

MCI INSTITUTE

STUDENT HANDBOOK

2026–2027

901 West Park Avenue, Suite 201
Ocean, New Jersey 07712
732-695-1190 | www.mcinj.edu

Official Student Guide: This handbook summarizes day-to-day expectations and student services. Students are provided access to the current School Catalog upon enrollment and are encouraged to review it carefully. The School Catalog is also available online for reference at any time.

Welcome to MCI Institute

On behalf of the faculty and staff, welcome to MCI Institute. We hope your classroom, laboratory, and clinical experiences prepare you for a rewarding healthcare career. This handbook is designed to help you understand the day-to-day expectations, policies, services, and resources that support your progress. Students are responsible for reading the handbook, School Catalog, course syllabi, program materials, clinical documents, and official school communications. Ask your instructor, Program Director, Clinical Coordinator, or an administrator whenever a requirement is unclear.

Mission Statement

Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state-of-the-art equipment, and clinical training in order to perform in today's healthcare environment. Our goal is to ensure that each student emerges with exemplary skills and confidence to meet the demands of the healthcare field. Our commitment to excellence supports the knowledge and skills needed to serve the community.

About MCI Institute

MCI Institute provides on-campus classrooms and work-simulated laboratory environments with program-appropriate equipment. Applicable programs also include off-campus clinical education at approved sites. Programs are residential and designed for adult learners with varied academic preparation and educational needs.

Accreditation and Approvals

ABHES

6116 Executive Blvd
Rockville, MD 20852
Phone: (301) 291-7550
Website: www.abhes.org

CAAHEP

9355 – 113th St. N, #7709
Seminole, FL 33775
Phone: (727)-210-2350
Website: www.caahep.org

NJ Department of Education

PO Box 500
Trenton, NJ 08625
Phone: (609)376-3500

United States Department of Education

400 Maryland Avenue, SW
Washington, DC 20202

Please refer to the School Catalog for full details and explanation of the accrediting agencies.

1. School Operations and Communication

Academic Calendar and School Closures

MCI Institute observes the following legal holidays and scheduled school closures. Students assigned to clinical/externship experiences are expected to follow the schedule established by their assigned clinical site and may be required to attend during school holidays or closure periods.

Legal Holidays

- Memorial Day
- Labor Day
- Thanksgiving Break (2 days)

Scheduled School Closures / Vacation Periods

- Independence Day Week (July 4th Week)
- Christmas Break (Christmas Day through New Year's Day)

Unannounced School Closure

In the event of an unannounced school closure, students enrolled at the time of closure must contact the New Jersey Department of Labor and Workforce Development, Training Evaluation Unit, within ninety (90) calendar days of the closure. Failure to do so within this timeframe may affect eligibility for available assistance.

Training Evaluation Unit

Email: trainingevaluationunit@dol.nj.gov

Daily Class Schedules

Schedule	Typical Hours
Day	Monday through Thursday, 8:30 AM–2:00 PM
Evening	Monday through Thursday, 4:30 PM–9:30 PM
Clinical/Externship	Established by the assigned site; may include weekdays, weekends, evenings, holidays, and varied shifts

Program schedules vary by program, start date, and cohort. Completion dates may change due to holidays, closures, weather, make-up requirements, site onboarding, or other circumstances.

Temporary Schedule Adjustments

MCI Institute makes reasonable efforts to maintain the schedule listed in the Enrollment Agreement. When a temporary adjustment is necessary, the school will communicate the change and obtain applicable written student agreement. Adjustments do not change the approved curriculum, required hours, educational objectives, or credential awarded.

Weather and Emergency Closures

When possible, school closing or delay decisions will be communicated before the start of class through established channels such as email, the MCI website, school communications, social media, and/or local news. Students are responsible for monitoring communications. Required instructional or laboratory time will be rescheduled or otherwise completed.

Official Communication

- Maintain a current address, phone number, and email address with MCI Institute.
- Check school email and other official communications regularly, including spam or junk folders.
- Respond promptly to requests from faculty, administration, Financial Aid, Program Directors, and Clinical Coordinators.
- Obtain and retain the current course syllabus and ask questions about objectives, grading, assignments, and schedules.

2. Attendance, Scheduling, and Leave of Absence

Program Attendance

Regular and punctual attendance is essential to academic success and professional development. MCI Institute records attendance for scheduled classroom, laboratory, and clinical hours. Students must attend all required educational activities and maintain at least 90% on-campus attendance to qualify for graduation.

