Welcome to United Medical and Business Institute, where your goals are your reality! We are thankful that you chose our campus to continue your education. During your program, UMBI faculty and staff will do our best to make sure you receive adequate preparation for your new career. We trust that you will also do your part in making your training a success.

Our commitment is to provide high quality classroom instruction and the hands on training you need in order to obtain the job that you want. We want to provide a friendly and professional atmosphere. Your success will also depend on your personal efforts and determination to take advantage of the resources available to you at United Business and Medical Institute.

To enable you to meet your program's demands, we recommend that you establish a regular study schedule, complete required reading, review your notes and prepare for quizzes and test.

We recommend you give careful attention to UMBI's policies and procedures, as outlined in the school catalog, so that you understand what is expected of you and what you can expect from the faculty and staff.

If you should have questions, please feel free to consult with the appropriate members of the faculty and staff for any further information that you need.

We encourage you to surround yourselves around positive people. Remember, positive thinking brings positive results. Again we welcome you and wish you much success.

Sincerely,  
Faculty and Staff  
United Business and Medical Institute (UMBI)

## **United Medical and Business Institute**

United Medical and Business Institute (UMBI) was founded in 2005. UMBI is a non-public postsecondary educational institution where dreams become reality. We specialize in business and medical training. Our goal is to give equal weight to academics and integrity development. Our service is to enhance value and self worth to our students.

### **Objectives**

Our prime objective is to make an impressionable difference in proprietary education. Our goal is to provide adequate programs with emphases on knowledge and skills required to obtain employment in the medical and business fields.

We will have programs implemented by faculty who have degrees, certifications and experience in related fields. Along with medical and business training our goal is to emphasize interpersonal skills and career development. We also plan to encourage community involvement.

Our goal is to have a professional and friendly environment, while motivating our students to reach their full potential. To have self worth and self actualization is our objective for each student.

### **Mission**

United Medical and Business Institute, LLC, is dedicated to providing a competent and professional instruction in a friendly and pleasant environment. Our mission is to provide adequate programs with emphases on knowledge and skills required to obtain employment. Along with medical and business training, our goal is to emphasize interpersonal skills and career development. Our dedication is to promote a positive environment with an outcome that will be a great indication of our commitment to the needs of the community.

### **Facility**

This facility contains modern classrooms with computer lab, resource room and student break room. This school is equipped with fire extinguishers to comply with the local fire codes and are properly ventilated, heated and air conditioned. All labs are properly equipped and meet OSHA safety guidelines.

**Authorized By:**

Nonpublic Postsecondary Educational Commission (GNPEC), 2082 East Exchange Place, Suite 220, Tucker, GA. 30084-5305

**Membership Affiliations:**

National Health Career Association  
American Medical Technologists  
National Technical Honor Society

**Statement of Non-Discrimination**

United Medical and Business Institute, LLC. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX-the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days.

# **United Medical and Business Institute**

## **School Calendar**

### **Holiday and Breaks 2020-2021**

<b>January 18, 2021</b>	<b>Martin Luther King's Birthday</b>
April 2 - 11, 2021	Easter/Spring Break
May 31, 2021	Memorial Day
July 5 - 11, 2021	Summer Break
September 6, 2021	Labor Day
October 11 - 17, 2021	Columbus Day/Fall Break
November 24 - 28, 2021	Thanksgiving Break
<b>December 20, 2021 - January 3, 2022</b>	<b>Christmas/New Year's Break</b>

## Hours of Operation

8:00 AM until 10:00 PM Monday through Thursday

8:00 AM until 5:00 PM Friday

### Program Times

#### Morning

8:30 AM – 12:30 PM

Monday - Friday

#### Nights

6:00 PM -10:00 PM

Monday -Thursday

**Note:** All programs include the following:

- Career Development (Resume writing and Interviewing skills)
- Basic Computer Skills
- Medical or Dental Software
- Basic Spanish
- Conflict Resolution
- Management Course
- Medical or Dental Terminology

### Programs Offered and Total Tuition Cost

MEDICAL ASSISTING	
Tuition	\$ 14,120.00
Supplies	\$ 750.00
Books	\$ 1,000.00
Certification Test	\$ 125.00
<b>TOTAL TUITION COST</b>	<b>\$ 15,995.00</b>
MEDICAL BUSINESS ADMINISTRATION	
Tuition	\$ 13,620.00
Supplies	\$ 250.00
Books	\$ 1,000.00
Certification Test	\$ 125.00
<b>TOTAL TUITION COST</b>	<b>\$ 14,995.00</b>
MEDICAL BUSINESS ADMINISTRATION	
Tuition	\$ 15,120.00
Supplies	\$ 750.00
Books	\$ 1,000.00
Certification Test	\$ 125.00
<b>TOTAL TUITION COST</b>	<b>\$ 16,995.00</b>

