

2003-2004
CATALOG

Rancho Cucamonga 0303

Everest
COLLEGE

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Accredited by the Accrediting Council for Independent
Colleges and Schools (ACICS) to award associate's degrees.

Approved to operate by the Bureau for Private
Postsecondary and Vocational Education.

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MESSAGE FROM THE PRESIDENT

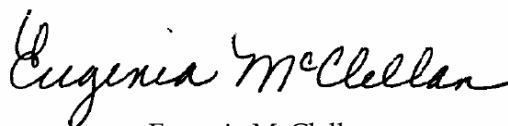
I would like to welcome you to Everest College where we provide a friendly, small-campus atmosphere with a dedicated staff that takes a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our students a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the State of California as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of our main campus, Springfield College in Springfield, Missouri (established in 1910), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest College. We invite all interested parties, therefore, to visit our campus and review our wide variety of programs. Our experienced admissions staff will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, 'If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.'



Eugenia McClellan
College President

Everest College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs:

- Associate of Science in Business Administration 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Associate of Science in Microsoft Office User Specialist 96 Quarter Credit Units
- Associate of Science in Network Administration 100 Quarter Credit Units

Instruction is in residence with the facility occupancy level accommodating 400 students at any one time. California statute requires that students, who successfully complete courses of study, be awarded appropriate degrees verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

This catalog is the official announcement of the programs, requirements, and regulations of Everest College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Everest College reserves the right to (1) change any provisions or requirements, including fees, at any time and (2) require a student to withdraw from the College for cause at any time. The College reserves the right to substitute equivalent classes within each diploma or degree program. It may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

Admission to Everest College shall be based on merit, and there shall be no discrimination by race, color, creed, religion, sex, national origin, or sexual orientation.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the academic dean or school president. Complaints not resolved within thirty days may be directed to:

The Bureau for Private Postsecondary and Vocational Education
PO Box 980818
West Sacramento, California 95798
(916) 445-3427

All information in the content of this school catalog is current and correct and is so certified as true by


Eugenia McClellan
College President

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ABOUT EVEREST COLLEGE

This College is a part of Rhodes Colleges, Inc. (RCi). RCi was formed in 1996 to own and operate colleges across the nation that focus on high demand and specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

Historically the roots of Springfield College in Springfield, Missouri extend back to 1910. At that time the College was named the Springfield Business School. The College was acquired by RCi on October 17, 1996. The name of the College was changed to Springfield College at the time of acquisition. The name of the main campus in Springfield was subsequently changed to Rhodes College and in April of 2002 was changed back to Springfield College. This branch campus in Rancho Cucamonga, California opened in October 2000 as Rhodes College. In April 2002 this campus was renamed Everest College.

With headquarters in Santa Ana, California and colleges in various states, RCi is dedicated to continuing this college's tradition of excellence in providing education and training to its community.

PHILOSOPHY

Everest College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to their full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, educational, career, and economic goals.

STATEMENT OF PURPOSE

Everest College is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the College is committed to:

- The utilization of modern technology and teaching methods (including distance education and externships where appropriate);
- The provision of innovative educational programs at conveniently located sites;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

MISSION STATEMENT AND OBJECTIVES

Everest College maintains the belief that each student, regardless of sex, race, color, religion, wealth, age, disability, or background, must be prepared for effective living as a contributing citizen in a rapidly changing society where life-long learning must be viewed as a normal expectation. The College further believes that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills.

The College believes that the educational programs must promote excellence based upon the optimum fulfillment of students' capabilities as determined by their experiences, needs, and incentives. It accepts the responsibility to provide the maximum opportunity for its students to acquire the basic skills and knowledge to be intellectually curious and aesthetically aware, to think and work creatively, to achieve self-discipline and economic sufficiency, to understand the obligations of democratic living, and to live in harmony with nature and others.

In the accomplishment of its mission, the College is constantly improving its educational programs; helping each student to develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing effective management and utilization of human and financial resources.

In order to assure continued fulfillment of its mission, the College has established the following goals:

1. The College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the College shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels. The College's success in realizing these goals will be measured regularly through surveys of students, graduates and employers.
3. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The College is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the College, the community, and all citizens of the region served will be better prepared for the social and economic developments of the future.

In furtherance of these goals the College offers the following programs:

- Associate of Science in Business Administration 96 Credits
- Associate of Science in Criminal Justice 96 Credits
- Associate of Science in Microsoft Office User Specialist 96 Credits
- Associate of Science in Network Administration 100 Credits

ADMINISTRATION

Eugenia McClellan	College President
Richard Mallow	Academic Dean
Jere Thrasher	Director of Admissions
Lisa Jalayer	Director of Placement
Sunshine Garcia	Director of Finance
Open	Department Chair for Business Administration
Rosa Mosley, JD	Department Chair for Criminal Justice

FACULTY

NAME	DEGREE(S) EARNED	TEACHING DISCIPLINE ¹
Elaine Y. Ahumada	MPA, University Of La Verne BA, University Of La Verne	BA, GE
Carol Akatcherian	MBA (California Polytechnic University, Pomona) BA (California State University Fullerton)	BA
Felicia R. Bracey	MAOM, University Of Phoenix BS, University Of Phoenix AS, Chaffey College	CJ
Rick Brulte	BS, California Polytechnic University, Pomona	BA
Robert Brownlee	JD, Western State University, College of Law BA, California State University, San Bernardino	CJ
Monica Caraballo	MBA, University of LaVerne	GE, BA

¹ Teaching Discipline:

- BA - Business Administration
 - CJ - Criminal Justice
 - NA - Network Administration
 - MOUS - Microsoft Office User Specialist
 - GE - General Education
-