- Missing more than 10% of required instructional hours may require documented make-up time or activities and may lead to a Student Success Meeting or other intervention.
- Missing more than 20% of instructional time may result in dismissal, subject to applicable institutional procedures.
- Completion of make-up time or work does not erase the originally recorded absence.
- Students remain responsible for all instruction, assignments, laboratory activities, and competencies missed during an absence.

Laboratory Attendance

Attendance at scheduled laboratory classes is expected because laboratory experiences develop required hands-on skills and may not be fully replicated through independent work. Even one missed laboratory class may result in a Student Success Meeting and required make-up activities or support.

Tardiness, Early Departure, and No-Call/No-Show

Students must arrive on time and remain for the full scheduled period. Repeated tardiness, leaving early without authorization, failure to follow notification procedures, or no-call/no-show behavior may result in counseling, a Student Success Meeting, or disciplinary action.

Arrival Time	Recorded Missed Time
1–15 minutes late	15 minutes
16–30 minutes late	30 minutes
31–60 minutes late	1 hour

Outside Commitments and Program Availability

MCI Institute programs are accelerated. Students must remain fully available for required classroom, laboratory, make-up, and clinical activities. Employment, childcare, transportation challenges, vacations, and other personal obligations do not excuse attendance or guarantee a different schedule, placement, or assignment.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program during which the student is not in attendance. MCI Institute may approve an LOA for documented circumstances such as medical or health-related needs, pregnancy, family care or emergency, bereavement, military obligations, jury duty, or other institutionally approved circumstances.

- **Written request.** Submit a signed and dated LOA request to the Director of Education stating the reason, requested start date, and anticipated return date.
- **Advance approval.** Request approval in advance whenever possible. Unforeseen circumstances may be considered after the leave begins when properly documented.
- **Approval standard.** Approval is not automatic. MCI Institute must reasonably expect that the student can return and continue the program.
- **Maximum length.** All approved leaves combined may not exceed 180 calendar days in a 12-month period.
- **Return.** The student will resume at an appropriate point based on course sequencing, program scheduling, and seat availability.
- **Completion date.** An LOA may extend the expected completion date. Maximum-timeframe and academic-progression requirements still apply.
- **Failure to return.** A student who does not return as scheduled and lacks an approved extension will be treated as withdrawn. Applicable refund and Return of Title IV Funds calculations will be completed.
- **Financial aid.** Students receiving aid must consult Financial Aid regarding the effect on aid and student-loan obligations.

3. Appearance, Conduct, Safety, and Student Responsibilities

Dress Code

- Wear designated MCI Institute scrubs with the school logo for classes, laboratories, and other required activities unless directed otherwise.
- Wear clean, closed-toe professional or clinical footwear appropriate to the environment. Clinical sites may require specific colors or styles.
- A clean lab coat, identification badge, or required personal protective equipment must be worn when directed.
- Hooded sweatshirts, open-toe shoes, slippers, and attire that creates a safety or infection-control concern are prohibited during laboratory or clinical activities.
- Clinical-site dress and grooming requirements may be more restrictive and must be followed.

Professional Appearance and Hygiene

- Maintain appropriate personal hygiene and avoid strong fragrances.
- Keep nails clean, safe in length, and compliant with laboratory and clinical infection-control requirements.
- Keep hair secured when necessary for patient care, equipment use, or safety.
- Wear jewelry and accessories that do not interfere with patient care, PPE, infection control, or equipment.
- Comply with site-specific requirements for facial hair, piercings, tattoos, uniforms, and grooming.

Code of Conduct and Professional Behavior

Students must behave professionally, respectfully, ethically, and safely on school premises, during school-sponsored activities, and at clinical or externship sites. Violations may result in counseling, warning, probation, suspension, dismissal, or other appropriate action. Serious violations may result in immediate suspension or dismissal.

- Discrimination, harassment, sexual harassment, threats, intimidation, bullying, fighting, or abuse.
- Cheating, plagiarism, falsification, forgery, alteration, misuse of records, or knowingly furnishing false information.
- Intentional or repeated disruption of instruction, laboratory work, clinical education, or school operations.
- Theft, attempted theft, property damage, or unauthorized possession or use of property.
- Failure to follow reasonable directions of faculty, administrators, or authorized clinical personnel.
- Possession, use, distribution, or impairment from illegal drugs, unauthorized controlled substances, or alcohol during school or clinical activities.
- Unauthorized attendance at a clinical site, unauthorized use of site identification, or misrepresentation of student status.
- Unauthorized or disruptive use of phones, recording devices, smart devices, or other electronics.
- Conduct that violates law, patient privacy, safety standards, infection-control requirements, or school/site policy.

