



Catalog & Handbook

2025-2026

**Carolus Magnus College
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NAME & TITLES OF MEMBERS OF BOARD OF DIRECTORS

Board Members

Name	Position Held at Institution
Lisa Glover, RN	Vice President
Jerome Sims II, MBA	Board Director
Deepa Mandale, MD	Board Director
Christopher Chu, MD	Board Director
Charlamaine Glover, DBA, MS, CNMT	Chief Executive Officer, Director of School of AZ, Owner
Ayad Agha, MD	Board Director
Apoorve Jain, MSc, CPA	Board Director

Introduction

Welcome to Carolus Magnus College

Greetings Community Members, Parents, Adults, and Students,

It is with great excitement and honor that we welcome you to Carolus Magnus College, a groundbreaking institution dedicated to shaping the future of education, innovation, and opportunity. Named in the spirit of Charlemagne's quest for literacy and learning, Carolus Magnus College stands as a beacon of hope, progress, and collaboration for all who seek to make a meaningful impact on the world.

For Our Community We believe in the power of education to uplift and transform entire communities. Carolus Magnus College is committed to working alongside city, county, and state workforce programs to address pressing challenges, such as tech sector layoffs and healthcare professional shortages. By bridging education and workforce development, we aim to empower community members with the skills and tools they need to thrive in emerging industries.

For Parents We understand the aspirations you hold for your children's future. At Carolus Magnus College, we provide an environment where your children can flourish academically, socially, and professionally. Our programs are designed to inspire innovation and equip students with the skills to lead and succeed in their chosen paths. As a partner in your child's education, we are dedicated to nurturing their potential and helping them achieve their dreams.

For Adult Learners Learning is a lifelong journey, and it is never too late to pursue your goals. Carolus Magnus College offers flexible, online programs tailored to adult learners who want to upskill, reskill, or transition into new careers. Whether you are re-entering the workforce, exploring a new field, or seeking personal growth, our supportive faculty and innovative curriculum are here to help you succeed.

For Students Welcome to a place where your ideas, talents, and ambitions will thrive. At Carolus Magnus College, you are more than a student—you are a future innovator, leader, and change-maker. Our cutting-edge programs in healthcare, technology, entrepreneurship, and the sciences are designed to challenge you, inspire you, and prepare you for the challenges of tomorrow. Here, you will learn not just to succeed but to contribute meaningfully to humanity.

Why Choose Carolus Magnus College?

- **Inclusive Education:** Our programs are accessible and affordable, with a commitment to serving underserved and multi-ethnic communities.
- **Future-Focused:** From AI and renewable energy to healthcare and cryptocurrency, we offer programs that prepare students for the industries of tomorrow.
- **Flexible Learning:** With online and hybrid options, our programs are designed to fit your lifestyle.
- **Global Vision:** We foster collaboration and innovation with a focus on benefiting humanity and exploring new frontiers.

We are thrilled to embark on this journey with you, and we look forward to seeing the incredible impact you will make. Together, let us build a legacy of knowledge, innovation, and unity.

Warm regards,

Dr. Charlamaine Glover

Founder and Visionary

Carolus Magnus College

Vision

Carolus Magnus College envisions itself as a global hub of innovation, collaboration, and education that empowers individuals to exceed societal expectations, transcending stereotypes to contribute meaningfully to humanity. The college aspires to foster a collective learning model that unites the best and brightest minds to create lasting contributions for humanity, science, and the cosmos, emphasizing legacy over profit.

Mission

The mission of Carolus Magnus College is to expose students to cutting-edge fields in technology, healthcare, AI, and entrepreneurship, equipping them to create new knowledge and businesses that benefit humanity. Inspired by Charlemagne's legacy of education and literacy, the college strives to deliver high-quality, accessible education for underserved communities. By focusing on innovation and collaboration, the college prepares students to solve real-world problems and advance human progress. It aims to minimize the cost of education, prevent graduate debt, and offer opportunities that rival those of prestigious institutions, all while prioritizing the needs of humanity over profit or recognition.

Core Values

1. **Equity and Accessibility:** Providing education that serves underserved communities regardless of ethnicity, religion, nationality, or political beliefs.
2. **Innovation:** Focusing on creating new knowledge and technologies that benefit humanity, rather than merely repeating existing knowledge.
3. **Collaboration:** Encouraging unity across continents, fostering global efforts to address challenges such as interplanetary exploration and environmental sustainability.
4. **Integrity:** Maintaining transparency and a nonprofit mission focused on humanity over profit.
5. **Excellence:** Attracting and nurturing the best and brightest minds while promoting a commitment to academic and personal growth.
6. **Empowerment:** Helping students transcend stereotypes and societal expectations to achieve their full potential and make meaningful contributions.
7. **Sustainability:** Committing to programs that address environmental and resource conservation needs, particularly in areas like water, renewable energy, and recycling.

Program Development Timeline

1. **2025-2025:** Finalize curriculum design and secure partnerships for advanced practice training.
2. **2025-2026:** Submit institutional accreditation applications and self-study for programmatic accreditation review.
3. **2026-2027:** Achieve accreditation and enroll the first cohort of A.A.S, B.A.S. Nuclear Medicine Technology students.

Faculty Members

Charlamaine Glover	Director of Nuclear Medicine Technology
Charlamaine Glover	Interim Director of College Math
Charlamaine Glover	Interim Director of Anatomy & Physiology
Charlamaine Glover	Interim Director of English
Charlamaine Glover	Interim Director Government/Public Speaking
Charlamaine Glover	Interim Director of Physics
Charlamaine Glover	Interim Director of Chemistry

Programs/ Courses Offered

Nuclear Medicine Technologist A.A.S. 3,020 Clock Hours

Graduate will be board eligible to take the ARRT or NMTCB Nuclear Board Certification and acquire entry level Nuclear Medicine Technologist employment.

Nuclear Medicine Technologist B.A.S 1,800 Clock Hours

Graduates will gain advanced knowledge in Nuclear Medicine Technology and will be able to sit for the PET/CT Boards.

Program/ Course Costs

AAS Nuclear Medicine Technology (\$33,700 Tuition and Fees)

- **Tuition:** \$30,000.00
- **Technology Fee:** \$1,000.00
- **Clinical Coordinator Fee:** \$1,000.00
- **Graduation Fee:** \$500.00
- **Learning Management System (LMS) Fee:** \$1,200.00
- **Additional Costs:** Three pairs of scrubs (cost not included in tuition)

BAS Nuclear Medicine Technology (\$18,700 Tuition and Fees)

- **Tuition:** \$15,000
- **Technology Fee:** \$1,000.00
- **Clinical Coordinator Fee:** \$1,000.00
- **Graduation Fee:** \$500.00
- **Learning Management System (LMS) Fee:** \$1,200.00
- **Additional Costs:** Three pairs of scrubs (cost not included in tuition)

Course Descriptions and Hours for Associates of Applied Science in Nuclear Medicine Technology

Program Length: 105 Weeks – 3,020 Clock Hours

General Education Courses: Must be completed before starting Externship Courses

Degree Awarded: Associate in Applied Science Nuclear Medicine Technology

The Nuclear Medicine Technologist program is structured to equip students with the knowledge and skills necessary to earn an Associate in Applied Science Degree in Nuclear Medicine Technology and qualify for national and state certification. Through a combination of high-quality lectures and hands-on clinical externships, students gain the theoretical and practical expertise needed to enter the allied health field as entry-level Nuclear Medicine Technologists.

Graduates of this program will be trained to conduct Nuclear Medicine imaging examinations, capture anatomic, pathological, and physiological data for physician interpretation, and apply learned principles effectively within the medical imaging field. Additionally, they will develop the ability to collect, assess, and integrate patient histories and relevant clinical information to optimize diagnostic outcomes.

The program also prepares students to exercise professional judgment in performing Nuclear Medicine procedures, provide compassionate patient care, and communicate effectively with both patients and healthcare teams. Furthermore, graduates will demonstrate ethical and professional conduct within clinical settings.

Upon completing the Nuclear Medicine Technologist Program at Carolus Magnus College, graduates will be qualified for employment in various settings, including hospitals, medical clinics, imaging centers, physician offices, and mobile Nuclear Medicine services. Career opportunities also include working as freelance or traveling Nuclear Medicine Technologists, 3D imaging technologists, applications specialists, or professionals in the medical imaging manufacturing industry.

Requirements for Graduate to Practice

1. Academic Coursework Completion

- ✓ Successfully complete all required courses in the A.A.S. **Nuclear Medicine Technology (NMT)** curriculum with a minimum grade of **B or higher** in each course.
- ✓ Maintain a **cumulative GPA of 3.0 or higher**, or as specified by program requirements.

Core courses may include:

- Anatomy and Physiology
 - Nuclear Medicine Technology Physics
 - Radiopharmacy and Pharmacology
 - Instrumentation and Quality Control
 - Radiation Safety and Protection
 - Imaging Procedures
 - Patient Care and Medical Ethics
 - Clinical Nuclear Medicine Case Studies
-

2. Credit Hour Requirements

- ✓ Earn the **total required credit hours** (typically **63 credit hours**), including both general education and **NMT-specific coursework**.
-

3. Externship/Clinical Training

- ✓ Complete a **minimum of 1,200 clinical hours**, or as required by accrediting and certifying bodies.
- ✓ Clinical training should include:
 - Patient preparation and education
 - Imaging procedures (e.g., **SPECT, PET, CT**)
 - Radiopharmaceutical preparation and administration
 - Instrumentation quality assurance
 - Radiation safety practices
 - ✓ Clinical performance is **evaluated by preceptors or clinical instructors**.

