

Everest

COLLEGE

COLORADO SPRINGS CATALOG

2012-2014

Everest College, Colorado Springs Campus

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2012-2014 CATALOG Everest College

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PRESIDENT'S MESSAGE

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

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

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

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

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

Sincerely,

A handwritten signature in cursive script that reads "Randy G. Atwater". The signature is written in black ink and is positioned above the typed name and title.

Randy Atwater,
Campus President
Colorado Springs Campus

TABLE OF CONTENTS

| | | | |
|--|----------|--|-----------|
| ABOUT EVEREST COLLEGE | 1 | DATE OF WITHDRAWAL | 11 |
| CORINTHIAN COLLEGES, INC. | 1 | DATE OF DETERMINATION (DOD)..... | 11 |
| MISSION STATEMENT | 1 | ATTENDANCE RECORDS | 11 |
| OBJECTIVES..... | 1 | LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)..... | 11 |
| SCHOOL HISTORY AND FACILITIES | 1 | RE-ADMISSION FOLLOWING A LOA | 11 |
| LIBRARY..... | 2 | EXTENSION OF LOA | 12 |
| OFFICE HOURS..... | 2 | FAILURE TO RETURN FROM A LOA | 12 |
| ACCREDITATIONS, APPROVALS AND MEMBERSHIPS | 2 | POSSIBLE EFFECTS OF LOA | 12 |
| ADMISSIONS INFORMATION | 2 | EXTERNSHIP TRAINING | 12 |
| REQUIREMENTS AND PROCEDURES | 2 | WITHDRAWAL PROCEDURES | 12 |
| ABILITY TO BENEFIT POLICY | 2 | MAKE-UP WORK | 12 |
| CAMPUS ATB PASSING TEST SCORES | 3 | REQUIREMENTS FOR GRADUATION | 13 |
| ATB ADVISING..... | 3 | VETERANS EDUCATION BENEFITS | 13 |
| ATB DENIAL OF ADMISSION..... | 3 | PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES | 13 |
| ATB DELAYED ADMISSION..... | 3 | RETROACTIVE VETERANS' BENEFITS | 13 |
| ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS..... | 3 | SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS | 13 |
| CRIMINAL BACKGROUND CHECK | 3 | APPEALS POLICY | 13 |
| ACADEMIC SKILLS ASSESSMENT | 3 | STUDENT ACADEMIC APPEALS POLICY | 13 |
| ACADEMIC POLICIES | 3 | ASSIGNMENT/ TEST GRADES | 14 |
| EVEREST REGULATIONS | 3 | FINAL COURSE GRADES..... | 14 |
| DEFINITION OF CREDIT | 4 | ATTENDANCE VIOLATIONS | 14 |
| OUT OF CLASS ASSIGNMENTS | 4 | SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS | 14 |
| TRANSFER OF CREDIT INTO EVEREST | 4 | FINANCIAL INFORMATION | 15 |
| ACADEMIC TIME LIMITS | 4 | STATEMENT OF FINANCIAL OBLIGATION | 15 |
| MAXIMUM TRANSFER CREDITS ACCEPTED | 4 | TUITION AND FEES | 15 |
| COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS | 4 | TUITION CHARGES FOR RE-ENTRY | 15 |
| TRANSFER CREDIT FOR LEARNING ASSESSMENT..... | 4 | ADDITIONAL FEES AND EXPENSES | 15 |
| TRANSFER CREDIT FOR PROFICIENCY EXAMINATION | 4 | VOLUNTARY PREPAYMENT PLAN | 15 |
| EXPERIENTIAL LEARNING PORTFOLIO | 5 | BUYER'S RIGHT TO CANCEL | 15 |
| NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION | 5 | OFFICIAL WITHDRAWALS | 16 |
| TRANSFERS TO OTHER EVEREST LOCATIONS..... | 5 | DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD) | 16 |
| TRANSFER CENTER ASSISTANCE | 5 | FEDERAL FINANCIAL AID RETURN POLICY..... | 16 |
| EVEREST CONSORTIUM AGREEMENT..... | 5 | STUDENT FINANCIAL AID (SFA) | 16 |
| ARTICULATION AGREEMENT..... | 5 | RETURN OF TITLE IV FUNDS CALCULATION AND POLICY | 16 |
| ONLINE COURSE REQUIREMENTS | 5 | TITLE IV CREDIT BALANCES..... | 17 |
| DIRECTED STUDY | 6 | EFFECT OF LEAVES OF ABSENCE ON RETURNS TIME FRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS..... | 17 |
| GRADING SYSTEMS AND PROGRESS REPORTS..... | 6 | REFUND POLICIES | 17 |
| GPA AND CGPA CALCULATIONS | 7 | INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY | 17 |
| STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)..... | 7 | COLORADO REFUND POLICY | 18 |
| EVALUATION PERIODS FOR SAP | 7 | POSTPONEMENT | 18 |
| RATE OF PROGRESS TOWARD COMPLETION | 7 | ONLINE LEARNING COURSES | 18 |
| MAXIMUM TIME FRAME TO COMPLETE..... | 7 | TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY | 18 |
| SATISFACTORY ACADEMIC PROGRESS TABLES | 8 | EFFECT OF LEAVES OF ABSENCE ON REFUNDS TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS | 18 |
| APPLICATION OF GRADES AND CREDITS TO SAP | 8 | STUDENTS CALLED TO ACTIVE MILITARY DUTY..... | 19 |
| ACADEMIC AND FINANCIAL AID WARNING | 9 | NEWLY ADMITTED STUDENTS | 19 |
| NOTIFICATION OF FINANCIAL AID WARNING | 9 | CONTINUING STUDENTS | 19 |
| ACADEMIC AND FINANCIAL AID PROBATION | 9 | CONTINUING MODULAR DIPLOMA STUDENTS | 19 |
| NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION..... | 9 | STUDENT FINANCING OPTIONS | 19 |
| DISMISSAL..... | 9 | FINANCIAL ASSISTANCE | 19 |
| RETAKING PASSED COURSEWORK | 10 | STUDENT ELIGIBILITY | 19 |
| RETAKING FAILED COURSEWORK | 10 | FEDERAL FINANCIAL AID PROGRAMS | 19 |
| ADD/DROP POLICY (LINEAR PROGRAMS ONLY)..... | 10 | ALTERNATIVE LOAN PROGRAMS | 19 |
| FULL TERM COURSES | 10 | GRANTS AND SCHOLARSHIPS..... | 20 |
| MINI-TERM COURSES | 10 | COLORADO'S COLLEGE RESPONSIBILITY STUDENT GRANT PROGRAM | 20 |
| EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION..... | 10 | WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS..... | 20 |
| ATTENDANCE POLICY | 10 | PRESIDENTIAL SCHOLARSHIP | 20 |
| ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT | 10 | | |
| MONITORING STUDENT ATTENDANCE | 10 | | |
| CONSECUTIVE ABSENCE RULE (ALL PROGRAMS) | 11 | | |
| PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)..... | 11 | | |
| PERCENTAGE ABSENCE RULE (LINEAR PROGRAM) | 11 | | |