## MEDICAL ASSISTING PROGRAM

### Training objectives for Medical Assisting Program

The purpose of the Medical Assisting Program is to provide students with an education core complemented by focused medical assisting career courses in preparation for employment in the health care field. As multi-skilled practitioners, graduates will be eligible for employment in a variety of medical settings. Medical assisting is one of the fastest growing careers in the country. The UMBI Medical Assisting Program is approved by the National Healthcare Association.

In addition to educational outcomes, students will:

- Understand, demonstrate and utilize principles of medical asepsis and standard and safety precautions
- Recognize an emergency and respond appropriately to life-threatening situations
- Utilize knowledge of various medical office procedures, practice and technologies to complete task
- Apply knowledge and skills to procedures such as vitals, laboratory testing and other diagnostic and other medical procedures
- Understand and interpret usage of medical terminology
- Comprehend basic pharmacology, including dosage calculations, drug interactions and administration of medications

### Program Outline:

<u>Module</u>	<u>Module Title</u>	<u>Clock Hours</u>	<u>Credit Unit</u>
Module A	Medical Assisting	80	4.0
Module B	Pharmacology and Medication Administration	80	4.0
Module C	Endocrinology and Reproduction	80	4.0
Module D	Phlebotomy	80	4.0
Module E	EKG	80	4.0
Module F	Business Communications	80	4.0
Module G	Career Success (Senior Module)	80	4.0
Module X	Externship	<u>160</u>	<u>8.0</u>
		720	36

# **Medical Assisting**

## **Program Syllabus**

### **Module A - Medical Assisting**

Upon completing this module, the student will complete a medical history form; discuss the parts of a medical history form, list guidelines in regard to patient education. Students will be able to measure and record height and weight of patients. Students will learn importance of medical records as legal document. Students will identify vital signs and the body functions. Students will be able to explain how the body controls temperatures.

### **Module B - Pharmacology and Medication Administration**

This module covers the principles of Pharmacology. Students will be able to distinguish among the government agencies that regulate drugs in the United States. Students will be able to cite Drug Enforcement Administration (DEA) regulations for the management of controlled or regulated substances. They will learn the DEA regulations for prescription drugs under each of the five schedules of the Controlled Substance Act,

### **Module C - Endocrinology and Reproduction**

This module covers general anatomy and physiology of the male and female reproduction systems and endocrinology. Disorders, diseases and treatment of these systems are also discussed. Students are instructed on ways to differentiate between sexual and asexual reproduction. They will be able to explain how sperm are able to fertilize an egg and describe male prenatal development.

### **Module D - Phlebotomy**

This module introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures. Students will practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are learned. Students will learn anatomy and physiology of the urinary, digestive and nervous system, various diseases and disorders of these systems.

### **Module E - EKG**

This module introduced the student electrograph. Upon completion of this unit, the student will meet the following terminal performance objectives by verifying knowledge of the facts and principles presented through oral and written communication at a level deemed competent. This module demonstrates the specific behaviors as identified in the terminal performance objectives of the procedures, observing all aseptic and safety precautions in accordance with health care standards.

### **Module F - Medical Administration**

Medical Administration prepares students to do administrative responsibilities in a medical facility. This module includes skills that will enable students to communicate effectively. This module also gives an introduction and overview of the medical insurance, billing and coding industry. Medical Law and Ethics are also a plus to the module. Emphasis will also be on interpersonal skills.

### **Module G - Career Development**

The Module will emphasize professionalism in the workplace. The goal is to provide students with adequate information required to obtain employment in their chosen fields. The module will give equal weight on academics and integrity development. This module will also emphasize interviewing skills. Students will also prepare for their certification exams in this module.

### **Module H- Lab**

In this module students will accurately spell and read medical terms. Students will practice entering documentations in the computer on a medical management program. They will perform electronic data interchange. Students will also practice keyboarding to enhance the accuracy and speed of their typing.

