Everest

COLLEGE

2006 - 2007 Catalog

Everest CA 102306

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www.everest-college.com

Licensed to operate by the Bureau for Private Postsecondary
and Vocational Education

Everest College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94915. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or the superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

Diploma Programs
- Dental Assisting   720 Clock Hours/47 Credit Units
- Homeland Security Specialist   560 Clock Hours/48 Credit Units
- Massage Therapy   720 Clock Hours/54 Credit Units
- Medical Administrative Assistant   720 Clock Hours/47 Credit Units
- Medical Assisting   720 Clock Hours/47 Credit Units
- Medical Insurance Billing/Coding   560 Clock Hours/35 Credit Units
- Pharmacy Technician   720 Clock Hours/47 Credit Units
- Surgical Technologist   1220 Clock Hours/76.5 Credit Units
- X-Ray Technician – Limited Permit   684 Clock Hours/39 Credit Units

California statute requires that students who successfully complete courses of study be awarded appropriate diplomas or certificates verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the College and to discuss personal educational occupational plans with College personnel prior to enrolling or signing enrollment agreements. This College currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify. Refer to the "Financial Information" section for specific programs.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education or Campus President. Complaints not resolved within 30 days may be directed to: The Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Ste S202, Sacramento, CA 95834, (916) 574-7720, Fax (916) 574-8648.

All information in the content of this College catalog is current and correct and is so certified as true by the signatures of the respective Campus Presidents.

Hector Albizo, Hayward   Thomas Horstmann, San Francisco   Timothy Heath, San Jose

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EVEREST COLLEGE

EDUCATIONAL PHILOSOPHY

The Everest College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

MISSION STATEMENT

Everest College is an independent, private, diploma-granting school of Allied Health, Business and Technical Education. The College is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

OBJECTIVES

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

1. The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
2. The College will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
3. The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
4. The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
5. The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

--See appendices for operating hours, faculty and administration, tuition and fees, and academic calendars.--

SCHOOL HISTORY AND FACILITIES

The Hayward and San Francisco campuses of Everest College were originally campuses of Bryman College. The original Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. The Bryman Schools were acquired by National Education Corporation in 1975. In 1983, the school names were changed to National Education Center® Bryman Campus. Corinthian Schools, Inc. acquired the schools in July 1995. The school names were changed to Bryman College in June 1996. Hayward and San Francisco were changed to Everest College in October of 2006.

The Hayward campus originally opened in 1970 in San Jose. In 1989, a branch of this facility opened in New Orleans. The College moved to a new location in San Jose in January 1998 and moved into its current location in Hayward in September 2001. The New Orleans branch was closed in 2006. Facilities occupy over 20,000 square feet of space containing classrooms and labs, a computer lab, administrative offices, a student lounge, a testing room, and a library. Ample parking is available on campus.

The San Francisco campus began offering classes in 1970. The College moved to its current location in July 1998. The College occupies three floors of an office building and has 31,000 square feet containing 18 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The College is centrally located in downtown San Francisco and is near both bus routes and BART.

The San Jose campus was founded in December 1970 as Andon College, a vocational postsecondary education center in the allied health field. Concorde Career Colleges, Inc. purchased the College in May 1984, at which time the name was changed to Clayton Career College. In order to better meet the needs of the San Jose community, and in response to continued growth, the school relocated to expanded facilities in 1989. At that time, the school's name was changed to Concorde Career Institute. Corinthian Schools, Inc. acquired the school in August 1996, and the school name was changed to Bryman College. In February 1997, the College moved to its current location. The College expanded its facilities with the acquisition of additional space in

September 2001. The name of the college was changed to Everest College in 2006. The College is located on the west side of San Jose, California. Facilities occupy over 27,000 square feet of space devoted to a combination of clinical laboratory and computer classrooms, student lounge, library and administrative offices. Public transportation is available to the campus. The College is easily accessible to highways 17, 880 and 280.

School facilities have been designed for training students in the health care field. The modern buildings are carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. Everest College, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Everest College encourages student interaction for learning purposes through the use of library resources and facilities. Tutoring and study assistance are available upon request from the Director of Education at each campus.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

This College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration.

- All campuses in this catalog are licensed to operate by the Bureau for Private Postsecondary and Vocational Education. License to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau. This College is not a public institution.
- All Everest College campuses in this catalog are accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.
- The Surgical Technology program of the Hayward campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.
- The Everest College Medical Assisting programs at the San Francisco and San Jose locations are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.
- The Dental Assisting programs at the San Francisco and San Jose campuses have been approved by the Committee on Dental Auxiliaries (COMDA).
- Registered Dental Assisting Programs are approved by the Dental Board of California. Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).
- The institution is eligible under the Federal Stafford Loan Program (FSL), Federal Parent Loan for Undergraduate Students (FPLUS), Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Work-Study (FWS) and Cal Grant programs.
- The San Jose campuses is approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- The institution provides training services for the State Department of Vocational Rehabilitation.
- Some campuses offer programs for eligible participants under the Workforce Investment Act.

School accreditations, approvals and memberships are displayed in the lobby. The Campus President can provide additional information.

CORINTHIAN SCHOOLS, INC.

Everest College is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the College will maintain its long-standing reputation for innovation and high-quality private vocational education.

ADMISSIONS

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting dates. To apply, students should complete the application form and bring it to the College or call for a priority appointment to visit the College and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable College administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

Students in modular programs must attend the first scheduled class session or their enrollment will be cancelled.

The College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian).

The College reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the College with the diploma, official transcript, GED certificate or other equivalent documentation, a copy of which will be placed in the student file; and
2. Achieve a minimum cumulative score of 69 on the SRA, a nationally normed, standardized test. Applicants who fail the test can be re-tested using the Career Programs Assessment Test (CPAt), offered by ACT, Inc., and must achieve a score of 120 or higher. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, the applicant must wait to take the test again until six months after the date of the first testing.

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit Provision.

Applicants enrolling under the Ability to Benefit Provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The ability to benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students who withdraw after starting school, or are terminated by the College and reenter more than one year after their test date, must take the test again.

Pharmacy Technician and Surgical Technologist Programs

Students enrolling in the Pharmacy Technician and Surgical Technologist programs are required to be high school graduates or have received their GED. Students may not apply for the Pharmacy Technician or Surgical Technologist programs under the Ability to Benefit provision.

Homeland Security Program

GED Students who are applying to the Homeland Security program at the Reseda campus who fail the SRA must achieve a score of 120 or higher on the CPAt to be accepted into the program

Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College.

Due to regulations regarding X-rays, applicants to the Dental Assisting program must be at least 17 years old.