| | |
|---|-----------|
| WELCOME TO YOUR FUTURE SCHOLARSHIP..... | 20 |
| DREAM AWARD PROGRAM AND SCHOLARSHIPS | 21 |
| IMAGINE AMERICA SCHOLARSHIP..... | 21 |
| MILITARY SCHOLARSHIPS | 21 |
| ADMINISTRATIVE POLICIES..... | 22 |
| STATEMENT OF NON-DISCRIMINATION | 22 |
| DISABILITY..... | 22 |
| DISABILITY ACCOMMODATION PROCEDURE..... | 22 |
| DISABILITY GRIEVANCE PROCEDURES | 22 |
| CODE OF STUDENT CONDUCT..... | 23 |
| CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY | 23 |
| OTHER PROHIBITED CONDUCT | 23 |
| LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS..... | 23 |
| INQUIRY BY THE CAMPUS PRESIDENT | 24 |
| CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL..... | 24 |
| CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL..... | 24 |
| ALCOHOL AND SUBSTANCE ABUSE STATEMENT | 24 |
| STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY | 24 |
| COPYRIGHT POLICY | 25 |
| SEXUAL HARASSMENT POLICY..... | 25 |
| SANCTIONS | 25 |
| APPEAL PROCESS | 25 |
| RECORD OF DISCIPLINARY MATTER | 26 |
| STUDENT COMPLAINT PROCEDURE..... | 26 |
| DRESS CODE | 26 |
| NOTIFICATION OF RIGHTS UNDER FERPA | 26 |
| STUDENT RECORDS | 27 |
| TRANSCRIPT AND DIPLOMA RELEASE..... | 27 |
| CAMPUS SECURITY AND CRIME AWARENESS POLICIES | 27 |
| DRUG-FREE SCHOOLS POLICY..... | 28 |
| STATISTICAL INFORMATION..... | 28 |
| CAMPUS COMPLETION RATE REPORTS..... | 28 |
| STUDENT SERVICES..... | 28 |
| ORIENTATION | 28 |
| HEALTH SERVICES..... | 28 |
| HOUSING | 28 |
| STUDENT ADVISING..... | 29 |
| EVEREST CARE PROGRAM..... | 29 |
| PLACEMENT ASSISTANCE | 29 |
| PROGRAMS OFFERED..... | 30 |
| DIPLOMA PROGRAMS | 31 |
| DENTAL ASSISTANT..... | 31 |
| MASSAGE THERAPY | 33 |
| MEDICAL ASSISTANT | 35 |
| MEDICAL ADMINISTRATIVE ASSISTANT | 39 |
| QUARTER-BASED PROGRAMS | 41 |
| ACCOUNTING..... | 41 |
| BUSINESS..... | 42 |
| COMPUTER INFORMATION SCIENCE | 43 |
| CRIMINAL JUSTICE..... | 46 |
| LEGAL ASSISTANT/PARALEGAL | 47 |
| COURSE DESCRIPTIONS..... | 48 |
| CORINTHIAN COLLEGES, INC. | 57 |
| STATEMENT OF OWNERSHIP | 59 |
| ADMINISTRATION..... | 59 |
| CATALOG SUPPLEMENT..... | 59 |
| TUITION AND FEE..... | 60 |
| ACADEMIC CALENDARS | 61 |

ABOUT EVEREST COLLEGE

CORINTHIAN COLLEGES, INC.

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

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and 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. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

MISSION STATEMENT

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

OBJECTIVES

- To assist all degree seeking students in achieving a general educational background.
- To continually assess industry trends and develop compatible classroom academic practices and experiential learning opportunities.
- To develop curriculum programs that allow students to obtain the marketable skills needed for an entry-level position.
- To incorporate hands-on experiences as part of the program curriculum.
- To provide the necessary individualized instruction to enable students to progress to their highest potential.
- To provide faculty who are professionally prepared to teach in a career-oriented environment.
- To create an atmosphere of learning, partnership, trust and support among students, administrators and staff.
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities.
- To provide career-long placement assistance.

SCHOOL HISTORY AND FACILITIES

Everest College in Colorado Springs, formerly known as Blair College, was founded in Pueblo, Colorado, as Brown's School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its Associate's degree programs by the Division of Private Occupational Schools, Department of Higher Education for the State of Colorado.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College. In June of 2006, the name of the college was changed to Everest College. Everest College in McLean, Virginia, Santa Ana, California and Fort Worth South, Texas, are additional locations of Everest College in Colorado Springs.

The Colorado Springs campus is located on a five-acre site in Southeastern Colorado Springs, Colorado. The College occupies approximately 30,400 square feet of building space. There are spacious classrooms; computer, dental, massage and medical laboratories; student lounge; library; and administrative and faculty offices. A large classroom located at the west end of the building serves as the auditorium. Ample parking surrounds the Everest College building.

Everest College, the facility 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.

LIBRARY

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, audio-visual materials and digital resources to support its curriculum. The library is staffed with librarians or trained professionals to assist in the research needs of students and faculty, and it is conveniently open to meet class schedules.

OFFICE HOURS

Administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. The campus is also open on Saturdays from 9:00 a.m. to 1:00 p.m. Office hours are designed to provide adequate services to day and evening students. Other office hours are available by appointment. Individuals are encouraged to stop by or call for an appointment at (719) 638-6580.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Accredited by the Accrediting Council for Independent Colleges and Schools. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (<http://www.acics.org>).
- Approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.
- Approved school by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- Approved for the training of veterans and eligible person under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the campus president to review this material.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the Wonderlic assessment exam, and if they score below Verbal (205) and Quantitative (215) sections of the assessment, it is recommended that they attend tutoring to strengthen their skills in the requisite area. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED, unless eligible under the Ability to Benefit Policy below.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.

- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the **CPAt** are Language Usage 45, Reading 45, and Numerical 43.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 27, Reading 65, and Writing Skills 35.
- Passing scores on the **ASSET** are Reading 36, Writing 35, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (205) and Quantitative (215). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

ATB ADVISING

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period

ATB DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

ATB DELAYED ADMISSION

Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the student's academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

ATB students who have been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

CRIMINAL BACKGROUND CHECK

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- Students who have been out of school for more than 180 days and are requesting to re-enter a program that requires a criminal background screening must undergo a new criminal background screening prior to re-entry.

ACADEMIC SKILLS ASSESSMENT

All students, unless admitted under the ATB provision, are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

ACADEMIC POLICIES

EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply

accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

ACADEMIC TIME LIMITS

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion. Due to computer field changes, computer courses must be transferred within five (5) years of completion.

MAXIMUM TRANSFER CREDITS ACCEPTED

Students enrolled in a diploma program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

TRANSFER CREDIT FOR PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

EXPERIENTIAL LEARNING PORTFOLIO

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Everest College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Everest College to determine if your credits or degree, diploma or certificate will transfer.

TRANSFERS TO OTHER EVEREST 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 program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "C" 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.

TRANSFER CENTER ASSISTANCE

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at 877-727-0058 or email transfercenter@cci.edu.

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

ARTICULATION AGREEMENT

Everest College has an articulation agreement with Kaplan University under which students completing a diploma, certificate or degree program at Everest College may be eligible to transfer into Kaplan University bachelor degree program. Students may also be eligible for a limited tuition discount. Students should contact their Everest College campus Director of Education for additional information on articulation agreement transfer terms and conditions.

ONLINE COURSE REQUIREMENTS

Through the Consortium Agreement with Everest University – Pompano Beach, online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students should have a computer with a system profile that meets or exceeds the following:

Windows Systems

Windows 2000, XP, or Vista 7

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 9.0

Recommended Browser: Mozilla Firefox 8.0

Supported Browser: Microsoft Internet Explorer 8.0

Supported Browser: Mozilla Firefox 7.0

Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 5.0

Recommended Browser: Mozilla Firefox 8.0
 Supported Browser: Safari 4.0
 Supported Browser: Mozilla Firefox 7.0

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and activities weekly throughout the course.

DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study.
- Please see the Academic Dean/Director of Education for further information.

GRADING SYSTEMS AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

| Grade | Point Value | Meaning | Percentage Scale |
|-------|----------------|--|------------------|
| A | 4.0 | Excellent | 100-90 |
| B | 3.0 | Very Good | 89-80 |
| C | 2.0 | Good | 79-70 |
| D* | 1.0 | Poor | 69-60 |
| F** | 0.0 | Failing | 59-0 |
| Fail | Not Calculated | Fail (for externship/internship) | |
| Pass | Not Calculated | Pass (for externship/internship or thesis classes only) | |
| PF | Not Calculated | Preparatory Class Failed | |
| PP | Not Calculated | Preparatory Class Passed | |
| IP | Not Calculated | In Progress (for linear externship/internship/modular clinic courses or thesis courses only) | |
| L | Not Calculated | Leave of Absence (allowed in modular programs only) | |
| EL | Not Calculated | Experiential Learning Credit | |
| PE | Not Calculated | Pass by Proficiency Exam | |
| W | Not Calculated | Withdrawal | |
| WZ | Not Calculated | 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 | |
| TR | Not Calculated | Transfer Credit | |

*Not used in Allied Health Programs.

**Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, F (failing) is 69-0%.

| Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation | | | |
|---|-------------------------------------|--------------------------------------|-----------------------------------|
| Grade | Included in GPA calculation? | Counted as attempted credits? | Counted as earned credits? |
| A | Y | Y | Y |
| B | Y | Y | Y |
| C | Y | Y | Y |
| D | Y | Y | Y |
| F | Y | Y | N |
| Fail | N | Y | N |
| Pass | N | Y | Y |
| IP | N | Y | N |
| L | N | N | N |
| EL | N | Y | Y |
| PE | N | Y | Y |
| PF | N | N | N |
| PP | N | N | N |
| W | N | Y | N |
| WZ | N | N | N |
| TR | N | Y | Y |

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student’s cumulative grade point average (CGPA)
- The student’s rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

| 48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48). | | | | |
|---|-------------------------------|------------------------------|---|--|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.1 | 66.66% | 55% |
| 43-48 | 2.0 | 1.25 | 66.66% | 60% |
| 49-72 | N/A | 2.0 | N/A | 66.66% |

| 55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55). | | | | |
|---|-------------------------------|------------------------------|---|--|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-24 | 2.0 | 1.0 | 66.66% | 25% |
| 25-54 | 2.0 | 1.5 | 66.66% | 55% |
| 55-66 | 2.0 | 1.8 | 66.66% | 64% |
| 67-82 | N/A | 2.0 | N/A | 66.66% |

| 60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60). | | | | |
|---|-------------------------------|------------------------------|---|--|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.1 | 66.66% | 55% |
| 43-48 | 2.0 | 1.25 | 66.66% | 60% |
| 49-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-90 | N/A | 2.0 | N/A | 66.66% |

| 96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96). | | | | |
|---|-------------------------------|------------------------------|---|--|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-24 | 2.0 | N/A | 66.66% | N/A |
| 25-36 | 2.0 | 0.25 | 66.66% | 10% |
| 37-48 | 2.0 | 0.5 | 66.66% | 20% |
| 49-60 | 2.0 | 1.1 | 66.66% | 30% |
| 61-72 | 2.0 | 1.5 | 66.66% | 40% |
| 73-84 | 2.0 | 1.8 | 66.66% | 50% |
| 85-96 | 2.0 | 2.0 | 66.66% | 55% |
| 97-108 | 2.0 | 2.0 | 66.66% | 60% |
| 109-120 | 2.0 | 2.0 | 66.66% | 63% |
| 121-144 | N/A | 2.0 | N/A | 66.66% |

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- 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.

- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses are not offered.

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- For programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module; and
 - Must be advised within ten (10) calendar days after the module start.

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

DISMISSAL

If the student does not meet the Academic Progress Plan's requirements at the end of the evaluation period, the student will be dismissed from the program. Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKEING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

RETAKEING FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

FULL TERM COURSES

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

MINI-TERM COURSES

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in term/program (the "Percentage Absence Rule").

CONSECUTIVE ABSENCE RULE (ALL PROGRAMS)

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

For students who **have not** previously violated the attendance policy, the following rule shall apply:

| Percentage | Action Taken |
|---|---|
| 15% of the total classroom hours missed | Attendance warning letter sent |
| 20% of the total classroom hours missed | Withdrawn from the module and dismissed from school |

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

| Percentage | Action Taken |
|---|---|
| 15% of the remaining classroom hours missed | Attendance warning letter sent |
| 20% of the remaining classroom hours missed | Withdrawn from the module and dismissed from school |

PERCENTAGE ABSENCE RULE (LINEAR PROGRAM)

The following rule shall apply:

| Percentage | Action Taken |
|--|--|
| 25% of the total hours for all courses in a term | Attendance warning letter sent |
| 40% of the total hours for all courses in a term | Withdrawn from all courses and dismissed from school |

DATE OF WITHDRAWAL

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

DATE OF DETERMINATION (DOD)

The Date of Determination (DOD) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

ATTENDANCE RECORDS

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed, and dated Leave of Absence Request Form by the 10th calendar day of the leave to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

RE-ADMISSION FOLLOWING A LOA

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for re-entry 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.

EXTENSION OF LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed **LOA Extension Request Form** before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn, and the withdrawal date will be the student's last date of attendance (LDA).

FAILURE TO RETURN FROM A LOA

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

POSSIBLE EFFECTS OF LOA

Students who are contemplating a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA 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;
- Financial aid may be affected.

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has 90 days to complete their externship. Any modular student who does not complete externship training within 90 days will fail the externship. If a student is expected to successfully complete the externship with less than 16 hours remaining, the Academics Department can approve an extension past 90 days. Quarter-based students who do not complete within 90 days can be given an "IP" if they are expected to complete in an additional 14 days from the end of the term if approved by the Academics Department.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

VETERANS EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly. Students must submit official transcript within the first term of enrollment and prior credit must be considered and evaluated within the first two terms of the enrollment period.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before the date the VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for online students) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular - the date the grade(s) are distributed to students
 - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
 - Modular – third calendar day of the subsequent module
 - Linear - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

- Online - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within the first day of the second week of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

ASSIGNMENT/ TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair/Online Academic Designee. Only final course grades are eligible for appeal.

FINAL COURSE GRADES

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the student is notified by the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

ATTENDANCE VIOLATIONS

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. 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.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TUITION CHARGES FOR RE-ENTRY

- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- Students re-entering a modular program within 180 days will be charged tuition at the original tuition rate reflected on the original enrollment agreement. Students re-entering a modular program outside of 180 days will be charge current tuition rate.
- If the student is entering into a modular program that charges tuition by the academic year and is re-entering in the second academic year, no tuition increase is applied to the first academic year, since that year has already been completed. The tuition increase will be calculated for the second academic year as follows:
 - Tuition increase divided by the number of academic credits in the program equals to cost per credit.
 - Cost per credit multiplied by the number of credits in the second academic year equals the amount of tuition increase.

Note: Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

The school 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 Student Finance Office.

BUYER'S RIGHT TO CANCEL

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, all monies paid will be refunded.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the third business day following the signing of the Enrollment Agreement, whichever is later, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Enrollment Agreement but have not yet visited The School may also cancel within three business days following either The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided.

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 of the campus shown on the catalog. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. 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 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 (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

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 is the earlier of the date the student officially withdraws, provides notice of cancellation, 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.

FEDERAL FINANCIAL AID RETURN POLICY

STUDENT FINANCIAL AID (SFA)

The 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). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term). This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges 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 the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50. (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) is not satisfied).

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. Academic Competitiveness Grants for which a return of funds is required
6. National Smart Grants for which a return of funds is required
7. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

TITLE IV CREDIT BALANCES

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

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

EFFECT OF LEAVES OF ABSENCE ON RETURNS

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

TIME FRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

REFUND POLICIES

If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, the student will be given the benefit of the refund policy that results in the larger refund to the student.

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

When a student withdraws, The School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned in Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the 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 calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for 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.

In the event of a school ceasing operation, the student shall be entitled to 100% of the prepaid, unearned tuition and fees at the time of closure unless a teach-out is available and accepted by the student.