Academic Integrity

Students must demonstrate honesty and integrity in all academic, laboratory, clinical, and externship work. Cheating, plagiarism, fabrication, unauthorized collaboration, misuse of another person's work, or knowingly providing false information is prohibited and may result in a grade penalty, failure, suspension, or dismissal.

Safety and Security

- MCI Institute is an alcohol- and drug-free learning environment.
- Evacuate immediately when directed or when an alarm sounds; do not re-enter until authorized.
- Firearms, weapons, dangerous materials, and threats of violence are prohibited.
- Follow laboratory safety rules, Safety Data Sheets, PPE requirements, and hazardous-material procedures.
- Report injuries, illness, bloodborne-pathogen exposure, needlesticks, sharps injuries, unsafe conditions, or security concerns immediately.
- Students must satisfy required medical clearance, immunization, and health documentation requirements before laboratory or clinical participation.

Personal Property and School Property

Students are responsible for safeguarding personal property. MCI Institute is not responsible for loss, theft, or damage to personal items. Students may be held financially responsible for repair or replacement of school or clinical-site property intentionally damaged or misused.

4. Academic Progress, Grades, Graduation, and Appeals

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) throughout the program. SAP includes qualitative academic performance, quantitative pace, attendance requirements, and completion within the maximum timeframe. The minimum passing course grade is C (75%). MCI Institute evaluates progress at established points and provides notice and support when standards are not met.

Grading and Clinical Evaluations

Course performance may be evaluated through written examinations, laboratory or practical evaluations, assignments, competencies, attendance, and participation. Clinical performance may be evaluated as Satisfactory or Unsatisfactory and is generally not calculated in the academic GPA. Consult the course syllabus and School Catalog for the complete grading scale.

Access to Grades and Academic Progress

MCI Institute does not currently use an online student portal for grade access. Instructors enter grades in the Freedom Student Information System. Students receive regular progress information, including monthly progress reports that students review and sign while retaining a copy. A student may ask the instructor at any time to review entered grades. If the instructor is unavailable, the student may ask MCI administration for assistance viewing grades in Freedom SIS.

Make-Up Tests and Examination Retakes

A missed examination may be made up only when authorized and in accordance with the course syllabus and institutional policy. Examination retakes are not automatically permitted. When authorized, the maximum recorded grade for a retake is 75% unless a more specific written policy applies.

Graduation Requirements

- Successfully complete all required courses, laboratory instruction, competencies, and academic requirements with the applicable passing grade.
- Maintain at least 90% overall on-campus attendance and 100% of required clinical hours & competencies.
- Meet SAP and maximum-timeframe requirements. Satisfy applicable graduation requirements and financial obligations in accordance with institutional policy and applicable law.

Maximum Timeframe

Students must complete the program within the maximum timeframe stated in the SAP policy, generally no more than 150% of the published program length. Repeated coursework, schedule interruptions, LOAs, or delayed progression may affect the anticipated completion date.

Academic Warning, Probation, Suspension, or Dismissal

A student who fails to meet academic, attendance, clinical, conduct, SAP, maximum-timeframe, patient-safety, or financial requirements may be subject to intervention, warning, probation, suspension, or dismissal as permitted by institutional policy. MCI Institute may use Student Success Meetings, written plans, counseling, or other support before more serious action when appropriate.

Grievance and Appeal Procedure

- **Informal resolution.** Raise the concern civilly with the instructor, Program Director, or appropriate administrator when possible.
- **Formal grievance.** If unresolved or formal review is requested, submit a dated written grievance to the School Director, preferably within 14 calendar days of the incident or decision. Include contact information, relevant dates and individuals, supporting documentation, and the requested resolution.
- **Review.** The School Director or designee will review the matter, gather information, and may refer it to a Review Committee.
- **Written determination.** MCI Institute generally provides a written determination within 14 calendar days after receiving a complete formal grievance. If more time is needed, the student will be notified.
- **Appeal.** A written appeal may be submitted within 14 calendar days of the determination and should explain the basis for reconsideration and provide relevant additional information.
- **Non-retaliation.** Retaliation for raising a good-faith concern, providing information, or participating in the grievance process is prohibited.