NAME	DEGREE(S) EARNED	TEACHING DISCIPLINE ¹
Gabriela Castillo	BA, California State University, San Bernardino MBA, University of La Verne BA, University of Redlands	BA
David Chavez	MA (California State University, San Bernardino) BVED (California State University, San Bernardino)	CJ
Randy L. Cima	PhD (Sierra University) MS (California State University, Fullerton) BA (University of California, Riverside)	GE
Chris R. Coplen	PhD (La Salle University) MA (California State University, San Bernardino) BA (California State University, San Bernardino)	CJ
Barbara J. Cox	BS (University of Redlands) AS (Mount San Antonio College)	BA
Susan Donald	MFCC (California Baptist University, Riverside) BA (California State University, Fullerton)	GE
Lee A. Fenstermaker III	MA (University of Phoenix) MA (Pepperdine University) BS (California State Polytechnic University, Pomona)	BA
LaQuita F. Gray- Baker	DPA (ABD) (University of La Verne) MS (University of La Verne) BA (California State University, Dominguez Hills)	BA, GE
Tyler A. Kennedy	MS (Columbus University) BA, California State University, San Bernardino BA (California State University, San Bernardino)	CJ
Lena K. Kinney	BA (California State University, Fullerton)	CJ
Linda MaGee- Jones	MA (California State University, San Bernardino) BS (Southern University, New Orleans)	GE
Albert Maniaol	MBA (University of LaVerne) BS (FEATI University, Philippines)	NA
Jerry Maxwell	MBA (University of LaVerne) BS (California Polytechnic University, Pomona)	BA
Rosa M. Mosley	JD, Western State University, College of Law BA, California State University, Los Angeles	BA, CJ, GE
John G. Prohidney	BS, New Hampshire College	NA, MOUS
Lisa Shaheen	MA (Hope International University) BA (California State University, Fullerton)	GE
Adrian P. Stevens	BS (Berea College)	GE
Robert M. Taylor	BS (California State University, Los Angeles) AA (East Los Angeles College)	CJ
Terry Thomas	MBA (Argosy University) BS (Dallas Christian College)	BA
Dennis C. Toutant	PhD (Claremont Graduate School) Med (University of San Diego) BA (Central Michigan University)	BA, GE
James T. Ungashick	BA (Ohio State University)	CJ
Deborah L. Vignali	BS (California State University, Fullerton) AS (Citrus College)	MOUS
Christine L. Wiseman	BS, California State Polytechnic University, Pomona)	NA, MOUS

STATEMENT OF NON-DISCRIMINATION

Everest College does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION AND PROFESSIONAL RECOGNITIONS

Accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Everest College in Rancho Cucamonga, California is accredited as a branch of Springfield College in Springfield, Missouri.

Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This college is not a public institution.

LOCATION AND FACILITIES

Everest College is located in Rancho Cucamonga, California. The campus is located close to the intersection of two freeways, I-10 and I-15, providing convenient access to the school from throughout the area. The College is located on Archibald Street, just north of the Archibald exit from Interstate 10. There are adequate parking facilities and accommodations for staff, faculty, and students. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include four computer labs and seven lecture rooms. The facility includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes academic and administrative office areas, a conference room and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

LIBRARY

Everest College maintains an up-to-date, staffed library for use by our students and faculty. The library is accessible during business hours (8:00 a.m. to 9:00 p.m.), and can also be made available before and after hours by arrangement through the Academic Department

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition, the library has computers available for student use that are equipped with subscriptions to online databases related to the degree fields offered by the College for research purposes. Online resources are provided to support classroom activities and to provide students with access to virtually unlimited resources. Library computers are also provided as a convenience for students to complete or edit assignments; a 30 minute time limit may be imposed when students are waiting to use the computers.

The library computers are intended to be used for assignments and research. They are not intended for personal use, access to inappropriate Web sites, or access to personal email. Students are expected to have other computer resources, and should not expect the library computers to be their only computer. For student convenience, there is a list of local libraries and vendors where students may also have access to computer resources.

Students also have access to a copier in the library. Copy cards can be purchased in the bookstore or through the Bookkeeper's office.

ADMISSIONS

ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination, the CPAt. This standardized, nationally-normed test is administered by the College, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program. Applicants are required to achieve a combined score of 150 for entrance into the Network Administration program and a combined score of 120 for entrance into all other programs.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test. All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

INTERNATIONAL STUDENTS

Everest College accepts international students, however the College is not, at this time, approved by the Immigration and Naturalization Service to issue I-20 Forms. Prospective international students must, therefore, be in possession of a visa that allows them to legally attend school. English language services (including instruction) are not available. Visa services are not available at Everest College.

When foreign students apply for admission, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree program.

LANGUAGE PROFICIENCY

Courses are not offered in languages other than English, nor is English as a Second Language training offered. English language services (including instruction) are not available. If the results of the Entrance Examination described above indicate, in the judgment of the Academic Dean, that the applicant might not have language skills sufficient to master the required coursework, the applicant may be asked to take the TOEFL examination as described above as a condition of acceptance to the College.

ADMISSION AND REGISTRATION PROCEDURES

NEW STUDENTS

High School graduation or its equivalent (such as the GED) is a prerequisite for admission to the College. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Applicants are advised that Everest College accepts students only after a personal interview with an Admissions Representative.

After the interview an application for enrollment is completed pending final acceptance by the College.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

If the College accepts the applicant, the application for enrollment will be processed. Times and places of orientation will be given to the applicant by mail or telephone. If the applicant is not accepted, he/she will be notified promptly. Attendance at an orientation session is mandatory for all new students.

CONTINUING STUDENTS

Prior to the end of the term, students will have had the opportunity to register for the next term. All students are expected to register during specified times. A late registration fee of \$25 will be assessed to students who fail to register during designated registration periods.

RE-ENTERING STUDENTS

Readmission to Everest College following withdrawal will be at the discretion of the Academic Dean or the College President. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at their discretion. More than two re-entries into the College will be considered on a case by case basis at the discretion of the Academic Dean or College President. Re-entry in certain programs may be prohibited. Readmission to Everest College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Student Success Coordinator, and must receive initial approval from the Finance Director. Applications will be considered on a case by case basis and approved at the discretion of the Academic Dean or College President. The College President has final authority for all decisions concerning re-entry to the College.

TRANSFER STUDENTS

Students who have attended another accredited institution and wish to transfer to Everest College may be admitted if the admission requirements are met.

ADMINISTRATION POLICIES

HOURS OF OPERATION

OFFICE HOURS

The Everest College administrative offices are open from 8:00 a.m. until 6:00 p.m. each school day and until 5:00 p.m. on Friday. We suggest calling for an appointment prior to visiting the College. Admissions appointments can be made on selected Saturday mornings from 9:00 a.m. to 1:00 p.m. Appointments with Financial Aid Officers, the Academic Dean or other administrative staff can also be made after 6:00 p.m. by appointment.

