CATALOG

CARDIAC & VASCULAR INSTITUTE OF ULTRASOUND, Inc.

"A CAREER FOR ANYWHERE YOU WANT TO GO"

Cardiac & Vascular Institute of Ultrasound, Inc.

CATALOG 2011

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Description of CVIU

The Cardiac and Vascular Institute of Ultrasound (CVIU)--located in beautiful Mobile, Alabama--is dedicated to providing students with an in depth highly specialized education in cardiac and vascular ultrasound. As the first non-combined cardiac and vascular oriented program in the country, the school emphasizes specialization, rather than generalization. Specialization in either cardiac or vascular ultrasound produces a more qualified and a more employable ultrasound sonographer. Small classes, instructors that love teaching, and a school curriculum that emphasizes immediate practical application of course work creates an extremely rewarding learning experience.

The traditional classroom setting, scanning labs, and clinical externships are the primary means utilized to deliver each students ultrasound training. Clinical hours are gained in a variety of medical settings including hospitals, physician offices, and medical clinics. Instructional and clinical training are typically scheduled for Monday through Friday 8:30 a.m. to 5:00 p.m. for academic classes and 8 a.m. to 4:30 p.m. for your clinical application sites.

History

In January 2000 the Gulf Institute of Vascular Ultrasound (GIVU) located in Mobile, Alabama enrolled its first students. One year later the founders of GIVU opened the Gulf Institute of Cardiac Ultrasound and began doing business as Gulf Coast Institutes of Cardiac and Vascular Ultrasound.

In 2004, Dr. Thomas R. Hopper and Melanie Hopper founded the Cardiac and Vascular Institute of Ultrasound, Inc. The School has continuously sought to improve its cardiac and vascular ultrasound programs and has attracted some of the most highly trained and dedicated sonographers and instructors in the Southeast.

Ownership

The Cardiac and Vascular Institute of Ultrasound, Inc. is a corporation committed to training and preparing students for a career in medical ultrasound sonography. The Cardiac and Vascular Institute of Ultrasound, Inc. was formed in July 2004 by the provisions of Section 10-2B-4.02, Code of Alabama 1975.

President/Co-owner: Thomas R. Hopper, Ph.D.
Treasurer/Co-owner: Melanie Hopper, BS, RDMS, RDCS, RVT, RCS

Accreditation/Licensure/Memberships

CVIU is accredited by the Accrediting Bureau of Health Education Schools (ABHES) which is recognized by U.S. Department of Education. Also, CVIU is licensed by the Alabama Department of Education. CVIU programs, curriculum, and facility have been thoroughly reviewed and by the ABHES and the Alabama Office of Postsecondary Education to insure CVIU adheres to high educational standards.

Accrediting Bureau of Health Education Schools
Institutional Accreditation, Non-degree
7777 Leesburg Pike, Suite 314 N ● Falls Church, VA 22043
Phone: 703-917-9503 ● Fax: 703-917-4109

CVIU graduates are eligible to apply for the registry with one or both the two registry associations:

Cardiovascular Credentialing International (CCI)

American Registry for Diagnostic Medical Sonography (ARDMS)

School Facility

The Cardiac and Vascular Institute of Ultrasound (CVIU) is located in Mobile, Alabama. The school occupies a two-story building (approximately 5800 square feet) at 2936 N. McVay Drive in Mobile, Alabama. Students park on a paved parking lot that can accommodate over 35 automobiles and parking for physically challenged students is available. All academic and scanning classes are held at this facility. Clinical training is conducted at over twenty hospitals and physicians offices in the region. For clinical assignments students may expect to drive to sites within a 75 mile radius from the student's place of residence.

For educational purposes the school facility consists of four classrooms, five scanning labs, a student library, a student lounge, a multimedia area, and four ultrasound machines. The business office, admissions, and all faculty and staff offices are located at the school site.

Mission and Objectives

Our mission is to provide excellent educational opportunities, resources, and clinical experiences to meet the requirements of all students pursuing a career and certification in cardiovascular ultrasound diagnostics. CVIU sets high academic standards for its students and insures students have a thorough understanding of the ultrasound principles, technology, and competency skills needed to confidently pursue a career in cardiovascular ultrasound. The didactic components are integrated with the practical application of ultrasound sonography through scanning

labs and on-site application of the knowledge and competencies learned in the classroom. Any student completing any CVIU program will possess complete confidence in pursuing a career in ultrasound sonography.

The goals of our faculty, staff, and clinical supervisors are twofold: first, to thoroughly train sonographers for entry-level positions, and second, to prepare students to successfully complete the Registry (certification) with either the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

To ensure fulfillment of our mission and goals CVIU strives to meet the following general objectives:

1. At least 80% of the students that enroll complete the program.
2. At least 70% of the graduates are employed within 90 days after graduation.
3. An overall "satisfactory" rating by employers of the graduates' job performance skills.
4. At least 50% of the graduates pass the registry with either ARDMS or CCI.
5. An overall "satisfactory" rating by the students.

To verify if these objectives are realized evaluations and surveys are given to students, graduates, clinical supervisors, and employers. The results are compiled and analyzed to determine appropriate curriculum and policy adjustments.

Curriculum

CVIU's curriculum was designed and developed on the input and experiences of accomplished ultrasound practitioners, physicians, and educators. The goal is to integrate resources, knowledge, and practical skills to prepare students for a career in cardiovascular ultrasound. The CVIU faculty and staff are committed to updating and improving the curriculum to insure a positive outcome for CVIU graduates. Assessment of CVIU's Ultrasound Programs is based on evaluations of four different areas of development: 1) content, 2) student and teacher performance, 3) clinical performance, and 4) employment. The feedback we receive will always be utilized to effectively develop the course content, teaching methods, and school structure to better prepare CVIU students for career in cardiovascular ultrasound.

The faculty and staff of CVIU are strongly committed to producing cardiac and vascular sonographers thoroughly trained for entry level positions in medical ultrasound diagnostics, and secondly, the students are prepared to pass the Registry (certification). Students receive rigorous instruction and personalized attention in learning anatomy, medical terminology, hemodynamics principles, pathology, ultrasound physics, scanning, and essential career skills.

