MONTGOMERY COLLEGE

HEALTH SCIENCE INSTITUTE

Course Schedule | **Summer 2021**
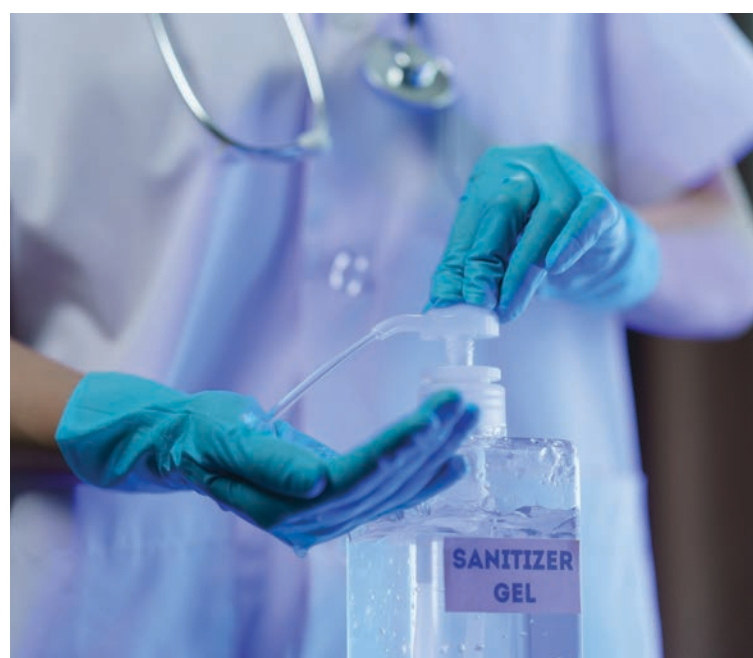
Workforce Development and Continuing Education

montgomerycollege.edu/wdce | 240-567-5188

MC

Health Care Courses

Clinical Medical Assistant

Clinical Medical Assistant—Labs and Clinical Externship `TIP`

This 90-hour course serves as the required lab (40 hours) and clinical externship (50 hours) part of the Clinical Medical Assistant Program. Focus will be on the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physicians office visit; review and administration of medications, allergies, and other pharmacology related items; laboratory procedures; phlebotomy and the proper techniques to collect specimens for laboratory analysis; and cardiology and the proper placement of leads when taking a 12 lead EKG. To be eligible for this course, you must be enrolled in and/or have successfully completed the 96-hour classroom program, submit to a thorough background check and drug screening, and meet other requirements. Upon successful completion of both courses, you would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. TWA

Course: HHS126   90 Hours
$830 + $350 fee = $1,180; NMR add $650

Takoma Park/Silver Spring Campus
CRN#: 16547   10 Sessions   T
6/8-8/18   5-9 p.m.
No class 7/5, 7/6, 7/7, 7/8

Take with HHS112 CRN# 16441

CRN#: 16548   10 Sessions   R
6/10-8/19   5-9 p.m.
No class 7/5, 7/6, 7/7, 7/8, 7/9
Take with HHS112 CRN# 16441

CRN#: 16549   10 Sessions   M
6/14-8/23   9 a.m.-1 p.m.
No class 7/5, 7/6, 7/7, 7/8
Take with HHS112 CRN# 16442

CRN#: 16550   10 Sessions   W
6/16-8/25   9 a.m.-1 p.m.
No class 7/5, 7/6, 7/7, 7/8
Take with HHS112 CRN# 16442

Clinical Medical Assistant Program `TIP`

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. You will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 96 hours of classroom lecture and hands-on labs and a clinical externship opportunity (Course# HHS126) at a local healthcare provider. To be eligible for the clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This course is VA-approved for GI Bill benefits. TWA

Course: HHS112   96 Hours
$1,680 + $600 fee = $2,280; NMR add $1,050

Online: Structured Remote
CRN#: 16441   24 Sessions   M W
6/7-9/1   5-9 p.m.
No class 7/5, 7/6, 7/7, 7/8
Take with HHS126 CRN#16547 or 16548

CRN#: 16442   24 Sessions   T R
6/8-9/2   9 a.m.-1 p.m.
No class 7/5, 7/6, 7/7, 7/8, 7/9
Take with HHS126 CRN# 16549 or 16550

Health Sciences
Last day to register for Saturday or Sunday classes is the Friday before start date at 3 p.m.