CLASS HOURS

Everest College classes meet on Monday through Friday beginning at 8:00 a.m. Evening classes are offered Monday through Thursday, beginning at 6:00 p.m. Saturday classes (when offered) begin at 8:30 a.m. and 12:30 p.m. Classes may be scheduled at other times when necessary to provide classes for all students. Specific times and locations of each class are available on the Class Schedule published prior to the beginning of each quarter.

CLASS SCHEDULES/SCHEDULE CHANGES

Everest College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Four weeks per year are set aside for breaks.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times (registration) are available for students to meet with academic officials each term. The Academic Dean must approve all changes in a student's schedule.

All full-time students are required to maintain a minimum load of twelve credit hours (8 credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List, Dean's List, and Perfect Attendance each term. Students who need to take less than two courses in a term must provide a written request to obtain approval from the Academic Dean or President.

TERMS

The College is on the quarter system. Classes are held twelve months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately twelve weeks and normally begin in the following months each year:

- Winter Term January
- Spring Term April
- Summer Term July
- Fall Term October

MINI-TERMS

Six weeks into each of the four full terms listed above, a six-week Mini-Term begins to give new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet two to four times weekly for six weeks. This helps many students phase into their return to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the Mini-Term, the student would then enter the next scheduled full term.

CANCELLATION OF CLASSES

The College reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled.

TELEPHONES

No student will be called out of class for a telephone call, except in case of emergency. We request that family and friends be informed of this policy. There is a public telephone available in the student lounge. Cell phones and pagers may not be activated during class time; students are asked to wait until designated break times to place calls.

SMOKING

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building.

FOOD AND BEVERAGE

Students may partake of food and non-alcoholic beverages in the student lounge. Food and beverages may not be taken into the computer labs, or the library under any circumstances. Food may be permitted in classrooms at the Faculty's discretion, and must be properly disposed of prior to leaving the classroom. All students are encouraged to help keep the campus free of litter.

GUESTS/CHILDREN ON CAMPUS

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the College that children, friends and/or relatives shall not be brought to classrooms, labs or the library and may not be left in lounges or offices.

Deliveries of messages, packages, or other items will not be made during class time. Students are advised not to have messages or deliveries of any kind requested during class. For the safety and security of all concerned, visitors to the College asking for a student will not be escorted to the student's classroom and will not be provided any information about the student's whereabouts.

LOST AND FOUND

The College maintains a Lost and Found in the Bookkeeper's Office. The College cannot assume responsibility for any student's property. Any property turned into the Bookkeeper's Office will be kept for a period of 30 days. Contact the Bookkeeper regarding lost items.

DRESS CODE

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Everest College. Students are reminded that the College promotes a business atmosphere. Students are encouraged to remember that Faculty and visiting speakers are professionals and could be potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

STUDENT CODE OF CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others

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6. Possession, sale, transfer, or use of illegal drugs
 7. Appearance under the influence of alcohol or illegal drugs
 8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group
 9. Inappropriate use of library computers and school resources including reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files
 10. Unprofessional conduct

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President, or Academic Dean. The College President or Dean will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in

the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

ORIENTATION

Orientation is mandatory and is held for all applicants accepted for admission. Notification of time and place of orientation is delivered by mail or telephone to all applicants accepted for admission.

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel. Children may not attend Orientation. Students are advised to make appropriate arrangements for childcare prior to Orientation.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

ACADEMIC POLICIES AND PROCEDURES

GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
WZ	Withdrawal for those students called to immediate Active Military Duty.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
Course Repeat Codes		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

GPA AND CGPA CALCULATIONS

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

INCOMPLETES

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

DEFINITION OF CREDIT

Everest College grants academic credit in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

CREDIT BY EXAMINATION

Students who feel they are sufficiently competent in a particular subject in the Everest College curriculum to justify the awarding of college credit in that subject may request credit by examination. A written request must be submitted to the Department Chairperson.

The examination may be written, oral, or both. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled course. A student must score 85 percent or above in order to receive credit and the decision of the examining instructor will be final.

A maximum of 16 credit hours may be earned through "Credit by Examination" at the College; and an administrative fee will be charged for credit by examination. No letter grade is awarded for credit by examination, but the course credit is awarded toward graduation requirements. Credit by examination is generally not accepted for transfer by other institutions to which students may seek to transfer after graduation.

STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the College of attendance.

TRANSFER OF CREDITS

FROM OTHER COLLEGES

Everest College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.
2. A grade must be designated for each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Everest College shall be made by the Academic Dean under the authority of the President of the College.
4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. If it is unclear to the Academic Dean whether the course(s) submitted for transfer credit are equivalent to course(s) required by Everest College, the student will be required to provide official documentation from the other institution describing in detail the content and level of the course(s) in question (copy of course description and catalog cover from the year the course was taken).
6. Students who wish to receive credit from Everest College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution.

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7. Everest College will accept transfer credits up to a maximum of forty percent (40) of the total required credits for the degree sought.
 8. Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

Consideration for transfer of credit hours that were earned over 7 years prior to admission to Everest College requires a review and evaluation as to the acceptability of the credits to the current curricula of the College by the Academic Dean and approval of the College President.

TO OTHER COLLEGES

Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Everest College. Students who anticipate the necessity of transferring quarter credits earned at Everest College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. Transfer of credits is an institutional matter, therefore, Everest College cannot and does not guarantee the transferability of credits. Likewise, Everest College is not obligated to accept credits from all other collegiate institutions.

WITHIN THE COLLEGE

If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact their Department Chair or Academic Dean to re-enroll in the new program. A student must be in good academic standing to change programs, and must have the approval of the Department Chair of the current program, new program Chair, and the Academic Dean. A student must be in good academic standing to change majors. The College President may waive this requirement. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Everest College is one who is enrolled in at least 12 credit hours per term. Students who have approval to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

ACADEMIC HONORS

PRESIDENT'S LIST AWARD

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 4.0 (A) grade point average for the term.

DEAN'S LIST AWARD

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term.

PERFECT ATTENDANCE AWARD

The College recognizes the achievement of perfect attendance. Students whose attendance record reflects no incidence of absence, tardiness, or early departure from class during the quarter will be recognized each quarter.

No exceptions will be made regardless of reason.