# Medical Business Administration

Morning Programs Available

**Diploma Program-** 720 Clock Hours/32.0 Credit Units

## Training objectives for Medical Business Administration

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Business Administration Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Positions such as office managers, insurance specialist, claims processor, medical records clerk and many other positions are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Business Administration students develop administrative skills through a variety of media. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into six learning units called modules. Students must complete modules A through F first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through F stands alone as units of study and is not dependent upon previous training. Upon successful completion of modules A through F, students participate in an 80 clock-hour lab. Successful completion of Lab H is required for graduation.

Completion of Medical Business Administration Program is acknowledged by the awarding of a diploma.

<b>Program Outline: Module Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>	
<b>Module</b>			
Module A	Office Finance	80	4.0
Module B	Business Communications	80	4.0
Module C	Computers in the Medical Office	80	4.0
Module D	Introduction to Medical Insurance Billing/Coding	80	4.0
Module E	Medical Insurance	80	4.0
Module F	Medical Insurance Billing and coding	80	4.0
Module G	Career Development (The Senior Module)	80	4.0
Module X	Externship	<u>160</u>	<u>8.0</u>
		720	36

# **Medical Business Administration**

## **Program Syllabus**

### **Module A - Office Finance**

Module A introduces accounting functions essential to a medical environment. Students learn basic book keeping procedures and how to calculate patient ledgers. Students develop professionalism while assisting with collections and billing. Emphasis is also placed on third party reimbursement and banking procedures.

### **Module B - Business Communications**

Module B develops communication and writing skills. This module includes presentation skills and will help students to communicate effectively. Students will write and type resumes and business correspondence letters. Medical Law and Ethics are also a plus to this module. Emphasis will also be on Interpersonal Skills and basic Spanish medical terminology in this module.

### **Module C - Computers in the Medical Office**

Module C emphasizes on computer practice management. This includes file maintenance patient records, book keeping and Medi-soft. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with Microsoft word and excel.

### **Module D - Introduction to Medical Insurance Billing and Coding**

Module D is an introduction and overview of the medical insurance billing industry. The course introduces the importance of insurance claims completion, coding and billing. Analyze the variety of career possibilities and areas of specialization open to those trained as insurance billing specialists. Students will get a comprehensive understanding of Medical Law and Ethics relating to insurance coding and billing.

### **Module E - Medical Insurance**

Module E develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and Workers' Compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Office and Insurance Collection Strategies are also included. Students learn the importance of medical documentation.

### **Module F - Medical Insurance Billing and Coding**

Module F emphasizes the importance of insurance claims completion, coding and billing. This course is an overview of the Current Procedural Terminology. Students will understand the purpose and format of the CPT manual. Identify information in appendices of the manual and modifiers. This course is also an overview of the International Classification of Diseases (ICD9). Reviewing Volumes 2: Alphabetic, Volume 1 Tabular list and Volume 3: Procedures. In addition this course will include real-time simulation coding and claims processing and learning how to use HCPCS. Upon completion, students should also be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.

### **Module G - Career Development**

Module G Module emphasizes professionalism in the workplace. The goal is to provide students with adequate information required to obtain employment in their chosen fields. This module will give equal weight on academics as well as integrity development. Students will practice business etiquettes and business communication skill. Students will have mock interviews and class presentations. Emphasis will also be on interpersonal skills and the importance of an effective team player. This senior module is designed to enhance the self esteem and self actualization of students. This module will also emphasize the importance of passing the certification test for Medical Business and Medical Insurance Billing and Coders. Students will spend time in the module preparing for their certification exams.

### **Medical X- Extership**

In this module, students will concentrate on laboratory procedures. They will properly perform parenteral administration medications. (Subcutaneous, Intramuscular, Intradermal, Z-Tract) Students will also perform CLIA waived laboratory testing and will also practice performing proper capillary, dermal and venipuncture procedures.

Morning  
Programs Available

**Diploma Program**  
920 Clock Hours/41.0 Credit Units

## **DENTAL ASSISTING PROGRAM**

### **Training objectives for Dental Assisting Program**

The objective of the Dental Assisting Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pedodontics, orthodontics, endodontic and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma. The UMBI Dental Assisting Program is approved by the American Medical Technologies.

You can obtain hands-on experience in a laboratory setting using equipment such as amalgamators, dental chairs, model trimmers, oral evacuation equipment, oxygen tanks, personal computers, ultrasonic units, digital x-ray equipment and Dentrix (front office software).

Duties of a dental assistant may include chair side assisting, including basic dental procedures; preparing, passing and receiving instruments and materials for use by the dentist; cleaning and sterilizing dental instruments; providing education to patients about good dental health; and performing preventive procedures, x-rays and taking impressions.