4. Competency Assessment

✓ Demonstrate competency in all **clinical skills and procedures** as outlined by the **American Registry of Radiologic Technologists (ARRT-N)** or the **Nuclear Medicine Technology Certification Board (NMTCB)**.

5. Capstone or Comprehensive Exam

✓ Pass a **final comprehensive exam** or **capstone project** demonstrating competency of program material.

6. Professional Readiness

✓ Fulfill **professional readiness** requirements, including:

- Creating a **professional resume**
 - Participating in **mock interviews** or **career readiness workshops**
 - ✓ Obtain **Basic Life Support (BLS)** or **Cardiopulmonary Resuscitation (CPR)** certification.
-

7. Compliance with Attendance and Conduct Policies

✓ Adhere to the **program's attendance, professionalism, and ethical conduct** standards throughout the duration of the program.

8. Graduation Application

✓ Submit a **formal application for graduation** by the deadline specified by the institution.

9. Board Exam Preparation & Certification

- ✓ Complete any **required preparatory coursework or workshops** for the **ARRT(N) Certification Exam** or the **NMTCB Exam**.
- ✓ Graduates must pass one of these exams to become **certified Nuclear Medicine Technologists** and qualify for state licensure where applicable.

Carolus Magnus Externship/Internship

The **Nuclear Medicine Technology** externship/internship program at **Carolus Magnus College** will take place in an **acute care setting (hospital)**. Students will perform 960 clock hours of hands-on training experience with **real-world clinical exposure**. The clinical rotations will help them develop essential skills in **patient preparation, imaging procedures, radiopharmaceutical handling, and advanced diagnostic techniques** under the supervision of experienced professionals.

Associates of Applied Science in Nuclear Medicine Technology

General Education Courses

These foundational courses prepare students for the core nuclear medicine curriculum by building essential skills in communication, science, and math.

1. English Composition (ENGCOMP 100)

- **Description:** Develops written communication skills through essays, research projects, and technical writing tailored to healthcare applications.
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

2. **Public Speaking (PUBSPK 101)**
 - **Description:** Focuses on effective verbal communication, presentation skills, and audience engagement. Tailored to healthcare professionals.
 - **Lecture Hours:** 45
 - **Lab Hours:** 45
 - **Total Clock Hours:** 90
 - **Duration:** 2 weeks
 3. **Basic College Math (COLMATH 102)**
 - **Description:** Introduces algebraic concepts and quantitative reasoning, emphasizing applications in healthcare and nuclear medicine.
 - **Lecture Hours:** 45
 - **Lab Hours:** 45
 - **Total Clock Hours:** 90
 - **Duration:** 2 weeks
 4. **Principles of Physics (PHYSICS 107)**
 - **Description:** Covers fundamental physics concepts with an emphasis on applications in medical imaging and nuclear medicine technology.
 - **Lecture Hours:** 45
 - **Lab Hours:** 45
 - **Total Clock Hours:** 90
 - **Duration:** 2 weeks
 5. **Foundations of Chemistry (CHEM 108)**
 - **Description:** Explores chemical principles essential for understanding radiopharmaceuticals and their interactions in the human body.
 - **Lecture Hours:** 45
 - **Lab Hours:** 45
 - **Total Clock Hours:** 90
 - **Duration:** 2 weeks
-

Introductory Courses

1. **Medical Terminology (MEDTERM 100)**
 - **Description:** Provides a foundation in medical language, focusing on terms commonly used in nuclear medicine.
 - **Lecture Hours:** 40
 - **Total Clock Hours:** 40
 - **Duration:** 2 weeks
2. **Anatomy and Physiology (A&P 100)**

- **Description:** Comprehensive coverage of human anatomy and physiology, emphasizing systems relevant to nuclear medicine imaging.
 - **Lecture Hours:** 120
 - **Total Clock Hours:** 120
 - **Duration:** 6 weeks
-

Core Courses

1. **Ethics & Medical Law/Patient Care (NM 100)**
 - **Description:** Explores ethical issues, medical law, and best practices in patient care in nuclear medicine.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
2. **Fundamentals of Nuclear Medicine: SPECT, CT, and PET Governing Bodies (NM 101)**
 - **Description:** Introduces nuclear medicine principles, imaging modalities, and regulatory standards.
 - **Lecture Hours:** 240
 - **Practicum Hours:** 60
 - **Total Clock Hours:** 300
 - **Duration:** 12 weeks
3. **Radiation Protection and Biology (NM 200)**
 - **Description:** Covers radiation safety principles, biological effects, and protective measures for healthcare providers.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
4. **Nuclear Medicine Instrumentation, Laboratory, and Equipment (NM 300)**
 - **Description:** Detailed study of nuclear medicine equipment, laboratory practices, and troubleshooting techniques.
 - **Lecture Hours:** 120
 - **Practicum Hours:** 30
 - **Total Clock Hours:** 150
 - **Duration:** 6 weeks
5. **Quality Control (NM 400)**

- **Description:** Explores quality assurance processes in imaging and radiopharmaceutical applications.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
6. **Radiopharmacy (NM 500)**
- **Description:** Covers radiopharmaceutical preparation, quality control, and clinical applications.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
7. **Radiation Physics and Dosimetry (NM 510)**
- **Description:** Advanced topics in radiation physics, dosimetry, and dose calculations.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
8. **Nuclear Medicine Mathematics (NM 520)**
- **Description:** Explores mathematical concepts and applications in nuclear medicine calculations.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
9. **Pharmacology, Drug Administration, and Venipuncture (NM 530)**
- **Description:** Detailed coverage of pharmacological principles, drug administration techniques, and venipuncture procedures.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
10. **Nuclear Medicine Procedures (NM 600)**
- **Description:** Comprehensive coverage of imaging protocols and patient preparation techniques.
 - **Lecture Hours:** 120
 - **Practicum Hours:** 30
 - **Total Clock Hours:** 150

- **Duration:** 6 weeks
- 11. Didactic Nuclear Medicine (NM 610)**
 - **Description:** In-depth coursework emphasizing theoretical concepts and imaging techniques in nuclear medicine.
 - **Lecture Hours:** 120
 - **Practicum Hours:** 30
 - **Total Clock Hours:** 150
 - **Duration:** 6 weeks
- 12. Nuclear Medicine Class Review Board and Mock Exam (NM 620)**
 - **Description:** Prepares students for board exams through intensive reviews and mock assessments.
 - **Lecture Hours:** 80
 - **Practicum Hours:** 20
 - **Total Clock Hours:** 100
 - **Duration:** 4 weeks
- 13. Clinical Practice I (NM 700)**
 - **Description:** Supervised clinical practice to build proficiency in real-world nuclear medicine procedures.
 - **Total Hours:** 480
 - **Duration:** 12 weeks
- 14. Clinical Practice II (NM 710)**
 - **Description:** Advanced clinical training in nuclear medicine with emphasis on independent practice.
 - **Total Hours:** 480
 - **Duration:** 12 weeks

Course Descriptions and Hours for Bachelor of Applied Science Nuclear Medicine Technology Program

Bachelor of Applied Science in Nuclear Medicine Technology (B.A.S NMT)
Carolus Magnus College

Program Length: 78 Weeks – 1,800 Clock Hours – 60 Semester Credit Hours

General Education Courses: Must be completed before starting Externship Courses

Degree Awarded: Bachelor's in applied science Nuclear Medicine Technology

The **Bachelor of Applied Science (BAS) in Nuclear Medicine Technology** is designed for graduates holding an **Associate of Applied Science (AAS) in Nuclear Medicine Technology** who seek to advance their education, expand their clinical expertise, and enhance career opportunities. This program builds upon foundational knowledge, incorporating advanced coursework in **Positron Emission Tomography (PET)/Computed Tomography (CT)**, professional development, and leadership within the field of medical imaging.

Through a combination of **advanced didactic instruction and clinical externships**, students will refine their skills in nuclear imaging procedures, radiopharmaceutical applications, and patient care, preparing them for higher-level roles in the allied health sector. The curriculum emphasizes **critical thinking, clinical decision-making, and technological proficiency**, ensuring graduates are equipped to meet the evolving demands of the industry.

Program Highlights:

- **Advanced PET/CT Didactic Coursework:** In-depth training in PET/CT imaging, including radiopharmaceuticals, image acquisition, fusion imaging techniques, and clinical applications in oncology, cardiology, and neurology.
- **Professional and Ethical Development:** Emphasis on effective communication, leadership skills, and ethical standards within clinical and research settings.
- **Patient-Centered Care:** Integration of best practices in patient assessment, safety, and compassionate care to optimize diagnostic outcomes.
- **Expanding Career Pathways:** Training for leadership roles, including positions as **3D imaging specialists, applications specialists, PACS administrators, and educators** in nuclear medicine.
- **Flexible Learning:** A blend of online coursework and clinical externships allows students to balance education with professional responsibilities

Requirements for Graduate to Practice

1. Academic Coursework Completion

- ✓ Successfully complete all required courses in the **Nuclear Medicine Technology (NMT)** curriculum with a minimum grade of **B or higher** in each course.
- ✓ Maintain a **cumulative GPA of 3.0 or higher**, or as specified by program requirements.