GRADUATION HONORS

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the College should notify the College in writing as to why and when the withdrawal is necessary. A drop form must be completed with the Student Success Coordinator, and complete out-processing through the Academic Department and Student Finance Office must occur prior to dropping. Failure to provide written notification will result in a delay in out-processing and a delay in any refund due the student or the funding source. The Department Chair and/or Academic Dean must approve withdrawal from any individual course, and grades upon withdrawal will be assigned in accordance to the grading system indicated in this catalog.

OUT-PROCESSING UPON WITHDRAWAL

A student who must withdraw from Everest College prior to completion of degree requirements should: (1) contact the College and inform the Student Success Coordinator of plans to withdraw, (2) schedule an exit interview with the Department Chair and/or Academic Dean during which the student's reasons for withdrawal will be discussed, and (3) visit the Student Finance Director to insure that the student's financial obligation to the College has been met up to and including the student's last day of class attendance. The student must make satisfactory financial arrangements with the Finance Director in the event of having an outstanding balance.

ADDING OR DROPPING COURSES

Students wishing to add or drop a course from their schedule are strongly encouraged to so do during Add/Drop week. Students must meet with the Registrar after conferring with their Department Chair or the Academic Dean.

ADD-DROP WEEK

The period in which students may add or drop a course from their schedule without financial or academic consequences begins the first day of an academic term, and ends the first Friday following that term start. If a holiday falls within that time frame, the following business day (usually Monday) will be the last day of add/drop week.

GENERAL EDUCATION REQUIREMENTS

All Associate of Science Degree Programs at Everest College are designed to emphasize the student's major course work which is structured to prepare the student for their chosen career opportunities. General education courses fall under the following three subject areas; Humanities, Social Sciences, and the Natural and Physical Sciences. Each program requires students to complete coursework from each of the subject areas as specified in the program outline. The general education component broadens the overall education orientation of each degree seeking student. A minimum of 24 credit hours must be completed from the overall general education component listed in the curriculum for each program of study.

ATTENDANCE POLICY

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair or Dean to discuss the reason

for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

Everest College does not have a leave-of-absence provision.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the Satisfactory Academic Progress Tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the Satisfactory Academic Progress Tables.

GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

ACADEMIC PROBATION

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection.

The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on academic probation during the first term of return. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

ACADEMIC SUSPENSION

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if in the judgment of the Academic Dean or College President it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

ACADEMIC DISMISSAL

Students who have been readmitted following Academic Suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an Academic Dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the College President or an appeal committee appointed by the College President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an academic dismissal, as outlined above.

APPLICATION OF GRADES AND CREDITS

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits

are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

CONTINUATION AS AN EXTENDED ENROLLMENT STUDENT

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in an extended enrollment student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on Extended Enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

REINSTATEMENT AS A REGULAR STUDENT FROM EXTENDED ENROLLMENT STATUS

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter extended enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on extended enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered extended enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

SATISFACTORY PROGRESS AND FINANCIAL AID

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY PROGRESS REQUIREMENTS

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are

also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College.

SATISFACTORY PROGRESS TABLES

96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

100 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructors' privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. The College recognizes, however, that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

COURSE SUBSTITUTION

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Department Chair and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the discretion of the Academic Dean or College President, it would advance the student's educational objectives.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recalculated to count the last attempt only. All repeats will be charged at the student's current tuition rate.

Externships, while not normally subject to being repeated, may be repeated only with the permission of the

Department Chair and/or the Academic Dean.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree. In addition, students may not take more than one Directed Study course in a single academic term without approval from the Academic Dean or College President.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

ADMINISTRATIVE STANDARDS

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

The College reserves the right to, at any time, make changes as necessary in the regulations and fees, and to cancel any course if registration does not justify continuance. Normally, a minimum of fifteen students will be required for a class to be scheduled. All courses needed by students for their graduation will be offered during their normal attendance period.

GRADUATION REQUIREMENTS

Students at Everest College must have a minimum 2.0 cumulative grade point average and the required hours of the program they are pursuing to be eligible to graduate. All financial obligations including tuition charges, fees, and other expenses must be fulfilled before graduation. Formal out-processing is also required prior to graduation.

In order to maintain satisfactory status leading to graduation, a student must:

1. Have a minimum cumulative grade point average of 2.0;
2. Adhere to all college rules and regulations;
3. Adhere to the attendance policies, and standards of conduct, as well as settling all financial obligations to the College and;
4. Complete the minimum course work and hours of credit required in the program in which the student is enrolled.

OUT-PROCESSING UPON GRADUATION

A graduating student must contact the Placement Director's office during the last term before completion of the student's degree requirements. This office will assist the student in applying for employment assistance. Students receiving an Associate of Science degree may be required to take a comprehensive examination in their respective programs. The student must complete a graduation petition within the term prior to completion of all academic requirements. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Finally, the student must meet with the Registrar to ensure that all academic requirements have been satisfied. Upon completion of these requirements, the student may become an official graduate of Everest College.

COMMENCEMENT CEREMONY

Although students officially graduate from Everest College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better, the College only holds graduation ceremonies twice each year, typically in October and April. The College reserves the right to change these dates. All students completing graduation requirements during the months prior to commencement are eligible to participate in the ceremony. Graduates will be assessed a graduation fee at the time of filing the graduation petition. This request must be completed within the term prior to completion of all academic requirements to participate in commencement.

GRADUATION HONORS

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact their Faculty. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

FINANCIAL POLICIES

TUITION AND FEES

Arrangements for payment of registration fees, tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered, however the average has been \$200 to \$250 per quarter. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

Tuition will be charged on a quarterly basis. The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
Network Administration	Per credit	\$285.00
Microsoft Office User Specialist	Per credit	\$235.00
All Other Undergraduate Programs	Per credit	\$222.00

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

ADDITIONAL FEES		
Registration Fee	\$25	each quarter
Proficiency Challenge Exam (non-refundable):	\$75	
Graduation Fee (non-refundable):	\$50	
Online Learning Fee	\$100	per course
Transcript Fee*	\$5	
Late Registration Fee	\$25	per quarter occurrence

*Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

STATEMENT OF FINANCIAL OBLIGATIONS

A student who has applied, is accepted, and has begun classes at the College assumes a financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College, including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College nor will grades or transcripts be released as long as the student owes the College a balance for any current or past terms.

