

# Southeastern College – Catalog Addendum No. 5 to the 2023 Catalog, Volume XXXIV, Edition No. 2

*(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)*

November 13, 2023

Programs Offered, Professional Clinical Massage Therapy Certificate-740 Clock Hour (NC) p. 247

## PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE-740 CLOCK HOUR (NC)

### ***Description***

The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician's offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) to be eligible to sit for the (MBLEx) examination. Upon passing, the student may apply to The North Carolina Board of Massage and Bodywork Therapy, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage and Bodywork Therapist (LMBT) in North Carolina. **Pursuant to N.C.G.S. 90-629.1, the North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.**

### **Objectives**

The curriculum is designed to prepare the graduate to enter the community with the skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry level massage therapist. Upon graduation, students of Southeastern College will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.

### **Prerequisites**

- Have a high school diploma or GED.
- Pass the entrance examination
- Background Check and Drug Screening where applicable
- Please see the Program Handbook for additional program policies.

### **Course Outline**

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 740 instructional clock hours. This Certificate program ~~can~~ may be completed in 8 months for full-time students during the day or evening.

# Southeastern College – Catalog Addendum No. 4 to the 2023 Catalog, Volume XXXIV, Edition No. 2

*(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)*

October 16, 2023

Programs Offered, Cosmetology Certificate (Columbia) p. 142

## COSMETOLOGY CERTIFICATE (COLUMBIA)

### Description

The Cosmetology program teaches students the fundamentals of cosmetology. It establishes a balanced foundation of practical hands-on experience specifically applicable to the cosmetology industry by applying practical knowledge and skills in the student salon environment. Students follow a curriculum that adheres to the South Carolina Department of Labor, Licensing and Regulation—State Board of Cosmetology's guidelines and regulations. A certificate will be awarded upon successful completion.

### Objectives

The Cosmetology program prepares students to meet the requirements for a South Carolina Cosmetology license.

Students will:

- Understand and comply with the laws, regulations, and rules of the South Carolina Department of Labor, Licensing and Regulation—State Board of Cosmetology
- Professionally communicate, analyze, and execute cosmetology services
- Adhere to approved sanitation and safety practices
- Define and apply salon effective operations techniques
- Perform basic and advanced coloring, styling, shaping, and texturizing
- Perform nail/skin services within cosmetology limits

### Prerequisites

- ~~Background check and drug screening where applicable~~
- Have a High School Diploma, GED, or equivalent
- ~~Pass the entrance examination~~
- Resume
- Statement of Intent/Desire

### Course Outline

To receive a certificate in Cosmetology, students must complete 1500 clock hours. This certificate program can be completed in 12 months for full-time students.

**Core Courses: 1500 clock hours**

		<b>Clock Hours</b>
COS 1100	Introduction to Cosmetology	125

COS 1200	Introduction to Design w/Anatomy and Physiology	125
COS 1300	Fundamentals of Design	125
COS 1400	Fundamentals of Nail and Skin Care w/Intermediate Design	125
COS 1500	Fundamentals of Color and Style	125
COS 1600	Fundamentals of Masculine Design and Style	125
COS 2100	The Cosmetology Professional	125
COS 2200	Advanced Design	125
COS 2300	Advanced Color and Style	125
COS 2400	Color and Style Practicum I	125
COS 2500	Color and Style Practicum II	125
COS 2600	Color and Style Practicum III w/Exam Prep	125

For information on graduation rates, student debt levels, and other disclosures, visit [www.SEC.edu/ConsumerInfo](http://www.SEC.edu/ConsumerInfo)

## Southeastern College – Catalog Addendum No. 3 to the 2023 Catalog, Volume XXXIV, Edition No. 2

*(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)*

**September 12, 2023**

### Admissions, Wonderlic Score Table, p. 22

#### Wonderlic Score Table

Certificate	Score
Electronic Medical Billing and Coding Specialist	13
Diagnostic Medical Sonography	17
Medical Assisting	13
Medical Office Basic X-Ray Technician	13
Professional Clinical Massage Therapy	13
Surgical Technology	17
Diploma	Score
Business Administration	<del>15</del> 13
Early Childhood Education	15
Electronic Medical Billing and Coding Specialist	13
Medical Assisting	13
Medical Office Basic X-Ray Technician	13