COLORADO REFUND POLICY

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule. If the education program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund. The granting of credit for previous training shall not impact the refund policy.

| A Student Who Withdraws or Is Terminated... | Is Entitled to a Refund of | The Institution Is Eligible to Retain |
|--|-----------------------------------|--|
| Within the first 10% of the charging period | 90% Tuition | 10% Tuition |
| After completion of 10% of the charging period, but prior to completion of 25% | 75% Tuition | 25% Tuition |
| After completion of 25% of the charging period, but prior to completion of 50% | 50% Tuition | 50% Tuition |
| After completion of 50% of the charging period, but prior to completion of 75% | 25% Tuition | 75% Tuition |
| After completion of 75% of the charging period | 0% | 100% Tuition |

POSTPONEMENT

Postponement of a starting date, whether at the request of The School or the student, requires a written agreement signed by the student and The School. The agreement must set forth:

- a) Whether the postponement is for the convenience of The School or the student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or if the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ONLINE LEARNING COURSES

All students are residential, but each quarter some individual course offerings in a student's program may be available through online delivery, as listed in the course schedule for the quarter. Students enrolled in these courses attend 100% of the course on-line and there is no ground component. Attendance in courses is measured and evaluated on the basis of five measurable or documented on-line activities: lecture (based on readings and materials posted on-line), group discussion and team assignment (conducted and completed), homework and a weekly quiz (posted on-line). If the student evidences sufficient participation in these activities for a week, the student will be considered present for purposes of the Colorado Refund Policy 12-59-114 C.R.S.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, The School 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.

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

NEWLY ADMITTED STUDENTS

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

CONTINUING STUDENTS

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

CONTINUING MODULAR DIPLOMA STUDENTS

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance, you must have the following:

1. Usually, have financial need
2. Be a U.S. citizen or eligible noncitizen
3. Have a social security number
4. If male, be registered with the Selective Service
5. If currently attending school, be making satisfactory academic progress
6. Be enrolled as a regular student in any of the school's eligible programs
7. Not be in default on any federally-guaranteed loan

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (FSL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.

- Students may apply on their own or with a co-borrower.
Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

COLORADO'S COLLEGE RESPONSIBILITY STUDENT GRANT PROGRAM

The Colorado's College Responsibility Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado's College Responsibility Student Grant Program, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements and have financial need.

The Colorado General Assembly is the source of state funded student financial assistance including Colorado's College Responsibility Student Grant Program funds and the Colorado Work Study program.

WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS

This campus is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

PRESIDENTIAL SCHOLARSHIP

One \$1,500 scholarship may be awarded to an area High School Senior graduating in 2012, who will pursue an Associate's degree in Business, Accounting, Paralegal or Computer Information Science, and who has demonstrated how they have served their community by becoming a leader outside of high school. The scholarship will be awarded to a graduate who:

- Holds a High School GPA of 3.0 or higher (cumulative)
- Completes a Campus Visit with a High School Admissions Representative
- Completes a **Presidential Scholarship** Application
- Completes the CPAAt Placement Assessment
- Is prepared to begin classes July 2012
- Submits an essay titled, "What is a Leader?" The essay will explain the graduate's definition of what it means to be a leader, why they believe they are one, and what he/she has done outside of high school to make a difference. The essay must be typed and must at least be 300 words in length.

To be considered, all requirements must be completed and submitted on or before June 1, 2012. If received after the application deadline, the application will not be considered. Four finalists will be chosen by the Campus President, who will then invite candidates to be interviewed for final consideration. The winner will be notified by July 1, 2012. The winner will be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient's tuition in the last academic quarter of his/her program. The winner must also maintain a cumulative GPA of 3.25 or higher throughout the duration of his/her program to receive the scholarship. The scholarship is not transferrable, cannot be exchanged for cash or refunded, and only one internal grant or scholarship may be used in any one academic year. Contact the High School Admissions Department for more details: (719) 638-6850.

WELCOME TO YOUR FUTURE SCHOLARSHIP

Four \$500 scholarships may be awarded to area High School Seniors graduating in 2012, who demonstrate their understanding of how completing post-secondary education will help them pursue their chosen career path. Scholarships may be awarded to graduates who:

- Hold a High School GPA of 3.0 or higher (cumulative)
- Complete a Campus Visit with a High School Admissions Representative
- Complete a **Welcome to Your Future Scholarship** Application
- Complete the CPAAt Placement Assessment
- Are prepared to begin classes July 2012
- Submit an essay titled:
"How becoming a ____ will change my life" (MODULAR)
"How pursuing a career in ____ will change my life" (LINEAR).

The essay must be typed and must at least be 250-300 words in length, and will be assessed on spelling, punctuation, originality and passion.

To be considered, all requirements must be submitted on or before June 1, 2012. If received after the application deadline, the application will not be considered. Eight finalists will be chosen by the Campus President and Director of High School Admissions, who will then invite candidates to be interviewed for final consideration. Four winners will be notified by July 1, 2012. Winners will then be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient's tuition for the last module (diploma program) or the last quarter (linear program). Winners must also maintain a cumulative GPA of 3.25 throughout the duration of his/her program to receive the scholarship. Scholarships are not transferrable nor can they be exchanged for cash or refunded. Contact the High School Admissions Department for more details: (719) 638-6580.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCI-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCI school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCI campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCI. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCI Presidents' Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the Fall Presidents' Meeting,
3. A trophy,
4. A letter of recognition from the CCI CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

IMAGINE AMERICA SCHOLARSHIP

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program three \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to three 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 Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

MILITARY SCHOLARSHIPS

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other

program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, and Certificate of Eligibility. The scholarship may be renewed from quarter to quarter as long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

| Member Status | Military Scholarship Amount |
|--|------------------------------------|
| U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist | 50% of tuition |
| Veteran – veteran using VA or other military education benefits | 10% of tuition |
| Military Spouse – spouse of active-duty military personnel serving in the Armed Forces | 10% of tuition |
| Military spouse or dependent – spouse or dependent using military education benefits | 10% of tuition |
| Other – service member, veteran or family member not listed above and using military education benefits | 10% of tuition |

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504 Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at 1815 Jet Wing Drive, Colorado Springs, CO 80916, (719) 638-6580.

DISABILITY ACCOMMODATION PROCEDURE

Everest’s disability accommodation procedure is a collaborative and interactive process between the student and the Section 504 Coordinator. The student will meet with the Section 504 Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504 Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504 Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary step to file a grievance.

DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504 Coordinator. The Section 504 Coordinator will explain the complaint procedures and assist the complainant in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the complainant believes can support the allegations. A complaint should be made as soon as the complainant believes he/she has been discriminated against, but no later than within 180 days of the date the alleged discrimination occurred, or the date on which the complainant could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504 Coordinator begins an investigation within 14 days. The complainant, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504 Coordinator informs the complainant and accused in writing that there was sufficient or insufficient evidence to confirm complainant's allegations, states the key facts and reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The complainant is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student would be instructed to contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s), will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, the following Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school, or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

OTHER PROHIBITED CONDUCT

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
 - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the Campus President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

INQUIRY BY THE CAMPUS PRESIDENT

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

Everest does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCi logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Manager, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the 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 School 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. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses. Complaints may also be filed online with the Division of Private Occupational Schools and there is a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints.

Colorado Department of Higher Education
Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO 80202
Ph: 303-866-2723
Website: <http://highered.colorado.gov/dpos/>

Attorney General
1525 Sherman St.
Denver, CO 80203
Ph: 303-866-4500
Consumer Line: 800-222-4444
Fax: 303-866-5691
attorney.general@state.co.us
Website: <http://www.coloradoattorneygeneral.gov/>

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body or the educational process. Students are not permitted to wear any clothing that has expressed or implied offensive symbols or language. Students should always be aware of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students enrolled in allied health programs are required to wear the standard medical uniform as specified in the school's programmatic dress code policy. This information will be available upon enrollment.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and

place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's 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 provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the School may disclose individually identifiable information without notice.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

Note: The school does not publish a directory of education records.

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts 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 to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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 has established policies regarding campus security.

Everest 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.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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 school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States 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 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.fbi.gov/hq/cid/cac/registry.htm>.