CVIU offers a Cardiac Ultrasound Program (one-year) and a Vascular Ultrasound Program (one-year). Both are designed to train students for an entry level position in one modality. In addition to a student's core courses in cardiac and/or vascular ultrasound they must take one course in Ultrasound Physics. The Cardiac and Vascular Program (two-years) is designed to train students in both cardiac and vascular ultrasound for employment in dual labs. To complete the Cardiac and Vascular Program a student must fulfill the requirements for both Cardiac and Vascular one-year programs with the exception of taking Ultrasound Physics only in the first year. In the second year the Physics hours are supplemented with clinical application. A student may choose either cardiac or vascular for their first year.

CVIU employs three different teaching strategies to delivery the content of the courses offered: 1) knowledge based learning, 2) practical application, and 3) work related learning. Instructional methods for implementing *knowledge based learning* include lectures, films, comprehensive review of content and academic assignments. The *practical application* of scanning skills is presented through scanning lab and learning the necessary competency skills for ultrasound sonography. The *work related* segment comes from actually performing as an ultrasound sonographer in a hospital and/or physicians office. Academic progress is measured by quizzes, tests, written assignments, attendance, and competency skills.

All programs are residential and are offered Monday through Friday 8:00 a.m. until 5:00 p.m. Upon completion of each program graduates will receive a Certificate for Ultrasound Sonography.

Cardiac Program

This program prepares the student to perform quality, diagnostic echocardiograms that can be interpreted by the reading cardiologist. Graduating students ascertain an in depth understanding of anatomy, medical terminology, hemodynamics, color Doppler, and pathophysiology presented by a registered Cardiac sonographer. Students learn the school's very general protocol that enables them to adapt to different clinic's protocol according to the interpreting cardiologist's specification. Professionalism and medical ethics begins at CVIU and is emphasized throughout the programs to promote excellent patient care and safety.

Program Length: One Year (36 hours per week for 48 weeks). Total clock hours: 1728

Cardiac Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
ECHO 101	Adult Echo Prin. and Technology	1st	150
ECHO 102	Adult Echo Scan Lab	1st	234
EKG 101	Basic EKG	1st	12
MED 101	Medical Terminology	1st	12
PC 101	Sonography and Patient Care	1st	24
ECHO 201	Adult Echo Clinical Application	2nd	432
ECHO 301	Adult Echo Advanced Studies	3rd	214
ECHO 302	Adult Echo Advanced Scan Lab	3rd	174
PHY 101	Ultrasound Physics	3rd	44
ECHO 202	Adult Echo Clinical Application	4th	432
	TOTAL		**1728**

Vascular Program

The Vascular Program is designed to prepare the student to perform diagnostic quality vascular ultrasound examinations that include, but not limited to, cerebrovascular, peripheral venous and arterial, spanchnic and renovascular circulation. The student will understand the anatomy, physiology, pathophysiology and theory of the vascualature of the human body as well as provide accurate technical impressions to the interpreting physician. The student learns to work effectively with other allied health care professionals, patients, and families to promote patient safety and an accurate diagnosis.

Program Length: One Year (36 hours per week for 48 weeks). Total clock hours: 1728

Vascular Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
VAS 101	Vascular Prin. and Technology	1st	150
VAS 102	Vascular Scan Lab	1st	234
EKG 101	Basic EKG	1st	12
MED 101	Medical Terminology	1st	12
PC 101	Sonography and Patient Care	1st	24
VAS 201	Vascular Clinical Application	2nd	432
VAS 301	Vascular Advanced Studies	3rd	214
VAS 302	Vascular Advanced Scan Lab	3rd	174
PHY 101	Ultrasound Physics	3rd	44
VAS 202	Vascular Clinical Application	4th	432
	TOTAL		**1728**

Cardiac and Vascular Program (two-years)

The first year of the program you are allowed to take either the cardiac courses or the vascular courses. You are required to take the Physics course in your first year. The second year you take the courses in the other modality, i.e. cardiac or vascular. The Cardiac and Vascular Program is offered to train students who are interested in being employed in hospitals with a dual lab or by a mobile service.

Program Length: Two Years (36 hours per week for 96 weeks). Total clock hours: 3456

Cardiac and Vascular Program

COURSE NUMBER	COURSE TITLES	QUARTER	Total Clock Hours
ECHO 101	Adult Echo Prin. and Technology	1st	150
ECHO 102	Adult Echo Scan Lab	1st	234
EKG 101	Basic EKG	1st	12
MED 101	Medical Terminology	1st	12
PC 101	Sonography and Patient Care	1st	24
ECHO 201	Adult Echo Clinical Application	2nd	432
ECHO 301	Adult Echo Advanced Studies	3rd	214
ECHO 302	Adult Echo Advanced Scan Lab	3rd	174
PHY 101	Ultrasound Physics	3rd	44
VAS 101	Vascular Prin. and Technology	4th	150
VAS 102	Vascular Scan Lab	4th	234
VAS 201	Vascular Clinical Application	5th	432
VAS 301	Vascular Advanced Studies	6th	238
VAS 302	Vascular Advanced Scan Lab	6th	174
EV 305	Echo and Vascular Registry Review	6th	44
ECHO 304	Adult Echo Scan Lab	6th	24
EV 306	Echo/Vascular Clinical Application	7th	432
EV 307	Echo/Vascular Clinical Application	8th	432
	TOTAL		**3456**

Course Descriptions

ECHO 101 Adult Echocardiography Principles and Technology (didactic)

Course Description: Adult Echocardiography is a comprehensive in depth course that includes three months of didactics intended to prepare the student for a thorough understanding and conceptualization of adult echo cardiac ultrasound and to prepare the student for the registry exam. The course will cover all aspects of modern echocardiography using methods of classroom lectures, online research assignments, research papers, interactive visual and audio assignments, and hands on training. Anatomy, medical terminology, pharmacology, and EKG interpretation are integrated into the course for a thorough holistic understanding of the human cardiovascular system. In addition, the course also includes sections addressing communication skills and medical law and ethics to enhance the students patient care skills and career advancement.

Course Objective: The student after completion of this course will have a comprehensive understanding of the cardiac cycle, cardiac anatomy and physiology, demonstrate the standard 2-D views, M-mode measurements, Doppler measurements, identify common pathology, and perform an echo following the school's protocol using pulsed wave, continuous wave, and color flow Doppler.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT

Clock Hours: 150 Didactic Hours

ECHO 102 Adult Echocardiography (scanning lab)

Course Description: Adult echocardiography scanning lab integrates the 3 month didactic course into the application of echo cardiac ultrasound. The course gives the student hands-on-scanning to insure the development of their scanning abilities and the appropriate use of protocol. Grades are determined by weekly quizzes and competency skills checklists.