Allied Health Student Disclosure - Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5,* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale*: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in the Pharmacy Technician, X-Ray Technician Limited Permit, and Surgical Technologist programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

For programs requiring a background check, $38 will be charged. The fee for this background check may be covered by financial aid for those who qualify. This fee is non-refundable.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or incomplete deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion, and the student will not be enrolled.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. FMU accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (415)-677-9378 (San Francisco office)
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 SW 102 Avenue, Miami, FL 33173, (305)273-1616, www.jsilny.com
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the College with an official transcript from the educational institution.

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Director of Education.

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior post-secondary school attendance and provide copies of transcripts for all post-secondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the office of the Director of Education.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

Transfer to Other Everest College Campus Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "D" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

Experiential Learning

The Experiential Learning program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the office of the Director of Education. The procedures identify the course for which credit may be earned and the application process. Credit for experiential learning will be granted at the discretion of the Director of Education.

TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR COLLEGE

Units you earn in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our College as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our College. In addition, if you earn a degree, diploma, or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

ACADEMIC POLICIES

ACADEMIC UNIT OF CREDIT

The institution uses a quarter hour credit unit system. One quarter credit hour corresponds to 10 lecture hours, 20 laboratory hours, or 30 externship hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period.

GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
D*	Poor	69-60	1.0
F	Failing	59-0	0.0
I	Incomplete		Not Calculated
L	Leave of Absence		Not Calculated
P	Pass		Not Calculated
W	Withdrawal		Not Calculated
WD	Withdrawal during drop/add period		Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		Not Calculated
CR	Credit for Advanced Placement		Not Calculated
TR	Credit for Previous Education		Not Calculated

*Not used in Allied Health programs. For Allied Health programs, F (failing) is 69-0%.

Key to Transcript Symbols	
1	May need to repeat class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is waived

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20% of the total classroom hours scheduled for the program may be dropped. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days may be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the College.

Dismissal from a program for failure to meet the attendance rate may be appealed on the basis of unanticipated, extenuating, and mitigating circumstances. Students are to continue in attendance during the appeal process. Should the appeal be granted, the student is reinstated in regular status. Should the appeal not be granted, the student is withdrawn from all classes and will not be charged for any attended while the appeal was pending.

Attendance appeals may be filed prior to the fourteenth calendar day following the end of a session. Unless a student appeals, after the fourteenth day following the end of the session, the attendance records will be considered final.

Tardiness/Early Departure

Students who arrive for class more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one class period of absence on their attendance record.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good, a student may apply for reentry to the College through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances in which extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the College administration.

Veterans: Absence/Class Cuts/Make-up Work

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The College must be notified to the absences within 24 hours, and the reason must be supported by documentary evidence or the veteran student's absence will be recorded as unexcused. Full day's absence, as well as partial day's absence (e.g., leaving class early), are accumulated through the month. The monthly total of all absences and tardies is reported to the Veterans Administration as equal to the nearest full class day. Veteran students are not permitted class cuts. Class cuts will be recorded as unexcused absences. Training allowances are not payable for time spent on make-up work.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

GRADUATION REQUIREMENTS – ALL PROGRAMS

To be eligible for graduation, students must:

- Successfully complete all required classroom courses with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete all required clinical/externship clock hours, if applicable;
- Receive satisfactory evaluations from the externship/clinical facility, if applicable;
- Be current on all financial and administrative obligations to the school;
- Complete all required exit interviews; and
- Complete all program-specific graduation requirements.

Students on academic probation may qualify for graduation if at the end of the probationary term they meet the Satisfactory Academic Progress requirements.

GRADUATION REQUIREMENTS – MODULAR ALLIED HEALTH PROGRAMS

In addition to the requirements for graduation given above, students enrolled in modular allied health programs must meet the additional graduation requirements given below:

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable.

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.

Evaluation Points

Satisfactory Academic Progress is evaluated at the end of each module or term.

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 each evaluation point as indicated above, 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, students 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 courses which a student has attended. There is no drop/add period. These percentage requirements are noted in the table below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at each evaluation point as indicated above, 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 the following table.

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Program. Total credits that may be attempted: 52 (150% of 35).				
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	2.0	N.A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-52	N/A	2.0	N/A	66%

39 Quarter Credit Hour Program. Total credits that may be attempted: 58 (150% of 39).				
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	2.0	N/A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-58	N/A	2.0	N/A	66%

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
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	2.0	N/A	66%	N/A
17-28	2.0	1/0	66%	N/A
29-40	2.0	1.5	66%	60%
41-52	2.0	1.75	66%	65%
53-70	N/A	2/0	N/A	66%

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
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	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

54 Quarter Credit Hour Program. Total credits that may be attempted: 81 (150% of 54).				
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	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-81	N/A	2.0	N/A	66%

76 Quarter Credit Hour Program. Total credits that may be attempted: 114 (150% of 76).				
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	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-114	N/A	2.0	N/A	66%

Academic Probation

At the end of the term or module, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are evaluated to determine whether the student is meeting the above requirements. Students whose cumulative CGPA falls below 2.0 or 70%, or whose rate of progress falls below 67% are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic 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 above, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the College.

Reinstatement Policy

Students who have been suspended for failing to maintain satisfactory academic progress may be reinstated by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. Students readmitted at this point must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If the student brings their CGPA or rate of progress into the probation range during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmission or if 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 and/or rate of progress into the probation range by the end of the first academic term after readmission will receive academic dismissal, and must be withdrawn from the College. Students who have been dismissed are not eligible for readmission to the College. If at any time it is mathematically impossible for the student to improve the student's CGPA to a 2.0 or 70% and complete within the maximum time frame, the student must be dismissed from the program and withdrawn from the college.

Application of Grades and Credits

Transfer credits and credits for advanced placement are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits and credits for advanced placement are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, non-credit, and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

For calculating rate of progress, grades of F (failure), W (withdrawn), and WZ (withdrawal active military duty) are counted as hours attempted but are not counted as hours successfully completed. The grade of WD (withdrawal during drop/add period) is not counted as hours attempted. 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 academic progress determination will be recalculated based on that letter grade and the credits earned. Non-punitive grades are those that are not counted in the CGPA but are counted as credits attempted.

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 or zero for the course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

To withdraw from a course, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Director of Education. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the course grade or cumulative GPA. Withdrawal status remains on record until students complete the course from which they withdrew. It will have no effect on the course grade or cumulative GPA.

Students who are contemplating withdrawing from a course should be cautioned that:

- The entire scheduled length of the course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

Repeat Policy

Students who fail a course must retake that course. The failing grade will be averaged into their GPA at the end of the course and remain in effect until the course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

Students who receive a passing grade for a course but wish to repeat the course may do so (subject to seat availability).

Externship/Clinical Training

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. Everest College recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Director of Education.

STUDENT ACADEMIC APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeals Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeals Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeals Committee are final.

