



Phlebotomy Registration Information Spring 2019 Session

Dates

Section 1: January 10 – February 28

Section 2: March 7 – May 2 (no class March 21 due to Spring Break)

Cost

\$250

A **\$50 non-refundable** registration deposit is due at the time of registration and will be applied to your tuition upon attendance to class.

The text book ranges between **\$65 - \$102** depending on new, used, or electronic.

Prerequisite

Must be at least 16 years of age

Registration Information

Course Code	Section	Course Title	Day of the week	Time	Dates	Credits
MEDT101X	1	Phlebotomy	Thursday	4 – 7 P.M.	1/10 – 2/28	0
MEDT101X	2	Phlebotomy	Thursday	4 – 7 P.M.	3/7 – 5/2	0

Course Description

This course introduces the practice and theory of phlebotomy. It includes ethical and legal issues that pertain to phlebotomy, laboratory safety, basic anatomy and physiology, types of laboratory specimens, specimen handling, and special collection procedures. Practical instruction includes venipuncture and capillary blood collection. The curriculum is designed to provide the didactic information and competencies required by the American Society of Clinical Pathology (ASCP) for certification as a Certified Phlebotomy Technician (PBT, ASCP). *Please note that there is no certification at the end of this course. You will have 24 hours of education and most job sites will do onsite training.*

Textbook: *Phlebotomy Handbook*

Textbooks are available from the Bryan College Online Bookstore. This is **not** included in your tuition.

Open registration begins October 29.
Call 402-481-3805 to make an appointment to register for class.

A summary of information from our college catalog. If you need more information the catalog can be found online or by requesting it from the Records and Registration department.

Transcripts

Official transcripts are available through the Records and Registration Office upon written request.

Tuition Payment Policy

Tuition and fees are billed three weeks after the first day of a new semester and are due at the end of the fifth week. A student who is delinquent in the payment of tuition and fees will be refused admission to additional courses. An official transcript will not be issued until a student has met all financial obligations to the College.

Dropping a course

A course may be dropped through the end of the first week of the semester. The student must complete a "Request to Drop/Add a Course" and submit it to the Records and Registration Office. A course dropped by the end of the first week of the semester is not recorded on the transcript. A student who wishes to drop a course after the first week must follow the "Withdrawal from a Course" policy.

Please note that you will still be responsible for related tuition and fees associated with your dropped course. If you have questions on what you owe, please either check your student portal or contact the bursar in student accounts.

Tuition Refund Schedule

Refunds will be processed within one month of the request. The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.

Withdrawal policy

A student who wishes to drop a course after the first week of the semester must withdraw from the course. The student must complete a "Request to Drop/Add a Course" and submit it to the Records and Registration Office. If a student withdraws from a course before the end of the tenth week of the semester, a grade of "W" (withdrawal) is recorded on the transcript. A withdrawal is not computed in the grade point average.

Students who find it necessary to withdraw from a course after the tenth week of the semester must petition the Dean of the appropriate school for permission to withdraw. If approved to withdraw, the student will receive a WP (withdraw passing) or a WF (withdraw failing) on the transcript, dependent upon the student's grade in the course at the time of withdrawal. A WP or WF is not computed in the grade point average. If a student withdraws after the tenth week and does not petition for a WP or WF the course grade will be assigned based on work completed to date with zeros assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) specifies the rights a student has with regard to their educational records when they enter an institution of higher education. Directory information may be disclosed without student consent; however, students have the right to withhold its disclosure. Students must notify the Records and Registration Office in writing during the first week of courses if they wish to have their information withheld. Bryan College of Health Sciences has designated the following items as directory information:

- Name of student
- Address of student
- Telephone number of student
- Email address of student
- Field of study (major)
- Academic class (freshman, sophomore, junior, senior)
- Enrollment status (full-time or part-time)
- Dates of attendance
- Estimated graduation date
- Graduation date
- Academic awards and degrees
- Participation in officially recognized activities and sports