Phlebotomy	13
Practical Nurse/Practical Nursing	16
Professional Clinical Massage Therapy	13
<b>Associate in Applied Science</b>	<b>Score</b>
Business Administration	<del>15</del> 13
Diagnostic Medical Sonography	20
Information Technology and Network Systems	15
Medical Assisting	13
Nursing	19
Occupational Therapy Assistant	18
Radiologic Technology	18
Surgical Technology	17
<b>Associate of Science</b>	<b>Score</b>
Business Administration	<del>15</del> 13
Diagnostic Medical Sonography	20
Early Childhood Education	15
Medical Assisting	13
Medical Office Basic X-Ray Technician	13
Nursing	19
Radiologic Technology	18
Surgical Technology	17
<b>Bachelor of Science</b>	<b>Score</b>
Early Childhood Education	15

**Leave of Absence Policy 34 C.F.R. § 682.604 (C)(4), p. 98**

**LEAVE OF ABSENCE POLICY 34 C.F.R. § ~~682.604 (C)(4)~~668.22 (d)**

To be eligible to apply for a leave of absence, a student must have completed one full semester at the school for credit hour programs. Students in the Professional Clinical Massage Therapy Diploma program must have completed one full pay period.

***Procedure***

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request **with all required documentation** to the Dean of Academic Affairs or Campus President (form available from the Dean of Academic Affairs or Campus President). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. A student may make a single request for a non-contiguous leave of absence

when the request is for the same reason such as a serious health problem requiring multiple treatments. ~~When requesting a Leave of Absence electronically, only a Southeastern College student Email address may be used.~~

### *Approval*

A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If a LOA is not granted by the College, the student is required to register for and attend classes or withdraw from the program. A leave of absence may be granted for a period that does not exceed four modules (16-week maximum) and may include winter, summer, and spring breaks that immediately precede the scheduled return date. Generally, students are limited to one LOA in any a twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed four modules in any twelve-month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty, or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

~~The USDOE is extending the maximum duration of a LOA to also include the number of additional days remaining in the calendar year for 2020 for students who are impacted by a COVID-19 related qualifying event. This flexibility includes students who are already on a LOA approved since the original flexibility was granted. Southeastern College student's wishing to extend their LOA should contact the Academic Dean or Campus President to discuss their options. Approved LOA requests will delay progression to the professional core, or graduation. Students will be given an estimate of those changes by the school administration.~~

### **Programs Offered, Business Administration Diploma (FL) p. 131**

## **BUSINESS ADMINISTRATION DIPLOMA (WEST PALM BEACH, FL)**

### **Description**

The Business Administration program focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today's business environment. As part of the program, students will choose elective courses focusing specifically on Accounting or Management and Operations. A Diploma will be awarded upon successful completion of the program. Outside work required.

### **Programs Offered, Business Administration Diploma (FL) p. 138**

## **BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE (WEST PALM BEACH, FL)**

### **Description**

The Business Administration program focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today's business environment. As part of the program, students will choose elective courses focusing specifically in Accounting or Management and Operations. An Associate of Science Degree will be awarded upon successful completion of the program. Outside work required.

## Southeastern College – Catalog Addendum No. 1 to the 2023 Catalog, Volume XXXIV, Edition No. 2

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### Repeating Courses, p. 111

## REPEATING COURSES

A course in which a letter grade “F”, or “F.” has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College for students who received a letter grade of “F” or “F.”.

A course in which a letter grade of “D” or higher has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College. Students may only receive federal financial aid funding for one repetition of a previously passed course. If a student attempts the class for a third time, they will not be eligible for Federal Financial Aid funding.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations and may delay progression to the professional core, or graduation. A repeated course along with the original attempt must be counted as attempted credits. The student portal provides access to pertinent student information such as graduation dates and current GPA.

Regardless if a student is eligible or not eligible for Federal Financial Aid funding, no course in which a failing grade has been earned (F, F.) may be repeated more than two (2) times (three attempts in total) at Southeastern College. Student attempting for the 3rd time must submit a written request to the Dean of Academic Affairs/Campus President for approval. If approved, the student will be eligible for Title IV funds. **Should a student wish to seek an exception and will not exceed the quantitative standard of the *Satisfactory Academic Progress Policy*, s/he must submit a written request to the Dean of Academic Affairs/Campus President for approval from the Executive Director. If approved, the student will not be eligible for Title IV funds.**

Students who repeat a course for which they have received a letter grade of “D” or “F” must notify the Registrar’s Office for recalculation of their cumulative GPA. No courses may be repeated for grade average purposes after graduation.