### **Program Outline:**

<b><u>Module</u></b>	<b><u>Module Title</u></b>	<b><u>Clock Hours</u></b>	<b><u>Credit Unit</u></b>
Module A	Dental Office Emergencies and Compliance	80	4.0
Module B	Dental Radiography	80	4.0
Module C	Dental Specialties	80	4.0
Module D	Operatory Dentistry	80	4.0
Module E	Laboratory Procedures	80	4.0
Module F	Dental Anatomy and Orthodontics	80	4.0
Module G	Dental Health	80	4.0
Module H	Business Communications	80	4.0
Module I	Career Success (Senior Module)	80	4.0
<b>Module X</b>	<b>Externship</b>	<b>200</b>	<b>5.33</b>
		<b>920</b>	<b>41.0</b>

# United Medical and Business Institute

## *Dental Assisting*

### *Program Syllabus*

#### **Module A – Dental Office Emergencies and Compliance**

Module A students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, and barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented.

#### **Module B – Dental Radiography**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught.

#### **Module C – Dental Specialties**

Module C students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontic (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied.

### **Module D – Operatory Dentistry**

Module D introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology.

### **Module E – Laboratory Procedures**

Module E students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied.

### **Module F – Dental Anatomy and Orthodontics**

Module F focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module.

### **Module G – Dental Health**

Module G specializes in the area of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.

### **Module H - Business Communications**

Module H develops communication and writing skills. This module includes presentation skills and will help students to communicate effectively. Students will write and type resumes and business correspondence letters. Medical Law and Ethics are also a plus to this module as well as adherence to federal regulations regarding HIPAA as well as federal agencies such as OSHA and CLSI. Emphasis will also be on Interpersonal Skills and basic Spanish medical terminology in this module.

### **Module I - Career Development (The Senior Module)**

Module I will emphasize professionalism in the workplace. The goal is to provide students with adequate information required to obtain employment in their chosen fields. The module will give equal weight on academics and integrity development. This module will also emphasize interviewing skills. Students will also prepare for their certification exams in this module.

### **Module X – Dental Assisting Externship**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting.

## **Admissions**

### **Requirements and Procedures**

To be accepted in to United Medical and Business Institute (UMBI), students must have a high school diploma or either have their GED. They have to also pass UMBI's entrance exam with a score of 70 or higher. This test measures an applicant's basic skills in reading, comprehension and math. Applicants who fail the test can re-test the following week.

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting dates. To apply, students should complete an application form and bring it to the school or call for an appointment to visit the school and receive a tour of the facility.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's facility, meet the faculty and staff and to ask questions relating to the campus, curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all monies paid to the school are refunded.

UMBI does not offer training in English as a Second Language.

## Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer or credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript and catalog from the educational institution providing the training prior to starting the program. Students who fail to submit these documents prior to starting the program will not be eligible to receive credit for previous education or training.

### Administration Policies

#### Grading System/Credits

The following grading system is used in all programs.

<b>Grade</b>	<b>Meaning</b>	<b>Percentage</b>
<b>A</b>	<b>Excellent</b>	<b>100-90</b>
<b>B</b>	<b>Very Good</b>	<b>89-80</b>
<b>C</b>	<b>Good</b>	<b>79-70</b>
<b>F</b>	<b>Failing</b>	<b>69-0</b>
<b>W</b>	<b>Withdrawal</b>	
<b>TR</b>	<b>Credit for Previous Education</b>	
<b>P/F</b>	<b>Externship Pass or Fail</b>	

Grades are issued to the student on report cards and recorded on transcripts. Students will only receive the designated credits for a course when they have achieved 70% or better. Students will be recognized for their academic/personal achievements as determined by the Education Director.

#### Unit of Academic Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one semester credit unit for each 15 clock hours of lecture, 30 hours of laboratory/clinical or hours of externship.

#### Transfer of Credit

Any student who has been enrolled in a similar course elsewhere, upon meeting the policy requirements (see Credit for Previous Education Training), will be given appropriate transfer credit, provided all other requirements have been met. In all cases, acceptance of transfer credits must be approved by the Education Director. Student must provide the Education Director with a transcript reflecting previous courses taken. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

## **Honor and Awards**

United Medical and Business Institute's Honors Program allows the student to receive a certificate as a member of the **President's List** if the student has successfully maintained a GPA 3.5 or better (95% or better) for the term. Students are awarded the Honors Lists certificate if they have successfully maintained a GPA of 3.5 or better (90% or better) for the term. **Perfect Attendance** awards are also given if the student has maintained perfect attendance for module with no absences, tardies or early departures.