Core courses may include:

- Anatomy and Physiology
- Nuclear Medicine Technology Physics
- Radiopharmacy and Pharmacology
- Instrumentation and Quality Control

- Radiation Safety and Protection
 - Imaging Procedures
 - Patient Care and Medical Ethics
 - Clinical Nuclear Medicine Case Studies
-

2. Credit Hour Requirements

✓ Earn the **total required credit hours** (typically **60 credit hours**), including both general education and **NMT-specific coursework**.

3. Externship/Clinical Training

- Not Required if certified by the ARRT (Nuclear) or NMTCB
-

4. Competency Assessment

✓ Demonstrate competency in all **clinical skills and procedures** as outlined by the **American Registry of Radiologic Technologists (ARRT-N)** or the **Nuclear Medicine Technology Certification Board (NMTCB)**.

5. Capstone or Comprehensive Exam

✓ Pass a **final comprehensive exam** or **capstone project**.

6. Professional Readiness

✓ Fulfill **professional readiness** requirements, including:

- Creating a **professional resume**
 - Participating in **mock interviews** or **career readiness workshops**
 - ✓ Obtain **Basic Life Support (BLS)** or **Cardiopulmonary Resuscitation (CPR)** certification.
-

7. Compliance with Attendance and Conduct Policies

✓ Adhere to the **program's attendance, professionalism, and ethical conduct** standards throughout the duration of the program.

8. Graduation Application

✓ Submit a **formal application for graduation** by the deadline specified by the institution.

9. Board Exam Preparation & Certification

✓ Complete any **required preparatory coursework or workshops** for the **ARRT(N) Certification Exam** or the **NMTCB Exam**.

✓ Graduates must pass one of these exams to become **certified Nuclear Medicine Technologists** and qualify for state licensure where applicable.

Arizona State Requirements for Nuclear Medicine Technologists

In Arizona, individuals seeking to practice as a **Nuclear Medicine Technologist** must obtain certification from the **Arizona Department of Health Services (ADHS)**. The requirements include:

1. Age Requirement

- Applicants must be at least 18 years old.

2. Educational and Certification Criteria

Applicants must fulfill one of the following:

- **National Certification:** Hold current certification from either the **American Registry of Radiologic Technologists (ARRT)** or the **Nuclear Medicine Technology Certification Board (NMTCB)**.
- **Educational Program and Examination:** Complete an **ADHS-approved** educational program in radiation technology and achieve a passing score on an **ADHS-approved** examination.

3. Application Process

To obtain certification, applicants must submit a completed application to ADHS, including:

- Personal and educational information.
 - Proof of national certification or completion of an approved educational program and examination.
 - Payment of the applicable fee.
4. **Scope of Practice**
- Certified Nuclear Medicine Technologists are authorized to use radiopharmaceutical agents on humans for diagnostic or therapeutic purposes.
 - They must adhere to the standards specified in the **American Society of Radiologic Technologists Nuclear Medicine Practice Standards**.
5. **Continuing Education Requirements**
- To renew certification, technologists must complete **24 hours of continuing education every two years**.

For additional details and application forms, refer to the **Arizona Department of Health Services Bureau of Radiation Control**.

Core Curriculum Courses

These courses provide foundational and advanced knowledge applicable across healthcare and imaging disciplines.

General Education Courses

1. *ENG301: Advanced English Composition*

- **Description:** Develops advanced written communication skills through essays, research projects, and technical writing tailored to healthcare applications.
- **Textbook:** *The Elements of Style* by William Strunk Jr. and E.B. White
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

2. *MATH302: Advanced Algebra and Statistics*

- **Description:** Covers algebraic concepts and statistical methods essential for healthcare professionals, including probability, data analysis, and inferential statistics.
- **Textbook:** *Elementary Statistics: Picturing the World* by Ron Larson and Betsy Farber
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

3. *PSY305: Psychology for Healthcare Professionals*

- **Description:** Explores psychological principles relevant to patient care, including behavior, cognition, and mental health considerations in healthcare.
- **Textbook:** *Psychology and Health Care* by Michael Feuerstein
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

4. *SOC310: Cultural Competency in Healthcare*

- **Description:** Examines cultural diversity and its impact on patient care, communication, and healthcare delivery.
- **Textbook:** *Cultural Competence in Health Care: A Guide for Professionals* by Patti R. Rose
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

5. *PHIL350: Healthcare Ethics and Professionalism*

- **Description:** Covers ethical theories, professional conduct, and moral dilemmas in healthcare, emphasizing ethical decision-making.
- **Textbook:** *Principles of Biomedical Ethics* by Tom L. Beauchamp and James F. Childress
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

Nuclear Medicine Core Courses

6. *NMT401: Advanced Nuclear Medicine Techniques*

- **Description:** Covers cutting-edge imaging techniques and their applications in nuclear medicine.
- **Textbook:** *Nuclear Medicine and PET/CT: Technology and Techniques* by Paul E. Christian and Kristen M. Waterstram-Rich
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

7. *NMT402: Radiopharmaceutical Science*

- **Description:** Explores the preparation, properties, and clinical applications of radiopharmaceuticals.
- **Textbook:** *Radiopharmaceuticals in Nuclear Pharmacy and Nuclear Medicine* by Richard J. Kowalsky and Steven W. Falen
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

8. *NMT403: Nuclear Medicine Physics II*

- **Description:** Advanced concepts in nuclear physics with an emphasis on nuclear medicine applications.
- **Textbook:** *Physics in Nuclear Medicine* by Simon R. Cherry, James A. Sorenson, and Michael E. Phelps
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

9. *NMT404: Quality Assurance and Radiation Safety*

- **Description:** Focuses on radiation safety protocols, quality assurance, and regulatory compliance in nuclear medicine.
- **Textbook:** *Radiation Protection in Medical Radiography* by Mary Alice Statkiewicz Sherer, Paula J. Visconti, and E. Russell Ritenour
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

10. *NMT405: Molecular Imaging and Theranostics*

- **Description:** Covers principles and clinical applications of molecular imaging and theranostics in nuclear medicine.
- **Textbook:** *Molecular Imaging: Principles and Practice* by Michael J. Welch and William C. Eckelman
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

11. NMT406: *Cross-Sectional Anatomy*

- **Description:** Introduces anatomical structures as visualized in various imaging modalities.
- **Textbook:** *Sectional Anatomy for Imaging Professionals* by Lorrie L. Kelley and Connie Petersen
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

12. NMT407: *Leadership and Management in Nuclear Medicine*

- **Description:** Examines leadership principles, management strategies, and operational aspects of nuclear medicine departments.
- **Textbook:** *Leadership for Health Professionals: Theory, Skills, and Applications* by Gerald R. Ledlow and Nicholas M. Coppola
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

13. NMT408: *PACS and Informatics in Radiology*

- **Description:** Discusses Picture Archiving and Communication Systems (PACS) and informatics applications in radiology.
- **Textbook:** *PACS: A Guide to the Digital Revolution* by Keith J. Dreyer, Amit Mehta, and David Hirschorn
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

14. NMT409: *Advanced Clinical Practice*

- **Description:** Provides case-based learning and real-world applications in nuclear medicine.
- **Textbook:** *Case-Based Nuclear Medicine* by Kevin J. Donohoe, Annick D. Van den Abbeele, and Orhan H. Suleiman
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

15. NMT410: *Capstone Project in Nuclear Medicine*

- **Description:** Culminating project requiring students to apply nuclear medicine knowledge to a research or clinical project.
- **Textbook:** No specific textbook; recommended readings depend on the chosen project focus.
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

16. NMT411: *Emerging Trends in Imaging Technology*

- **Description:** Explores recent advancements and innovations in medical imaging technology.
- **Textbook:** *Advances in Medical Imaging: Concepts and Applications* by Paul Suetens
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

17. NMT412: *Certification Exam Preparation*

- **Description:** Prepares students for nuclear medicine certification exams through practice tests and review sessions.
- **Textbook:** *Nuclear Medicine Board Review: Questions and Answers for Self-Assessment* by C. Richard Goldfarb
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

18. NMT413: *Healthcare Systems and Policy*

- **Description:** Examines healthcare systems, policies, and regulations that impact nuclear medicine practice.
- **Textbook:** *Health Policy Analysis: An Interdisciplinary Approach* by Curtis P. McLaughlin and Craig D. McLaughlin
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

19. *NMT414: Advanced Research and Evidence-Based Practice*

- **Description:** Focuses on research methodologies, critical analysis of scientific literature, and evidence-based practice in nuclear medicine.
- **Textbook:** *Evidence-Based Practice in Nursing and Healthcare: A Guide to Best Practice* by Bernadette Mazurek Melnyk and Ellen Fineout-Overholt
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

20. *NMT415: Professional Development in Nuclear Medicine*

- **Description:** Prepares students for professional growth, career planning, networking, and leadership roles in nuclear medicine.
- **Textbook:** *Professionalism in Healthcare: A Primer for Career Success* by Sherry Makely
- **Lecture Hours:** 45
- **Lab Hours:** 45
- **Total Clock Hours:** 90
- **Duration:** 2 weeks

Entrance Requirements

Admission and Completion Requirements for A.A.S. Nuclear Medicine Technology Program

Admission Requirements

1. Application Form

- Submit a completed application form available on the Carolus Magnus College website.