Course Objective: To complete the scanning lab the student must be able to complete an entire study on their own in a limited amount of time. A student will have a thorough understanding of the cardiac cycle, cardiac anatomy, hemodynamics, and the ability to demonstrate the standard 2-D views, M-mode as well as real time measurements, Doppler calculations and pathology. The school will provide models for the final scanning competency test to determine their scanning ability before entering into the clinics.

Instructors: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock Hours: 234 Scan Lab Hours

ECHO 201/202 Adult Echocardiography Clinical Application

Course Description: Adult Echocardiography Clinical Application consist of two academic quarters of observation and scanning at different hospitals and physician's offices. Clinical sites are located within a 75 mile radius of the school. A clinical rotation will consist of 6 weeks and the student will have two rotations each quarter. Students will enroll in three quarters of Echocardiography Clinical Application. Each quarter the student will be evaluated and graded based on their performance. A minimum of 800 cases will be observed and/or assisted under the supervision of an experienced sonographer. Students receive on-going evaluation by demonstrating to instructors and supervisors that they are retaining and improving their competency skills for ultrasound sonography. Each student in his/her senior quarter will have competencies re-assessed to insure they have maintained their skills for employability.

Course Objective: After completion of their clinical rotation the students will be able to perform an echo exam with a thorough understanding of hemodynamics, physiology, m-mode, color, spectral and 2-D imaging. Because each hospital lab adheres to different protocols, the echocardiography student will learn various scanning protocols and techniques with their clinical exposure. The protocols the students will learn include adult echo, pediatric echo, TEE, and stress echoes. The students will gain independence, confidence and enhance their scanning abilities because they are trained by some of the most capable technologists in the medical ultrasound field.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT, and Registered Sonographers at Clinical Sites

ECHO 201 *Clock Hours:* 432 Clinical Hours
ECHO 202 *Clock Hours:* 432 Clinical Hours

ECHO 301 Adult Echocardiography Advanced Studies

Course Description: The course will cover all aspects of current cardiac principles using methods of self-study, online research assignments, research papers, interactive DVDs, clinical field trips, case presentations, and scanning application. Topics are intended to give students a more in-depth understanding of the cardiac ultrasound modality and to prepare them for the Registry.

Course Objective: After completion of this course, students will:

1. Possess a more in-depth understanding of all cardiac ultrasound principles and technology.
2. Perform a more accurate and explicit ultrasound scan.
3. Provide a more thorough interpretation of the scan.
4. Be able to make professional and articulate presentations to colleagues concerning diagnostic cases and cardiac ultrasound topics.
5. Be confident that they can pass the registry immediately after graduation.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock Hours: 214 Didactic Hours

ECHO 302 Adult Echocardiography Advanced Scan Lab

Course Description: Adult echocardiography advanced scanning lab integrates the 3 month didactic course into the application of echo cardiac ultrasound. The course gives the student hands-on-scanning to insure the development of their scanning abilities and the appropriate use of protocol. Grades are determined by weekly quizzes and competency skills checklists.

Course Objective: To complete the scanning lab the student must be able to complete an entire study on their own in a limited amount of time. A student will have a thorough understanding of the cardiac cycle, cardiac anatomy, hemodynamics, and the ability to demonstrate the standard 2-D views, M-mode as well as real time measurements, Doppler calculations, pathology and stress echocardiography.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock Hours: 174 Scan Lab Hours

EKG 101 Basic EKG

Course Description: Basic EKG is a concise overview of EKG fundamentals as well as a detailed description of how to recognize and treat arrhythmias. A one hour session per week for a total of nine weeks provide the student with a thorough understanding of basic anatomic and electrocardiographic concepts as well as an ability to interpret one arrhythmia from another. The course will cover the different types of arrhythmias, such as sinus node, atrial, junctional, ventricular, and atrioventricular blocks. The defining characteristics, physiologic mechanisms, signs and symptoms, physiologic consequences, and interventions of each type are explained and discussed in a classroom atmosphere.

Course Objective: The student after completion of this course will have an understanding of basic anatomic and electrocardiographic concepts as well as an ability to quickly discern one arrhythmia from another.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT

Clock Hours: 12 Didactic Hours

VAS 101 Vascular Principles and Technology (didactic)

Course Description: This course covers the anatomy and pathophysiology of cerebrovascular, peripheral venous, peripheral arterial, visceral vascular, renovascular and splanchnic circulation taught in a classroom setting. The course will cover all aspects of current vascular principles using methods of lectures, online research assignments, research papers, interactive visual and audio assignments, and hands on training. Anatomy, physiology, pharmacology, and medical terminology are integrated into the course for a thorough holistic understanding of the

human cardiovascular system. In addition, the course also includes sections addressing communication skills and medical law and ethics to enhance the students patient care skills and career advancement.

Course Objectives: After completion of this course, the student will have gained a solid didactic approach and understanding of the anatomy and pathophysiology of all vascular ultrasound methodology. These vascular principles include extra and intracranial cerebrovascular, peripheral venous, peripheral arterial, renovascular and splanchnic circulation. The student will also display a thorough understanding of normal and abnormal hemodynamics blood flow with interpretation and report writing skills.

Instructors: Cameron Brown, BS, RVT

Clock hours: 150 Didactic Hours

VAS 102 Vascular Ultrasound (scanning lab)

Course Description: This course provides didactic lecture and one-on-one scanning instruction covering all modern vascular ultrasound examinations including extra-cranial cerebrovascular, peripheral arterial, peripheral venous, renovascular and splanchinic circulation. This includes a thorough approach to the students understanding of the anatomy and an understanding of case specific clinical indications for each protocol. A step by step encounter of the exam being studied is given with and without a live demonstration. Finally, normal and abnormal interpretation skills are taught as well as report writing skills for positive and negative findings.

Course Objectives: Students will gain independence in the performance and interpretation of cerebrovascular duplex, peripheral venous, peripheral arterial and visceral vascular scanning including renovascular and splanchnic circulation. They will also obtain the confidence and skill needed to perform the more advanced vascular technical ultrasounds as found in the *CVIU Student Protocol Guide for Vascular Ultrasound*.