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Programs with Externships

Programs with required externships are not eligible for VA benefits. If there is a choice between an externship and a practicum in a program (e.g., Medical Insurance Billing and Coding), the program will be covered by VA benefits only if the student chooses the practicum option. Veteran should contact the Veteran's Benefits coordinator for approval status of the program in which they plan to enroll.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran changes schedules or terminates or is dismissed from training, will be reported to the Veterans Administration. The College retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration and their benefits will be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the College due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student conduct of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Student Conduct Code

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision without 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

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

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest College has established policies regarding campus security.

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on College campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off College premises or during any school activities.

On May 17, 1996, the President signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.safetypub.com/meagan.htm.

STATISTICAL INFORMATION

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the College will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. Everest College maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the College and a complaint with local law enforcement.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRESS CODE

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the College's dress code policy. Uniforms should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

WEATHER EMERGENCIES

The College reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

The College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the College immediately. All medical and dental appointments should be made after school hours.

The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

Students to be terminated are notified in writing and may appeal to the College President.

TRANSCRIPTS 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, including 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 be released only 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 of $5 ($15 at the San Jose campus) for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational 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 educational 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. Generally, schools must have written permission for the parents of

minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status 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.

MAXIMUM CLASSROOM SIZE

To provide meaningful instruction and training, classes are limited in size. Following are the maximum class sizes by campus for both lecture and laboratory classes:

Campus	Maximum class size
Hayward	The maximum class size for Surgical Technology is 12 in laboratory setting. For all other programs, 24 students is the maximum class size
San Francisco	28 students in lecture and laboratory classes; 20 students in laboratory for Dental Assisting and 18 for Massage Therapy classes.
San Jose	30 students in lecture and laboratory classes; 18 students in laboratory for Dental Assisting and Massage Therapy classes.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. 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.

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the school's accrediting commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

The student may request a copy of the ACCSCT Complaint Form by contacting the College President. Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212, www.accst.org.

Complaints for all schools may also be filed with the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Suite S202, Sacramento, CA 95834, (916) 574-7720.

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

FINANCIAL INFORMATION

Tuition and fee information for each campus can be found in "Appendix B: Tuition and Fees" in this catalog.

TUITION AND FEES

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

VOLUNTARY PREPAYMENT PLAN

The College provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

VETERAN STUDENTS

For information or for resolution of specific payment problems, the veteran should call the DVA, a nationwide toll free number, at 1-800-827-1000.

CALIFORNIA BUYERS RIGHT TO CANCEL

Cancellations

The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School and inspection of the equipment. A students has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Refunds

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

Bureau for Private Postsecondary and Vocational Education Refund Policy

The School will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
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.

Sample Calculation

A student enrolls in a 720 clock hour program at a total tuition cost of $8,500. The student drops from school after attending 300 hours of the program and has paid $4,000 toward tuition. The student has also paid $250 for books and equipment that were not returned for a total of $4,250.

1. The total tuition is $8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. $8,500 divided by 720 equals $11.80, which is the cost per hour of instruction.
4. The student owes $3,540 (300 hours multiplied by $11.80, the cost per hour) plus $250 for books and equipment ($3,790 total).
5. Since $4,250 was paid on the account, $460 will be refunded ($4,250 minus $3,790).

BUYER'S RIGHT TO CANCEL

Cancellation

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement, or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Official Withdrawals

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days, all monies paid will be refunded.

Refund Policies

This School 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 (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. 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 balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt
   (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

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.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or the equipment in good condition--allowing for reasonable wear and tear--within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

All institutions participating in the student financial aid (SFA) programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, The School 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 the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's 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). Days in which a student was on an approved leave of absence (where applicable) are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School 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: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60

percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

REQUIREMENTS FOR GRADUATION
A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average
   within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

SEVERABILITY
If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

MISCELLANEOUS
Nothing in the Enrollment Agreement shall be construed to be a restriction of venue.

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.

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.

"Tuition" means the actual amount charged each student for instruction, instructional materials, equipment costs and any other fee required of the student in order for the student to receive a certificate of completion or diploma attesting to the completion of the instruction required for such certificate or diploma. "Tuition" does not include costs of room and board, supplies, an application fee or transportation. For purposes of calculating assessment under section 94945, tuition does not include the STRF fee.

The amount of the fee is two dollars and fifty cents ($2.50) per thousand dollars of tuition paid, rounded to the nearest thousand dollars.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The School closed before the course of instruction was completed.
2. The School's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of The School.
3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by The School prior to closure in excess of tuition and other cost.

4. The School's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before The School closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The School committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against The School for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

FINANCIAL ASSISTANCE

These campuses offer 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 College recognizes that many students lack the resources to begin their educational training. The campuses participate 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 (FAFSA). The College'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 College. 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 Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. *The Federal Student Guide* is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

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 College.

Federal Perkins Loan

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

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.

Federal Work Study (FWS)

The purpose of the Federal Work-Study (FWS) Program, formerly called the College Work-Study (CWS) Program, is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

Sallie Mae/College loan Corporation Signature Loan Programs (SLM/CLC)

SLM Financial and College Loan Corporation provides customized loan programs to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Imagine America Scholarships

Everest College 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 prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Alternative Loan Programs

The College offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The field of training is listed in each program description and includes the DOT code, which is derived from the U.S. Department of Labor Dictionary of Occupational Titles. The DOT can also be cross-referenced with O*NET Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction–an important step in a well-planned job search;
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises;
- Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Department. Graduates may continue to utilize the College's placement assistance program at no additional cost.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The College maintains information on public transportation and a list of students interested in car-pooling.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information regarding community resources that are available upon request from the Campus President.

HOUSING

While the school does not offer housing, information on a wide variety of housing options is available from the Coordinator of Student Services.

PROGRAMS BY LOCATION

	Hayward	San Francisco	San Jose
Dental Assisting		☑	☑
Homeland Security Specialist			☑
Massage Therapy	☑	☑	☑
Medical Administrative Assistant	☑	☑	☑
Medical Assisting	☑	☑	☑
Medical Insurance Billing/Coding	☑	☑*	☑*
Pharmacy Technician		☑	
Surgical Technologist	☑		
X-Ray Technician – Limited Permit		☑*	

*Teach out – no longer enrolling new students

COMPARABILITY OF PROGRAMS

Students who want information regarding how tuition, fees and program length compare to other institutions should contact the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212.