External complaints: Students are encouraged to use MCI Institute's grievance procedure, but may contact an applicable governmental, regulatory, or accrediting agency regarding matters within that agency's jurisdiction. Current agency contact information is listed in the School Catalog.

5. Clinical and Externship Education

Clinical Education Is Required

Applicable programs require supervised clinical or externship education at approved healthcare sites. Students must complete all assigned hours and competencies. Clinical experiences are educational and unpaid; students may not replace employees, and paid work hours may not be counted as required clinical hours.

Clinical Eligibility and Readiness

Before placement, students must meet academic, attendance, health, safety, background-screening, financial-clearance, and site-specific requirements. Requirements may include a physical examination, immunizations and titers, current seasonal influenza vaccination, TB testing, CPR/BLS certification, background check, drug screening, N95 fit testing, orientation, training modules, identification, and other documentation.

Placement and Scheduling

- Placement is based on program requirements, student readiness, site availability, and the site's ability to provide an appropriate educational experience.
- A preferred site, location, specialty, schedule, or start date is not guaranteed.
- Placement information is generally provided approximately one to two weeks before the anticipated start date, although timing may vary.
- Clinical schedules may include any day of the week, weekends, evenings, holidays, and varied shifts. Full-time externships commonly require approximately 32–40 hours per week.
- Assignments may require travel of up to approximately two hours from the student's residence. Actual travel time varies with traffic, route, schedule, and location.
- Students must maintain reliable transportation. Work, childcare, transportation difficulty, or another personal obligation does not guarantee reassignment or a different schedule.
- Changes or delays may occur because of onboarding, staffing, site capacity, approval processes, or other circumstances outside the school's control.

Attendance and Communication

Students must complete 100% of assigned clinical or externship hours. Missed time must be made up in coordination with the site and with approval of the Clinical Coordinator and/or Program Director. Students must notify both MCI Institute and the site of an absence or anticipated lateness according to established procedures.

Clinical Expenses

Unless expressly identified as included in tuition or institutional fees, students are responsible for costs associated with clinical participation. These may include medical examinations, titers, immunizations, boosters, repeat testing, drug screening, background checks, CPR, N95 fit testing, uniforms, identification, supplies, transportation, gasoline, tolls, parking, and site-specific requirements.

Health Insurance and Medical Expenses

MCI Institute strongly recommends that students maintain active personal health insurance throughout enrollment. A clinical site may require proof of insurance as a placement condition. MCI Institute does not provide personal health insurance and is not responsible for a student's medical expenses arising from illness, injury, exposure, needlestick, sharps injury, emergency care, testing, treatment, medication, or follow-up care.

Professional Liability Coverage

MCI Institute maintains student professional liability insurance for authorized educational activities as provided by the policy's terms, limits, conditions, and exclusions. It is not personal health, accident, disability, workers' compensation, automobile, or property insurance and does not pay a student's personal medical expenses.

Incident and Exposure Reporting

1. Immediately notify the clinical-site supervisor or preceptor.
2. Follow the site's emergency, exposure-control, and incident-reporting procedures.
3. Complete all required site documentation and obtain prompt medical evaluation or treatment when directed.
4. Notify MCI Institute as soon as reasonably possible and complete the MCI Institute Incident Report.
5. Provide required medical clearance before returning when applicable.

Clinical Performance and Site Removal

Clinical performance is monitored through evaluations, competencies, hours, logs, and other program requirements. A site may remove a student for attendance, conduct, safety, performance, policy, onboarding, or operational reasons. Removal may delay progression and may result in reassignment, extended training, suspension, or dismissal. Appeals must follow the applicable written procedure and deadlines; serious site-policy or safety violations may be non-appealable when institutional policy provides.

6. Financial Aid and Student Accounts

Student Financial Responsibility

Students must meet payment obligations and remain responsive to Financial Aid and administrative requests. Outstanding obligations may affect registration, clinical placement, records, or graduation as permitted by the Enrollment Agreement, School Catalog, institutional policy, and applicable law.

Title IV Verification

The U.S. Department of Education may select a student's financial-aid application for verification. The Financial Aid Office will identify required documents. Failure to provide complete and accurate information may delay, reduce, or cancel financial aid.