Instructors: Cameron Brown, BS, RVT

Clock hours: 234 Scan Lab Hours

VAS 201/202 Vascular Clinical Application

Course Description: Vascular clinical rotations consist of two academic quarters of observation and scanning at different hospitals and physician's offices. The clinical sites are typically located within a 75 mile radius of the school. A clinical rotation consists of 6 weeks at one site, thus 2 rotations each quarter. A minimum of 800 cases will be observed under the supervision of an experienced technologist. Students receive on-going evaluation by demonstrating to instructors and supervisors that they are retaining and improving their competency skills for ultrasound sonography. Each student in his/her senior quarter will have competencies re-assessed to insure they have maintained their skills for employability.

Course Objectives: After completion of their clinical rotation, the students will be able to perform various vascular studies with a complete understanding of hemodynamics, physiology and techniques required. Because each hospital lab adheres to different protocols, vascular students will learn various scanning protocols and techniques with their clinical exposure. Protocols the students learn include intra and extra cranial cerebrovascular, peripheral venous, peripheral arterial, renovascular and splanchnic circulation as well as report writing skills. Students will gain independence, confidence and increase their skills because they are trained by some of the most skilled technologists in the medical ultrasound field.

Instructors: Melanie Hopper, BS, RDMS, RDCS, RVT and Registered Sonographers at Clinical Sites

VAS 201 *Clock Hours:* 432 Clinical Hours
VAS 202 *Clock Hours:* 432 Clinical Hours

VAS 301 Vascular Advanced Studies

Course Description: This course covers advanced anatomy and pathophysiology of cerebrovascular, peripheral venous, peripheral arterial, visceral vascular, renovascular and splanchnic circulation. The course will cover all aspects of current vascular principles using methods of self-study, online research assignments, research papers, interactive DVDs, clinical field trips, case presentations, and scanning application. Topics intended to give students a more in-depth understanding of the vascular ultrasound modality and to prepare them for the Registry.

Course Objective: After completion of this course, students will:

1. Possess a more in-depth understanding of all vascular ultrasound principles and technology.
2. Perform a more accurate and explicit ultrasound scan.
3. Provide a more thorough interpretation of the scan.
4. Be able to make professional and articulate presentations to colleagues concerning diagnostic cases and vascular ultrasound topics.
5. Be confident that they can pass the registry immediately after graduation.

Instructors: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock hours: 214 Didactic Hours

VAS 302 Vascular Advanced Scan Lab

Course Description: This course provides advanced didactic lecture and one-on-one scanning instruction covering all modern vascular ultrasound examinations including extra-cranial cerebrovascular, peripheral arterial, peripheral venous, renovascular and splanchinic circulation. This includes a more thorough approach to the students understanding of the anatomy and an understanding of case specific clinical indications for each protocol. A step by

step encounter of the exam being studied is given with and without a live demonstration. Finally, advanced normal and abnormal interpretation skills are taught as well as report writing skills for positive and negative findings.

Course Objective: Students will gain additional independence in the performance and interpretation of cerebrovascular duplex, peripheral venous, peripheral arterial, and visceral vascular scanning including renovascular and splanchnic circulation. They will also obtain the confidence and skill needed to perform the more advanced vascular technical ultrasounds as found in the *CVIU Student Protocol Guide for Vascular Ultrasound*.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock hours: 174 Scan Lab Hours

PHY 101 Ultrasound Physics I

Course Description: The course includes a solid theoretical understanding of the physics principles used in ultrasound imaging and the operation of ultrasound machines. The students utilize their textbooks, workbooks, assignments, and class lectures to gain a thorough understanding and application of ultrasound physics. Students are given quizzes and tests to determine their comprehension of the subject.

Course Objective: Ultrasound Physics is designed to offer students the fundamentals of ultrasound physics and how the variances in sound-waves will impact an ultrasound study and its interpretation. In addition, the course will help prepare Vascular and Cardiac students for the physics portion of the Registry Exams. Students are encouraged to understand the physical principles underlying diagnostic ultrasound and to learn how to apply these principles to the solution of problems.

Instructor: Ted Mullin, BS

Clock Hours: 44 Didactic Hours

MED 101 Medical Terminology

Course Description: This course covers the terminology involved in the medical field and the appropriate use of the language in the health care field as it relates to diseases, patient care, conversation and anatomy in the classroom setting. Various resources will be utilized including workbooks, practical exercises and other activities.

Course Objective: After completing this course, the student will be able to understand the structure and formation of medical terms, become familiar with common medical terms used in other professions, ex. Radiology and Nursing, and become familiar with terms used specifically in Cardiac and Vascular Ultrasound

Instructor: Cameron Brown, BS, RVT

Clock Hours: 12 Didactic Hours

PC 101 Sonography and Patient Care

Course Description: This course covers an overview of medical sonography, patient care, and career development. It also covers study techniques, important terminology, basic ultrasound terminology, and offers descriptions of basic medical procedures and patient care.

Course Objective: After completing this course, the student will have a thorough understanding of sonographer's role in the medical profession and how to interact with patients in a clinical setting.

Instructor: Cameron Brown, BS, RVT

Clock hours: 24 Didactic Hours

EV 302 Echo and Vascular Registry Review

Course Description: This course involves intense preparation for the registry in both cardiac and vascular modalities. The course will serve as a thorough review of aspects of modern echocardiography and vascular technology using methods of interactive computer programs, case studies, books prepared especially for the cardiac and vascular registry, interactive visual and audio assignments, and hands on training.

Course Objective: After completing this course, the student will be prepared to pass the registry.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock hours: 44 Didactic Hours

ECHO 304 Adult Echo Scan Lab

Course Description: The course gives the student hands-on-scanning to insure the development of their scanning abilities and the appropriate use of protocol. This course is intended to ensure that two-year students who have been concentrating on vascular for the last two quarters maintain their echocardiography knowledge and skills. Grades are determined by weekly quizzes and competency skills checklists.

Course Objective: To complete the scanning lab the student must be able to complete an entire study on their own in a limited amount of time. A student will have a thorough understanding of the cardiac cycle, cardiac anatomy, hemodynamics, and the ability to demonstrate the standard 2-D views, M-mode as well as real time measurements, Doppler calculations and pathology. The school will provide models for the final scanning competency test to determine their scanning ability before entering into the clinics.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT ▪ Michelle Paustian, RCS

Clock hours: 24 Scan Lab Hours

EV 306/307 Echo/Vascular Clinical Application

Course Description: Echo/Vascular clinical rotations consist of two academic quarters of observation and scanning at different hospitals and physician's offices. The Cardiac and Vascular two-year students will rotate between cardiac and vascular clinical sites or attend dual labs. The clinical sites are typically located within a 75 mile radius of the school. A clinical rotation consists of 6 weeks at one site, thus 2 rotations each quarter. A minimum of 800 cases will be observed under the supervision of an experienced technologist. Students receive on-going evaluation by demonstrating to instructors and supervisors that they are retaining and improving their competency skills for ultrasound sonography.