DENTAL ASSISTING

Diploma Program - 8 Months (Day)/10 Months (Evening)   v1-1
720 Clock Hours/47.0 Credit Units
DOT: Dental Assistant   079-371.010

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continue to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Major Equipment

Amalgamators	Model Vibrators
Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank
Dental Unit and Chairs	Personal Computers
DXTTR and Typodont Manikins	Ultrasonic Units
Handpieces	X-Ray Units
Model Trimmers	

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	**720**	**47.0**

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and

monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties   6.0 Quarter Credit Hours

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry   6.0 Quarter Credit Hours

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures   6.0 Quarter Credit Hours

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics   6.0 Quarter Credit Hours

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology are studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Dental Health   6.0 Quarter Credit Hours

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assisting Externship   5.0 Quarter Credit Hours

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-H. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Diploma Program - 7 Months (Day)/9 Months (Evening)   v1-0
560 Clock Hours/48.0 Credit Units
DOT: 372.667-038

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS diploma program helps prepare graduates for entry-level careers in the security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

Major Equipment

Securetec CSP Camera/ Digital Camera	Automatic External Defibrillator
Portable Police Lab/Evidence Scales/Kit	Fingerprint Kit
Tire Casting Kit/ Letter Bomb Kit	First Aid Kits

Program Outline

COURSE NUMBER	COURSE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
HS01	Civil and Criminal Justice	80	7
HS02	Emergency Planning and Security Measures	80	7
HS03	Security: Principles, Planning, and Procedures	80	7
HS04	Tactical Communications	80	7
HS05	Domestic and International Terrorism	80	7
HS06	Emergency Medical Services and Fire Operations	80	6
HS07	Business and Ethics for Security Specialists	80	7
	Program Total	**560**	**48**

HS01 Civil and Criminal Justice   **60/20/7.0**
This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures   **60/20/7.0**
This course introduces emergency planning and security measures for corporate security.   Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

HS03 Security: Principles, Planning and Procedures   **60/20/7.0**
This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04 Tactical Communications   **60/20/7.0**
This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05 Domestic and International Terrorism **60/20/7.0**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06 Emergency Medical Services and Fire Operations **40/40/6.0**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07 Business and Ethics for Security Specialists **60/20/7.0**

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

Diploma Program - 9 Months (Day) 11 Months (Evening)   v1-0
720 Clock Hours/54.0 Credit Units
DOT: Massage Therapist   334.374 010

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is in a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
	PROGRAM TOTAL:	**720**	**54.0**

Major Equipment

Massage Tables	Massage Chairs
CPR Manikins	Anatomical Charts
AV Equipment	

Module A – Business and Ethics   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory & History, Practice
& Mechanisms of Health & Disease   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Deep Tissue, Myofascial Release & Pin and Stretch　　　　　　　　　**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques　　　　　**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage　　　　　　　　　　　　　　　　　**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program - 8 Months (Day)/8 - 10 Months (Evening)   v1-0
(At San Bernardino 8 months day and evening)
720 Clock Hours/47.0 Credit Units
DOT: Medical Receptionist   237.367 038
          Medical Clerk   205.362 018

    The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

    The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

MODULE NUMBER	MODULE TITLE	TOTAL CLOCK HOURS	QUARTER CREDIT UNITS
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Major Equipment

Autoclave	Calculators
Personal Computers	Patient Examination Table
Stethoscopes	Sphygmomanometer
Transcription Machine	Teletrainer

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self–directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-

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directed job search process by developing career networking techniques that will assist you in being successful in the medical field. **L**ecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0   Computer/Key-boarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures   **6.0 Quarter Credit Hours**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management   **6.0 Quarter Credit Hours**
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures   **6.0 Quarter Credit Hours**
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship   **5.0 Quarter Credit Hours**
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0   Spelling/Skillbuilding Hours: 0.0   Other Hours: 160

Diploma Program - 8 Months (Day), 10 Months (Evening)   v1-1
720 Clock Hours/47.0 Credit Units
DOT: Medical Assistant   079.362-010

    The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

    In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

    This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

    Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Patient Care and Communication	80	6.0
MODULE B	Clinical Assisting and Pharmacology	80	6.0
MODULE C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
MODULE D	Cardiopulmonary and Electrocardiography	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Endocrinology and Reproduction	80	6.0
MODULE G	Medical Law, Ethics, and Psychology	80	6.0
MODULE X	Externship	160	5.0
	PROGRAM TOTAL:	**720**	**47.0**

Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Manikins
Microscopes	

Module A - Patient Care and Communication   **40/40/6.0**
Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

Module B - Clinical Assisting and Pharmacology   **40/40/6.0**
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application.

Module C - Medical Insurance, Bookkeeping and Health Sciences   **40/40/6.0**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography   **40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Module E - Laboratory Procedures   **40/40/6.0**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction   **40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

Module G - Medical Law, Ethics and Psychology   **40/40/6.0**

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by leaning how to dress for success.

Module X – Externship   **0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.

MEDICAL INSURANCE BILLING AND CODING

Diploma Program -6 Months (Day), 7 Months (Evening)   v1-1
560 Clock Hours/35 Credit Units
DOT: Health Claims Examiner/Medical Billing   214.362-022

Medical insurance billing and coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing/Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as medical insurance billers/coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Modules F	Practicum	160	5.0
Module X	Externship	160	5.0
	Program Totals	**560**	**35.0**

Major Equipment
  Calculators
  Personal Computers

Module A – Introduction to Medical Insurance and Managed Care   **40/40/6.0**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

Module B – Government Programs   **40/40/6.0**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

Module C – Electronic Data Interchange and Modifiers   **40/40/6.0**
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

Module D – Medical Documentation, Evaluation, and Management   **40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

Module E - Health Insurance Claim Forms   **40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F – Practicum   **0/160/5.0**

Upon successful completion of Modules A through E, Medical Insurance billing coding students participate in a 160-hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance/billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E

Module X – Externship   **0/160/5.0**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E

Diploma Program – 8 Months (Day), 10 Months (Evening)   v1-0
720 Clock Hours/ 47 Credit Units
DOT: 074.382.010

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship that prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for pharmacy technicians. It cannot be over emphasized how significant pharmacy technicians have become in pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered and new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position that supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth, uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the College.

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
	PROGRAM TOTAL:	**720**	**47.0**

Major Equipment

Laminar Flow Hood	Retail Bottles
Printer	Retail Labeling Computers
Prescription Stock Items	

Module A - Administration of Medications and Pharmacology of the Endocrine
and Lymphatic Systems   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Students will review basic math, including Roman Numerals, fractions, and decimals. Metric, Apothecary and Household measures, and their equivalencies are reviewed and practiced. Students will be introduced to percentages and other units of measure used in pharmacy. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   **6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician in filling prescriptions, including the information required in typing the prescription label. This module describes the characteristics of ambulatory pharmacy practice. This module will emphasize the importance of good customer service and the communication skills required in the ambulatory practice setting. Community pharmacies, both independent and chain pharmacies are discussed. In addition, the role of the technician in clinic, managed care, and mail-order pharmacies are covered. Also covered are technician responsibilities as they relate to third-party payments, eligibility verifications, and co-Payments are discussed. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Students will fill prescription and learn to type prescription labels. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System
& Nuclear and Oncology Pharmacy Practice   **6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Infection Control, Medication Errors and Alternative Medicine and
Pharmacology of the Integumentary System and Senses   **6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I.
and Muscular System   **6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary
and Reproductive System   **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular,
Circulatory and Skeletal System   **6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X - Clinical Externship   **5.0 Quarter Credit Hours**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

SURGICAL TECHNOLOGIST

Diploma Program - 13 Months (Day), 15 Months (Evening)   MOD v1-0
1220 Clock Hours/76.5 Credit Units
DOT: Surgical Technologist   079.374-022

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today's Certified Surgical Technologist and ARC-ST.