Health Career Training

EKG Technician   *TIP*

Prepare to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor and record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various peaks and troughs. TWA

Course: HHS051   50 Hours
$1,330 + $650 fee = $1,980; NMR add $800

Online: Structured Remote
CRN#: 16438   20 Sessions   T R
6/8-8/19   6-8:30 p.m.
No class 7/5, 7/6, 7/7, 7/8

Pharmacy Technician Certification   *TIP*

This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Boards PTCB exam. A GED or High School diploma is required to sit for the PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings—working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Students successfully completing this course will receive pre-paid vouchers to take the PTCB exams. These vouchers are valid for 90 days past the date of the last class. Exams must be taken during that time. TWA

Course: HHS105   72 Hours
$1,380 + $650 fee = $2,030; NMR add $1,050

Online: Structured Remote
CRN#: 16440   12 Sessions   S
6/5-8/28   8:30 a.m.-2:30 p.m.
No class 7/3

CRN#: 16439   24 Sessions   M W
6/7-9/1   6-9 p.m.
No class 7/5, 7/7, 7/8, 7/9, 7/10

The Maryland Board of Nursing requires that all classroom and clinical hours are completed. If any class is canceled due to inclement weather, there will be a make up session added.

Phlebotomy Technician   *TIP*

Classroom work includes medical terminology, anatomy and physiology review, blood collection procedures, specimen collection practice, and specimen processing and handling. Laboratory operations are reviewed including safety, quality control, universal precautions, routine laboratory tests, confidentiality, and ethics. This class must be taken with Phlebotomy Technician Clinical (HHS115). TWA

Course: HHS034   90 Hours
$1,580 + $600 fee = $2,180; NMR add $1,050

Online: Structured Remote
CRN#: 16436   20 Sessions   M W
6/7-8/18   5-9:30 p.m.
No class 7/5, 7/6, 7/7, 7/8
Take with HHS115 CRN# 16546

CRN#: 16437   20 Sessions   M W
6/14-8/25   5-9:30 p.m.
No class 7/5, 7/6, 7/7
Take with HHS115 CRN# 16443

Phlebotomy Technician—Clinical Internship

This class includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician Clinical Internship class, you must have completed or currently be enrolled in Montgomery Colleges 90-hour Phlebotomy Technician Program. Additionally, you must submit to a thorough background check and meet other requirements. These costs are not included in the tuition and fees for this class. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity statutes: Varicella Zoster IgG Ab; Rubella IgG; Rubeola IgGAb; and Mumps IgG Ab. Information concerning these requirements will be provided the first night of class. This class must be taken with Phlebotomy Technician (HHS034). TWA

Course: HHS115   40 Hours
$210 + $125 fee = $335; NMR add $160

Off Campus Location
CRN#: 16546   5 Sessions
7/12-8/18   Online 24/7
CRN#: 16443   5 Sessions
7/12-8/16   Online 24/7

Due to COVID19, all classes, labs, and clinicals will be taught online until it is deemed safe to resume face-to-face classes. Please note, until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.

Medicine Aide Update

Medicine Aide Update

Find out about new medications, procedures, and protocols, and get the training needed to satisfy recertification requirements for medicine aides. Prerequisite: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant license upon arrival at the class. Students may only register 90 days before their certification expires or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course. TWA

Course: AHT145   9 Hours
$110 + $55 fee = $165; NMR add $120

Online: Structured Remote

CRN#: 46582	1 Session	S
5/8-5/8	8 a.m.-5:45 p.m.	
CRN#: 46583	1 Session	S
6/5-6/5	8 a.m.-5:45 p.m.	
CRN#: 16413	1 Session	S
8/7-8/7	8 a.m.-5:45 p.m.	

Due to COVID19, all classes, labs, and clinicals will be taught online until it is deemed safe to resume face-to-face classes. Please note, until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.

Structured Remote (SR) vs Distance Learning (DL)

Structured Remote (SR) classes will meet at a designated meeting date and time with the possibility of transitions to in-person classroom teaching.

Distance Learning (DL) classes are at your leisure during the semester and will not transition to in-person classes.

Hybrid (In person & DL or SR)
Classes will meet online either through Structured Remote (SR) or Distance Learning (DL) along with face to face meetings on campus.

