

# Campus Facilities

Effective: 07/14/2021

The main campus that is located at 930 Carondelet Drive occupies approximately 50,000 square feet and three stories of a medical office building located on the St. Joseph Medical Center Campus. There are classrooms, including various laboratories, administrative offices, restrooms, and a student lounge. Additional classrooms, offices, and laboratories located at 3239 Broadway, Kansas City, MO.

Among the various laboratories and other facilities provided for students are:

## St. Joe location

- Computer laboratories equipped with word processing software, office management software, and equipment for self-paced keyboarding and typing instruction.
- A dental x-ray darkroom equipped for the processing of dental x-rays.
- A dental laboratory onsite and fully functional, equipped with four dental operatories, dental x-ray units, and teaching and x-ray mannequins.
- A nursing skill laboratory, including hospital beds and simulated patient units.
- A physical therapist assistant laboratory treatment area, including treatment tables, assessment tools, and medical supplies.
- A respiratory laboratory equipped with therapeutic equipment.
- A Learning Resource Center (LRC) which provides a quiet area where students may refer to various publications, journals and technical manuals and access the Internet. The LRC is open and available for student use from 7:30 a.m. until 8:00 p.m. The LRC Coordinator's hours are posted outside of the LRC entrance.

All LRC materials must be checked out before being removed from the LRC. Students may check out books for a period of 14 calendar days. Materials may be rechecked for an additional seven days if no reserve request is on file. Students may place a reserve on a book that is currently checked out by contacting the LRC Coordinator. LRC materials should be returned to the center on or before the due date. Students may not check out magazines or materials marked for reference purposes. Copies from noncirculating materials may be requested from the LRC Coordinator.

Students will be held responsible and accountable for books and other items belonging to Concorde Career Colleges, Inc., and the LRC. Once a book, or other item, is borrowed from the LRC by a student, it becomes the responsibility of the receiver (student) to maintain the integrity and condition of the book and return the item within three business days (excluding Saturdays, Sundays, and holidays). Students who have checked out a book from the LRC will have three business days to use the item in its educational capacity. If the book is needed for longer than the three-day checkout, it may be rechecked at the discretion of the LRC Coordinator. If the book is then not returned within the three-day period, a charge of \$.50 per day will be assessed. If the student loses the book, the student will be responsible for paying the original list price for the lost book. If the student damages the book, the student can be charged a minimum of \$10, up to full, original list price, depending on the damage and ability to reuse the book.

Students are placed on Records Hold until all LRC materials are either returned or the replacement cost of any damaged or lost materials is paid.

- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.

## Broadway location

- Computer laboratories equipped with word processing software, office management software, and equipment for self-paced keyboarding and typing instruction.
- A dental x-ray darkroom equipped for the processing of dental x-rays.
- A dental laboratory onsite and fully functional, equipped with three dental operatories, dental x-ray units, and teaching and x-ray mannequins.
- Two medical laboratories equipped with examining tables, privacy screens, autoclaves, phlebotomy equipment, microscopes, EKG machines, and biohazard equipment.
- An LRC is also available at this location.
- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.