## **Graduation Requirements`**

Formal graduation ceremonies are held twice a year. To receive verification of graduation, a student must meet all of the following criteria:

1. The student must have passed all required courses and maintained at least 70% overall grade average in their courses.
2. The student must have successfully completed their externship.
3. The student must have satisfied all school obligations, such as: academic, attendance and current in-school financial payments.

Diplomas/Certificates will be issued to those students who have successfully completed their programs and those meeting their financial obligations. Students must complete an exit placement and financial assistance interview prior to receiving their diplomas/certificates.

## **Transcripts and Diplomas**

All student academic records are retained, secured and disposed of in accordance with local, state and federal regulations. All student record information is maintained on the school computer system. Permanent records are kept in paper form. The school will maintain a complete record for each student that will include grades, attendance, prior education and training and awards received.

Student academic transcripts are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. Tuition and fees due to the school are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

## **Family Educational Rights and Privacy Act**

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional informing regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure to institution officials with legitimate educational interest. An institution official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or as student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official in performing his or her task. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to official of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address (es), telephone number(s), birth date and place, and program undertaken, dates of attendance and certificate or diploma awarded.

## Satisfactory Academic Progress

### Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent, (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 ½ times the planned program length.

Students whose cumulative GPA falls below 70 percent, are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

### Academic Probation

The initial probationary period covers the module or course that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module or course during the probationary period unless the module or course is not offered at that time. In that case, the failed module or course must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent for the module or course, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent for the module or course will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent will be withdrawn from training by the school.

### Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

### Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 7 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" will be averaged in with the students other grades to determine the cumulative GPA.

## **Withdrawals**

To withdraw from a module or course, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and director of education. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of “Withdrawal” (W) is recorded but will not have an impact on the module or course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module or course grade or cumulative GPA.

Students who are contemplating withdrawing from a module or course should be cautioned that:

- The entire scheduled length of the module or course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

## **Exit Interviews**

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

## **Retakeing Class Policy**

Students who fail a module or course must retake that module or course as soon as it is offered. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module or course only once. If repeating the training is required, the length of the program must not exceed 1 ½ times the planned program length.

When students repeat a module or course, the last grade received for that module or course replaces the original grade on the transcript, and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

Students who receive a passing grade for a module or course, but wish to repeat the module or course may do so (subject to seat availability).

**Note:** This school does not permit students to make up absences that accrue on their attendance record during the classroom training modules or courses. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

## **Maximum Program Completion Time**

### **Classroom Training**

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 ½ times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

### **Student Appeal Process**

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a typed request for re-admittance to the School President. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

### **Required Study Time**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

## Attendance

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 7 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to re-enter school after they have been out of school for one grading period.

### ATTENDANCE POLICY

If you miss more than four days out of the module, you will be dropped and you will have to repeat the module when it comes back around. When dropped from a module for attendance you can return the following module. If you get three attendance drops, you will be dropped from the program.

#### Attendance Point System

Absent=	4 points
Tardy =	1 point ( Tardy for an hour or more = 2 points)
Leave Early=	1 point (Leave Early an hour or more = 2 points)
Late Break=	1 point

If a student gets **12** points, they get an attendance alert from instructor.

If a student gets **16** points, they get an attendance alert from director.

If a student gets **20 points**, they are dropped from the module.

#### **Secondary Class (When attending secondary class only)**

Absence:	1.0 Point
Tardy:	.25 Point
Leave Early:	.25 Point

Student get 3.0 points, they get an attendance alert.

Student get 4.0 points, they get an attendance drop and they must take entire class over.

Points are only accumulated each module. Each student starts with no points at the beginning of each module.

**Remember Attendance is very important. Employers need to know that they can depend on you!**

Students are not permitted to make up absences for the classroom-training portion of their program. However; students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

### **Tardiness/Early Departure**

Coming to class on time and staying the entire class time is very important. You will be marked tardy if you are not in your class at the time it begins. Returning back for break late is recorded as a regular tardy. Four tardies and or early departures will equal one absence.

### **Re-admittance**

A student requesting re-admittance is a student who started a program of study, withdrew from school, or was terminated before completing the program and wishes to re-enter the school with the intention of completing the program. An application procedure will be required as the re-entering student will be considered by the acceptance committee prior to re-entering the school. The student must contact the program coordinator to schedule and appointment to re-enter. The student must meet with the coordinator and make all preparations for re-entry at least two weeks prior to the start of the new module. **A student may only re-enter once.** If a student drops and/or re-enters, that student must complete the program they were originally attending if 50% of the program has been completed. Additional financial obligations may occur if a student changes programs.