DRUG-FREE SCHOOLS POLICY

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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

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

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest 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)). Everest is 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.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

PROGRAMS OFFERED

| PROGRAM | CREDENTIAL |
|----------------------------------|-------------------------------------|
| Dental Assistant | Diploma |
| Massage Therapy | Diploma |
| Medical Assistant v2 | Diploma |
| Medical Administrative Assistant | Diploma |
| Accounting | Associate of Applied Science Degree |
| Business | Associate of Applied Science Degree |
| Computer Information Science | Associate of Applied Science Degree |
| Criminal Justice | Associate of Applied Science Degree |
| Legal Assistant/Paralegal | Associate of Applied Science Degree |

DIPLOMA PROGRAMS



DENTAL ASSISTANT

Diploma Program

33 weeks – 760 hours – 48 credit units

V 1

The goal of the Dental Assistant 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 office facilities specializing in pedodontics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and dental insurance companies.

The objective of the Dental Assistant program is to provide students 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, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

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

| MODULE NUMBER | MODULE TITLE | CLOCK 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 | Operator 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 Assistant Externship | 200 | 6.0 |
| | Program Totals: | 760 | 48.0 |

Module A – Dental Office Emergencies and Compliance

6.0 Quarter Credit Units

In this module, students will complete board approved training in infection control. Students are introduced to Cal-DOSH (California Only) regulations and guidelines and 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 operator 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 Units

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 (California and Florida States Only). 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 Units

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for oral evacuation and rubber dam isolation are learned. 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 Units

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 Units

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 Units

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and 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 is 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 Units

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. Students will learn pit and fissure sealants. Theory, laboratory skills and clinical practice meet state guidelines for a Pit and Fissure Sealant Certificate and comply with programmatic regulations for certifying students. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist (California and Florida States Only). Completion of Coronal Polish and Pit and Fissure Sealants 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 Assistant Externship

6.0 Quarter Credit Units

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.



MASSAGE THERAPY

Diploma Program

36 months – 750 hours – 55 credit units

V 3

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is 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 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before graduating. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. 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 bodywork, pathology, 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.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Note: Applicants to the Massage Therapy program must be legal residents of the United States and pass a background check. In order to practice massage therapy in the state of Colorado, students must pass the National Certification Exam for Therapeutic Massage and Bodywork.

| MODULE NUMBER | MODULE TITLE | TOTAL CONTACT HOURS | QUARTER CREDIT UNITS |
|------------------------|--|---------------------|----------------------|
| MTD100 | Introduction to Massage Therapy | 80 | 6.0 |
| MTD201 | Business and Ethics | 80 | 6.0 |
| MTD237 | Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage | 80 | 6.0 |
| MTD263 | Eastern Theory and Practice | 80 | 6.0 |
| MTD220 | Energy & Non-Traditional Therapies, Wellness & CPR | 80 | 6.0 |
| MTD282 | Deep Tissue, Myofascial Release & Pin and Stretch | 80 | 6.0 |
| MTD214 | Neuromuscular/Trigger Point and Muscle Energy Techniques | 80 | 6.0 |
| MTD246 | Clinical and Sports Massage | 80 | 6.0 |
| MTD295 | Health and Wellness | 80 | 6.0 |
| MTD278 | Massage Therapy Clinic | 30 | 1.0 |
| Program Totals: | | 750 | 55.0 |

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

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| <p>MTD100 – Introduction to massage Therapy</p> <p>This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | <p>6.0 Quarter Credit Units</p> |
| <p>MTD201 - Business and Ethics</p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage</p> | <p>6.0 Quarter Credit Units</p> |

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| <p>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, and chair massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage</p> | <p>6.0 Quarter Credit Units</p> |
| <p>This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD263 – Eastern Theory and Practice</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD282- Deep Tissue, Myofascial Release & Pin and Stretch</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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 sights 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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD214 – Neuromuscular/Trigger Point and Pin and Stretch</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD246 - Clinical and Sports Massage</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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 of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD295 – Health and Wellness</p> | <p>6.0 Quarter Credit Units</p> |
| <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p> | |
| <p>MTD278 – Massage Clinic</p> | <p>1.0 Quarter Credit Units</p> |
| <p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.</p> | |



MEDICAL ASSISTANT

Diploma program

41 weeks – 920 hours – 60 credit units

V 2

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn 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. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant and medical receptionist.

Note: Medical Assistant graduates are immediately eligible to sit for the RMA (Registered Medical Assistant) Examination. Candidates who pass the exam are considered Registered Medical Assistants.

| Course Number | Course Title | Clock Hours | Quarter Credit Units |
|----------------|---|-------------|----------------------|
| Module MAINTRO | Introduction to Medical Assisting | 080 | 6.0 |
| Module A | Integumentary, Sensory, and Nervous Systems, Patient Care and Communication | 080 | 6.0 |
| Module B | Muscular System, Infection Control, Minor Office Surgery, and Pharmacology | 080 | 6.0 |
| Module C | Digestive System, Nutrition, Financial Management, and First Aid | 080 | 6.0 |
| Module D | Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR | 080 | 6.0 |
| Module E | Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures | 080 | 6.0 |
| Module F | Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics | 080 | 6.0 |
| Module G | Medical Law and Ethics, Psychology, and Therapeutic Procedures | 080 | 6.0 |
| Module H | Health Insurance Basics, Claims Processing, and Computerized Billing | 080 | 6.0 |
| Module X | Externship | 200 | 6.0 |
| | Program Totals: | 920 | 60.0 |

MODULE MAINTRO - Introduction to Medical Assisting

6.0 Quarter Credit Units

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professionals. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Lecture: 40 Hrs Lab: 40 Hrs Prerequisite: None

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| <p>MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication</p> <p style="text-align: right;">6.0 Quarter Credit Units</p> <p>Module A emphasizes patient care, including physical 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 skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge 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 check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO</p> |
| <p>MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology</p> <p style="text-align: right;">6.0 Quarter Credit Units</p> <p>Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. 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 study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO</p> |
| <p>MODULE C - Digestive System, Nutrition, Financial Management, and First Aid</p> <p style="text-align: right;">6.0 Quarter Credit Units</p> <p>Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO</p> |
| <p>MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR</p> <p style="text-align: right;">6.0 Quarter Credit Units</p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing</p> |

and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures

6.0 Quarter Credit Units

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 working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and 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, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

6.0 Quarter Credit Units

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 examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist 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 and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures

6.0 Quarter Credit Units

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what 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. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays 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, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**6.0 Quarter Credit Units**

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE X - Medical Assistant Diploma Program Externship**6.0 Quarter Credit Units**

Upon successful completion of all modules, medical assistant students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assistant diploma program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100 and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 200 Prerequisite: MAINTRO, Modules A-H



MEDICAL ADMINISTRATIVE ASSISTANT

Diploma program

33 weeks – 760 hours – 48 credit units

V 1

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 | 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 | 200 | 6.0 |
| | Program Totals: | 760 | 48.0 |

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

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| <p>Module A: Office Finance 6.0 Quarter Credit Units</p> <p>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 Lab Hours: 40.0</p> |
| <p>Module B: Patient Processing and Assisting 6.0 Quarter Credit Units</p> <p>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 Lab Hours: 40.0</p> |
| <p>Module C: Medical Insurance 6.0 Quarter Credit Units</p> <p>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-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Lab Hours: 40.0</p> |

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| <p>Module D: Insurance Plans and Collections</p> <p>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 Lab Hours: 40.0</p> | <p>6.0 Quarter Credit Units</p> |
| <p>Module E: Office Procedures</p> <p>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 Lab Hours: 40.0</p> | <p>6.0 Quarter Credit Units</p> |
| <p>Module F: Patient Care and Computerized Practice Management</p> <p>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. Lecture Hours: 40.0 Lab Hours: 40.0</p> | <p>6.0 Quarter Credit Units</p> |
| <p>Module G: Dental Administrative Procedures</p> <p>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 Lab Hours: 40.0</p> | <p>6.0 Quarter Credit Units</p> |
| <p>Module X – Medical Administrative Assistant Externship</p> <p>Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 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 Lab Hours: 0.0 Other Hours: 200</p> | <p>6.0 Quarter Credit Units</p> |