Students must document a total of eighty (80) procedures in the first scrub solo role or with assist, and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty-five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th ed. Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills in required and necessary to prepare them for entry-level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry-level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

MODULE NUMBER	MODULE NAME	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Principles & Practices of Surgical Technology	80	8.0
MODULE B	Anatomy & Physiology I	80	8.0
MODULE C	Anatomy II & Microbiology	80	8.0
MODULE D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
MODULE E	Surgical Pharmacology	80	8.0
MODULE F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
MODULE G	Clinical Rotation I – Central Supply	80	2.5
MODULE H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
MODULE I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
MODULE J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
MODULE X	Clinical Rotation II **	420	14.0
	Program Total	**1220**	**76.5**

This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Major Equipment

Operating Tables with Standard Attachments	Gowns, Gloves, Masks, Caps, and Sheets
Anesthesia (Gas) Machine	Recovery Room Table
Intravenous Pole	Catheters
Basic Surgical Instruments (Major and Minor Surgical Set-Ups)	Skeleton, Head and Torso, and Heart Instructional Aids
Antiseptic Soap and Soap Dispensers	Draping Materials
Brushes	Blood Pressure Devices
Scrub Sinks	Sitting Stool
Mayo Stand and Prep Stand	Sutures and Needles

Module A -- Principles and Practices of Surgical Technology   **8.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module B -- Anatomy and Physiology I   **8.0 Quarter Credit Hours**
This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module C -- Anatomy II and Microbiology   **8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills   **5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0

Module E -- Surgical Pharmacology   **8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment   **5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0

Module G -- Clinical Rotation I – Central Supply   **2.5 Quarter Credit Hours**

This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lecture Hours: 0.0 Lab Hours: 0.0. Other Hours: 80.0

Module H -- Surgical Procedures I: Mock Surgery Practicum I   **6.0 Quarter Credit Hours**

This course is a study of the Introduction to surgical procedures, and General Surgery (Gastrointestinal surgery, Hepatobiliary surgery, Breast, Thyroid and Hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module I -- Surgical Procedures II: Mock Surgery Practicum II   **6.0 Quarter Credit Hours**

This course is a study of Obstetrics and Gynecology, Genitourinary surgery, Otorhinolarygologic surgery, ophthalmic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module J -- Surgical Procedures III: Mock Surgery Practicum III   **6.0 Quarter Credit Hours**

This course is a study of Plastic surgery, and Burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X -- Clinical Rotation II   **14.0 Quarter Credit Hours**

This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 420.0

Diploma Program – 9 Months (Day)/9 Months (Evening)   v1-0
684 Clock Hours/39.0 Credit Units
DOT: X-Ray Technician - Limited Permit   078.362-026

The demand for medical imaging services is growing dramatically due to the aging Baby Boom generation and technological advances in diagnostic imaging equipment. This demand is creating many employment opportunities for Limited X-Ray Technicians. It cannot be over emphasized how vital Limited X-Ray Technicians have become in the patient care industry. As medical imaging services continue to grow, the need for highly trained Limited X-Ray Technicians is increasing also.

Many of the traditional medical imaging functions, once performed by Full X-Ray Technologists who have graduated from a two-year college-based program, are now being performed by Limited X-Ray Technicians who have graduated from 9-month diploma programs. As Limited X-Ray Technicians are also trained to perform medical assisting duties, their importance has eclipsed the dependence on Fully Licensed X-Ray Technicians who lack that multidisciplinary training. Because of this functional advantage in the patient care setting, the importance of Limited X-Ray Technicians in the patient care industry cannot be overstated.

Medical imaging is a dynamic field requiring ongoing learning of skill sets required to keep pace with new technological advances. Graduates from this training program will become active participants in this growing field through knowledge and skills learned throughout the training.

The 684-hour Limited X-Ray Technician program prepares the student with both theory and applications skills required for positions in private doctor's offices, medical clinics, and imaging centers. Upon completion of the Limited X-Ray Technician program, the graduate will be awarded a diploma and will be eligible to take the ARRT Licensing Examination. Graduation from this accredited program and a passing score on the ARRT Licensing Examination is a pre-requisite to gaining entry-level employment in the diagnostic imaging industry.

The Limited X-Ray Technician program is comprised of nine modular units of learning. Six of these modules are made up of 54 hour blocks of combined theory and laboratory time. The remaining three modules, referred to as an "externship," consist of 360 hours of hands-on training at an approved clinical affiliate site. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to enhance their hands-on skills and become part of the patient care team.

Major Equipment

Charts	Control panel	Technique chart	Caliper
View box	X-Ray tube	Cassettes	Primary barrier
Instructional tapes	Instructional slides	Flasher identification cards	Secondary barriers
Slide projector	Skeleton	Wall Mounted Film Holder	Phantom
Phantom Skeleton parts	X-Ray Badges	Apron holder	Positioning aids (sponges)
X-Ray machine	Table & Bucky	Tabletop Processor	Sandbags
X-Ray Apron with Gloves	Processor	Safe light	Films

Program Outline

Course Number	Course Title	Clock Hours	Quarter Units
LXR101	**X-RAY TECHNICIAN I**		
LXR01	Radiologic Physics, Equipment & Darkroom Procedures	54	4.5
LXR02	X-Ray Technical Factors, Anatomy Overview	54	4.5
LXR03	Radiation Protection and Safety 1, 2, 3	54	4.5
LXR102	**X-RAY TECHNICIAN II**		
LXR04	Chest: Anatomy & Positioning	54	4.5
LXR05	Torsoskeletal: Anatomy & Positioning	54	4.5
LXR06	Extremities: Anatomy & Positioning	54	4.5
LXR103	**EXTERNSHIP**		
LXR07	Externship	120	4
LXR08	Externship	120	4
LXR09	Externship	120	4
	Program Total	**684**	**39**

LXR101
LXR01 Radiologic Physics, Equipment & Darkroom Procedures   **4.5 Quarter Credit Hours**
This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic concepts and atomic structures. Principles of equipment operation and care, as well as the film development process are covered. Students will have substantial exposure to concepts of energy, states of matter, and mathematics. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR02 X-Ray Technical Factors, Anatomy Overview   **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic technical factors, patient care procedures, ethics, legal issues, interpersonal skills, job search techniques, and medical terminology. Students review the structure of the human body. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR03 Radiation Protection and Safety   **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR102

LXR04 Chest: Anatomy and Positioning   **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR05 Torsoskeleton: Anatomy and Positioning   **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the torsoskeleton. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR06 Extremities: Anatomy and Positioning   **4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the bilateral upper and lower extremities. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR103

LXR07-LXR09 Limited Radiography Externship   **12.0 Quarter Credit Hours (3 classes of 4.0)**

This module is designed to introduce the Limited Radiography student to the clinical X-Ray setting. While assigned to the clinical site, the student will assist in both patient care and office functions under the supervision of the Supervising Licentiate. The externship hours are governed by the operational hours of the clinical site the student is assigned to but shall not be less than 6 hours per day, 4 days per week. At the completion of modules XR07, XR08, and XR09 the student must have completed both 90 days of externship and at least 360 hours. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 360.0 (3 classes of 120.0).