Course Objectives: After completion of their clinical rotation, the students will be able to perform various vascular studies with a complete understanding of hemodynamics, physiology and techniques required. Because each hospital lab adheres to different protocols, vascular students will learn various scanning protocols and techniques with their clinical exposure. Protocols the students learn include intra and extra cranial cerebrovascular, peripheral venous, peripheral arterial, renovascular and splanchnic circulation as well as report writing skills. Also, students will be able to perform an echo exam with a thorough understanding of hemodynamics, physiology, m-mode, color, spectral and 2-D imaging. Because each hospital lab adheres to different protocols, the echocardiography student will learn various scanning protocols and techniques with their clinical exposure. The protocols the students will learn include adult echo, pediatric echo, TEE, and stress echoes. The students will gain independence, confidence and enhance their scanning abilities because they are trained by some of the most capable technologists in the medical ultrasound field.

Instructor: Melanie Hopper, BS, RDMS, RDCS, RVT and Registered Sonographers at Clinical Sites

EV 306 *Clock hours:* 432 Clinical Hours
EV 307 *Clock hours:* 432 Clinical Hours

Faculty and Staff

Full Time

Administrative Director
Thomas R. Hopper, Ph.D. ▪ Northern Arizona University

- Nine years of teaching Government and Politics at Northern Arizona University, Troy State University, and Pensacola Junior College
- Academic Programs for At Risk Students at the University of West Florida
- Primary Field of Research: National Educational Policy

Program Director/Cardiac Instructor
Melanie Hopper, BS, RDMS, RDCS, RVT ▪ University of Louisiana, Florida Institute of Ultrasound

- Registered Diagnostic Medical Sonographer
- Registered Diagnostic Cardiac Sonographer
- Registered Vascular Technologist
- Combined mobile and hospital ultrasound experience including abdomen, OB/GYN, small parts, cardiovascular technology, cardiovascular pathology and cardiovascular clinical education since 1990.
- Cardiac ultrasound instructor since 2003.

Vascular Coordinator/Instructor ▪ Medical Terminology & Patient Care Instructor
Cameron Brown, BA, RVT

- Registered Vascular Technologist
- 5 years experience as Vascular Technologist at MIMC

Director of Student Affairs/Cardiac Scan Instructor
Michelle Paustian, RCS

- Registered Cardiac Sonographer
- Cardiovascular Technologist for George Regional Hospital since 2006
- 4 years experience as a echo sonographer

Part Time

Ultrasound Physics Theory Instructor
Ted Mullen, BS, BA

- Auburn University
- Mechanical Engineer
- Math Instructor at Bishop State Community College
- Pegasus Ultrasound Physics Teaching Certificate
- 7 years of practical application ultrasound engineer

Advisory Board

Name	Credential/Occupation
Robert Vernooy M.D.	Board Certified Cardiologist
Stacy Lumpkin, RVT	Chief Tech at MIMC
Darlene Emerson, RCS, RVS	Chief Tech at George Co. Hospital
Carey Walker, RDCS	Cardiac Sonographer at MIMC
Melanie Hopper, RDMS, RDCS, RVT	Program Director at CVIU
Blaine Allen, RDCS	Cardiac Sonographer at Biloxi VA Hospital.
Thomas R. Hopper, PhD	Administrative Director at CVIU

Entrance Requirements for Programs

All applicants must have a high school diploma or a GED and must meet ONE of the requirements listed below:

1. An Associate or Bachelor Degree
2. A minimum of 48 college credits with at least a 2.5 GPA
3. A graduate of a general ultrasound school
4. Completed a two year Allied Health School Program
   (Fulfill only one these requirements)

Meeting one of the above eligibility requirements indicates that applicants have the academic skills necessary to succeed in the CVIU programs. If an applicant believes he or she has other exceptional academic or professional skills that should be considered in determining her or his eligibility, he or she may submit an attachment with the application declaring other education, skills, professional experience, etc. to be considered.

The application process is intended to first determine if the applicant possesses the academic skills necessary to successfully complete the program, and it is also intended to assist the applicant in deciding if cardiovascular ultrasound is an appropriate career choice for the applicant. Completion of a simple application is required, then an interview with a school representative and finally a "learning ability" test given at the school. A thorough description of the process is offered with the application.

Cardiac and Vascular ultrasound modalities are the two most challenging fields in medical ultrasound. Cardiac and vascular ultrasound modalities are generating an abundance of employment opportunities because of the demand for more non-evasive diagnostics and the rapid development of technology.

Required Technical Standards

Each applicant must be able to:

1. Push a portable ultrasound machine throughout the hospital, accessing elevators and narrow areas in patient rooms.
2. Transport a patient of 150 lbs on and off a stretcher
3. Visually examine and select ultrasound controls on display
4. Orally communicate clearly to the patient being examined and visually observe the patient's clinical status at all times.
5. Clearly hear a patient calling for assistance from a minimum of 10 feet away.
6. Lift more than 50 lbs. routinely
7. Push and pull routinely
8. Bend and stoop routinely
9. Have full use of both hands, wrists and shoulders
10. Distinguish audible sounds
11. Adequately view sonograms, including color distinctions
12. Work standing on their feet 80% of the time
13. Interact compassionately and effectively with the sick or injured
14. Assist patients on and off examining tables
15. Communicate effectively with patients and other health care professionals
16. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

Any applicant who does not meet the technical standards as outlined above is ineligible for admission to this program.

Application Process

Applications are accepted throughout the year, but to insure your enrollment an applicant should sign an Enrollment Agreement and Payment Plan at least four weeks prior to the start of the quarter that applicant wishes to begin.

To apply you are required to:

1) Complete both pages of the "APPLICATION FOR ADMISSION" form.
2) Request an official copy of your transcript to be sent to CVIU
**To expedite the application process, submit an unofficial copy of your transcript (optional) **
3) Interview with the Administrative Director, or a school representative.
4) Take a "learning ability" test given by CVIU

Within a week of receiving your complete application, a representative will notify you by email and phone that we have received your application. The applicant will need to make an appointment for an interview with the Administrative Director. During the time of the interview you will also be given a "learning ability" test. A CVIU staff member will send you a letter within two weeks following the interview confirming your acceptance or an explanation of why we did not approve your admission to CVIU. If accepted, we would also be glad to provide you with relocation details, childcare, apartments, etc. If you have any questions or need further information, please contact us by phone at: 1-800-675-2928 or e-mail at admissions@ultrasound.edu.