### **Make-Up Work**

Students are required to be accountable for work missed as a result of absence. Some work may not be allowed to be made up and may result in getting a zero.

### **Leave of Absence Policy**

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President, Education Director, with a typed request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request, dated and signed by both parties, along with other necessary supporting documentation-will be placed in the student's file.

### **Re-Admission Following a Leave Of Absence**

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure the students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However; if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

### **Failure to Return From a Leave Of Absence**

A student who fails to return from an LOA on or before the date indicated in the typed request will be terminated from the program and the institution will invoke the Cancellation/Refund Policy.

As required by federal state and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may require under federal, state or institutional policy.

### **Weather Emergencies**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. UMBI may not be closed along with other schools. Students are to call the main line. If school is closed, there will be a message to inform you.

### **Clothing and Personal Property**

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **Guests/Children on Campus**

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the UMBI that children, friends and relatives shall not be brought to classrooms or resource room and may not be left in lounges or offices. All guest must report to the main lobby.

### **Scheduling/Registration**

Each program has its own course schedule; however, students from different programs may share General Education or Health Science courses when applicable. The course of study and credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is accomplished by School Director. Each student will be provided with a class schedule on the first day of class.

## **Re-taking Classes**

Students who fail a particular course must repeat that course the next possible time the course is offered. There is a charge to repeat classes: \$200 to retake primary class, \$100 to retake secondary or senior mod.

## **Orientation**

All students are required to attend an orientation prior to starting classes in their designed program. The orientation is held prior to the first day of class. Students will receive materials at orientation that cover all UMBI rules, regulations and policies.

## **Code of Conduct**

Each student is held responsible for conforming to local, state and federal laws and for behaving in a manner consistent with the best interest of UMBI and of the student body. Students should not interfere with other students' rights, safety, health or right to learn. Violation to conduct standards includes, but is not limited to:

1. Theft
2. Cheating
3. Dishonesty including plagiarism
4. Disruptive behavior in classroom, hallways, elevator or any parts of the building
5. Possession or use of firearms except by designated law enforcement official, explosives or dangerous substances
6. Vandalism or threats of actual damage to property or physical harm to others
7. Possession, sale, transfer or use of illegal drugs
8. Appearance under the influence of alcohol or illegal drugs
9. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment or abuse against members of a particular race, ethnic, religious or cultural group
10. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software or data files.
11. Unprofessional conduct

## **Dress Code**

Students are required to be in uniform by the end of the second week of their program. The dress code will vary for each program and a copy of each program's dress code will be discussed during your orientation. Infractions to the dress code policy will result in disciplinary action.

## **Appearance**

Professional appearance is a must at UMBI. Face piercing, tongue piercing, bright colored hair, gold teeth and overwhelming tattoos that can be seen are not to be worn while attending UMBI.

**UMBI reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.**

### **Alcohol and Substance Abuse Statement**

UMBI does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### **Sexual Harassment**

Sexual harassment is illegal. Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. Any complaints regarding sexual harassment must be immediately referred to the President.

### **Academic Advisement and Tutoring**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing is unacceptable. Failure to improve academic standing may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

### **Health/Medical Care**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

### **Disabled Students**

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

### **Termination Procedures**

Students may be terminated by the school for cause. Examples include, but are not limited to the following:

- Violation of the school's attendance policy.
- Possession of a weapon
- Failure to maintain satisfactory academic progress
- Inability to meet financial obligations to the school.
- Violation of student code of conduct
- Violation of school's dress code

## **Transferability of Credits**

The School President's office provides information on schools that may accept this school's course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

## **Grievance Procedures**

Person seeking to resolve problems or complaints must always go through the chain of command. Students need to first contact their instructor. A student has 7 days from incident to address an issue with their instructor. The instructor will have 7 days to offer the student a resolution. The student has 7 days to appeal the instructor's decision to the Director. The Director will offer the student resolution in 7 days. The student has 7 days to appeal the Director's decision to the President. The President has 7 days to give the student a resolution.

Additional concerns, complaints or questions should be addressed to:

Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084  
Telephone: (770) 414-3300 Fax: (770) 414-3309

Website: [www.gnpec.ga.gov](http://www.gnpec.ga.gov)

## **Policy and Program Changes**

The school catalog is current as of the time of printing. UMBI reserves the right to make changes in organization structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in organization structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

## **Financial Policies**

### **Voluntary Prepayment Plan**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry.

### **Cancellation/Refund Policy**

UMBI employs a fair and equitable refund policy that complies with state guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.