2. Educational Background

- Possess a high school diploma or equivalent (GED).

- Submit official transcripts from high school and any postsecondary institutions attended.

3. GPA Requirement

- Minimum cumulative GPA of 2.5 on a 4.0 scale for previous coursework. Students with lower GPAs may be considered on a case-by-case basis.

4. Placement Assessment (If Applicable)

- Complete placement assessments in math, English, or science for the A.A.S. Nuclear Medicine Technology Program.

5. Personal Statement

- Provide a 500-word statement outlining career goals, reasons for pursuing the A.A.S. degree, and how the program aligns with professional aspirations.

6. Letters of Recommendation (Optional)

- One to two letters from current or previous teachers, employers, or mentors.

7. Technology Requirements

- Reliable computer with Windows 10 or macOS 10.14 or higher, webcam, microphone, and high-speed internet connection.

8. Application Fee

- Application fee of \$50.

9. English Language Proficiency (For International Students)

- Submit TOEFL or IELTS scores for non-native English speakers. Minimum required scores:

- TOEFL iBT: 80

- IELTS: 6.5

10. Background Check, Fingerprint Clearance & Immunization

-Background Check & Fingerprint Clearance:

- All students must **pass a criminal background check** before acceptance into the program.
- A **Level I Fingerprint Clearance Card** issued by the **Arizona Department of Public Safety** (or an equivalent clearance from another state) is required prior to clinical placement.

-Health & Immunization Requirements:

- Students must provide proof of the following immunizations and health screenings before beginning clinical rotations:
 - **Hepatitis B** vaccination series or titer showing immunity.
 - **MMR (Measles, Mumps, and Rubella)** vaccination or titer showing immunity.
 - **Varicella (Chickenpox)** vaccination or titer showing immunity.
 - **Tetanus, Diphtheria, and Pertussis (Tdap)** vaccination within the last 10 years.
 - **Influenza (Flu) Vaccine** (updated annually).
 - **COVID-19 Vaccination** (if required by clinical sites).

- **Tuberculosis (TB) Test** (PPD skin test or blood test within the last year).

-Drug Screening Requirement:

- Students must **pass a drug screening test** before participating in clinical externships.

-Technical Standards:

- Applicants must demonstrate the ability to meet the **physical, mental, and emotional** demands of the profession.

Arizona State Requirements for Clinical Training and Certification

To comply with **Arizona State** and **clinical site requirements**, students in the **AAS in Nuclear Medicine Technology** program must:

- **Pass a Criminal Background Check** before clinical placement.
- **Obtain and maintain a Level I Fingerprint Clearance Card** for patient safety and regulatory compliance.
- **Provide proof of required immunizations** prior to clinical training.
- **Complete a drug screening** as required by clinical affiliates.
- **Adhere to all health and safety requirements** mandated by the Arizona Department of Health Services (ADHS) and the **Nuclear Regulatory Commission (NRC)**.

Failure to meet these requirements will result in ineligibility to participate in clinical training, which is mandatory for program completion and certification eligibility.

Completion Requirements

1. Academic Performance

- Successfully complete all required coursework with a minimum grade of **C or higher** in each course.
- Maintain a **cumulative GPA of 3.0 or higher** throughout the program.

2. Clock Hours and Credit Hours

- Complete a total of **2,585 clock hours** as outlined in the program curriculum.

3. Clinical Requirements

- Fulfill **960 hours of clinical practice**, including patient preparation, imaging procedures, and radiopharmaceutical handling.

4. Competency Assessment

- Demonstrate competency in all clinical skills and procedures required for Nuclear Medicine Technologists, as outlined by the **ARRT(N) or NMTCB**.

5. Certification Exam Preparation

- Participate in **review sessions and mock exams** to prepare for **ARRT(N) or NMTCB** certification exams.

6. Professional Development

- Complete workshops or modules on **professional readiness, resume building, and interview skills**.

7. Attendance and Conduct

- Adhere to **attendance, ethical, and professional conduct policies** as outlined in the program handbook.

8. Graduation Application

- Submit a **formal application for graduation** no later than the specified deadline.

9. Certification Maintenance

- Ensure current certification in **Basic Life Support (BLS) or Cardiopulmonary Resuscitation (CPR)**.

10. Financial Obligations

- **Satisfy all financial obligations to the institution**, including tuition, fees, and any outstanding balances, prior to graduation.

11. Approval by Faculty

- Receive **faculty approval for program completion** based on academic, clinical, and professional performance.

Admission and Completion Requirements for BAS Nuclear Medicine Technology Program

- **Admission Requirements**
- 1. Application Form
 - Submit a completed application form available on the Carolus Magnus College website.
- 2. Educational Background
 - Possess an Associate of Applied Science (A.A.S.) in Nuclear Medicine Technology or an equivalent degree.
 - Submit official transcripts from all prior institutions attended.
- 3. GPA Requirement
 - Minimum cumulative GPA of 2.5 on a 4.0 scale for previous coursework. Students with lower GPAs may be considered on a case-by-case basis.
- 4. Certification Requirements
 - Current certification as a Nuclear Medicine Technologist (ARRT(N) or NMTCB certification) or eligibility to sit for certification.
- 5. Personal Statement
 - Provide a 500-word statement outlining career goals, reasons for pursuing the BAS degree, and how the program aligns with professional aspirations.
- 6. Letters of Recommendation (Optional)
 - One to two letters from current or previous employers, academic mentors, or professional colleagues.
- 7. Technology Requirements
 - Reliable computer with Windows 10 or macOS 10.14 or higher, webcam, microphone, and high-speed internet connection.
- 8. Interview (Optional)
 - An interview with program faculty may be required for select applicants.
- 9. Application Fee
 - A non-refundable application fee of \$50.
- 10. English Language Proficiency (For International Students)
 - Submit TOEFL or IELTS scores for non-native English speakers. Minimum required scores:

- TOEFL iBT: 80
- IELTS: 6.5

Educational Services

Student Services Provided by the Institution

1. Academic Support Services

1.1 Tutoring Services:

- Online and in-person tutoring for core subjects such as Anatomy, Physiology, Mathematics, and Nuclear Medicine Technology.
- Peer and professional tutoring options available.

1.2 Academic Advising:

- Individualized advising for course selection, academic progress, and degree completion planning.
- Assistance with transfer credits and meeting graduation requirements.

1.3 Study Resources:

- Access to an online learning management system (e.g., Google Classroom) with lecture materials, assignments, and practice exams.
- Digital library access for research articles, e-books, and academic journals.

2. Career Development Services

2.1 Career Counseling:

- Guidance on career pathways in Nuclear Medicine Technology and allied health fields.
- Help with job searching, networking, and market trends.

2.2 Resume and Cover Letter Assistance:

- Workshops and one-on-one sessions to craft professional resumes and cover letters tailored to the healthcare industry.

2.3 Interview Preparation:

- Mock interview sessions and coaching for professional interviews.

2.4 Job Placement Assistance:

- Connections with local healthcare facilities, imaging centers, and diagnostic labs for job openings.
- Support for externship-to-hire transitions.

3. Clinical Practice Support

3.1 Placement Coordination:

- Arranging clinical rotations with partner hospitals and imaging facilities.
- Ensuring compliance with clinical site requirements (background checks, immunizations, etc.).

3.2 Clinical Skills Workshops:

- Hands-on practice sessions and virtual simulations for skill development.

4. Technology and IT Support

4.1 Technical Assistance:

- IT support for accessing online courses, troubleshooting LMS issues, and software installations.

4.2 Equipment Guidance:

- Assistance with setting up and maintaining required hardware, including Google Glass and PACS-compatible devices.

4.3 Software Training:

- Tutorials for using virtual lab tools, augmented reality simulations, and collaborative platforms like Google Workspace.

5. Student Engagement and Community Building

5.1 Student Organizations:

- Opportunities to join or establish student-led clubs related to healthcare and technology.

5.2 Networking Events:

- Online and in-person events to connect with alumni, industry leaders, and peers.

5.3 Cultural and Social Events:

- Activities to foster community and inclusivity within the student body.

6. Accessibility Services

6.1 Accommodations for Students with Disabilities:

- Support for academic and clinical accommodations, such as extended testing times and adaptive technologies.

6.2 Accessibility Resources:

- Ensuring course materials and platforms comply with ADA standards.

7. Alumni Services

7.1 Alumni Network:

- Access to a growing network of graduates for mentorship and career opportunities.

7.2 Continuing Education Opportunities:

- Webinars, certifications, and advanced degree pathways.