Registration

To complete enrollment into CVIU a student must:

1) Sign an Enrollment Agreement and Payment Plan with CVIU
2) Pay the tuition in full or pay the Commitment Fee
3) Submit a background check and drug screening test to CVIU

Enrollment Agreements, Payment Plans, and the receipt of all monies are administered by the Administrative Director or the Program Director. At the time of signing the Enrollment Agreement any student that does not pay in full is required to remit a $450. The fee serves as a deposit for the books issued at the time of your admissions.

Tuition

Cardiac Program Tuition	$14,780
Vascular Program Tuition	$14,780
Cardiac and Vascular Program Tuition	$27,822

(Books and educational materials are included in the tuition)

Sources of Funding:

Federal Student Aid
Sallie Mae Career Training Loans
Veterans Administration
Workforce Investment Act Funding
CVIU Payment Plan

CVIU Payment Plan

Twelve-month Payment Plan

Tuition	$ 14,780
Administration Fee	+ $ 620
Total Cost	*$15,400*

Payment Schedule:

Commitment Fee $1500	($1,500)
12 payments of $1158.33	($13,900)
Balance after 12 Months	0

Terms for all Payment Plans:

- The first monthly payment is due the 1st day of class
- All other monthly payments are due by the 5th of each month
- There will be a $25 delinquent fee for monthly payments received after the 5th of each month

For more information concerning tuition and payment plans contact Dr. Hopper, Administrative Director at (251) 433-1600.

Return of Title IV Funds Policy:

The Cardiac and Vascular Institution of Ultrasound will utilize the Return of Title IV Funds Policy required by the U.S. Department of Education for those students who have received Title IV Funds (Federal Student Aid) and withdraw or are terminated. For a student who receives Title IV Funds, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal/termination using the Return of Title IV Funds Policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal/termination. After the 60% point, the student has earned 100% of the Title IV funds for the payment period. At CVIU a payment period is the time needed to complete at least one quarter of the program. The formula for Return of Title IV Funds also specifies the order in which funds are to be returned to the financial aid programs. Refunds on behalf of Title IV recipients must be distributed according to said order. A sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within thirty days after the date the School determines that the student withdrew, and may result in the student owing the School for institutional charges previously covered by Title IV assistance. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

-Unsubsidized Federal Stafford Loan
-Subsidized Federal Stafford Loan
-Federal Perkins Loan
-Federal Parent (PLUS) Loan
-Federal Pell Grant
-Federal Supplemental Opportunity Grant
-Other Title IV Assistance

Institutional Refund Policy:

For students receiving Title IV funds, once the School determines the amount of Title IV aid that the School may retain, then the School will calculate the Institutional Refund Policy to determine if there is an outstanding balance owed to the School or the student. Students not receiving Title IV funds will have refunds calculated using the Institutional Refund Policy only. When calculating the Institutional Refund Policy, the period of financial obligation is the length, in hours, of the entire program. Under the Institutional Refund Policy, the School must refund:

a) 100% of tuition charges less the $450 commitment fee paid if the student withdraws on the first day of class.
b) After the first week refunds are pro-rata for each hour of attendance.
c) Each student will sign an Enrollment Agreement that clearly states their tuition and a Payment Plan for terms of tuition payment
d) Cancellations must be done in writing and delivered in person or by certified mail.
e) The last day of enrollment whether a withdrawal or a dismissal will be considered to have occurred when 1) the student has officially withdrawn from school, based on the published guidelines on official withdrawal, or 2) the last date of academically-related activity, which may include projects, clinical experience, or examination, or 3) the date the student receives his/her dismissal in writing.

f) Dismissal of a student by the school will be delivered to the student in writing at the school, by certified mail, or based upon the last day of attendance. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave and failed to do so.
g) Refunds are made within 30 days of the official withdrawal or 30 days of the date of determination of withdrawal or dismissal.
h) Termination will result if student has more than 10 unexcused absences in one academic year with refund policies in effect (see attendance policies.
i) If a student is on a monthly payment plan with CVIU and current with all payments but withdraws, or is dismissed, the student will not be obligated to pay the remaining tuition. The student will be required to pay delinquent payments.

Cancellation/Withdrawal/Rejection Calculations and Policies: Students wishing to cancel or withdraw must notify the School's Director of Student Affairs in writing prior to doing so. All tuition paid will be refunded to students who enroll and do not attend class. Commitment fees are applied toward tuition. The commitment fee will not be refunded unless the student cancels within three business days after signing the Enrollment Agreement. However, if cancellation occurs after three business days from the signing of this agreement and student cancels prior to the scheduled start of class, all fees paid in excess of $100 will be refunded to the student. All commitment fees will be refunded if the student is not accepted into his/her particular program. All monies paid by a student will be refunded if cancellation occurs within three business days after signing this agreement and making initial payment. When due by the School, all refunds will be made within thirty (30) days from the date of determination (the last day of attendance if written notification has been provided to the School by the student, or from the date the School terminates the student or determines withdrawal by the student) of the student's withdrawal and without requiring student's request. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be refunded to the students who withdraw prior to the start of class upon return of said items which can be resold. The school reserves the right to determine if such items are returnable. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student. Any student who withdraws, is terminated, or graduates from any program is required to have an exit interview.

Fees Disclosure: An administrative fee of $100 will be charged when a student withdraws prior to the end of the program. Students who have withdrawn and wish to re-enter will be charged a $150 reentry fee and are subject to the then-current price of tuition.

Certificate of Completion

Upon successful completion of the Cardiac Program, the Vascular Program or the Cardiac and Vascular Program, students are awarded a certificate of completion for ultrasound sonography by the Cardiac and Vascular Institute of Ultrasound.

Length and Terms of Programs

CVIU offers a one-year Cardiac Ultrasound Program and a one-year Vascular Ultrasound Program that are divided into four quarter terms (48 weeks). The Cardiac and Vascular Program is a two-year program consisting of eight quarter terms (96 weeks). A "year" is determined by four consecutive quarters with 12 week in each quarter. A "week" consists of a minimum of 36 hours each week. For the Cardiac Program and Vascular Program you must complete 1728 clock hours to graduate. The Cardiac and Vascular Program is a two "year" program that requires a student to earn 3456 clock hours to graduate.