**NOTE:** Veterans’ Administration benefits for repeating courses follow the same guidelines as Title IV outlined above. Students should speak with the Financial Services Department for further details.

## NURSING ASSOCIATE IN APPLIED SCIENCE DEGREE (SC)

### Description

The Nursing Program is for those students who desire to become Nurses. This program is open to enrollment by students with no prior nursing or allied health education or experience. It also offers transitional enrollment options for those with a valid, active, unrestricted South Carolina LPN license. Students will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform holistic assessments, assess the strengths and resources of patients and families, coordinate care for patients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently. An Associate in Applied Science Degree in Nursing will be awarded upon successful completion of the program. Outside work required.

Students who have successfully met all educational and institutional requirements for the Associate in Applied Science Degree in the Nursing program from Southeastern College are eligible to have their names submitted to the South Carolina Board of Nursing to be considered as a candidate for the NCLEX-RN. The South Carolina Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

As part of the program, students must participate in training experiences at approved clinical sites. Sites maybe up to 100 miles from the campus. All expenses relating to this clinical training are the responsibility of the student, i.e. food and gas, etc. Students are expected to remain flexible with the schedule, which may be changed without advanced notice and make any necessary accommodations to their schedule as needed.

### Objectives

This program prepares students for an entry-level position as a Nurse. Students will be exposed to professional nursing encompassing legal and ethical decision-making in the promotion of health in the community. Students will demonstrate the use of the nursing processes to meet multiple health needs for adults and children in a variety of health care settings, communicate therapeutically with families, groups, and individuals, synthesize and communicate relevant data effectively and concisely, and utilize management skills and concepts to plan and coordinate patient care. Students will assume the role of the associate degree nurse as a member of the health care team and will integrate theoretical content of general education classes with nursing theory and practice.

### Admissions Requirements

- ~~Submit Application~~
- Have a high school diploma, G.E.D., or equivalent
- Pass school entrance assessment
- Pass Nursing Pre-Entrance Exam by obtaining the minimum proficiency level score of 60.0 on the TEAS



- Submit written essay
- Interview with Nursing Program Director and/or designee

### **Prerequisites**

- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted South Carolina LPN license within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.

### **Programs Offered, Nursing Associate of Science Degree (FL) p. 228**

## **NURSING ASSOCIATE OF SCIENCE DEGREE (FL)**

### **Description**

The Nursing Program is for those students who desire to become Nurses. This program is open to enrollment by students with no prior nursing or allied health education or experience. It also offers transitional enrollment options for those with a valid, active, unrestricted Florida LPN license. Students will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform holistic assessments, assess the strengths and resources of patients and families, coordinate care for patients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently. An Associate of Science degree will be awarded upon successful completion of the program. Outside work required.

Students who have successfully met all educational and institutional requirements for the Associate of Science Degree in the Nursing program from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

As part of the program, students must participate in training experiences at approved clinical sites. Sites may be up to 100 miles from the campus. All expenses relating to this clinical training are the responsibility of the student, i.e., food and gas, etc. Students are expected to remain flexible with the schedule, which may be changed without advanced notice and may any necessary accommodations to their schedule as needed.

### **Objectives**

This program prepares students for an entry-level position as a Nurse. Students will be exposed to professional nursing encompassing legal and ethical decision-making in the promotion of health in the community. Students will demonstrate the use of the nursing processes to meet multiple health needs for adults and children in a variety of health care settings, communicate therapeutically with families, groups, and individuals, synthesize and communicate relevant data effectively and concisely, and utilize management skills and concepts to plan and coordinate patient care. Students will assume the role of the associate degree nurse as a member of the health care team and will integrate theoretical content of general education classes with nursing theory and practice.

### **Admissions Requirements**

- ~~Submit Application~~
- Have a high school diploma, G.E.D., or equivalent

- Pass school entrance assessment
- Pass Nursing Pre-Entrance Exam by obtaining the minimum proficiency level score of 60.0 on the TEAS
- Submit written essay
- Interview with Nursing Program Director and/or designee

**Prerequisites**

- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted Florida LPN license within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.