Nursing Related Courses

Certified Nursing Assistant/Geriatric Asst

Advanced Skills for Certified Nursing Assistants (CNAs)

This course is an 80 hour hospital-based program designed for certified nursing assistants (CNAs) to develop advanced skills seeking employment as a Patient Care Technician in a hospital/acute care setting. Students will learn to perform advanced skills such as intravenous therapy site care, electrocardiograms (EKG), bladder scans, wound care, urinary catherization care, blood glucose monitoring, preoperative/post operative care, tracheostomy care, phlebotomy and more. Participants of this program MUST HAVE AN ACTIVE CNA CERTIFICATION IN GOOD STANDING with the Maryland Board of Nursing and an active BLS/CPR certification. After successful completion of this course students will receive a certificate of completion from Montgomery college and will be eligible to take the PCT/A certification examination. TWA

Course: AHT242   80 Hours
$694 + $200 fee = $894; NMR add $400

Online: Structured Remote

CRN#: 46584	15 Sessions	M W U
6/14-7/19	5-9 p.m. (M W)	
No class 7/5	9 a.m.-5 p.m. (U)	

Sunday labs will be in person on the Takoma Park./Silver Spring Campus.

Resilient MC

Throughout the ongoing pandemic, Montgomery College has prioritized the health and safety of its students and employees above all else. As we move into the next phase of teaching, learning, and working, this will continue to guide all of our decisions about the structure of our education programs and delivery of key services.

Watch and listen to our Conversation with Leadership: Resilient MC, where MC President DeRionne Pollard and senior vice presidents shared how the college is planning for the next phase of its resilient response to COVID-19.

Certified Nursing Assistant/Geriatric Assistant Program

To register for CNA courses you **MUST ATTEND** the *FREE* orientation session which includes the FREE mandatory reading and math test that you must pass to register.

All payments for CNA Classroom and CNA Clinical and additional fees are due at time of registration. Seats for the Classroom and Clinical are limited.

You must be at least 18 years old and have a Social Security Number or Tax Identification Number for the Maryland Board of Nursing licensing process upon successful completion, as well as a Social Security Number for nursing homes that require criminal background checks prior to being on their premises for educational purposes.

Additional Fees:
There will be additional fees for Immunizations, physical exam, TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

Mandatory Nursing Assistant and Geriatric Nursing Assistant Online Orientation:
https://www.montgomerycollege.edu/workforce-development-continuing-education/
health-sciences/cna-gna/orientation.html
Questions? AFTER viewing the online orientation, contact
healthsciencesnoncredit@montgomerycollege.edu

Certified Nursing Assistant Classroom (CNA) `TIP`

Through lecture, discussion, and hands-on practice you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer's disease and related disorders. After successful completion of the classroom and clinical portions, you will receive a certificate of completion from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination. *Prerequisites: Attending the CNA Orientation Session and scoring at least 80% on both the mandatory reading and math tests.* A criminal background check is required; obtain a CPR Health Provider certification before the midterm; a negative TB skin test (PPD) or chest x-ray may be required before class starts. TWA

Course: AHT028   88 Hours $840 + $275 fee = $1,115; NMR add $650

Certified Nursing Assistant Clinical (CNA) `TIP`

This course is only for students who have successfully completed Certified Nursing Assistant—Classroom (AHT028). TWA

Course: AHT223   60 Hours $770 + $155 fee = $925; NMR add $400

The corresponding classroom and clinical MUST be taken together, no substitutions.
You must wear uniforms on first day

CNA Classroom Structured Remote with on campus (TP/SS*) labs on Thursdays
CRN#: 46585   19 Sessions   M T W R   6/1-6/26   5-9:15 p.m.
CNA Clinical at Asbury Methodist Village
CRN#: 16411   11 Sessions   M T W S   6/28-7/17   5-9:15 p.m. (M T W); 7 a.m.-4 p.m. (S)
No class 7/5

CNA Classroom Structured Remote with on campus (TP/SS*) labs on Wednesday
CRN#: 46586   22 Sessions   M W F   5/10-6/30   5-9:15 p.m.
CNA Clinical at Structured Remote/Brooke Grove Rehabilitation/Nursing Facility
CRN#: 16412   11 Sessions   M W F   7/7-7/30   5-9:15 p.m. (M W); 7 a.m.-3:30 p.m. (F)