CANCELLATION AND REFUNDS

CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid. Notice of cancellation should be made to the College President at the College address. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

Return of Unearned SFA Program Funds

The College must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Bureau for Private Postsecondary and Vocational Education Refund Policy for Degree Programs

Prior to the completion of 60% of the course of instruction, refunds are based on the total number of clock hours in the period of enrollment. Refunds for students completing 60% or less of the period of enrollment will be calculated as follows:

1. Add the registration fee, not to exceed one hundred dollars (\$100), to the total charges for the period in which the student is enrolled.
2. Divide this figure by the total number of hours for the courses taken during the enrollment period.

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3. The answer to the calculation in step (2) is the hourly charge for instruction.
 4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
 5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

The College may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60% of the enrollment period.

Sample Calculation:

A student enrolled in three courses for a given quarter. The three courses totaled 12 credits and 120 clock hours. The student was charged \$2,352 in tuition, a \$25 Registration Fee and \$250 for books and equipment. The student withdrew from school after attending 36 hours (3 weeks at 12 hours per week) and did not return the books and equipment. The student had paid the school \$1,250 for that quarter's tuition and fees.

1. The student is entitled to a refund since he/she completed less than 60% of the quarter (36 hours divided by 120 hours equals 30%).
2. The total tuition charges for the quarter are \$2,377 (\$2,352 plus \$25).
3. The hourly charge for instruction is \$19.81 (\$2,377 divided by 120).
4. The amount owed by the student is \$713.16 (\$19.81 multiplied by 36) plus \$250 for books and equipment (\$963.16 total).
5. The refund is \$286.84 (\$1,250 less \$963.16).

State of California Student Tuition Recovery Fund

California law requires that this institution pay a fee each time a student enrolls. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

To qualify for a STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education, specifically those who hold student visas, are not considered California residents.

Students seeking a STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file a STRF application within two years of the final judgment.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary and Vocational Education
PO Box 980818
West Sacramento, California 95798
(916) 445-3427

As of January 1, 2002, California Education Code Section 94945 requires the College to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2002 is Three Dollars (\$3.00) per Thousand Dollars of tuition paid, rounded to the nearest Thousand Dollars. The fee for 2003 is Two Dollars and Fifty-Cents (\$2.50) per Thousand Dollars of Tuition paid, rounded to the nearest Thousand Dollars.

You are not required to pay the STRF fee if your tuition is entirely funded directly by a third-party payer, such as an employer or a government program, or if you are not a California resident. You will also not be eligible for payment from the STRF if you fall into these categories. STRF payment eligibility is governed by California Education Code Section 94944.

FINANCIAL ASSISTANCE

This campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

FEDERAL PELL GRANT

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

FEDERAL STAFFORD LOAN (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

IMAGINE AMERICA SCHOLARSHIPS

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high

school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31st of the year in which they are awarded.

EVEREST COLLEGE SCHOLARSHIPS

This institution has established a competitive scholarship program for recent high school graduates.

The scholarship is open to any graduating high school senior who wishes to participate. The Career Placement Assessment Test is administered and the top thirteen scorers are awarded an interview with a panel of judges from the community. The judges will then score the finalists based on their responses to questions and the top eight scorers will be awarded the following scholarships:

- One Full Tuition Scholarship
- Two Half Tuition Scholarships
- Four One-Fourth Tuition Scholarships

These scholarships do not include books or registration fee.

ALTERNATIVE FINANCING PROGRAM

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. The first monthly payment must be made no later than the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The College counsels each student regarding each loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed.

STUDENT SERVICES

CAREER SERVICES

Everest College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Career Placement Director promotes the availability of Everest College graduates for employment through personal contact, media advertising, announcement letters, and employment surveys. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, or demonstrate unprofessional behavior during an interview scheduled by the College, the student may not be considered for subsequent employment interviews.

Everest College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

TUTORIAL ASSISTANCE

Everest College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College,
2. Arranges for tutorial assistance through the office of the Academic Dean or Department Chair,
3. Schedules tutoring sessions on campus.

STUDENT ADVISING

Students are urged to seek assistance from those who are here to help. One should feel free to go to his/her department chair, instructors, the Academic Dean or the College President with any problems.

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters. The Academic Dean and Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, changing of major, and meeting graduation requirements.

Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required before he can register for the next term. Disciplinary advisement is handled through the President's Office when behavioral problems arise in the classroom or on the campus.

HEALTH SERVICES

Everest College serves commuter students and is centrally located within a city that has numerous hospitals. For this reason, health care services are not available on campus. A first aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Everest College accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access and reasonable accommodation for the disabled.

HOUSING

Everest College does not provide housing of any kind but may be able to assist students in locating appropriate facilities through the Student Resource Coordinator.

CLUBS AND ORGANIZATIONS

Everest College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to establish new organizations, should contact the Academic Dean for further information and guidelines.

STUDY GROUPS

The College will provide on-site facilities as available for the use of students choosing to work in study groups. Assistance will be provided to students, on request, in identifying other students in similar educational programs interested in participating in study groups.

PROGRAMS OF STUDY

BUSINESS ADMINISTRATION

ASSOCIATE OF SCIENCE - 96 CREDITS

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. Freedom to select an area of emphasis allows the students to tailor the program more precisely to their career goals. The Business Administration program prepares the student for a supervisory position, which may lead to office or departmental management.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS				
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principles of Accounting II	40	0	4
APA 2161	Introduction to Cost/Managerial Accounting	40	0	4
	-OR-			
ACG 2045	Corporate Accounting			
BUL 2100	Applied Business Law	40	0	4
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding	0	40	2
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
WPR 1301	Word Processing	30	20	4
	Total College Core	280	80	32
MAJOR CORE REQUIREMENTS				
ACG 2141	Computerized Accounting	30	20	4
AC 205	Partnership and Corporate Accounting	40	0	4
	-OR-			
AC 211	Accounting for Management			
CSG 2171	Spreadsheets	30	20	4
	-OR-			
BA 250/251	Professional Business Practicum I/II			
FIN 1100	Introduction to Finance	40	0	4
FIN 3000	Principles of Finance	40	0	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAN 2021	Principles of Management	40	0	4
MAN 2300	Introduction to Human Resources	40	0	4
MAR 1011	Introduction to Marketing	40	0	4
MAR 2500	Customer Relations and Servicing	40	0	4
	Total Major Core	380	20	40
GENERAL EDUCATION REQUIREMENTS				
Humanities (12 Credits)				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communications	40	0	4
Social Sciences (8 Credits)				
PSY 2015	General Psychology	40	0	4
SO 112	Marriages and Families	40	0	4
Natural and Physical Sciences (4 Credits)				
MAC 2104	College Algebra	40	0	4
	Total General Education Requirements	240	0	24
HOURS REQUIRED FOR GRADUATION		900	100	96