## **Refund Policies**

Students are entitled to a full refund of all monies paid if they notify the institution within 3 days of signing their contract that they do not wish to continue their enrollment. Any monies due the applicant or student will be refunded within 45 days of cancellation, withdrawal or termination date. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw or b) the point at which the student fails to meet the published attendance policies outlines in the school catalog.

If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance. For purposes of determining a refund, the last date of attendance will be used to determine the amount.

In case of prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

## **Textbook and Equipment Return/Refund Policy**

If the student obtains and returns unmarked textbooks or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 45 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

### **Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:**

- Refunds are made in full to students within 45 days of the date of withdrawal.
- Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.
- If a student withdraws after completing 50% of the program, no refund of tuition is required.

## Financial Aid Information

### **Scholarships**

The Carolyn C. Gunn Scholarship is an in house UMBI Scholarship. To be eligible for the scholarship, students have to turn in a 200 word typed essay by the given deadline. This essay needs to state why education is important and explain why they want to be in their field. Students can receive a scholarship up to the amount of \$5,000 to go towards their tuition. Students also have to maintain at least a 2.0 grade point average, have no attendance drops and have no behavior alerts to stay in good standing with this scholarship.

- At least a 2.0 Grade Point Average
- Have no Attendance Drops
- Have no Behavior Write-Up
- Have ne Dress Code Write-Up

### **Funding (For those who are eligible)**

Workforce Innovation and Opportunity Act (WIOA)

### **Student Loans (For those who are eligible)**

Income Share Agreements (ISA's)

\*Alternative financing through UMBI is available on an individual basis.

# Student Services

## Placement Assistance

This campus assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, we encourage students to do their part which will enhance the chances of being successfully placed in a job in their field of training. Job Placement Services are included in the curriculum. Once students complete their externship, they are to make an appointment to come in and meet with the Career Placement Coordinator for Job Placement Assistance. All graduating students participate in the following placement assistance activities:

- ❑ Preparation of resumes and letters of introduction.
- ❑ Career Development
- ❑ Interviewing Techniques. Students acquire effective interviewing skills through practice exercise.

### Disclaimer:

**United Medical and Business Institute does not guarantee jobs to graduates.**

All students will participate in a career development course prior to their externship. This is a required course for all programs.

### Student Activities

Immediately after enrolling, students are encouraged to join the Student Government Association (SGA). This is a student body committee that works to enhance the morale of the students of UMBI. After successfully completing 3 modules, students are encouraged to apply for the National Technical Honor Society. This is a prestigious student organization. Requirements are discussed during student orientation.

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

## **Field Trips**

This campus believes that training is enriched by observing real-life application. When appropriate, visits are arranged to industrial or professional locations.

## **Special Lectures**

Guest lectures are invited to speak to students about career opportunities and current industry applications of educational programs.

## **Drug Abuse Prevention**

Information on drug abuse prevention is available at the school for all students and employees.

## **Teaching Aids and Special Lectures**

Up-to-date equipment and audio/visual aids are available for the instruction of students. Televisions and VCR's, etc., are also utilized. Through cooperative efforts with hospitals and medical offices, clinics, insurance companies, etc., students are also exposed to more extensive equipment used in medical facilities. Periodically, resource people from the medical/business field, including graduates, are invited to address students on various subjects.

## **Resource Lab**

A resource lab is available at this school for students use. The resource lab contains current books and periodicals covering a wide variety of medical and business specialties and other pertinent subject matter. The campuses also have access to the World Wide Web on the Internet. The students are encouraged to use the area's larger public or university libraries for further research.

## **Advising Activities**

United Medical and Business Institute offers assistance to all students. Student assistance is available upon request during school hours to help students with academic, personal or other related problems. The school has access to drug and alcohol counseling referral services, children information and other referral sources are made available through your campus' Director of Education.

Tutorial assistance in various courses is available through sessions held by instructors.

## **Addendum**

The following information will be published in an addendum to this catalog:

- Faculty
- Tuition and Fees

## **Behavioral/Conduct Guidelines**

Every student will be required to maintain accepted standards and rules of conduct at all times. Students who do not abide by this are subject to being dismissed from school. Each disciplinary problem will be reviewed separately and the student will be given the opportunity to express his/her side of the situation. A counseling form will be completed and placed in the student's file. In cases where the problem warrants more than a warning, such as active drug usage, insubordination, and cheating the student may be terminated immediately. When a student is found to be in repeated violation of the school's rules or if civil or criminal laws have been violated, then disciplinary action up to and including termination may take place.