Entrance and Exit Counseling

First-time federal Direct Loan borrowers must complete entrance counseling. Students who borrow student loans must complete exit counseling before leaving school or when otherwise required. Counseling explains borrower rights, repayment, servicers, deferment, forbearance, delinquency, and default. Students remain responsible for repayment according to the promissory note.

Withdrawal and Return of Title IV Funds

Students must follow the official withdrawal process. When a student receiving federal aid withdraws or stops attending, MCI Institute determines the withdrawal date and calculates any required Return of Title IV Funds in accordance with federal requirements. The School Catalog and Enrollment Agreement contain the complete cancellation, withdrawal, refund, and Return of Title IV Funds policies.

7. Student Services and Learning Resources

Academic Advising and Student Support

Students may seek assistance from instructors, Program Directors, the Director of Education, administrators, and other appropriate personnel. Support may include academic advising, tutoring, remediation, student-success planning, counseling referrals, administrative assistance, and financial-aid guidance.

Tutoring Policy

Tutoring and academic support are available upon request or referral. Students should speak with the instructor, complete the Tutoring Request Form identifying the course and specific topics, and participate at the agreed time. Tutoring supports learning but does not replace attendance, participation, assignments, competencies, or independent study.

Financial Aid Assistance

Eligible students may receive help with FAFSA completion, financial-aid forms, loan information, entrance and exit counseling, financial-literacy resources, and other applicable services. Eligibility and awards are determined under applicable federal, state, institutional, and agency requirements.

Transportation and Childcare Information

MCI Institute does not provide transportation or childcare. Students are responsible for reliable transportation to school and clinical sites and for arranging childcare that permits full participation. Administrative staff may provide publicly available information or enrollment-verification letters but does not inspect, approve, endorse, or guarantee outside providers.

Disability-Related Assistance

MCI Institute provides reasonable accommodations to qualified students with disabilities in accordance with applicable law. Students should follow the Disability Accommodations Policy in the School Catalog and submit requests and supporting documentation as early as possible.

Learning and Study Resources

MCI Institute maintains an on-campus library/study room and program-appropriate print, digital, and electronic resources. Program Directors maintain lists of program-specific resources available upon request. Students may request help accessing resources from an instructor or administrator. Internet and computer use must be academic, lawful, authorized, and consistent with policy.

8. Student Records and Privacy

Student Records

MCI Institute maintains student records in accordance with applicable federal, state, accrediting, and institutional requirements. Records may include academic, attendance, financial, enrollment, clinical, placement, graduation, medical, advising, appeal, disciplinary, and related documentation.

Review of Records and Transcripts

Students may request access to education records in accordance with institutional policy and applicable privacy law. Official transcript requests must be submitted through the established process with proper identification and applicable authorization. Holds or release restrictions are administered in accordance with applicable law and institutional policy.

Confidentiality and Patient Privacy

Students must protect confidential student, employee, patient, and clinical-site information. Patient information may be accessed or used only as authorized for educational purposes. Unauthorized disclosure, photography, recording, posting, copying, or discussion of confidential information may result in disciplinary action and clinical removal.

9. Career Development and Employment Assistance

Career preparation is introduced through the Career Development Workshop and reinforced throughout the program. Assistance may include resume and cover-letter review, job-search resources, applications, job leads, interview preparation, and follow-up regarding employment. MCI Institute does not guarantee employment, a particular salary, schedule, employer, location, or job title.

MCI Institute is committed to supporting students as they prepare to transition from education and clinical training into employment. Career development assistance is available to students and graduates and is designed to provide practical guidance throughout the employment-search process.

Career development services are provided **at no additional charge**. MCI Institute does not guarantee employment, a specific position, salary, work schedule, or employer. Employment assistance provided by MCI Institute is limited to employment opportunities within the **State of New Jersey**.

Individual Career Assistance

Students and graduates are encouraged to contact MCI administration for individualized career assistance. Depending upon the student's needs, assistance may include:

- Resume development, review, and revision
- Assistance completing online job applications
- Guidance identifying appropriate employment opportunities
- Job-search assistance
- Interview preparation and practice
- Assistance preparing professional emails and employer communications
- Guidance regarding professional presentation and workplace expectations
- Review of employment qualifications and credentialing requirements
- Follow-up assistance for students who are experiencing difficulty obtaining interviews or employment
- General guidance regarding communication with prospective employers

Career assistance may be provided individually and may include working directly with a student to review a resume, locate appropriate opportunities, navigate an employer's application system, or complete the job-application process.