CRIMINAL JUSTICE

ASSOCIATE OF SCIENCE - 96 CREDITS

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS				
BUL 2100	Applied Business Law	40	0	4
CGS 2110	Computer Applications	30	20	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAN 2021	Principles of Management	40	0	4
MAN 2031	Let's Talk Business	20	0	2
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Core	230	20	24
MAJOR CORE REQUIREMENTS				
CCJ 1024	Introduction to Criminal Justice	40	0	4
CCJ 2238	Criminal Investigation and Police Procedures	40	0	4
CCJ 2250	Constitutional Law for the Criminal Justice Professional	40	0	4
CCJ 2233	Criminal Evidence	40	0	4
CCJ 2234	Criminal Procedure	40	0	4
CCJ 1011	Criminology	40	0	4
CCJ 2306	Introduction to Corrections	40	0	4
CCJ 2501	Juvenile Delinquency	40	0	4
CCJ 2335	Criminal Justice Report Writing	40	0	4
CCJ 2940	Criminal Justice Externship	0	120	4
	Total Major Core	360	120	40
GENERAL EDUCATION REQUIREMENTS				
Humanities (12 Credits)				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2016	Oral Communications	40	0	4
Social Sciences (12 Credits)				
PSY 2015	General Psychology	40	0	4
SO 112	Marriages and Families	40	0	4
SYG 2000	Principles of Sociology	40	0	4
Natural and Physical Sciences (8 Credits)				
MAC 2104	College Algebra	40	0	4
SLS 1080	Computer Literacy	40	0	4
	Total General Education Requirements	320	0	32
HOURS REQUIRED FOR GRADUATION		910	140	96

MICROSOFT OFFICE USER SPECIALIST

ASSOCIATE OF SCIENCE - 96 CREDITS

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. The major core courses will prepare students to sit for the assorted Microsoft Office User Specialist certification examinations. Graduates will qualify for the wide range of administrative assistant occupations.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
COLLEGE CORE REQUIREMENTS				
APA 2111	Principles of Accounting I	40		4
CGS 1326	Project Development	10	20	2
CGS 1520	Introduction to Database Management	10	20	2
CGS 1522	Introduction to Spreadsheets	10	20	2
CGS 1550	Introduction to Presentations	10	20	2
MAN 1030	Introduction to Business Enterprise	40		4
OST 1145	Speed-Building Skills	10	20	2
OST 2705	Introduction to Word Processing	10	20	2
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
	Total College Core	200	120	26
MAJOR CORE REQUIREMENTS				
SLS 1392	Workplace Relationships	10	20	2
CGS 1410	Essentials of Communications & Document Formatting	10	20	2
CGS 1501	Computer Fundamentals	30	20	4
CGS 2075	Spreadsheets Core Skills	30	20	4
OST 2826	Presentations Core Skills	30	20	4
CGS 2175	Database Management Core Skills	30	20	4
OST 2722	Word Processing Core Skills	30	20	4
CGS 2532	Spreadsheets Expert Skills	30	20	4
OST 2829	Presentations Expert Skills	30	20	4
CGS 2640	Database Management Expert Skills	30	20	4
OST 2723	Word Processing Expert Skills	30	20	4
SOT 2801	Office 2000 Integration of Data	10	20	2
CGS 2805	Microsoft Office & Web Browsers	10	20	2
CIS 2955	Externship I		60	2
	Total Major Core	310	320	46
GENERAL EDUCATION REQUIREMENTS				
Humanities (12 Credits)				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2016	Oral Communications	40	0	4
Social Sciences (8 Credits)				
PSY 2015	General Psychology	40	0	4
SO 112	Marriages and Families	40	0	4
Natural and Physical Sciences (4 Credits)				
MAC 2104	College Algebra	40	0	4
	Total General Education Requirements	240	0	24
HOURS REQUIRED FOR GRADUATION		750	440	96

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NETWORK ADMINISTRATION

ASSOCIATE OF SCIENCE - 100 CREDITS

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate in Science Degree.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
MAJOR CORE REQUIREMENTS				
CGS 1270	Introduction to Desktop Computing	30	20	4
CGS 1275	Computer Operating Systems	30	20	4
CGS 1280	Computer Hardware Concepts	30	20	4
CEN 1800	Diagnostics and Troubleshooting	10	20	2
CGS 1300	Computer Networking Fundamentals	10	20	2
CEN 1335	UNIX Operating System	30	20	4
CEN 2100	Linux Operating System	30	20	4
CEN 1505	Novell Administration I	30	20	4
CEN 2505	Novell Administration II	30	20	4
CET 1600	Cisco Routers I	30	20	4
CET 2610	Cisco Routers II	30	20	4
CGS 2210	Windows 2000 Professional	30	20	4
CEN 2306	Windows 2000 Server	30	20	4
CEN 2320	Windows 2000 Network Infrastructure	30	20	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	10	20	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	30	20	4
CEN 2700	Windows 2000 Directory Services Design	30	20	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	30	20	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	30	20	4
SLS 1341	Professional Development	20	0	2
	Total Major Core	530	380	72
GENERAL EDUCATION REQUIREMENTS				
PSY 2015	General Psychology	40		4
MAC 2104	College Algebra	40		4
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
SPC 2016	Oral Communications	40		4
SO 112	Marriages and Families	40		4
SYG 2000	Principles of Sociology	40		4
	Total General Education Requirements	280		28
HOURS REQUIRED FOR GRADUATION		810	380	100

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COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division.

COURSE DESCRIPTIONS

AC 205 Partnership & Corporate Accounting **4 Credits**

This course deals with partnerships and corporate forms of business. Accounting procedures in each type of business are studied. The use of partnership drawing accounts, allocation of salaries, and profit/loss distribution are studied. The characteristics and formation of a corporation, capital stock transactions, debt financing, corporate earnings, dividends, and other factors relating to the corporate form of business are considered. Prerequisite: ACG2011.