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 Seattle, WA (main campus)
 Vancouver, WA (branch of Ashmead College, Seattle, WA)
Bryman College
 Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 City of Industry, CA (branch of NIT, Long Beach, CA)
 Everett, WA (branch of Bryman College, Port Orchard, WA)
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 Los Angeles (Wilshire), CA (main campus)
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 Port Orchard, WA (main campus)
 Renton, WA (main campus)
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 San Jose, CA (main campus)
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 St. Louis (Earth City), MO (branch of Bryman College, Port Orchard, WA)
 Thornton, CO (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
Everest Institute
 Austin, TX (branch of Everest Institute, Southfield, MI)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Bryman College, Ontario, CA)
 Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)

 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Pittsburgh, PA (main campus)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)
Florida Metropolitan University
 Tampa (Brandon), FL (branch of FMU Tampa, FL)
 FMU Online
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)
Georgia Medical Institute
 Atlanta (Downtown), GA (main campus)
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Jonesboro, GA (branch of GMI, Atlanta, GA)
 Marietta, GA (branch of GMI, Atlanta, GA)
 Norcross, GA (branch of Bryman College, Gardena, CA)
Kee Business College
 Chesapeake, VA (branch of Kee Business College, Newport News, VA)
 Newport News, VA (main campus)
Las Vegas College
 Henderson, NV (main campus)
National Institute of Technology
 Long Beach, CA (main campus)
National School of Technology
 Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
Olympia Career Training Institute
 Grand Rapids, MI (main campus)
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)
Olympia College
 Burr Ridge, IL (branch of Olympia College, Skokie, IL)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
 North Aurora, IL (branch of Bryman College, Brighton, MA)
 Skokie, IL (main campus)
WyoTech
 Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

These campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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DIRECTORS
David G. Moore
Paul R. St. Pierre
Linda Arey Skladany
Jack D. Massimino
Hank Adler
Alice T. Kane
Terry Hartshorn

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Peter Waller	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
William Buchanan	Executive Vice President, Marketing
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Paul T. Dimeo	Senior Vice President, Real Estate
Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
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Carmella Cassetta	Senior Vice President and Chief Information Officer
Jim Wade	Senior Vice President, Human Resources
Stephen Nodal	Vice President, Human Resources
Teresa O'Sullivan	Vice President, Marketing
Steve Patterson	Vice President, Marketing
Nancy Alpough	Vice President, Financial Services

CORINTHIAN SCHOOLS, INC.

DIRECTORS
David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS	TITLE
Jack D. Massimino	Chief Executive Officer
William Murtagh	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

HAYWARD	
Hector Albizo, MSIS	School President
Open	Director of Admissions
Kimberly Johnson, Ed.D.	Director of Education
Darla Smith, MBA	Director of Finance
Kim Boutte, BA	Director of Career Services

SAN FRANCISCO	
Thomas Horstmann	Campus President
Ken Blustajn	Director of Education
Silvino Tibi	Director of Finance
David Bent	Director of Admissions
Jan Dixson	Director of Career Services
Andrew Ngyuen	Business Manager

SAN JOSE	
Timothy Heath	Campus President
Kimberly Barbieri	Director of Education
Esther Andrade	Director of Finance
Gina Zappariello	Director of Admissions
Ronli Moses	Placement Director
Gerald Jones	Business Manager

FACULTY
(Asterisk denotes Program Chair)

HAYWARD

MASSAGE THERAPY

Cheryl Bass, CMTHE - Program Director	National Holistic Institute
Sunita Stablein, CMT	Acupressure Institute
Keith Ortiz, CMTHE	National Holistic Institute

MEDICAL ASSISTING, MEDICAL ADMINISTRATIVE ASSISTANT, MEDICAL INSURANCE BILL AND CODING

Cris McTighe, AA, CMA- Program Director	Chabot College
Miguel Angeles	MD, Cayetano Heredia, University of Peru
Dani Ocampo	Medical Assisting, Western Career College
Margarita Rodriguez-Perez	Med Assisting Certificate, Board for Medical Assisting Inc
Rhonda Borba, Sr. Instructor	Dental Assisting, Andon College
Grady Lewis	AA, Business Administration, Laney College
Doretha Morrison	Medical Assisting Diploma, Western Career College

SURGICAL TECHNOLOGIST

Michael Wasilewski CST	Diploma, Academy of Health Sciences, TX

SAN FRANCISCO

DEPARTMENT CHAIRS

Jeong, Joan K., CMA	Medical Assisting Program	San Francisco State University, San Francisco, CA
Ream, Ramona. RDA	Dental Assistant Program	National Education Center, San Francisco, CA
Harlow, Meryl B., CMA,	Medical Administrative Assistant and Medical Insurance Billing/Coding Programs	Bryman College, San Francisco, CA
Nunes, Richard	Pharmacy Technician Program	University of California, Berkeley, CA
Cossey, Arthur	X-Ray Program	Butler University, Indianapolis, Ind.
Donohue, Salene, CMT	Massage Therapy Program	National Holistic Institute., Emeryville, CA

DENTAL ASSISTING

Diaz, Joy H., RDA	Bryman College, San Francisco, CA
Jue, Elaine C., RDA	San Francisco City College, San Francisco, CA
Neal, Paul J., RDA	Bryman School, San Francisco, CA
Badri, Samira., RDA	College of Alameda, Alameda, CA

LIMITED X-RAY TECHNICIAN

Spears, Joan., CRT	Orange Coast College, Orange, CA

MASSAGE THERAPY

Klinger, Ron., CMT	Calistoga Massage Therapy School
Mosbauer, Robert., CMT	San Francisco School of Massage

MEDICAL ASSISTING

Baltadano, Fabiola	Bryman College, san Francisco, CA

Bradford, Zennaita L., CMA	Bryman College, San Francisco, CA
Diaz, Monica J., CMA	National Education Center, San Francisco, CA
Hardy, Diane, CMA	Bryman College, San Francisco, CA
Kinsel, Jenny, CMA	Maric College, San Diego., CA
Perez, Colleen, CMA	National Education Center, San Francisco, CA
Padyachee, Timothy	San Francisco State University, San Francisco, CA