CNA Classroom Structured Remote with on campus (TP/SS*) labs on Thursdays
CRN#: 46587   12 Sessions   M W R   5/24-6/21   8 a.m.-3:30 p.m.
No class 5/31

CNA Clinical at Structured Remote/Brooke Grove Rehabilitation/Nursing Facility
CRN#: 16410   9 Sessions   M W R   6/23-7/14   8 a.m.-3:30 p.m.
No class 7/5

CNA Classroom Structured Remote with on campus (TP/SS*) labs on Thursdays
CRN#: 16414   13 Sessions   M W R   7/7-8/4   8 a.m.-3:30 p.m.
CNA Clinical at Structured Remote/Brooke Grove Rehabilitation/Nursing Facility
CRN#: 16504   9 Sessions   M W R   8/5-8/25   8 a.m.-3:30 p.m.

The Maryland Board of Nursing requires that all classroom and clinical hours are complete.

*TP/SS Takoma Park/Silver Spring Campus

Hospital-Based Certified Nursing Assistant Classroom and Laboratory `TIP`

This course is designed for students who are interested in becoming a certified nursing assistant in the acute hospital setting. Through lecture, discussion, and hands-on practice, you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with a variety of diseases. You must pass this class with an average of 80% in order to advance to the hospital-based clinical class. *Prerequisites: Attending the CNA Orientation session; scoring at least 80% on both the mandatory reading and math tests; and passing a basic computer competency skill. You will be required to have a criminal background check, obtain a CPR Health Provider certification and up to date immunizations (MMR, Varicella, Hep B, TDap, Influenza) and TB skin test or chest xr-ray before the midterm exam* TWA

Course: NUR070   88 Hours
$840 + $275 fee = $1115; NMR add $650

Online: Structured Remote
CRN#: 46633   22 Sessions   T W R
6/1-7/20   5:30-9:45 p.m.
No class 7/5
For Suburban Hospital students. This class will have on campus (TP/SS) labs on Wednesdays.

CRN#: 16472   22 Sessions   T R U
6/13-8/3   5:30-9:45 p.m. (T R)
No class 7/4   12:30-4:45 p.m. (U)
For Shady Grove Adventist Hospital students. This class will have on campus (TP/SS) labs on Sundays.

Hospital-Based Certified Nursing Assistant (CNA) Clinical `TIP`

This course is designed for students who have successfully completed the Hospital-Based Certified Nursing Assistant Classroom. You will apply basic nursing skills learning in the classroom and laboratory practice on patients in the acute hospital setting. Basic computer skills are necessary in this environment along with teamwork and communication skills with team members. After successful completion of the classroom and clinical sections, you will receive a certificate of completion from Montgomery College and be eligible to apply for Certified Nursing Assistant certification through the Maryland Board of Nursing. Look for email on where to submit medical records. TWA

Course: NUR071   60 Hours
$770 + $155 fee = $925; NMR add $400

Online: Structured Remote
CRN#: 16467   8 Sessions   S U
7/24-8/15   7 a.m.-3:30 p.m.
This CRN is for Suburban Hospital students.

CRN#: 16466   11 Sessions   T R U
8/5-8/31   5:30-9:45 p.m. (T R)
          8:30 a.m.-5:15 p.m. (U)
This CRN is for Shady Grove Adventist Hospital students.

CPR and First Aid

Heartcode BLS Skills Check Off

This course is designed for the healthcare worker who has completed the Online American Heart Association, Heartcode BLS session—https://shopcpr.heart.org/heartcode.bls Students must demonstrate the hands-on skills session through Montgomery College WDCE to obtain a course completion card. Students are required to print-out "certificate of completion" and bring document to testing site. Students may also show proof of completion via cell phone to the Montgomery College Instructor. Students will not be allowed to demonstrate hands-on competency without the "certificate of completion". TWA