The first quarter of each program consists of didactic and scanning courses. For the second quarter each student will serve an externship at various affiliate hospitals and physicians offices within a 75 mile radius of the school. The third quarter consists of course work and a lab. In the last quarter the student returns to the hospital setting for another externship. The students in the Cardiac and Vascular two-year program will combined the two one-year programs.

Students must complete any program within a time frame of 150% of the normal program length and all educational academic and competency objectives must be successfully completed. Students may be granted a medical, emergency, or hardship leave of absence of up to six months or two quarters. Any leave does not count toward the required time frame for completing the program. If granted a leave the student may re-enter the program without any tuition penalties and under the same payment agreement. However, the student must restart the courses from the beginning of the quarter in which they left.

If the student is not granted a leave of absence then normal refund polices remain in place. Failure to complete the program within a time frame of 150% of the normal program length without a leave of absence will result in dismissal of the student from CVIU. Refund policies will remain in effect.

If a student in good standing withdraws from the program then the student may re-enrolled after the end of the quarter, but the student will be subject to the registration policies and tuition at time of re-enrollment.

Registry

All three programs are for a "Certificate of Ultrasound Sonography". After completion of any of the three programs a student is eligible to apply to take the Registry (certification) with either the American Registry for Diagnostic Medical Sonography (ARDMS) and/or Cardiovascular Credentialing International (CCI); depending on the student's academic and clinical experience. It is the student's responsibility to determine if they are eligible to apply to take the registry exam and which registry association they would be eligible to apply with.

Student Academic Progress

Graduation Requirements:

1) Successful completion of all courses (see *Curriculum*, pages 5-16). To successfully complete a didactic or clinical course a student must earn a minimum of an overall average of 80%. Failing to make an 80% in any class violates school policies and serves as grounds for dismissal with refund policies in effect.
2) Fulfill all clinical requirements (see *Clinical Performance*, page 25)
3) Submit all Clinical Attendance Sheets Clinical Exam Sheets to the Program Director
4) Current on all tuition obligations according to student's Payment Plan Agreement. CVIU maintains the right to dismiss and/or not award certificate of completion for any student that is delinquent on tuition payments.
5) Fulfill attendance policies (see *Attendance Policies*, page 24).
6) Complete institutional "Graduate Evaluation" and "Graduate Contact Information" form and submit to the Administrative Director.

Daily Schedule:

All courses of classroom instruction are offered between 8:00a.m. and 5:00p.m. Monday through Friday. During the two quarters of clinical rotations a student will typically be at his or her site from 8:00 a.m. until 4:30 p.m. Tardiness will be documented and more than three instances of tardiness will result in the deduction of ten points from the concerned student's next test.

Attendance Policies:

If a student has more than 10 days per "year" of unexcused absences, then the student will be dismissed. If a student has more than four (4) unexcused absences during any quarter of a program then the student may choose to be recycled without tuition penalty or the student will be dismissed with refund policies in effect.

Days missed during clinical rotations may be made-up at the end of each quarter during the school break. Students must make arrangements with the Program Director and a Clinical Supervisor to make-up the days. If the student fails to make-up days and it puts her or him over 10 days for the year then the student will receive a grade of 75% for the quarter course grade and may be dismissed with refund policies in effect.

Students are required to call the Program Director and the instructor or clinical supervisor as soon as they know they will be absent from class or their clinical site.

Maximum Timeframe

Students must complete the program within a time frame of 150% of the normal program length and all educational academic and competency objectives must be successfully completed. No financial aid will be awarded past the 150% point of the program.

Completion of Each Quarter Increment

All programs are based on 12 week Quarter Terms: Fall, Winter, Spring, and Summer Quarters each year. All programs are continuous enrollment. A student may begin a program at the start of any Quarter.

At CVIU satisfactory academic progress of students is evaluated in increments coinciding with quarterly payment periods. In order to ensure completion of the program within the maximum time frame, CVIU requires students to successfully complete all courses taken during each quarter. To successfully complete a didactic or clinical course a student must earn a minimum of an overall average of 80% (see *Satisfactory Academic Progress*, pages 23-24). All students must have completed a minimum of 100% of the clock hours of the program to graduate within 150% of the normal time frame. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

Grade Increments and Reports

CVIU adheres to a quarter-system for awarding and reporting grades. Each quarter a student will receive a "Grade Report" with his/her course grades and cumulative grade. To receive a "certificate of completion" a student must complete four quarters with at least a cumulative GPA of 3.0.

Grading Scale

A	90-100%	D	60-69%	I	Incomplete
B	80-89%	F	Below 60%	W	Withdrew
C	70-79%			T	Dismissed

Cumulative Grade Point Average (GPA)

Each quarter grades are recorded and reported to the Director of Student Affairs. Clock hours for each course are converted to credit hours for determining the GPA

The GPA is calculated as follows:

Clock hours = credits
20

Grade		points
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0
WF	=	0

Total Quarter Grade Points divided by Total Quarter Credits equals the GPA.

Example: 45 points = 3.0 GPA
15 credits

GPA Calculator: http://admissions.gmu.edu/grad/apps/gpa_computer.asp

Special Courses and Conditions:

CVIU does not offer or accept non-credit courses, remedial courses, or non-punitive grades to assess satisfactory progress. All students take the same courses regardless of previous professional and/or academic background.

A student that chooses to withdraw may re-enroll at the beginning of the next quarter. A student that was dismissed is not allowed to re-enroll at CVIU.

If a student that is receiving financial aid from a source other than CVIU, looses such funds but is in good standing by CVIU's polices, then the student may remain or re-enroll under standard CVIU policies as long as the student maintains the tuition obligations to CVIU.

Clinical Performance:

The Program Director will evaluate a student's progress during his or her two quarters of clinical rotations in each program by case presentations, competency checklists, supervisor evaluations, and attendance. Students' grades in Clinical Application are evaluated once a month to determine academic standing. Failure to meet the standards for any of these responsibilities in will result in probation and possible dismissal of the student with refund policies in effect.

A student may be dismissed from CVIU if he or she is removed from a clinical site for violating CVIU and/or the clinical site's Behavioral Policies. CVIU's Behavioral Policies are stated in the Handbook that each student will receive at orientation. Each clinic or physicians office will present students with their own policies and procedures.