8.Placement Assistance

Carolus Magnus College is committed to equipping students with the knowledge, skills, and resources necessary to succeed in their chosen fields. While we offer **career development support**, including **job lead referrals and job skills training**, we do not guarantee employment upon graduation.

In compliance with current regulations, **Carolus Magnus College makes no expressed or implied guarantees of job placement**. While we strive to assist students in their job search efforts, securing employment ultimately depends on the student's qualifications, industry demand, and external hiring practices.

By enrolling in our programs, students acknowledge that career services are provided as a **resource** and not as a **promise of employment**. Our goal is to **support and guide graduates** in developing professional skills that enhance their career prospects.

Completion Requirements

1. Academic Performance

- Successfully complete all required coursework with a minimum grade of C or higher in each

course.

- Maintain a cumulative GPA of 3.0 or higher throughout the program.

2. Clock Hours and Credit Hours

- Complete a total of 1,800 clock hours and 60 credit hours as outlined in the program curriculum.

3. Clinical Requirements

- Fulfill 960 hours of advanced clinical practice, including rotations in hybrid imaging modalities such as PET/CT and SPECT/CT.

4. Capstone Project

- Submit and present a leadership-focused capstone project addressing a relevant issue in nuclear medicine or healthcare.

5. Certification Exam Preparation

- Participate in comprehensive review sessions and mock exams to prepare for advanced certification exams.

6. Professional Development

- Demonstrate professional readiness through the completion of workshops or modules on leadership, ethics, and advanced communication skills.

7. Attendance and Conduct

- Adhere to attendance, ethical, and professional conduct policies as outlined in the program handbook.

8. Graduation Application

- Submit a formal application for graduation no later than the specified deadline.

9. Certification Maintenance

- Ensure current certification in Basic Life Support (BLS) or Cardiopulmonary Resuscitation (CPR).

10. Approval by Faculty

- Receive faculty approval for program completion based on academic, clinical, and professional performance.

Enrollment

Students at **Carolus Magnus College** have the opportunity to enroll in courses **three times per year**, with new cohorts starting in **September, January, and May**. To ensure both flexibility and academic integrity:

- **Late Enrollment:** Students may enroll **only within the first week of a course**, depending on the course's length.
- **Cancellation Policy:** Students may cancel their enrollment **within seven (7) days of the course start date** for a full refund. After this period, standard withdrawal and refund policies apply.

Payment Schedule

1. Payment Plan Options:

General Terms:

1. Interest Rate: No interest if payments are made on time.
2. Late Payment Penalty: \$25 for each missed or late payment.
3. Payment Methods: Online payments, direct debit, credit card, or checks.
4. Full Payment Discount: Students who pay the tuition and fees in full before the start date receive a 5% discount.

A.A.S. Nuclear Medicine Technology (\$33,700 Total Cost)

- **Tuition:** \$30,000.00
- **Technology Fee:** \$1,000.00
- **Clinical Coordinator Fee:** \$1,000.00
- **Graduation Fee:** \$500.00
- **Learning Management System (LMS) Fee:** \$1,200.00
- **Total Tuition & Fees:** **\$33,700.00**
- **Additional Costs:** Three pairs of scrubs (cost not included in tuition)

Full Payment – \$32,015 (after 5% discount)

12-Month Plan – Initial: \$3,000, Monthly: \$2,558.33

- 24-Month Plan** – Initial: **\$3,000**, Monthly: **\$1,270.83**
 - 60-Month Plan** – Initial: **\$3,000**, Monthly: **\$513.33**
-

B.A.S. Nuclear Medicine Technology (\$18,700 Total Cost)

- **Tuition:** \$15,000.00
- **Technology Fee:** \$1,000.00
- **Clinical Coordinator Fee:** \$1,000.00
- **Graduation Fee:** \$500.00
- **Learning Management System (LMS) Fee:** \$1,200.00
- **Additional Costs:** Three pairs of scrubs (cost not included in tuition)
- **Total Tuition & Fees:** **\$18,700.00**

Payment Plan Options

- Full Payment** – **\$17,765** (after a **5% discount**, which is \$935 off)
- 12-Month Plan** – Initial: \$2,000, Monthly: **\$1,391.67**
- 24-Month Plan** – Initial: \$2,000, Monthly: **\$695.83**
- 36-Month Plan** – Initial: \$2,000, Monthly: **\$463.89**
- 60-Month Plan** – Initial: \$2,000, Monthly: **\$278.33**

Additional Notes:

1. Flexibility: Students facing financial difficulties can consult with the college's finance department for customized plans.
2. Penalties: Consistent late payments may result in withholding of transcripts or suspension from courses.
3. Scholarships and Grants: Students are encouraged to explore available financial assistance options to reduce tuition costs.

Carolus Magnus College offers flexible payment schedules to accommodate the diverse financial needs of our students. Payment plans will be determined in accordance with **R4-39-405**, if applicable, ensuring compliance with educational financial regulations.

Additionally, **Carolus Magnus College is proud to offer merit-based scholarships** to recognize and reward academic excellence, leadership, and innovation. These scholarships are designed to support outstanding students who demonstrate exceptional potential in their chosen

fields of study. Scholarship opportunities will be made available to eligible students based on academic achievements and other qualifying criteria.

For more information on tuition payment options and scholarship eligibility, please contact our admissions office.

Student Eligibility Requirements for Tuition Reductions, Discounts, Scholarships, and Financing Options

1. Tuition Reductions

Eligibility:

- ✓ Students with a **cumulative GPA of 3.5 or higher** from previous academic coursework.
- ✓ **Military veterans or active-duty service members** with valid documentation.
- ✓ Students from **households with an annual income below the federal poverty guidelines**, verified through tax records.

Reduction Amount:

- ✓ **5% to 20%** of total tuition costs (based on funding availability).

Application Process:

- ✓ Submit a **formal application** with supporting documentation (e.g., transcripts, proof of military service, or income verification).
-

2. Tuition Discounts

- ✓ **Early Enrollment Discount:** Students enrolling **90 days before** the program start date receive a **5% tuition discount**.
- ✓ **Full Payment Discount:** Students who **pay tuition in full upfront** receive a **5% discount** on total tuition costs.
- ✓ **Alumni Referral Discount:** Students referred by **Carolus Magnus College alumni** receive a **one-time \$500 tuition discount**.
- ✓ **Corporate or Partner Discount:** Employees of **partner organizations** (e.g., hospitals, diagnostic centers) are eligible for a **10% tuition discount**.

3. Educational Loans

Eligibility:

- Students must be enrolled in a minimum of six credit hours per semester to may qualify for personal educational loans.
- Credit check and co-signer requirements depend on the lender.

Loan Options:

- Private student loans through accredited lenders partnered with the college.
- Institutional loans offered by the college for qualifying students.

4. Tuition Scholarships

Merit-Based Scholarships:

- Eligibility: Students with a GPA of 3.7 or higher and strong letters of recommendation.
- Amount: Up to \$5,000 annually.

Need-Based Scholarships:

- Eligibility: Students demonstrating financial need as verified by FAFSA or equivalent documentation.
- Amount: Up to \$3,000 annually.

Diversity Scholarships:

- Eligibility: Students from underrepresented or underserved communities in healthcare and technology.
- Amount: Up to \$2,500 annually.

Community Service Scholarships:

- Eligibility: Students with documented community service of at least 50 hours in the past year.
- Amount: Up to \$1,000 annually.

Application Process:

- Submit a completed scholarship application, essay (500 words), and recommendation letters.

5. Financing Options

Interest-Free Payment Plans:

- Eligibility: Available to all students in good financial standing.
- Terms: Payment plans range from 12 to 60 months, depending on the tuition balance.
- Initial Payment: A minimum of 5% of the total tuition cost is required upfront.

Employer Reimbursement Programs:

- Eligibility: Students must submit employer documentation confirming tuition reimbursement benefits.
- Terms: Tuition reimbursement is processed upon receiving payments from the employer.

Deferred Payment Plans:

- Eligibility: Students with verified financial hardships or pending employer reimbursements.
- Terms: Payments deferred until after graduation, with nominal interest rates (if applicable).

Third-Party Sponsorships:

- Eligibility: Sponsored by an employer, nonprofit, or government agency.
- Documentation: Submit sponsorship letters confirming financial commitment.

6. Compliance with R4-39-308 & R4-39-405

1. Transparency:

- All tuition reductions, discounts, and financial aid options are clearly stated in the college catalog and enrollment agreements.
- Loan terms and repayment obligations are disclosed during financial counseling.

2. Fairness:

- Discounts and scholarships are awarded based on objective criteria, ensuring equal opportunities for all applicants.
- Financial aid is allocated without discrimination based on race, gender, religion, or nationality.

3. Verification and Record-Keeping:

- All applications for financial aid, scholarships, and discounts are verified, with records maintained for at least five years.

4. Student Communication:

- Students are informed of available financial aid options during enrollment and receive ongoing support from the financial aid office.

Equipment/Technology Requirements

Equipment & Technology Requirements & Policies

Carolus Magnus College is committed to ensuring that all students have access to the necessary technology to succeed in their academic programs.

1. Required Equipment & Software

A. Device Requirement

- **Google Chromebook** (Only Chromebook devices are supported for coursework, exams, and online learning).
- Students must ensure their device is functioning properly and kept up to date.