QUARTER-BASED PROGRAMS



ACCOUNTING
Associate of Applied Science Degree
 24 months – 96 credit units

V 1

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

| Course Code | Course Title | Quarter Credit Hours |
|--|--|----------------------|
| College CORE REQUIREMENTS | | |
| SLS 1105 | Strategies for Success | 4.0 |
| CGS 2167C | Computer Applications | 4.0 |
| SLS 1321 | Career Skills & Portfolio Development (previously known as Career Skills) | 2.0 |
| Associate's students choose 8 credits from the following: | | |
| LIS 2004 | Introduction to Internet Research | 2.0 |
| MAN 2031 | Let's Talk Business | 2.0 |
| OST 2335 | Business Communications | 4.0 |
| MTB 1103 | Business Math | 4.0 |
| OST 1141L | Keyboarding | 2.0 |
| CGS 2510C | Applied Spreadsheets | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | 18.0 |
| MAJOR CORE REQUIREMENTS | | |
| APA 2111 | Principles of Accounting I | 4.0 |
| APA 2121 | Principles of Accounting II | 4.0 |
| APA 2161 | Introductory Cost/Managerial Accounting | 4.0 |
| ACG 2021 | Introduction to Corporate Accounting | 4.0 |
| APA 2141 | Computerized Accounting | 4.0 |
| ACO 1806 | Payroll Accounting | 4.0 |
| ACG 2551 | Non-Profit Accounting | 4.0 |
| TAX 2000 | Tax Accounting | 4.0 |
| MAN 1030 | Introduction to Business (previously known as Introduction to Business Enterprise) | 4.0 |
| BUL 2131 | Applied Business Law | 4.0 |
| Choose two courses from the following: | | |
| CGS 2510C | Applied Spreadsheets | 4.0 |
| FIN 1103 | Introduction to Finance | 4.0 |
| ACG 2178 | Financial Statement Analysis | 4.0 |
| MAN 2021 | Principles of Management | 4.0 |
| TOTAL QUARTER CREDIT HOURS | | 48.0 |
| GENERAL EDUCATION CORE REQUIREMENTS | | |
| ENC 1101 | Composition I | 4.0 |
| ENC 1102 | Composition II | 4.0 |
| MAT 1033 | College Algebra | 4.0 |
| PSY 2012 | General Psychology | 4.0 |
| SPC 2017 | Oral Communications* | 4.0 |
| AML 2000 | Introduction to American Literature | 4.0 |
| EVS 1001 | Environmental Science | 4.0 |
| SLS 1505 | Basic Critical Thinking | 2.0 |
| TOTAL QUARTER CREDIT HOURS | | 30.0 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | 96.0 |

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



BUSINESS
Associate of Applied Science Degree
 24 months – 96 credit units

V5

The Associate of Applied Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting, Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associates degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

| Course Number | | Course Title | Quarter Credit Hours | |
|---|-------|--|----------------------|-------------|
| COLLEGE CORE REQUIREMENTS | | | | |
| CGS | 2167C | Computer Applications | 4.0 | |
| SLS | 1321 | Career Skills & Portfolio Development (previously known as Career Skills) | 2.0 | |
| SLSP | 1103 | Strategy & Critical Thinking | 2.0 | |
| OST | 2335 | Business Communications | 4.0 | |
| TOTAL COLLEGE CORE CREDIT HOURS | | | | 12.0 |
| MAJOR CORE REQUIREMENTS | | | | |
| APA | 2111 | Principles of Accounting I | 4.0 | |
| APA | 2121 | Principles of Accounting II | 4.0 | |
| BUL | 2131 | Applied Business Law | 4.0 | |
| FIN | 1103 | Introduction to Finance | 4.0 | |
| GEBP | 2430 | Business Ethics: Main St to Wall St | 4.0 | |
| MAN | 1030 | Introduction to Business (previously known as Introduction to Business Enterprise) | 4.0 | |
| MAN | 2021 | Principles of Management | 4.0 | |
| MAN | 2300 | Introduction to Human Resources | 4.0 | |
| MANP | 2582 | Introduction to Project Management | 4.0 | |
| MAN | 2727 | Strategic Planning for Business | 4.0 | |
| MAR | 1011 | Introduction to Marketing | 4.0 | |
| MAR | 2305 | Customer Relations & Servicing | 4.0 | |
| SBM | 2000 | Small Business Management | 4.0 | |
| MAN | 2946 | Business Internship (previously known as Business Externship) | 4.0 | |
| TOTAL MAJOR CORE CREDIT HOURS | | | | 56.0 |
| GENERAL EDUCATION REQUIREMENTS | | | | |
| ECOP | 1021 | General Economics | 4.0 | |
| ENC | 1101 | Composition I | 4.0 | |
| ENC | 1102 | Composition II | 4.0 | |
| EVS | 1001 | Environmental Science | 4.0 | |
| MAT | 1033 | College Algebra | 4.0 | |
| PSY | 2012 | General Psychology | 4.0 | |
| SPC | 2017 | Oral Communications* | 4.0 | |
| TOTAL GENERAL EDUCATION CREDIT HOURS | | | | 28.0 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | | 96.0 |
| *Online students take SPCP 2300 Fundamentals of Interpersonal Communication | | | | |



COMPUTER INFORMATION SCIENCE

Associate of Applied Science Degree

24 months – 96 credit units

V 2

The **Associate of Applied Science Degree** in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students must complete 52 credits in the Programming major core in order to complete the concentration.

Prerequisite courses may be taken as a co-requisite with the permission of the Program Chair or Academic Dean. Students who have prior/similar course work, extensive work/practical experience and/or appropriate certifications may be eligible to take the prerequisite as a co-requisite as designated by the College catalog.

Programming:

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Network Administration:

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

Web Design:

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

| Course Number | Course Name | Degree Quarter Credit Hours | |
|--|---|-----------------------------|--|
| COLLEGE CORE REQUIREMENTS | | | |
| SLS 1105 | Strategies for Success | 4.0 | |
| SLS 1321 | Career Skills & Portfolio Development (previously known as Career Skills) | 2.0 | |
| CGS 2167C | Computer Applications | 4.0 | |
| Choose one of the following courses (Students taking Web Design concentration <i>must</i> take Project Development <i>and</i> one of the other two choices): | | | |
| CEN 1056C | Project Development | 2.0 | |
| SLS 1505 | Basic Critical Thinking | 2.0 | |
| OST 1141L | Keyboarding | 2.0 | |
| MAN 2031 | Let's Talk Business | 2.0 | |
| | TOTAL QUARTER CREDIT HOURS | | 12.0 (14.0 for Web Design students) |
| MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION | | | |
| APA 2111 | Principles of Accounting I | 4.0 | |
| APA 2121 | Principles of Accounting II | 4.0 | |
| BUL 2131 | Applied Business Law | 4.0 | |
| CNT 1003C | Computer Networking Fundamentals | 4.0 | |
| CTS 1110C | Computer Operating Systems | 4.0 | |
| CGS 1280C | Computer Hardware Concepts | 4.0 | |