MEDICAL ADMINISTRATIVE ASSISTANT

Halligan, Kathleen., CMA	Bryman College, San Francisco, CA

PHARMACY TECHNICIAN

Bongalon, Beverly	San Francisco State University,.CA
Ecenea, Curtis	Western Career College, Concord, CA
Lee, Mi Haw	University of California, Riverside., CA
Mobly, Gina	Trinity College, San Francisco, CA

SAN JOSE

DEPARTMENT CHAIRS

Shalini Kumar	Medical Administrative Assistant, Medical Insurance Billing & Coding, Pharmacy Technician	MS, University of North Texas, Denton
Zahia Shallal	Medical Assisting	BSC, Baghdad University
Alberto Picache, RDA	Dental Assistant	Sacramento City College

MEDICAL ASSISTING INSTRUCTORS

Linda Cabebe,CMA,MD	NEC Bryman, Southwestern University
Maria Leal,CMA, RN	Bryman College, Mexico University
Nedialka Taneva,MD	Academy of Medicine, Bulgaria
Abolfazl Vaziri,CCMA, BA	Coastline Regional Program, University of California - Berkeley

MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS

Pamela Clinkenbeard	Bryman College
Dorothy Cohen, DC	Life Chiropractic College

MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS

Carole Ditlow	

DENTAL ASSISTING INSTRUCTORS

Carrie DeYong, RDA	Med Help Training RDA program
Maria Dion, RDA	San Jose City College, CA
Yana Mayfield, RDA	College of Marin, CA
Janet Repp, RDA	Central County Occupation Health
Eleanor Russell, RDA	Foothill College, CA

PHARMACY TECHNICIAN INSTRUCTORS

Angelito Dumaop, PHT	Sawyer College
Maria Reyes, PHT	North Orange County Regional Occupational Program, CA

MASSAGE THERAPY INSTRUCTORS

Rosaline Fleurs, DC	Doctor of Chiropractic, Life Chiropractic College West
Shereen Shuster	Center for Body Harmonics

HOMELAND SECURITY INSTRUCTORS

Jose Maldonado	Law enforcement Academy, San Jose, CA

APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

HAYWARD						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Massage Therapy	9 months	54	$12,650	$32.50	$1058.60	$13,741.10
Medical Administrative Assistant	8 months	47	$12,595	$32.50	$864.33	13,491.83
Medical Assisting	8 months	47	$12,650	$32.50	$420.85	13,103.35
Medical Insurance Billing/Coding	6 months	35	$8,600	$22.50	$485.30	9,107.80
Surgical Technologist	13 months	76.5	$25,252	$67.50	$813.33	26,132.83
For programs requiring a background check, $38 will be charged.						
*STRF = California State Tuition Recovery Fund fee.						
Effective date: September 1, 2006						

SAN FRANCISCO						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting - day	8 months	47	$12,650	$32.50	$605.74	$13,288.24
Dental Assisting – evening	9 months					
Massage Therapy – day	9 months	54	$12,650	$32.50	$1178.68	$13,861.18
Massage Therapy – evening	11 months					
Medical Administrative Assistant – day	8 months	47	$12,595	$32.50	$605.74	$13,233.24
Medical Administrative Assistant – evening	9 months					
Medical Assisting – day	8 months	47	$12,650	$32.50	$703.73	$13,386.23
Medical Assisting – evening	9 months					
Medical Insurance Billing/Coding	6 months	35	$8,982	$22.50	$591.25	$9,595.75
Pharmacy Technician - day	8 months	47	$12,622	$32.50	$720.33	$13,374.83
Pharmacy Technician – evening	10 months					
Limited X-Ray Technician	9 months	39	$13,650	$35.00	$491.99	$14,176.99
For programs requiring a background check, $38 will be charged.						
*STRF = State of California Student Tuition Recovery Fund fee						
Effective date: September 1, 2006						

SAN JOSE						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	$ 13,727	$35.00	$556.98	$14,318.98
Homeland Security	7 months	48	$11,077	$27.50	$805.44	$11,909.94
Massage Therapy	9 months	54	$ 13,727	$35.00	$1,223.27	$14,985.27
Medical Administrative Assistant	8 months	47	$13,502	$35.00	$759.67	$14,296.67
Medical Assisting	8 months	47	$13,402	$32.50	$846.88	$14,281.38
Medical Insurance Billing/Coding	6 months	35	$ 9,317	$22.50	$538.94	$9,878.44
Pharmacy Technician	8 months	47	$13,727	$35.00	$500.35	$14,262.35
For programs requiring a background check, $38 will be charged.						
*STRF = State of California Student Tuition Recovery Fund fee						
Effective date: September 1, 2005						

APPENDIX C: START DATES BY CAMPUS

HAYWARD

Massage Therapy Track 1		Medical Administrative Assistant Medical Assisting Medical Billing and Coding Track 2		Medical Assisting Track 1	
AM PM EVE - 4 Day Week (Monday through Thursday)		AM PM - 5 Day Week (Monday through Friday)		AM PM - 5 Day Week (Monday through Friday)	
AY 2005		AY 2005		AY 2005	
Start Date	**End Date**	**Start Date**	**End Date**	**Start Date**	**End Date**
8/30/2006	9/27/2006	9/14/2006	10/11/2006	8/22/2006	9/19/2006
10/02/2006	10/26/2006	10/16/2006	11/10/2006	9/21/2006	10/18/2006
10/31/2006	11/28/2006	11/14/2006	12/13/2006	10/23/2006	11/17/2006
11/30/2006	1/11/2007			11/21/2006	1/4/2007

CORE START Medical Assisting Session I		CORE START Medical Assisting Session II		Medical Assisting / Medical Insurance Billing and Coding Session III Evening		Massage Therapy Session I Time Track 2 - Monday through Thursday	
AM/PM Session 1 - Monday through Friday		AM/PM Session 1 - Monday through Friday		Monday through Thursday			
AY2006		AY2006		AY2006		AY2006	
Start Dates	**End Dates**	**Start Dates**	**End Dates**	**Start Dates**	**End Dates**	**Start Dates**	**End Dates**
9/21/06	10/18/06	9/14/06	10/11/06	9/18/06	10/12/06	10/2/06	10/26/06
10/23/06	11/17/06	10/16/06	11/10/06	10/17/06	11/13/06	10/31/06	11/28/06
11/21/06	1/5/07	11/14/06	12/13/06	11/15/06	12/13/06	11/30/06	1/11/07

Surgical Technology	
Time Track 1 - Monday through Friday	
AY2006	
Start Dates	**End Dates**
9/18/06	10/13/06
10/17/06*	11/13/06
11/15/06	12/15/06
1/2/07	1/30/07
2/1/07	3/2/07
3/6/07	4/3/07
4/5/07	5/2/07
5/4/07*	6/1/07
*Indicates Start Date	