AC 211 Accounting for Management **4 Credits**

This course deals with budgeting, departmentalization, parent/subsidiary relationships, cost centers, profit centers, home office and branch accounting, cash flow statements, and cost/revenue analysis. Prerequisite: ACG2011.

ACG 2045 Corporate Accounting **4 Credits**

This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: ACG2011.

ACG 2141 Computerized Accounting **4 Credits**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: ACG2011.

APA 2111 Principles of Accounting I **4 Credits**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None.

APA 2121 Principles of Accounting II **4 Credits**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACG2001.

APA 2161 Introductory Cost/Managerial Accounting **4 Credits**

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: ACG2011.

BA 250 Professional Business Practicum I **2 Credits**

The student completes a minimum of 60 hours working in a supervised business environment utilizing the skills gained through the academic program. Weekly evaluation by the on-site supervisor, combined with periodic evaluation and reinforcement by college faculty maximize this professional experience. The 60 hours are served without remuneration. This course is normally completed during student's final quarter of enrollment.

BA 251 Professional Business Practicum II **2 Credits**

This course provides an additional 60 hours of on-the-job experience and training with the benefit of close supervision and faculty counsel. The 60 hours are served without remuneration. Prerequisite: BA250.

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- BUL 2100 Applied Business Law** 4 Credits
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None.
- CCJ 1011 Criminology** 4 Credits
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ1024.
- CCJ 1024 Introduction to Criminal Justice** 4 Credits
This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies.
- CCJ 2233 Criminal Evidence** 4 Credits
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ1024.
- CCJ 2234 Criminal Procedures** 4 Credits
This course focuses on the constitutional provisions affecting the criminal process and the Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ1024.
- CCJ 2238 Criminal Investigation and Police Procedures** 4 Credits
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ1024.
- CCJ 2250 Constitutional Law for the Criminal Justice Professional** 4 Credits
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ1024.
- CCJ 2306 Introduction to Corrections** 4 Credits
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ1024.
- CCJ 2335 Criminal Justice Report Writing** 4 Credits
This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: CCJ1024.
- CCJ 2501 Juvenile Delinquency** 4 Credits
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ1024.
- CCJ 2940 Criminal Justice Externship** 4 Credits
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and have approval of the Department Chair.
- CEN 1335 UNIX Operating System** 4 Credits
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None.
- CEN 1505 Novell Administration I** 4 Credits
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS1300.

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- CEN 1800 Diagnostics and Troubleshooting** **2 Credits**
This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS1275 and CGS1280.
- CEN 2100 Linux Operating System** **4 Credits**
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None.
- CEN 2306 Windows 2000 Server** **4 Credits**
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS1300.
- CEN 2320 Windows 2000 Network Infrastructure** **4 Credits**
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN2306 and CGS2210.
- CEN 2505 Novell Administration II** **4 Credits**
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN1505.
- CEN 2600 Windows 2000 Directory Services Infrastructure I** **2 Credits**
Microsoft's next-generation directory service – Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN2320.
- CEN 2650 Windows 2000 Directory Services Infrastructure II** **4 Credits**
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN2600.
- CEN 2700 Windows 2000 Directory Services Design** **4 Credits**
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN2650.
- CEN 2711 Implementing and Supporting Microsoft Proxy Server** **4 Credits**
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN2306 and CEN2320.
- CEN 2720 Implementing and Supporting Microsoft Exchange Server** **4 Credits**
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN2306 and CEN2320.

CET 1600 Cisco Routers I**4 Credits**

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS1300.

CET 2610 Cisco Routers II**4 Credits**

This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CEN2530.

CGS 1270 Introduction to Desktop Computing**4 Credits**

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None.

CGS 1275 Computer Operating Systems**4 Credits**

This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS1270.

CGS 1280 Computer Hardware Concepts**4 Credits**

This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS1270.

CGS 1300 Computer Networking Fundamentals**2 Credits**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None.

CGS 1326 Project Development**2 Credits**

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None.

CGS 1410 Essentials of Communications and Document Formatting**2 Credits**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None.

CGS 1501 Computer Fundamentals**4 Credits**

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Prerequisite: None.

CGS 1520 Introduction to Database Management**2 Credits**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: CGS1501.

CGS 1522 Introduction to Spreadsheets**2 Credits**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS1501.

CGS 1550 Introduction to Presentations**2 Credits**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Corequisite: CGS1501.

CGS 2075 Spreadsheets Core Skills**4 Credits**

This course provides instruction in the core spreadsheet skills and prepares students for the Microsoft Office User Specialist Excel Core Certification. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Students will master all Excel 2000 core certification skill activities. Prerequisite: CGS1522.

CGS 2110 Computer Applications**4 Credits**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None.

CGS 2175 Database Management Core Skills**4 Credits**

This course provides instruction in core data management skills and prepares students for the Microsoft Office User Specialist Access Core Certification examination. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Students will master all Access 2000 core certification skill activities. Prerequisite: CGS1520.

CGS 2210 Windows 2000 Professional**4 Credits**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS1300.

CGS 2532 Spreadsheets Expert Skills**4 Credits**

This course provides instruction for the development of expert spreadsheet skills; it prepares students for Microsoft Office User Specialist Excel Expert Certification. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Students will master all Excel 2000 expert certification skill activities. Prerequisite: CGS2075.

CGS 2640 Database Management Expert Skills**4 Credits**

This course provides instruction for the development of expert database management skills; it prepares students for the Microsoft Office User Specialist Access Expert Certification examination. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Students will master all Access 2000 expert certification skill activities. Prerequisite: CGS2175.

CGS 2805 Microsoft Office and Web Browsers**2 Credits**

This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OST2737, CGS2532, CGS2602, and CGS2640.

CIS 1561 Hardware Concepts**2 Credits**

This course prepares the student to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGS1501.

CIS 1575 Networking Fundamentals**4 Credits**

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS1501.

CIS 1800 Core Technologies**4 Credits**

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CIS1575.

CIS 1850 Windows Technical Support**4 Credits**

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CIS1575.

CIS 1875 Novell Administration**4 Credits**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS1501.

CIS 2222 Transmission Control Protocol/Internet Protocol (TCP/IP)**4 Credits**

This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will trouble shoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisite: CIS1875. Corequisite: CIS1800.

CIS 2320 Windows NT Enterprise**4 Credits**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CIS1800.

CIS 2422 Internet Information Server**2 Credits**

This course prepares the student to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CIS1800.