B. Learning Management System (LMS)

- **Moodle /Google Classroom for Education** is the official LMS provided by Carolus Magnus College.
- Students will use **Moodle/Google Classroom** for coursework, assignments, and exams.

C. Internet Access

- A **stable, high-speed internet connection** is required for accessing coursework, attending virtual classes, and submitting assignments.
- Students are responsible for securing reliable internet access to participate in online learning.

D. Google Suite Access

- All students must use **Google Suite** (Gmail, Google Docs, Google Drive, Google Meet, and Google Classroom) for communication, document creation, and file storage.
- Google accounts will be provided by Carolus Magnus College upon enrollment.

2. Technology Assistance for Students in Need

Carolus Magnus College is dedicated to educational equity.

- **For students who cannot afford a Google Chromebook, Carolus Magnus College will provide a Chromebook** at no cost to ensure equal access to education.
- Loaned Chromebooks are the property of the college and must be returned upon completion or withdrawal from the program.

A. Chromebook Loan Agreement

Students receiving a Chromebook from Carolus Magnus College must:

- Sign a **Technology Loan Agreement** acknowledging responsibility for the device.
- Return the Chromebook in **good working condition** upon graduation or program withdrawal.
- Report any damage or technical issues immediately to the IT support team.

3. Technical Support Services

Carolus Magnus College offers **24/7 technical support** to assist students with hardware, software, and internet-related issues.

A. Available Technical Support Services

- **Google Classroom & Google for Education Assistance** (account setup, login issues, course access).
- **Chromebook Troubleshooting** (device setup, connectivity issues, software updates).
- **Internet Connectivity Guidance** (help with optimizing home Wi-Fi settings).
- **Email & Communication Support** (assistance with Google accounts and college-related emails).

B. How to Contact Technical Support

Students can access technical support through:

- **Email:** drglover@carolusmagnus.college
 - **Live Chat:** Available on the college website
 - **Phone Support:** 1-877-469-1404
 - **Help Desk Ticket System:** Submit a request through the student portal
-

4. Compliance & Technology Policy

- Students are expected to use the provided **technology responsibly** and in accordance with the college's **Acceptable Use Policy**.
- Any misuse of technology, including unauthorized sharing of course materials, accessing restricted content, or damaging college-issued equipment, may result in disciplinary action.
- Unauthorized software installations or modifications to college-provided Chromebooks are strictly prohibited.

For further inquiries regarding technology requirements, assistance programs, or technical support, please contact the **Office of IT Support** at infor@carolusmagnus.college

Equipment and Software Requirements for Fully Online Nuclear Medicine Technology Program

Required Equipment and Resources

Student Requirements

1.1 Computer:

- Any PC or Laptop with Windows 10 or macOS 10.14 or higher.
- Any Google Chromebook

1.3 Internet Connection:

- High-speed internet with a minimum download/upload speed of 20 Mbps to support seamless fore video conferencing.

1.4 Accessories:

- HD webcam for desktop use (optional, as Google Glass provides integrated video).
- Noise-canceling headset for lectures and discussions.

1.5 Scientific Calculator:

- Capable of logarithmic and exponential functions.

2. Software and Platforms provided by Carolus Magnus College

2.1 Workgroup Software Suite

Google Workspace:

- Google Meet for video conferencing and live classes.
- Google Drive for collaborative document storage and sharing.
- Google Sheets/Docs for project collaboration and reporting.
- Google Calendar for scheduling and task management.

Workgroup Collaboration Software:

2.2 Learning Management System (LMS)

Google Classroom:

- Centralized platform for course materials, assignments, and communication.

Certification Preparation Tools:

- ExamEdge or RadTechBootCamp: Comprehensive ARRT(N) and NMTCB exam prep software.

Radiation Safety and Dosimetry Training:

- RadSim or similar software: Simulations for understanding radiation exposure, safety protocols, and dosimetry calculations.

2.3 Other Tools

3D Imaging Software:

- Visible Body or Complete Anatomy: Interactive learning for anatomy and cross-sectional imaging.

Project Collaboration and Sharing Tools:

- Dropbox or Google Drive: Secure cloud storage for sharing large image files and projects.

Carolus Magnus College Cancellation and Refund Policy

1. Applicant Refunds

If the college does not accept an applicant, they are entitled to a full refund of all monies paid.

2. Seven (7) Day Cancellation Policy

Applicants who provide written notice of cancellation within seven (7) (excluding Saturdays, Sundays, and federal/state holidays) of signing the enrollment agreement are entitled to a 100% refund of all monies paid. The refund will be issued no later than 30 days after receiving the written notice.

3. Other Cancellations

Applicants requesting cancellation more than seven (7) days after signing the enrollment agreement and making an initial payment before starting classes are entitled to a refund of all monies paid.

Refunds After Classes Begin

1. Withdrawal Procedure

- Written Notice: A student who chooses to withdraw after the start of classes must provide written notice to the Director of the College. The notice must include the expected last date of attendance and be signed and dated by the student.
- Leave of Absence: If a student does not return from an authorized Leave of Absence (LOA), the withdrawal date will be the date the student was scheduled to return.
- Automatic Withdrawal: Students will be considered withdrawn if they fail to attend any class for 30 consecutive days.
- Refund Issuance: Refunds will be issued within 30 days of determining the withdrawal date.

2. Tuition Refunds

- Before classes start: Students are entitled to a 100% tuition refund.
- After the start of classes: Refunds are based on the percentage of clock hours completed, as follows:

% of Clock Hours Attempted	Tuition Refund Amount
10% or less	90%
More than 10%, up to 20%	80%
More than 20%, up to 30%	70%
More than 30%, up to 40%	60%
More than 40%, up to 50%	50%
More than 50%	No Refund

- Calculation: The percentage of clock hours attempted is calculated by dividing the total number of clock hours elapsed from the start date to the last date of attendance by the total program clock hours.

Books, Supplies, and Fees Refunds

- **Non-Refundable After Seven (7)-day cancellation Period:** Fees such as technology fees, clinical coordinator fees, graduation fees, and LMS (Learning Management System) fees are non-refundable after the Seven (7)-days cancellation period, unless otherwise stated.

Note: The institution may withhold distribution of materials or access to paid systems until after the Seven (7) day cancellation period to prevent incurring non-recoverable costs in the event of a student cancellation.

Carolus Magnus College

Program or Course Cancellation Policy

1. Cancellation by the College

Carolus Magnus College reserves the right to cancel or discontinue any course or program due to:

- Insufficient enrollment
- Instructor unavailability
- Accreditation or regulatory changes
- Budgetary constraints
- Other unforeseen circumstances

If a program or course is canceled, affected students will receive a full refund of any tuition and fees paid for the canceled course or program. The college will notify students at least **14 days** in advance whenever possible.

Carolus Magnus College

Grading Procedures & Satisfactory Progress Tracking Policy

1. Grading System

Carolus Magnus College uses a standardized grading system to assess student performance. The following scale applies to all academic courses:

Grade	Percentage Range	GPA Equivalent	Description
A+	97 – 100%	4.0	Excellent
A	93 – 96%	4.0	Outstanding
A-	90 – 92%	3.7	Very Good
B+	87 – 89%	3.3	Good
B	83 – 86%	3.0	Above Average
B-	80 – 82%	2.7	Satisfactory
C+	77 – 79%	2.3	Fair
C	73 – 76%	2.0	Average
C-	70 – 72%	1.7	Below Average
D+	67 – 69%	1.3	Passing, but Weak
D	60 – 66%	1.0	Minimum Passing
F	Below 60%	0.0	Failing
W	-	-	Withdrawn
I	-	-	Incomplete

- **“W” (Withdrawn)** – Assigned when a student officially withdraws from a course before the withdrawal deadline.
- **“I” (Incomplete)** – Assigned if a student is unable to complete coursework due to extenuating circumstances. Coursework must be completed within **30 days** unless an extension is granted.

2. Satisfactory Academic Progress (SAP)

To remain in good academic standing, students must meet the following requirements:

A. Minimum GPA Requirement

- Undergraduate programs: **Minimum cumulative GPA of 3.0**

B. Course Completion Rate

- Students must successfully complete **at least 67%** of attempted coursework.
- Withdrawals (W), Incompletes (I), and Failing grades (F) impact completion rate.

C. Maximum Time Frame

- Students must complete their program within **150% of the standard program length** (e.g., a 2-year program must be completed within 3 years).
-

3. Academic Probation & Dismissal

If a student fails to meet SAP requirements, the following measures will be taken:

A. Academic Warning

- Issued when a student's GPA falls **below the minimum requirement**.
- Students are given **one term** to improve their academic performance.

B. Academic Probation

- If the student does not meet SAP after the warning period, they are placed on probation.
- An academic improvement plan will be developed with an advisor.
- Probation status is **removed** once satisfactory progress is restored.

C. Academic Dismissal

- If SAP is not met after **two consecutive probation terms**, the student may be dismissed.
 - A dismissed student may **appeal** by submitting a written request explaining extenuating circumstances.
-

4. Progress Tracking & Student Support

Carolus Magnus College provides various tools and resources to help students track their progress:

- **Online Student Portal:** View grades, GPA, and academic standing in real-time.
- **Advising Sessions:** Regular academic check-ins with faculty advisors.
- **Early Alert System:** Instructors notify students at risk of failing, offering additional tutoring or support.
- **Tutoring & Support Services:** Free academic coaching and peer tutoring available for struggling students.