Course: CPR098   6 Hours
$55 + $15 fee = $70; NMR add $50

Takoma Park/Silver Spring Campus

CRN#		Session	Time	Day
CRN#: 46596	5/1	1 Session	9 a.m.-3 p.m.	S
CRN#: 46595	5/15	1 Session	9 a.m.-3 p.m.	S
CRN#: 46594	5/26	1 Session	9 a.m.-3 p.m.	W
CRN#: 46593	6/5	1 Session	9 a.m.-3 p.m.	S
CRN#: 46592	6/19	1 Session	9 a.m.-3 p.m.	S
CRN#: 46591	6/30	1 Session	9 a.m.-3 p.m.	W
CRN#: 16421	7/10	1 Session	9 a.m.-3 p.m.	S
CRN#: 16420	7/24	1 Session	9 a.m.-3 p.m.	S
CRN#: 16419	8/7	1 Session	9 a.m.-3 p.m.	S
CRN#: 16418	8/13	1 Session	9 a.m.-3 p.m.	F
CRN#: 16417	8/18	1 Session	9 a.m.-3 p.m.	W
CRN#: 16416	8/21	1 Session	9 a.m.-3 p.m.	S

Health Sciences
Last day to register for Saturday or Sunday classes is the Friday before start date at 3 p.m.

Heartsaver CPR, AED & First Aid Skills Check-off

This course is designed for the general public who have completed the Heartsaver First Aid CPR AED Online eLearning portion of the Heartsaver First Aid CPR AED blended learning course (https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online). 1. Students will be able to demonstrate the cognitive information needed to perform First Aide, CPR and AED training. Upon completion of the online portion. 2. Students will be able to complete hands-on skills session with an AHA BLS or Heartsaver Instructor. Students are required to print-out "certificate of completion" and bring document to testing site. Students may also show proof of completion via cell phone to the Montgomery College Instructor. Students will not be allowed to demonstrate hands-on competency without the "certificate of completion". TWA

Course: CPR094   4 Hours
$55 + $15 fee = $70; NMR add $50

Takoma Park/Silver Spring Campus

CRN#: 16425	1 Session	S
5/22	9 a.m.-1 p.m.	
CRN#: 16424	1 Session	S
6/12	9 a.m.-1 p.m.	
CRN#: 16423	1 Session	S
7/17	9 a.m.-1 p.m.	
CRN#: 16422	1 Session	S
8/14	9 a.m.-1 p.m.	

Health Sciences students, please check the website often for updates:

www.montgomerycollege.edu/wdce/health-sciences

Nursing Refresher

Mandatory Nurse Refresher Online Orientation: https://www.montgomerycollege.edu/workforce-development-continuing-education/health-sciences/nurse-refresher/orientation.html.
Questions? AFTER viewing the online orientation, contact healthsciencesnoncredit@montgomerycollege.edu.
You must enroll in all 3 courses: Classroom, Lab, and Clinical.
The Maryland Board of Nursing requires that all 100 hours of classroom, all 8 hours of labs, and all 60 hours of clinicals must be completed.
If inclement weather occurs, make-up hours will be added.

Online Nurse Refresher Course `TIP`

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. The program includes both online and hands-on experience. Theory will be delivered totally online and will include: online lectures to include topics such as reviewing anatomy and physiology, major disease pathology, current treatment strategies, legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, evidence-based practice, end-of-life issues, videos, discussion groups, and other learning activities. You must register for Nursing Lab (NUR023) and Nusing Clinical (NUR007) Attendance is required for the on-Campus lab which will be taught at Montgomery College and clinical will be taught off-Campus TWA

Course: NUR069   100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Hybrid (Online & Face to Face)
CRN#: 46632
6/1-7/17   Online 24/7
Mandatory On-campus Labs: 6/9, 6/16, and 6/23 from 5- 9:15 p.m.

Nursing Lab

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. Topics include nursing process, communication, nursing care and procedures, current trends in documentation, and pharmacology. There is no payment plan for this lab. Prerequisite: completion of the nurse refresher classroom from Montgomery College or permission from the director. TWA

Course: NUR023   8 Hours
$215 + $60 fee = $275; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 16465	1 Session	S
7/24	8 a.m.-4:30 p.m.	