Professional behavior is an important aspect of your training. Employers need and want employees who will conduct themselves in a professional manner at all times and represent their company in a positive way.

### **DISRESPECT WILL NOT BE TOLERATED ZERO TOLERANCE FOR DISRESPECT**

Therefore some expectations regarding your behavior are as follows:

1. No hostile behavior of any kind
2. No use of profanity
3. No slamming doors
4. No fighting
5. No damaging or stealing property or equipment
6. No threats
7. Talking disrespectful to instructors or classmates
8. Insubordination
9. Not following classroom or school rules and guidelines

Disciplinary actions for demonstrating any of the above behaviors will result in:

- **School suspension or dismissal from program permanently**

#### **Be Aware:**

Offenses against faculty, staff or administration will result in immediate dismissal from program permanently at its first occurrence.

### **Counseling**

Counseling is available upon request, during school hours to help you with academic or related problems. Tutorial assistance in various courses is also made available through scheduled sessions held by your instructor. A counseling day is scheduled each term during which you can meet with your instructors and program coordinator. We are here for you. We will try to assist you in any way that we can.

### **Parking**

Free parking is provided for students. Please do not have your music too loud when driving in the parking lot.

### **Faculty/Staff Hours**

Staff hours are posted at the beginning of each term. Please be respectful when utilizing faculty/staff hours. Individual appointments may be scheduled, if necessary, at the end of the scheduled class period.

### **Re-admittance**

A student requesting re-admittance is a student who started a program of study, withdrew from school, or was terminated before completing the program and wishes to re-enter the school with the intention of completing the program. An application procedure will be required as the re-entering student will be considered by the acceptance committee prior to re-entering the school. The student must contact the program coordinator to schedule and appointment to re-enter. The student must meet with the coordinator and make all preparations for re-entry at least two weeks prior to the start of the new module. **A student may only re-enter once.** If a student drops and/or re-enters, that student must complete the program they were originally attending if 50% of the program has been completed. Additional financial obligations may occur if a student changes programs.

### **Dress Code**

Students are required to be in uniform by the end of the second week of their program. The dress code will vary for each program and a copy of each program's dress code will be discussed during your orientation. Infractions to the dress code policy will result in disciplinary action.

### **Resource Lab**

A resource lab is available for your use. The resource lab contains current periodicals covering a wide range of medical and business specialties and various subject matters. You are encouraged to use the public or university libraries for further research.

## **SAFETY PROCEDURES**

### **1. Medical Care and Accidents**

If you become ill or are injured at school, notify the nearest faculty/staff person immediately. If emergency care is required, the faculty/staff person will notify the Administrative office. Should an accident occur in the school building, it must be written up by faculty/staff person and reviewed by the campus director. The accident report requires three signatures: that of the staff person making the report, that of the student and that of the director. **Accidents/Incident reports should be detailed and written in memorandum form within 24 hours.**

### **2. Tornado/Serious Weather Alert**

In case of a tornado/serious weather alert, it is important to take shelter immediately. During tornadoes/serious weather alerts you will be instructed to egress to a predetermined “safe place.” Faculty/staff persons should lead students quiet and in an orderly manner to the designated area. When you arrive in the designated area, sit on the floor, backs against the wall, knees against your chin, with your head down.

### **3. Fire Drills/Actual Fire Evacuation**

Fire drills are conducted periodically. Administrative personnel, faculty and students are required to participate in the drills. Fire exits are clearly marked in all schools.

## Faculty Roster

<u>Name/Credentials</u>	<u>Position</u>	<u>University/College</u>
Demetrice Straws, <i>B.S., MBA</i>	Executive Director	N.C. A&T State University University of North Carolina
Percilla Miller, <i>Diploma, A.A.</i>	Dental Instructor	Point University Atlanta Area Tech College
Heather Ruggiero, <i>CMA, B.S.</i>	Medical Coordinator <i>(Lead Instructor)</i>	Clayton State University Clayton State University
Quinitasha Swanson, <i>CMAA</i>	Medical Business Instructor	Corinthians College
Maxine Williamson, <i>B.A.</i>	Career Placement Coordinator	Talladega College

# UMBI

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*Where Your Goals Become Your Reality*