Students are encouraged to **monitor their academic progress regularly** and seek assistance if needed.

For additional information or academic concerns, students should contact the **Office of Academic Affairs** at dr Glover@carolusmagnus.college.

Change in Student Status (Leave of Absence - LOA) Policy

1. Purpose

The Leave of Absence (LOA) policy allows students to temporarily pause their studies due to personal, medical, or other significant reasons without jeopardizing their academic standing or enrollment status.

2. Eligibility for Leave of Absence

1. Valid Reasons for LOA:

- Medical emergencies or health issues (requires documentation).
- Family emergencies or caregiving responsibilities.
- Financial hardship requiring temporary withdrawal.
- Military deployment or obligations.
- Personal reasons approved by the administration.

2. Eligibility Criteria:

- Students must have completed at least one full term before requesting an LOA.
- Students must be in good academic standing (minimum GPA of 2.5).
- Outstanding financial obligations must be addressed before the LOA approval.

3. Leave of Absence Duration

- The maximum duration of an LOA is **180 days** within a 12-month period.
- Students unable to return after 180 days must either withdraw or reapply for admission.

4. LOA Application Process

1. **Submission:**
 - Submit a written request for an LOA to the Registrar's Office.
 - Include supporting documentation (e.g., medical records, deployment orders).
2. **Approval:**
 - The request is reviewed by the Academic Affairs Office and must be approved by the Program Director.
 - Students will receive a written decision within **10 business days**.
3. **Notification:**
 - Approved LOA requests will be documented in the student's academic record.
 - Students must notify the Registrar's Office at least **30 days before the end of the LOA** if they plan to return.

5. Impact on Academic Status

- During the LOA, students are not required to attend classes or complete coursework.
- Enrollment status is maintained, and no new financial aid is disbursed during the LOA period.

6. Returning from Leave of Absence

1. **Notification:**
 - Students must confirm their intent to return at least **30 days prior to the end of the LOA**.
 - Failure to notify the college may result in withdrawal.
2. **Reinstatement:**
 - Reinstatement into the program depends on the availability of courses and clinical rotations.
 - Students must meet with an academic advisor to develop a reintegration plan.
3. **Financial Aid:**
 - Students returning from an LOA must contact the Financial Aid Office to review eligibility for aid reinstatement.

7. Withdrawal Due to Non-Return

- Students who fail to return after an LOA will be withdrawn from the program.

- Re-admission requires submission of a new application and is subject to current program requirements.
-

8. Appeals Process

- Students may appeal an LOA denial by submitting a written appeal to the Dean of Academic Affairs within **10 days** of receiving the decision.
- Appeals must include additional supporting documentation and a detailed explanation.

Academic Polices

Student Attendance Policy

1. Purpose

This policy outlines attendance requirements to ensure students remain engaged in their coursework and achieve academic success. It also establishes procedures for reporting and managing absences.

2. Attendance Requirements

1. General Attendance Policy:

- Students are expected to attend and participate in all scheduled classes, labs, clinical rotations, and other program-related activities.
- Attendance is mandatory for online and in-person sessions unless otherwise specified.

2. Minimum Attendance Threshold:

- Students must maintain at least **90% attendance** for all courses.
- Excessive absences (more than 10% of scheduled hours) may result in academic penalties or dismissal.

3. Clinical Attendance:

- Clinical rotations require **100% attendance** to meet accreditation and licensing requirements.

- Missed clinical hours must be made up within the term or as arranged with the program director.
-

3. Reporting Absences

1. Notification of Absence:

- Students must notify their instructor or program director at least **24 hours** in advance for planned absences.
- For unexpected absences (e.g., illness or emergency), notification must be made within **24 hours** of the missed session.

2. Documentation:

- Supporting documentation (e.g., medical notes, official letters) is required for excused absences.
- Failure to provide documentation may result in the absence being marked as unexcused.

3. Unexcused Absences:

- Unexcused absences include failure to notify the instructor or provide valid documentation.
 - Two unexcused absences may result in probation or course withdrawal.
-

4. Tardiness Policy

1. Definition:

- A student is considered tardy if they arrive more than **15 minutes** late to class or clinical sessions.

2. Penalties:

- Three instances of tardiness count as one unexcused absence.
 - Persistent tardiness may result in disciplinary action.
-

5. Consequences of Excessive Absences

1. Academic Impact:

- Students who fail to meet attendance requirements may receive reduced grades, an incomplete, or be withdrawn from the course.

2. Clinical Impact:

- Failure to complete required clinical hours may delay program completion or certification eligibility.
-

6. Make-Up Sessions

- 1. Eligibility:**
 - Students with excused absences may arrange make-up sessions with their instructor or clinical coordinator.
 - 2. Scheduling:**
 - Make-up sessions must be completed within **14 days** of the missed class or clinical rotation.
 - 3. Limitations:**
 - Excessive absences requiring multiple make-up sessions may incur additional fees.
-

7. Monitoring and Appeals

- 1. Attendance Tracking:**
 - Attendance is tracked using sign-in sheets, electronic systems, or online platform logs.
- 2. Attendance Warnings:**
 - Students falling below the attendance threshold will receive a written warning and must meet with an advisor.
- 3. Appeals Process:**
 - Students may appeal attendance-related penalties by submitting a formal request to the Academic Affairs Office within **10 days** of notification.

Conduct Policy for Carolus Magnus College

At **Carolus Magnus College**, all students are expected to conduct themselves in a professional, respectful, and mature manner. The college fosters a learning environment based on mutual respect, integrity, and personal responsibility. The following conduct policies must be adhered to by all students:

General Expectations

- Students are required to treat fellow students, faculty, and staff with respect and professionalism.
- Disruptive, abusive, or disrespectful behavior will not be tolerated in any form.
- Harassment, discrimination, or bullying of any kind is strictly prohibited.

Prohibited Conduct

- **Possession of Weapons:** The possession, use, or distribution of firearms, explosives, knives, or any dangerous weapon is strictly forbidden on school property.
- **Illegal Drugs and Alcohol:** The possession, use, sale, or distribution of illegal drugs or alcohol is strictly prohibited on school grounds and during any college-sponsored events.
- **Academic Integrity Violations:** Plagiarism, cheating, and other forms of academic dishonesty are serious offenses and will be subject to disciplinary action.

Consequences of Policy Violations

- Any violation of the conduct policies may result in disciplinary actions, including but not limited to:
 - Formal warning
 - Probation
 - Suspension
 - Permanent dismissal from Carolus Magnus College
- The College Director has final authority in all disciplinary matters and will notify students in writing of any final decisions regarding their status.

Carolus Magnus College is committed to maintaining a safe, inclusive, and productive learning environment. Students who have concerns about violations of the conduct policy are encouraged to report them to faculty or administration immediately.

Student Dismissal and Suspension Policy

I. Dismissal

A student may be dismissed from the institution for violations of university policies, academic dishonesty, or conduct that disrupts the educational environment. Dismissal may result from:

1. **Academic Performance** – Failure to maintain satisfactory academic progress, including neglecting coursework, failure to meet minimum GPA requirements, or repeated unsatisfactory performance.
2. **Conduct Violations** – Violations of the **Student Code of Conduct**, including but not limited to harassment, misconduct, or actions that threaten the safety of others.
3. **Policy Violations** – Breach of any institutional policies as outlined in official university publications.

Dismissal decisions are made by the **Director of Education** (or equivalent authority) after a comprehensive review, including consultation with faculty and relevant university offices. Students have the right to appeal according to university procedures.

II. Suspension

A student may be temporarily suspended for conduct that is disruptive, unethical, or detrimental to the academic community. The **Director of Education** (or designated official) may impose an immediate suspension when necessary to maintain campus order or safety.

1. **Temporary Suspension** – A student may be suspended pending further review if their behavior poses a risk to themselves or others.
2. **Review and Counseling** – Before reinstatement, the student may be required to participate in counseling or educational programs.
3. **Reinstatement** – The **Director of Education** will determine whether a student may return, considering their commitment to meeting academic and behavioral standards.

III. Appeals Process

Students dismissed or suspended may submit a written appeal within **10 business days** of receiving their dismissal or suspension notice. Appeals will be reviewed by a designated committee, and a final decision will be issued within a reasonable timeframe.

Previous Credits Policy

Credits earned at another institution will be evaluated on a case-by-case basis to determine their applicability toward degree or program requirements at **ABC Sample School**. Transfer credit acceptance is subject to the following conditions:

1. **Evaluation Process** – Transfer credits will be reviewed based on course content, accreditation status of the previous institution, and alignment with the school's academic standards.
2. **No Guaranteed Transferability** – **ABC Sample School** does not guarantee that its credits will be accepted by other institutions unless a formal articulation agreement is in place. Students are encouraged to verify transfer policies with their intended institution before enrollment.
3. **Official Documentation** – Students must submit official transcripts from their previous institution for credit evaluation. Additional documentation, such as course syllabi, may be required.