Nursing Refresher: Clinical   `TIP`

Practicing nurse experts supervise your 60 hours of clinical experience in medical-surgical nursing, which includes patient assignments, team work, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided. You must register for the classroom, clinical, and lab in order to use the payment plan. There is a nonrefundable fee to participate in the payment plan. *Prerequisite: Concurrent enrollment in NUR057 and NUR023.* TWA

  A. **Nursing License**: If your Maryland license has lapsed, you must apply for, pay for, and receive an inactive license. If you have an active license from any state other than Maryland, you must apply for and receive a Maryland license before starting your clinical.
  B. **CPR Certification:** This must be a healthcare provider-level course from American Heart Association.
  C. **1.** A complete physical exam, signed by your health provider, within 9 months of the start date for clinical. (You must use the Montgomery College Nurse Refresher Health form).
  2. Proof of immunity to the following diseases: ***Mumps, Measles (Rubeola) and Rubella:** Must provide serologic evidence that you are immune to Mumps, Measles and Rubella (positive titers). If blood titers are negative for any of these 3 diseases, you must receive two (2) doses of Mumps, Measles and Rubella vaccine (MMR) given 4 weeks apart. (Information documenting past MMR vaccinations is appreciated but cannot take the place of the titer test results.) ***Varicella:** Must provide serologic evidence that you are immune to Varicella (positive titers). If titers are negative, you are required to receive two (2) doses of Varicella vaccine given 4 weeks apart. (Documentation of childhood disease will not be accepted). ***Hepatitis B**: Three (3) doses of Hepatitis B vaccine given 0,1, and 6 months apart, followed by Hepatitis B surface antibody testing 1-2 months after dose #3 is required. If you cannot provide documentation of the 4-step vaccination process described above, you must obtain serologic evidence of immunity (positive Hep Bs Antibody titer). If this titer is negative for immunity, the vaccination series must be repeated. ***Tetanus, Diptheria, and Pertussis:** Documentation of one (1) dose of Tdap vaccine (not to be confused with Dtap) in the past two (2) years, regardless of when the last Tetanus and Diptheria vaccine was given. ***Influenza**: Vaccine is to be given at least 1 month prior to the start date for clinical. Please note: Vaccine series must be completed by the second week of class. All laboratory titers must have date blood was drawn as well as test results.
  3. Tuberculin Skin Test: (Mantoux Tuberculine test) within 9 months of the start date for clinical is required. If test results show TB exposure in the past or present, you must obtain clearance from your health provider that you are able to attend clinical. A chest x-ray may be needed. (Use the Montgomery College TB clearance form which will be provided with the Health Inventory Form when getting evaluated.)

Course: NUR007   60 Hours
$1,110 + $215 fee = $1,325; NMR add $650

Online: Structured Remote

CRN#: 16463	10 Sessions	M W
7/26-8/25	5-11 p.m.	
CRN#: 16464	10 Sessions	T R
7/27-8/26	5-11 p.m.	

RN Case Manager/Delegating Nurse Training for Assisted Living

This 16-hour course, approved by the Maryland Board of Nursing, provides a basic foundation for nursing practice of the registered nurse who delegates nursing functions in the assisted living setting, including medication administration, and who teaches medication administration to the medication technician in assisted living. Topics to be covered include history of assisted living programs; regulations governing CM/DN practice; overview of CM/DN role and responsibilities; teaching medication administration to the medication technician; case management principles; delegation of nursing practice; communication; adult learning principles; and legal, ethical, and business issues. TWA

Course: NUR014   16 Hours
$290 + $90 fee = $380; NMR add $160

Online: Structured Remote

CRN#: 46631	2 Sessions	S
6/5-6/12	7:30 a.m.-4 p.m.	

Health Sciences

Last day to register for Saturday or Sunday classes is the Friday before start date at 3 p.m.

Please check the website often for updates: www.montgomerycollege.edu/wdce/health-sciences

Thank you Health Care Heros

Registration Options

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments. Further instructions for WEB, FAX, or MAIL-IN payments can be found at: www.montgomerycollege.edu/wdce/registerops.html.

Registration will not be processed without appropriate payment.

Option 1: In-Person Registration
A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

Gaithersburg Business Training Center
Room 400
8:30 a.m.–9 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S)

Germantown Campus
Humanities and Social Sciences Building
Room 241 and/or 243
8:30 a.m.–4 p.m. (M–F)

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R)
8 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–5 p.m. (M–F)

Westfield South, Room 306 ***
8:30 a.m.–9 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S)

Registrations are also accepted at all three Campus Admissions Offices.

***Cash payments can only be made at the Cashier's Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses and will be accepted between 8:30 a.m.–1 p.m. and 2–4:30 p.m., M–F.

Option 2: Online (Web) Registration
A.   Go to montgomerycollege.edu/wdce
B.   Click on "How to Register" in the left navigation bar.
C.   Click on "Register by Web."
D.   Follow the appropriate directions depending on if you are a new or returning student.