CIS 2875 Novell Advanced Administration**4 Credits**

This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CIS1875.

CIS 2890 Installation and Configuration for Networks**4 Credits**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite: CIS1875.

CIS 2911 Multiplatform Networking**4 Credits**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CIS2875 and CIS2320.

CIS 2955 Externship I**2 Credits**

This course provides the student with on-the-job experience in a business organization practicing office productivity activities with skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced Microsoft Office professional. Emphasis will be on document production and integration, application development, and methods of improving productivity through use of the software. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications.

CSG 2171 Spreadsheets**4 Credits**

This course offers in-depth coverage of commercially available spreadsheet software through instructor lecture and demonstration. Students learn how to develop personalized reports involving the use of extensive mathematical, financial, statistical and logical processing. Prerequisite: CGS2110

ENC 1108 Composition I**4 Credits**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.

ENC 1109 Composition II**4 Credits**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1108.

FIN 1100 Introduction to Finance	4 Credits
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None.	
FIN 3000 Principles of Finance	4 Credits
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN2021.	
MAC 2104 College Algebra	4 Credits
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None.	
MAN 1030 Introduction to Business Enterprise	4 Credits
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None.	
MAN 2021 Principles of Management	4 Credits
This course covers an analysis of fundamental management principles integrated with concepts of behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None.	
MAN 2031 Let's Talk Business	2 Credits
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None.	
MAN 2300 Introduction to Human Resources	4 Credits
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None.	
MAR 1011 Introduction to Marketing	4 Credits
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None.	
MAR 2500 Customer Relations and Servicing	4 Credits
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None.	
OFT 1141 Keyboarding	2 Credits
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None.	
OST 1145 Speedbuilding Skills	2 Credits
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None.	
OST 2705 Introduction to Word Processing	2 Credits
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS1501.	
OST 2722 Word Processing Core Skills	4 Credits
This course provides instruction in the essential word processing skills; it prepares students for the Microsoft Office User Specialist Word Core Certification examination. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. A major focus of the course will be on the Word 2000 core certification skill activities. Prerequisite: OST2705.	

OST 2723 Word Processing Expert Skills**4 Credits**

This course provides instruction for the development of expert word processing skills; it prepares students for the Microsoft Office User Specialist Word Expert Certification examination. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge, and collaborating with workgroups will also be addressed. Students will master all Word 2000 expert certification skill activities. Prerequisite: OST2716.

OST 2826 Presentations Core Skills**4 Credits**

This course provides instruction in the core presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Core Certification examination. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Students will master all PowerPoint 2000 core certification skill activities. Prerequisite: CGS1550.

OST 2829 Presentations Expert Skills**4 Credits**

This course provides instruction for the development of expert presentation skills and prepares students for the Microsoft Office User Specialist PowerPoint Expert Certification examination. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Students will master all PowerPoint 2000 expert certification skill activities. Prerequisite: CGS2137.

PSY 2015 General Psychology**4 Credits**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None.

SLS 1080 Computer Literacy**4 Credits**

This course provides a presentation of the computer as a tool for personal development. Subject matter includes a basic introduction to PC operation, using the PC for communication, personal finance, organization, and as a tool for study and entertainment. Prerequisite: None.

SLS 1130 Strategies for Success**4 Credits**

This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced.

SLS 1320 Career Skills**2 Credits**

This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. This course is normally completed during the student's final quarter of enrollment.

SLS 1341 Professional Development**2 Credits**

This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Prerequisite: None.

SLS 1392 Workplace Relationships**2 Credits**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None.

SO 112 Marriages and Families**4 Credits**

This course is a study of the history, development, and interrelation dynamics of contemporary marriage and family relationships. Special emphasis is placed on the identification and development of traditional values as they relate to the changing marital and family roles in modern society. Prerequisite: None.

SOT 2801 Office 2000 Integration of Data**2 Credits**

This capstone course provides instruction for the development of enhanced application development skills using Office 2000 software. The emphasis of the course will be to integrate, embed, and link data from the Word, Excel, PowerPoint, and Access software programs. A focus will be on the students' mastery of object linking and embedding (OLE), embedding Excel objects in Word or PowerPoint, linking between Word, Excel and PowerPoint, updating and breaking links and using Access data in Excel workbooks or Word merges. Students will master Microsoft Office User Specialist Certification skill-sets relating to the integration of data for all Office 2000 software. Prerequisites: OST2737, CG2532, CGS2602, and CGS2640.

SPC 2016 Oral Communications**4 Credits**

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None.

SYG 2000 Principles of Sociology**4 Credits**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None.

WPR 1301 Word Processing**4 Credits**

This course introduces the basic concepts and functions of word processing then gives the student the opportunity to become proficient in the use of word processing software. The course structure is designed to guide the student from the basics of creating, editing and formatting documents to the intermediate level of desktop publishing, creating styles, outlines, tables, tables of contents, form letters and merge operations. Instructor lecture and demonstration provides in-depth coverage of word processing concepts and applications. Also covered are techniques for automating the word processing process through the use of templates and macros. Prerequisites: OFT1141 and CGS2110.

ACADEMIC CALENDARS

2003 CALENDAR				
EVENT				
Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
Winter Term Starts		1	13	2003
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
Mini-Term Starts		2	24	2003
Winter Term Ends		4	5	2003
Spring Vacation	From:	4	7	2003
	To:	4	12	2003
Spring Term Starts		4	14	2003
Spring Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
Mini-Term Starts		5	27	2003
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
Summer Term Starts		7	14	2003
Mini-Term Starts		8	25	2003
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
Fall Term Start		10	13	2003
Mini-Term Starts		11	17	2003
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004

2004 CALENDAR

EVENT

Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
Winter Term Starts		1	12	2004
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts		2	23	2004
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		4	12	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts		6	1	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
Summer Term Starts		7	12	2004
Mini-Term Starts		8	23	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		10	11	2004
Mini-Term Starts		11	15	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

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Parks College
Parks College
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Western Business College
Florida Metropolitan University - Brandon
Florida Metropolitan University - Fort Lauderdale
Florida Metropolitan University - Jacksonville
Florida Metropolitan University - Lakeland
Florida Metropolitan University - Melbourne
Florida Metropolitan University - North Orlando
Florida Metropolitan University - Pinellas
Florida Metropolitan University - South Orlando
Florida Metropolitan University - Tampa

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