| | | | |
|--|--|-----|-------------|
| COP 2000C | Programming Concepts | 4.0 | |
| COP 2505C | Fundamental Programming Techniques | 4.0 | |
| CIS 2321 | Introduction to the Systems Development Life Cycle | 4.0 | |
| | Approved IT Electives* | 8.0 | |
| Choose one of the following two-course language sequences in Visual Basic, C++, Java, or C# (4 credits each): | | | |
| COP 2170C | Computer Programming – Visual Basic I | | |
| COP 2171C | Computer Programming – Visual Basic II | | |
| COP 2224C | Computer Programming – C++ I | | |
| COP 2228C | Computer Programming – C++ II | | |
| COP 2250C | Computer Programming – Java I | | |
| COP 2805C | Computer Programming – Java II | | |
| COP 2280C | Computer Programming – C# I | | |
| COP 2281C | Computer Programming – C# II | | |
| | PROGRAMMING MAJOR CORE | | 52.0 |
| MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION | | | |
| CTS 1110C | Computer Operating Systems | 4.0 | |
| CGS 1280C | Computer Hardware Concepts | 4.0 | |
| CNT 1003C | Computer Networking Fundamentals | 4.0 | |
| CTS 1327C | Network Operating Systems-Client | 4.0 | |
| CTS 1334C | Network Operating Systems-Server | 4.0 | |
| CET 1605C | Network Routing I | 4.0 | |
| CET 2607C | Network Routing II | 4.0 | |
| CTS 2383C | Network Management | 4.0 | |
| CTS 2386C | Network Infrastructure | 4.0 | |
| CTS 2303C | Network Directory Services | 4.0 | |
| CNT 2400C | Network Security Fundamentals | 4.0 | |
| | Approved IT Electives* | 8.0 | |
| Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each). | | | |
| CENP 2345C | Network Security | | |
| CISP 2475 | Designing Network Security | | |
| CENP 2420 | Implementing and Administering Databases | | |
| CENP 2450 | Database Design | | |
| | NETWORK ADMINISTRATION MAJOR CORE | | 52.0 |
| MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION | | | |
| CNT 1003C | Computer Networking Fundamentals | 4.0 | |
| COP 2000C | Programming Concepts | 4.0 | |
| COP 2505C | Fundamental Programming Techniques | 4.0 | |
| CGS 1800C | Web Site Design Methodology | 4.0 | |
| CGS 1821C | Web Content Development | 4.0 | |
| COP 2840C | Content Generation – Scripting Languages | 4.0 | |
| CGS 2820C | Web Authoring | 4.0 | |
| CGS 2877C | Web Animation | 4.0 | |
| GRA 2225C | Graphic Design Using Adobe Photoshop | 4.0 | |
| CGS 2177C | E-Commerce Systems Administration | 4.0 | |
| CGS 2910C | Web Design Portfolio Project | 2.0 | |
| | Approved IT Electives* | 8.0 | |
| | WEB DESIGN MAJOR CORE | | 50.0 |
| *Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, and CET prefixes). | | | |

| | | | |
|---|-----------------------------------|-----|-------------|
| APPROVED ELECTIVES | | | 8.0 |
| To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. | | | |
| GENERAL EDUCATION REQUIREMENTS | | | |
| ENC 1101 | Composition I | 4.0 | |
| ENC 1102 | Composition II | 4.0 | |
| SPC 2017 | Oral Communications* | 4.0 | |
| MAT 1033 | College Algebra | 4.0 | |
| PSY 2012 | General Psychology | 4.0 | |
| EVS 1001 | Environmental Sciences | 4.0 | |
| | TOTAL QUARTER CREDIT HOURS | | 24.0 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | 96.0 |

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



CRIMINAL JUSTICE
Associate of Applied Science Degree
 24 months – 96 credit units

V 1

The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

| Course Number | | Course Title | Degree Quarter Credit Hours | |
|--|-------|---|-----------------------------|-------------|
| COLLEGE CORE REQUIREMENTS | | | | |
| SLS | 1105 | Strategies for Success | 4.0 | |
| SLS | 1321 | Career Skills & Portfolio Development (previously known as Career Skills) | 2.0 | |
| CGS | 2167C | Computer Applications | 4.0 | |
| TOTAL QUARTER CREDIT HOURS | | | 10.0 | |
| MAJOR CORE REQUIREMENTS | | | | |
| BUL | 2131 | Applied Business Law | 4.0 | |
| CCJ | 1017 | Criminology | 4.0 | |
| CCJ | 1020 | Introduction to Criminal Justice | 4.0 | |
| CJL | 2130 | Criminal Evidence | 4.0 | |
| CJL | 2134 | Criminal Procedure and the Constitution | 4.0 | |
| CJE | 1600 | Criminal Investigations | 4.0 | |
| CCJ | 2358 | Criminal Justice Communications | 4.0 | |
| CJC | 2000 | Introduction to Corrections | 4.0 | |
| CJE | 2580 | Introduction to Interviews and Interrogations | 4.0 | |
| DSC | 2002 | Introduction to Terrorism | 4.0 | |
| TOTAL QUARTER CREDIT HOURS | | | | 40.0 |
| The students will take 12.0 credits from following courses: | | | | |
| CCJ | 2501 | Juvenile Justice | 4.0 | |
| CJE | 2100 | Policing in America | 4.0 | |
| CCJ | 2288 | Spanish for the Criminal Justice Professional | 4.0 | |
| CCJ | 2679 | Introduction to Victims Advocacy | 4.0 | |
| CCJ | 2943 | Current Issues in Criminal Justice | 4.0 | |
| CJE | 2670 | Introduction to Forensics | 4.0 | |
| CCJ | 1910 | Career Choices in Criminal Justice | 4.0 | |
| TOTAL QUARTER CREDIT HOURS | | | | 12.0 |
| GENERAL EDUCATION CORE REQUIREMENTS | | | | |
| ENC | 1101 | Composition I | 4.0 | |
| ENC | 1102 | Composition II | 4.0 | |
| SPC | 2017 | Oral Communications* | 4.0 | |
| SYG | 2000 | Principles of Sociology | 4.0 | |
| MAT | 1033 | College Algebra | 4.0 | |
| PSY | 2012 | General Psychology | 4.0 | |
| SLS | 1505 | Basic Critical Thinking | 2.0 | |
| AML | 2000 | Introduction to American Literature | 4.0 | |
| EVS | 1001 | Environmental Science | 4.0 | |
| TOTAL QUARTER CREDIT HOURS | | | | 34.0 |
| TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION | | | | 96.0 |

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.



LEGAL ASSISTANT/PARALEGAL
Associate of Applied Science Degree
 24 months – 96 credit units

V 0

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, or insurance.

Students are required to complete the following courses:

| Course Number | Course Title | Quarter Credit Hours | |
|--|---|----------------------|-----------|
| COLLEGE CORE REQUIREMENTS: | | | |
| SLS 1105 | Strategies for Success | 4 | |
| SLS 1321 | Career Skills & Portfolio Development (previously known as Career Skills) | 2 | |
| CGS 2167C | Computer Applications | 4 | |
| OST 1141L | Keyboarding | 2 | |
| APA 2111 | Principles of Accounting I | 4 | |
| CGS 2510C | Applied Spreadsheets | 4 | |
| CGS 2501C | Applied Word Processing | 4 | |
| MAJOR CORE REQUIREMENTS: | | | |
| PLA 2203 | Civil Procedure | 4 | |
| PLA 2800 | Family Law | 4 | |
| PLA 2423 | Contract Law | 4 | |
| PLA 2273 | Torts | 4 | |
| PLA 1105 | Legal Research and Writing I | 4 | |
| PLA 2106 | Legal Research and Writing II | 4 | |
| PLA 2600 | Wills, Trusts and Probate | 4 | |
| PLA 2940 | Paralegal Externship | 4 | |
| PLA 2308 | Criminal Procedure | 4 | |
| PAR 204 | Trial Preparation and Procedure | 4 | |
| PLA 1700 | Legal Ethics and Social Responsibility | 4 | |
| PLA 1003 | Introduction to Paralegal | 4 | |
| GENERAL EDUCATION REQUIREMENTS: | | | |
| ENC 1101 | Composition I | 4 | |
| ENC 1102 | Composition II | 4 | |
| AML 2000 | Introduction to American Literature | 4 | |
| SPC 2017 | Oral Communications* | 4 | |
| MAT 1033 | College Algebra | 4 | |
| PSY 2012 | General Psychology | 4 | |
| | PROGRAM TOTAL | | 96 |

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

The following course descriptions are for all courses offered by the College. Each course is periodically reviewed to assure relevance and inclusion of current business practices. All courses are offered at least once per academic year ensuring their availability for students so that they may complete their programs and achieve their planned graduation date. Students who fail or withdraw from classes will have to complete required courses when next offered.