Academic Probation:

Students must maintain a 3.0 GPA or better in order to remain in good standing. In addition, students must earn a "B" or higher in each course. All students with a grade average below 80 % in any course will be placed on academic probation for a period of two weeks. The student will be notified by the Administrative Director of the probation status. The student will meet with the instructor to review and receive advise that will assist the student in improving his/her academic standing. After two weeks the student's academic improvement will be accessed. If the

student's average is at least 80% then the student will be removed from probation. If the student does not improve enough to get off probation the student will meet with the Administrative Director and instructor to review the study skills or other problems causing the prolonged probation. At the end of the next two weeks the student must have regained a grade of at least 80% or he/she will be dismissed. At the end of any quarter if a student receives a final course grade of less than 80% or less than a 3.0 cumulative GPA then the student will be dismissed from CVIU. Tuition refund policies will remain in effect.

Dismissal:

A student may be dismissed for academic, attendance, or behavioral violations as stated in the Handbook. A student must achieve the above-mentioned minimum standards to be considered to be making satisfactory progress. Students who fail to maintain satisfactory progress will be placed on academic probation until the deficiencies are corrected or until the end of the one-month assessment period, or the end of the quarter, whichever comes first. While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period may be terminated.

A student who has withdrawn may reapply to CVIU after remaining out of school for one month. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. If both of these standards can be achieved, the student will be readmitted and will be eligible for Title IV funds upon re-enrollment. If it is not possible for the student to meet both standards, the student will be allowed to enroll only if alternative financing can be arranged, as the student will no longer be eligible for any Title IV financial aid.

After being readmitted to CVIU, any student not passing with a 80% grade for each course of each Quarter(see *Satisfactory Academic Progress*, pages 23-24), thereafter will be academically dismissed from CVIU and will not be eligible for readmission as a Title IV eligible student.

Appeals Process:

Any student dismissed for not fulfilling CVIU's Satisfactory Academic Progress Policy may file an appeal to be reinstated due to extenuating circumstances. The appeal must be submitted in writing to the Administrative Director within two weeks of the date of the dismissal. The Administrative Director will appoint a committee that consists of one staff member and two faculty members to address the appeal. Decisions by the committee are determined by a majority vote and decisions must be within one week of being the date of the appeal. If the student is not given a decision within two weeks then he is re-instated.

Assessment

CVIU utilizes student, teacher, graduate, and employer evaluations to adjust the course content, improve student and teacher performances, and to enhance students' employability and career.

Student Handbook

Each student receives a Student Handbook at orientation. The Handbook clearly states all school policies and procedures. During orientation the Handbook is thoroughly reviewed and discussed with the students by the Administrative Director and Faculty.

Clinical Affiliates and Sonographers for Rotation Sites

After the first quarter, students will observe and train daily at the regional sites below. Students will be required to sign-in at their respective sites and will document their observations with weekly case studies.

Below are some of the possible clinical site for an externship

Sacred Heart Hospital Heart & Vascular Inst. Pensacola, Fl	Sherry Pyle, RDCS
Nemours Children's Clinic, Pensacola, Fl	Cathy Helms, RDCS
West Florida Hospital, Pensacola, Fl	Danny Post, RDCS
Springhill Memorial Hospital, Mobile, Al	Mariena White, RVT, FDCS, REEGT
Thomas Hospital Echo Lab, Fairhope, Al	Ryan Thomson, BS, RDCS, RCS, RVS
South Central Regional Medical Center, Laurel, Ms	Shannon Hall, RDCS
George County Hospital, Lucedale, Ms	Darlene Emerson, RCS
Garden Park Medical Center, Gulf Port, Ms	Garrett Kirk, RN
Mobile Infirmary Medical Center, Mobile, AL	Stan Robertson, RDCS
Providence Hospital, Mobile, AL	Jennifer Roberts, RN

Non-discrimination

At CVIU no student will be denied enrollment or equal rights based on race, creed, color, sex, age, handicap or national origin. The school readily accepts people of all ethic backgrounds and people who are physically challenged.

Student Services

Career Development: The Administrative Director will instruct the students on the procedures and techniques for conducting a successful career search. In addition, CVIU will assist the students in preparing their resume and in developing interview skills.

Job Placement: CVIU is in no way responsible for ensuring employment upon graduation. CVIU will assist students in obtaining information on recruiters, discuss interview tactics, and instruct you in developing a resume. CVIU frequently receives employment advertisements from Human Resource departments, temporary services, and recruiters that are posted on a Job Placement bulletin board. Numerous website addresses with job information and advertisements are kept in a Job Placement binder for students to easily access.

Academic Counseling: On request by students, faculty will advise students on developing study skills, test taking, and research skills. Students may visit with faculty during office hours or by appointment to receive advice for improving academic skills. CVIU faculty and staff recognize that many students have been away from school for an extended period of time and will readily assist anyone in need of academic development. CVIU does not offer professional counseling or tutoring.

Transcripts/Records: CVIU will maintain a file for each student that includes all financial and academic records regarding the student's training at CVIU. All student information is maintained in the strictest of confidence and released only with the written permission from the student. Each student may sign a form that authorizes CVIU, upon request, to send a student's transcripts to current or prospective employers, educational institutions, or certifying agencies.

Accessibility: CVIU's facility is readily accessible for physically challenged students. On the west side of the building is a ramp that allows the students to drive-up, park, and enter the school.

Library Resources: CVIU maintains a library with references books, periodicals, professional journals, case studies on VCR tapes and CDs to assist students with course assignments, projects, and research for case presentations. Within the multimedia area are two PCs, one video player, and two CD/DVD players. Also, two PCs with Internet access are designated for students' academic needs.

Transfer of Credits

CVIU considers the transfer of credits from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA)

Holidays

The Holidays listed below are observed by CVIU:

New Years Day
Mardi Gras
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas

Academic Calendar 2011

Winter Quarter 2011		**Summer Quarter 2011**	
Winter Quarter Begins	**January 3**	**Fourth of July Holiday**	**July 4**
Mardi Gras Holiday	**March 8**	**Summer Quarter Begins**	**July 5**
Winter Quarter Ends	**March 25**	**Labor Day Holiday**	**September 5**
		Summer Quarter Ends	**September 23**
Spring Quarter 2011		**Fall Quarter 2011**	
Spring Quarter Begins	**April 4**	**Fall Quarter Begins**	**October 4**
Memorial Day Holiday	**May 30**	**Thanksgiving Holiday**	**Nov. 24-25**
Spring Quarter Ends	**June 24**	**Fall Quarter Ends**	**December 23**
		Christmas Holiday	**December**