Student Holidays (All Programs)	
Holiday	**AY2006**
Martin Luther King Day	Jan 16, 2006
President's Day	Feb 21, 2006
Memorial Day	May 29, 2006
Independence Day	July 4, 2006
Labor Day	Sept 5, 2006
Thanksgiving	Nov 23-24, 2006
Winter Recess	Dec 18 2006 - Jan 03 2007

SAN FRANCISCO

Medical Assisting Monday through Friday	
Start date	**End Date**
9/12/06	10/10/06
9/28/06	10/26/06
10/12/06	11/08/06
10/30/06	11/28/06
11/10/06	12/11/06
11/30/06	1/04/07
12/13/06	1/18/07

Dental Assistant Monday through Friday	
Start date	**End Date**
9/12/06	10/10/06
10/12/06	11/08/06
11/10/06	12/11/06
12/13/06	1/18/06

Medical Administrative Assistant / Massage Therapy & Pharmacy Tech Monday through Friday	
Start date	**End Date**
9/12/06	10/10/06
9/28/06	10/26/06
10/12/06	11/08/06
10/30/06	11/28/06
11/10/06	12/11/06
11/30/06	1/04/07
12/13/06	1/18/06

Medical Administrative Assistant / Massage Therapy & Pharmacy Tech Monday through Thursday	
Start date	**End Date**
8/01/06	9/5/06
9/07/06	10/11/06
10/12/06	11/15/06
11/16/06	12/21/06

Medical Assisting Monday through Thursday	
Start date	**End Date**
8/01/06	9/5/06
9/07/06	10/11/06
10/12/06	11/15/06
11/16/06	12/21/06

Dental Assistant Monday through Thursday	
Start date	**End Date**
8/01/06	9/5/06
9/07/06	10/11/06
10/12/06	11/15/06
11/16/06	12/21/06

Medical Insurance Billing/Coding – AM & EVE Pharmacy Technician – EVE Massage Therapy - EVE Medical Administrative Assistant - PM			
Four-Day Week Schedule II Monday through Thursday			
2006			
Start Dates		End Dates	
9/20/06	Wednesday	10/17/06	Tuesday
10/19/06	Thursday	11/15/06	Wednesday
11/16/06	Thursday	12/14/06	Thursday
12/18/06	Monday	1/24/07	Wednesday

Pharmacy Technician - AM Massage Therapy - AM Medical Administrative Assistant - PM			
Five-Day Week Schedule II (Monday through Friday)			
2006			
Start Dates		End Dates	
9/20/06	Wednesday	10/17/06	Tuesday
10/19/06	Thursday	11/15/06	Wednesday
11/16/06	Thursday	12/15/06	Friday
12/18/06	Monday	1/24/07	Wednesday

Dental Assisting - EVE Medical Assisting - EVE Medical Administrative Assistant - EVE Homeland Security – EVE			
Four-Day Week Schedule I Monday through Thursday			
2006			
Start Dates		End Dates	
9/05/06	Tuesday	10/02/06	Monday
10/04/06	Wednesday	10/31/06	Tuesday
11/02/06	Thursday	11/30/06	Thursday
12/04/06	Monday	1/10/07	Wednesday

Dental Assisting - AM Medical Assisting - AM & PM Medical Administrative Assistant - AM			
Five-Day Week Schedule I (Monday through Friday)			
2006			
Start Dates		End Dates	
9/05/06	Tuesday	10/02/06	Monday
10/04/06	Wednesday	10/31/06	Tuesday
11/02/06	Thursday	12/01/06	Friday
12/04/06	Monday	1/10/07	Wednesday

Massage Therapy			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
10/19/06	Thursday	11/15/06	Wednesday
11/16/06	Thursday	12/15/06	Friday
12/18/06	Monday	01/24/07	Wednesday
01/29/07	Monday	02/26/07	Monday
02/28/07	Wednesday	03/27/07	Tuesday
03/29/07	Thursday	04/26/07	Thursday
04/30/07	Monday	05/25/07	Friday
05/30/07	Wednesday	06/26/07	Tuesday
06/28/07	Thursday	07/26/07	Thursday
07/30/07	Monday	08/24/07	Friday
08/28/07	Tuesday	09/25/07	Tuesday
09/27/07	Thursday	10/24/07	Wednesday
10/29/07	Monday	11/27/07	Tuesday
11/29/07	Thursday	01/07/08	Monday

Medical Assistant, Dental Assistant & Massage Therapy	
Day Schedule - Five Day Week (Monday through Friday)	
2006	
Start Dates	End Dates
10/26/06	11/22/06
11/27/06	01/03/07
01/04/07	02/01/07
02/05/07	03/05/07
03/07/07	04/03/07
04/05/07	05/03/07
05/07/07	06/04/07
06/06/07	07/03/07
07/05/07	06/04/07
08/06/07	08/31/07
09/04/07	10/01/07
10/03/07	10/30/07
11/01/07	11/30/07
12/05/07	01/11/08

APPENDIX D: OPERATING HOURS BY CAMPUS

	HAYWARD	
Office: Monday through Thursday 9:00 am to 7:00 pm Friday 9:00 am to 5:00pm	**School:** Monday through Thursday 6:00 am to 10-:00 am 7:00 am to 12:00 pm 10:30 am to 2:30 pm 5:45 pm to 10:45 pm 6:00 pm to 11:00 pm	Monday through Friday 6:00 am – 10:00 am 10:30 am – 2:30 pm

	SAN FRANCISCO	
Office: Monday through Friday 8:00 am to 7:00 pm	**School:** Monday through Friday 8:00 am to 12:00 pm Day classes 12:00 pm to 4:00 pm Afternoon classes	Monday through Thursday 6:00 pm to 10:00 pm Evening

	SAN JOSE	
Office: Monday through Friday 8:00 am to 7:30 pm	**School:** **Massage Therapy Program** Monday through Friday 8:00 am to 12:00 pm Morning Monday through Thursday 5:45 pm to 10:45 pm Evening	**Dental Assisting Program** Monday through Friday 8:00 am to 12:00 pm Morning Monday through Thursday 5:45 pm to 10:45 pm Evening
Medical Assisting Program Monday through Friday 8:00 am to 12:00 pm Morning 1:00 pm to 5:00 pm Afternoon Monday through Thursday 5:45 pm to 10:45 pm Evening	**Medical Administrative Assistant Program** Monday through Friday 8:00 am to 12:00 pm Morning 1:00 pm to 5:00 pm Afternoon Monday through Thursday 5:45 pm to 10:45 pm Evening	**Pharmacy Technician Program** Monday through Friday 8:00 am to 12:00 pm Morning Monday through Thursday 5:45 pm to 10:45 pm Evening
Medical Insurance Billing/Coding Monday through Thursday 8:00 am to 1:00 pm Morning 5:45 pm to 10:45 pm Evening	**Homeland Security Specialist** Monday through Thursday 5:45 p.m. to 10:45 p.m. Evening	