Resume & Application Support

Students are encouraged to begin preparing for employment before graduation. MCI staff are available to review resumes and provide recommendations regarding organization, formatting, education, clinical experience, technical skills, certifications, and other relevant qualifications.

Students who need additional assistance may request individualized help with employment applications. This may include reviewing application requirements, assisting the student in locating requested information, reviewing application materials for completeness, and helping the student understand the application process.

Students remain responsible for the accuracy of all information submitted to an employer and for personally submitting and maintaining their employment applications.

Job Search Assistance

MCI may assist students and graduates in identifying potential employment opportunities in New Jersey through employer contacts, clinical affiliates, healthcare facilities, publicly available job postings, and other appropriate employment resources.

When employment opportunities are brought to the school's attention, appropriate opportunities may be communicated to eligible students or graduates.

Students are also encouraged to conduct independent job searches and not rely exclusively on opportunities identified by the school.

Clinical Experience & Professional Networking

Clinical education provides students with an opportunity to develop technical skills and professional workplace behaviors in a healthcare environment. Students are encouraged to treat every clinical experience as an opportunity to demonstrate professionalism, reliability, communication skills, initiative, and appropriate patient care.

Clinical placement **does not constitute an offer or guarantee of employment**. However, the professional relationships and experience developed during clinical education may assist students as they prepare to enter their field.

Interview Preparation

Students may request assistance preparing for employment interviews. Career development guidance may include:

- Reviewing commonly asked interview questions
- Discussing appropriate professional attire and presentation
- Practicing responses to employer questions
- Discussing how to describe education and clinical experience
- Preparing questions to ask a prospective employer
- Reviewing appropriate post-interview communication and follow-up

Students Needing Additional Employment Assistance

MCI encourages graduates who are having difficulty obtaining employment to remain in contact with the school.

When a student or graduate reports difficulty obtaining interviews or employment, MCI may provide additional individualized assistance, which may include reviewing or revising the resume, discussing the student's current

job-search activities, identifying additional New Jersey employment resources, reviewing application strategies, and providing additional interview preparation.

Students and graduates are encouraged to advise MCI when they obtain employment and to provide requested employment information so the institution can maintain accurate graduate employment records.

Free Career & Job Search Resources

In addition to individualized assistance available through MCI Institute, students and graduates are encouraged to utilize the following free career and employment resources:

New Jersey Career Services

Career planning, job-search assistance, résumé and interview resources, training opportunities, and other services for New Jersey job seekers.

[NJ Department of Labor – Career Services](#)

New Jersey Job Search Resources

Information and resources to assist individuals with searching for employment opportunities throughout NJ.

[NJ Career Services – Job Search](#)

CareerOne Stop – U.S. Department of Labor

Free career-development tools including résumé guidance, interview preparation, career exploration, job-search resources, and employment information.

[CareerOneStop](#)

Students and graduates who would like additional assistance are encouraged to contact MCI Administration for individualized career support, including résumé review, job-search assistance, employment applications, interview preparation, and professional communication guidance.

Career development assistance is provided at no additional charge. MCI Institute does not guarantee employment, a specific position, employer, salary, schedule, or employment outcome. MCI employment assistance is limited to employment opportunities within the State of New Jersey.

Student Responsibility

Career development is a collaborative process. Students and graduates are expected to actively participate in their employment search by maintaining current contact information with MCI, responding to employment opportunities, maintaining an updated resume, completing applications accurately and promptly, attending scheduled interviews, communicating professionally with employers, and notifying MCI of employment outcomes. Career assistance is available; students and graduates are encouraged to ask for help at any stage of the employment-search process.

Practical Time-Management Tips

Plan your week. Budget time for class, commuting, clinical activities, study, assignments, work, and family responsibilities.

Stay organized. Keep school materials, deadlines, forms, and communications in one reliable system. Use short blocks of time. Review notes, flashcards, or assigned reading during small windows of available time.

Protect academic priorities. Say no to optional commitments that conflict with examinations, required attendance, or clinical schedules.

Study when you are most effective. Identify the time of day when you focus best and reserve it for demanding work.

Break large tasks into steps. Set small deadlines before the final due date.

Build a routine. Use consistent study times and locations whenever possible.

Review notes regularly. Short daily review reduces last-minute studying and improves retention.

Sleep and care for yourself. Rest, nutrition, and appropriate support improve performance and judgment.

Communicate early. Contact faculty or administration before a problem becomes an emergency.