For further details, students should consult the **Registrar's Office** or an academic advisor.

Grade Reporting and Transcripts Policy

1. Purpose

This policy ensures students have clear and timely access to their grades and official academic records while maintaining the integrity and confidentiality of student information.

2. Grade Reporting

1. **Grade Submission by Faculty:**
 - Faculty must submit final grades to the Registrar's Office within **5 business days** after the end of the term.
 - Midterm grades for ongoing assessment must be submitted within the **8th week** of the semester.
2. **Access to Grades:**
 - Students can view their grades via the **Student Portal** using secure login credentials.
 - Notifications of grade postings are sent to students' registered email addresses.
3. **Grade Disputes and Appeals:**

- Students may dispute a grade within **15 days** of posting by contacting the instructor.
 - If unresolved, students may appeal to the Academic Affairs Office by providing:
 - A written explanation of the dispute.
 - Supporting documentation (e.g., graded assignments, exam feedback).
 - Appeals are reviewed within **10 business days**, and decisions are final.
-

3. Transcripts

1. Official Transcripts:

- Students may request official transcripts through the Registrar’s Office or the online Student Portal.
- Transcripts are processed within **5-7 business days** of the request.
- Fees:
 - Standard Processing: \$10 per transcript.
 - Expedited Processing: \$25 per transcript.

2. Unofficial Transcripts:

- Students can access unofficial transcripts for free via the Student Portal.
- These are marked “For Student Use Only” and are not valid for official purposes.

3. Electronic and Paper Transcripts:

- Electronic transcripts are sent securely via approved third-party services.
 - Paper transcripts are mailed in a sealed envelope with the college’s official seal.
-

4. Holds on Transcripts

1. Academic Holds:

- Transcripts will not be issued if the student has unresolved academic holds (e.g., incomplete grades, pending graduation requirements).

2. Financial Holds:

- Transcripts will not be issued if there are outstanding financial obligations to the college.
-

5. Privacy and Security

1. Authorization:

- Transcripts are only released with the written consent of the student, in compliance with FERPA regulations.
- Requests must include the student’s signature and valid identification.

2. Third-Party Requests:

- Transcripts requested by third parties (e.g., employers, other institutions) require the student’s written authorization.

Student Records Policy

1. **Records Maintenance** – All student academic and financial records are securely maintained in an electronic format. These records are preserved **permanently** to ensure accessibility and compliance with institutional and regulatory standards.
2. **Student Access** – Students may review their records upon request; however, records must remain on school premises and cannot be removed.
3. **Official Transcripts** –
 - Students are entitled to **one official transcript at no charge**.
 - Additional copies may be requested for a **fee of \$5.00 per copy**.
4. **Institution Closure** – In the event that the institution ceases operations, either voluntarily or involuntarily, all educational records—or legible copies thereof—will be submitted to the **Arizona State Board for Private Postsecondary Education** within **15 days** of closure, in accordance with state regulations.

For questions regarding student records, students may contact the **Registrar’s Office**.

Student Re-Enrollment Policy

1. Purpose

This policy outlines the procedure for students seeking to re-enroll at the college after a break in their studies due to withdrawal, dismissal, or leave of absence. It ensures a streamlined process to facilitate students' return to academic programs while maintaining institutional standards.

2. Eligibility for Re-Enrollment

1. **Re-Enrollment After Withdrawal:**
 - Students who voluntarily withdrew may apply for re-enrollment if they left in good academic standing (minimum GPA of 2.5).
2. **Re-Enrollment After Academic Dismissal:**

- Students dismissed due to unsatisfactory academic performance must demonstrate significant improvement through additional coursework or training at another institution.
 - A minimum waiting period of one semester is required before re-enrollment consideration.
- 3. Re-Enrollment After Leave of Absence (LOA):**
- Students on approved LOA are eligible to re-enroll without reapplying, provided they meet the LOA return deadlines.
-

3. Re-Enrollment Application Process

- 1. Submission:**
 - Submit a completed re-enrollment application form to the Registrar's Office.
 - Include a personal statement detailing reasons for re-enrollment, academic goals, and steps taken to address prior challenges (if applicable).
 - 2. Supporting Documents:**
 - Official transcripts of any additional coursework completed during the break (if applicable).
 - Updated proof of eligibility for the program, such as certification or prerequisites.
 - 3. Application Fee:**
 - A non-refundable re-enrollment fee of \$50 must be paid at the time of application.
-

4. Review and Decision

- 1. Academic Review:**
 - The Academic Affairs Office will evaluate the student's prior academic performance and the submitted application.
 - 2. Program Availability:**
 - Re-enrollment is contingent upon the availability of space in the program and course scheduling.
 - 3. Decision Notification:**
 - Students will be informed of the re-enrollment decision within 15 business days of submitting the application.
-

5. Conditions for Re-Enrollment

1. Academic Probation:

- Students re-enrolling after dismissal may be placed on academic probation for their first semester, with specific performance benchmarks.

2. Financial Standing:

- Students must clear any outstanding financial obligations before re-enrollment.

3. Updated Curriculum:

- Students re-enrolling after more than two years must follow the current program curriculum.
-

6. Appeals Process

- Students denied re-enrollment may appeal the decision within 10 days of notification.
 - Appeals must include:
 - A written explanation of circumstances leading to the break in studies.
 - Supporting documentation (e.g., medical records, proof of hardship).
 - A proposed plan for academic success.
-

7. Special Cases

1. Military Service:

- Students returning from active military duty are guaranteed re-enrollment under the same program curriculum at no additional re-enrollment fee.

2. Program Discontinuation:

- If the original program has been discontinued, students will be offered a pathway to a similar program.

Carolus Magnus College Student Grievance Procedure

At Carolus Magnus College, we strive to maintain a supportive and professional environment for all students. If a student has a grievance, the following procedure must be followed:

1. Informal Resolution

The student should first attempt to resolve the grievance informally by discussing it with the instructor or relevant staff member. Many issues can be resolved through direct communication.

2. Formal Written Grievance

If the issue remains unresolved, the student may submit a written grievance to the Campus President or their designated representative. The grievance must clearly state the nature of the complaint and any supporting evidence.

- The Campus President or designee will have five (5) business days to investigate the complaint and provide a written response.
- In the event of the Campus President's absence, their designee will handle the grievance.

3. Escalation to State Board

If the student is dissatisfied with the resolution provided by the Campus President or designee, they may escalate the grievance to the Arizona State Board for Private Postsecondary Education. The State Board provides additional avenues for addressing unresolved complaints.

Contact Information for the Arizona State Board for Private Postsecondary Education:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

Phone: 602-542-5709

Website: <http://ppse.az.gov>

Notes and Guidelines:

- Grievances must be submitted within six (6) months from the date of the occurrence.
- The college aims to resolve grievances promptly and professionally. However, if Carolus Magnus College fails to meet the designated response timeframes, students may escalate their complaints directly to the State Board.
- Grievances related to administrative negligence may require the college to appear before the Complaint Committee at the State Board.

This procedure ensures that all student grievances are addressed in a fair, transparent, and timely manner, upholding the values and standards of Carolus Magnus College.

Class Schedule

Weekday Schedule

Monday through Friday: 8:00 am – 12:00pm

Monday through Friday: 1:00 pm - 5:00pm

Monday through Friday: 6:00 pm – 10:00pm

Weekend Schedule

Saturday 8:00 am to 8:00 pm

Sunday 8:00 am to 8:00 pm

Military Service Members

Class Times Flexible due to overseas deployment (24 Hours)

2026 Calendar

Academic Calendar 2026

SPRING SEMESTER – 2026

Thu Jan 2 Employees Return
Thu Jan 2 Tuition Due for Spring 2026 Semester
Mon Jan 5 First Day of Faculty Accountability
Mon Jan 5 Clock Hour Student Classes Begin
Sat Jan 10 Classes Begin

Mon Jan 19 Martin Luther King, Jr. Day (Colleges Closed)
Mon Feb 16 Presidents' Day (Colleges Closed)

Tue Mar 3 End a Class Opens for Summer/Fall 2026
Sat Mar 7 Last Day for Withdrawal without Instructor's Signature
Mon Mar 9 Student Withdrawal with Instructor's Signature Begins
Mon Mar 9 Summer/Fall 2026 Priority Registration Begins

Mar 13 Application for May 2026 Graduation
Mar 16–22 Spring Break (Colleges Closed)

Mon Mar 23 Summer/Fall 2026 Open Registration Begins
Sun May 3 Last Day of Regular Classes
May 4–8 Final Exams Week
Fri May 8 Commencement
Fri May 8 Spring Semester Ends
Mon May 11 Final Grades Due for Spring 2026

SUMMER SEMESTER – 2026

Mon May 18 Tuition Due for Summer 2026
Mon May 25 Memorial Day (Colleges Closed)
Tue May 26 Summer Semester Begins
Thu Jun 18 Juneteenth (Colleges Closed)

Jul 4–11 Summer Break for Clock Hour Programs
Fri Jul 3 Independence Day Observance (Colleges Closed)
Fri Jul 31 Summer Semester Ends
Mon Aug 3 Final Grades Due for Summer 2026