Option 3: Mail Registration
Send completed form with payment for total due to Montgomery College, WDCE, 51 Mannakee St., Rockville, MD 20850.

Option 4: Fax Registration
Fax completed form with payment information to WDCE at 240-567-1877.

Due to COVID-19, APPE students CAN NOT register in person until restrictions are lifted. Please visit montgomerycollege.edu/wdce/ esl for more information or see page 5 of this schedule.

Policy
The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

A.   Students attending Montgomery College will pay tuition according to their residency classification.

To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.

B.   To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester; unless you are a member of the Military covered under HB935.

C.   The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person's permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Refund Policy

Refunds are paid at 100% for classes canceled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. DO NOT drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

NOTE:
Due to COVID-19, face-to-face registrations are not available until the restrictions are lifted.

Transfer Policy

To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Tuition Installment Plan (TIP)

The Tuition Installment Plan **(TIP)** may allow students to pay registration charges in several payments; some restrictions apply. Each term is independent and must be enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a **TIP** code have a tuition installment plan available. For more information go to www.montgomerycollege.edu/wdce/registerops.html

Tuition Waiver

Only noncredit courses designated "tuition waiver applies" in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver (TWA): Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general's office.

VA-Approved Course: Courses indicated with this **VAA** code are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit www.montgomerycollege.edu/wdce/registerops.html.

Questions?
Call 240-567-5188.

REGISTRATION FORM
Workforce Development and Continuing Education

Please Print Clearly

MC MONTGOMERY COLLEGE

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.
FAX completed registration form with credit card information to 240-567-1877.
Mail completed registration form with payment to WDCE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number: M 2 ☐☐☐☐☐☐☐

Birthdate ☐☐ - ☐☐ - ☐☐☐☐
Month   Day   Year

Sex ☐Female ☐Male

Last Name

First Name

Middle Initial

Address
House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)
Apt. #

City

State

Zip ☐☐☐☐☐ - ☐☐☐☐

Home Phone

Work Phone

Cell

E-Mail

Have you attended MC before? ☐Yes ☐No

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.

How did you hear about us? ☐Received brochure in mail ☐Website ☐Social media ☐Advertisement ☐On campus ☐*Other_____*

MILITARY: If the military is paying for your course(s), you must submit the last 4 digits of your SSN. ☐☐☐☐

STUDENTS WITH DISABILITIES
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

ETHNICITY: Choose one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐Not Hispanic or Latino   ☐Hispanic or Latino

RACE: Choose all that apply, you may choose more than one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐American Indian or Alaskan Native   ☐Asian   ☐Black or African American   ☐Native Hawaiian and other Pacific Islander   ☐White

☐U.S. Citizen   ☐Permanent Resident (**Circle one:** Green Card / Working Card)   ☐Other Immigration Status _____ *(Used for tuition-setting purposes only.)*

CHECK ALL THAT APPLY:
☐I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.
☐I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)
☐I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code: HC		*Refunds will go to the registered student of record.*				Total Due	$

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.
I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

_____   _____
Student Signature Required   **Date**

Please indicate payment by: ☐Check (payable to Montgomery College)   **Credit card:** ☐MasterCard   ☐VISA   ☐Discover

Credit Card Information:

Please do not email registration form with credit card information.

Credit Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

NOTE:
Credit card information will be detached and disposed of promptly and properly after payment is approved.

Expiration date on card ☐☐ / ☐☐   3 or 4 digit Security code on your card ☐☐☐☐
Month / Year

Name on Card ☐☐☐☐☐☐☐☐☐☐☐

Card holder signature required

Date

6/13/2020

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.

MC MONTGOMERY COLLEGE

Workforce Development and Continuing Education
51 Mannakee Street
Rockville, MD 20850–1195

Health Sciences
Summer 2021 Course Schedule

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Resilient MC

Throughout the ongoing pandemic, Montgomery College has prioritized the health and safety of its students and employees above all else. As we move into the next phase of teaching, learning, and working, this will continue to guide all of our decisions about the structure of our education programs and delivery of key services.

Watch and listen to our Conversation with Leadership: Resilient MC, where MC President DeRionne Pollard and senior vice presidents shared how the college is planning for the next phase of its resilient response to COVID-19.

Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910