| | |
|--|--------------------------------------|
| <p>ACG 2021 Introduction to Corporate Accounting This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>ACG 2178 Financial Statement Analysis The basics of financial statement analysis in directing stakeholders' business and investment decisions are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>ACG 2551 Non-Profit Accounting In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>ACO 1806 Payroll Accounting This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>AML 2000 Introduction to American Literature This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>APA 2111 Principles of Accounting I Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |
| <p>APA 2121 Principles of Accounting II This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>APA 2141 Computerized Accounting This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>APA 2161 Introductory Cost/Managerial Accounting This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>BUL 2131 Applied Business Law This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 1017 Criminology The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |

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|--|--------------------------------------|
| <p>CCJ 1020 Introduction to Criminal Justice</p> <p>This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lec Hrs: 0 040, Lab Hrs: 000, Other Hrs: 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 1910 Career Choices in Criminal Justice</p> <p>This course provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 2288 Spanish for the Criminal Justice Professional</p> <p>This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 2358 Criminal Justice Communications</p> <p>This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 2501 Juvenile Justice</p> <p>Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 2679 Introduction to Victims Advocacy</p> <p>This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CCJ 2943 Current Issues in Criminal Justice</p> <p>This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1020. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CEN 1056C Project Development</p> <p>This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000</p> | <p>2 Quarter Credit Units</p> |
| <p>CENP 2345C Network Security</p> <p>This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2383C and CNT 2400C. Lecture hours: 30. Lab hours: 20. Other hours: 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CENP 2420 Implementing and Administering Databases</p> <p>This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CTS 1327C and CTS 1334C. Lecture hours: 30. Lab hours: 20. Other hours: 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CENP 2450 Database Design</p> <p>This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CTS 1327C and CTS 1334C. Lecture hours: 30. Lab hours: 20. Other hours: 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CET 1605C Network Routing I</p> <p>This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |

| | |
|---|--------------------------------------|
| <p>CET 2607C Network Routing II This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20. Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 1280C Computer Hardware Concepts Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: None. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 1800C Web Site Design Methodology This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: None. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 1821C Web Content Development This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2167C Computer Applications This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2177C E-Commerce Systems Administration This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lecture hours: 30. Lab hours: 20.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2501C Applied Word Processing This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2510C Applied Spreadsheets This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2820C Web Authoring Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2877C Web Animation This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lecture hours: 30. Lab hours: 20. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |
| <p>CGS 2910C Web Design Portfolio Project This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA 2225C and CGS 2877C. Lecture hours: 10. Lab hours: 20. Other Hrs 000.</p> | <p>2 Quarter Credit Units</p> |
| <p>CIS 2321 Introduction to the Systems Development Life Cycle This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: None. Lecture hours: 40. Lab hours: 0. Other Hrs 000.</p> | <p>4 Quarter Credit Units</p> |

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| CISP 2475 Designing Network Security | 4 Quarter Credit Units |
| This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 2303C, CTS 2383C and CNT 2400C. Lecture hours: 30. Lab hours: 20. Other hours: 000. | |
| CJC 2000 Introduction to Corrections | 4 Quarter Credit Units |
| This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |
| CJE 1600 Criminal Investigations | 4 Quarter Credit Units |
| Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000 | |
| CJE 2580 Introduction to Interviews and Interrogations | 4 Quarter Credit Units |
| Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| CJE 2100 Policing in America | 4 Quarter Credit Units |
| This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| CJE 2670 Introduction to Forensics | 4 Quarter Credit Units |
| This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| CJL 2130 Criminal Evidence | 4 Quarter Credit Units |
| This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ 1020. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| CJL 2134 Criminal Procedure and the Constitution | 4 Quarter Credit Units |
| There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| CNT 1003C Computer Networking Fundamentals | 4 Quarter Credit Units |
| This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CNT 2400C Network Security Fundamentals | 4 Quarter Credit Units |
| This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2000C Programming Concepts | 4 Quarter Credit Units |
| This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lecture hours: 40. Lab hours: 0. Other Hrs 000. | |
| COP 2170C Computer Programming- Visual Basic I | 4 Quarter Credit Units |
| This course provides an introduction to the Visual Basic programming language. Students develop executable programs utilizing an interactive graphic-user interface in the Windows environment. Prerequisite: COP 2505C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |

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| COP 2171C Computer Programming- Visual Basic II | 4 Quarter Credit Units |
| This course is a continuation of COP 2241. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2224C Computer Programming – C++ I | 4 Quarter Credit Units |
| This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: COP 2505C Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2228C Computer Programming – C++ II | 4 Quarter Credit Units |
| This course is a continuation of COP 2224C, emphasizing C++'s advanced features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2250C Programming Languages- Java I | 4 Quarter Credit Units |
| This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2280C Programming Languages – C# I | 4 Quarter Credit Units |
| This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20. Other hours: 000. | |
| COP 2281C Programming Languages – C# II | 4 Quarter Credit Units |
| This course is a continuation of COP 2280, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280. Lecture hours: 30. Lab hours: 20. Other hours: 000. | |
| COP 2505C Fundamental Programming Techniques | 4 Quarter Credit Units |
| This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2000C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2805C Programming Languages- Java II | 4 Quarter Credit Units |
| This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| COP 2840C Content Generation - Scripting Languages | 4 Quarter Credit Units |
| This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and COP 2505C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 1110C Computer Operating Systems | 4 Quarter Credit Units |
| This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: None. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 1327C Network Operating Systems – Client | 4 Quarter Credit Units |
| This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 1334C Network Operating Systems – Server | 4 Quarter Credit Units |
| This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 2303C Network Directory Services | 4 Quarter Credit Units |
| This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |

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| CTS 2304C Network Directory Design | 4 Quarter Credit Units |
| This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisites: CTS2303C Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 2313C Internet Security and Acceleration (ISA) Server | 4 Quarter Credit Units |
| This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisites: CTS2386C Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 2330C Implementing and Supporting E-Mail Services | 4 Quarter Credit Units |
| This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisites: CTS2303 or CTS2386C Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 2383C Network Management | 4 Quarter Credit Units |
| Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CTS 2303C and CTS 2386C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| CTS 2386C Network Infrastructure | 4 Quarter Credit Units |
| This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CNT 1003C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| DSC 2002 Introduction to Terrorism | 4 Quarter Credit Units |
| Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| ECOP 1021 General Economics | 4 Quarter Credit Units |
| This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| ENC 1101 Composition I | 4 Quarter Credit Units |
| This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 | |
| ENC 1102 Composition II | 4 Quarter Credit Units |
| This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| EVS 1001 Environmental Science | 4 Quarter Credit Units |
| This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000 | |
| FIN 1103 Introduction to Finance | 4 Quarter Credit Units |
| This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| GRA 2225C Graphic Design Using Adobe Photoshop | 4 Quarter Credit Units |
| This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20. Other Hrs 000. | |
| LIS 2004 Introduction to Internet Research | 2 Quarter Credit Units |
| This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000 | |
| GEBP 2430 Business Ethics: Main St to Wall St | 4 Quarter Credit Units |
| This course is a survey of different origins of ethics and value systems and their influence on business and cultural development. Comparison of different ethical values and their probable impact in American business will be explored. Students will also explore the different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values in their professional careers. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 000. | |

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| MAN 1030 Introduction to Business (previously known as Introduction to the Business Enterprise) | 4 Quarter Credit Units |
| This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 | |
| MAN 2021 Principles of Management | 4 Quarter Credit Units |
| This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| MAN 2031 Let's Talk Business | 2 Quarter Credit Units |
| Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lec. Hrs. 020. Other Hrs 000. | |
| MAN 2300 Introduction to Human Resources | 4 Quarter Credit Units |
| This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| MAN 2727 Strategic Planning for Business | 4 Quarter Credit Units |
| Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000 | |
| MAN 2946 Business Internship (previously known as Business Externship) | 4 Quarter Credit Units |
| As part of the preparation for a career in management, the Sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 40.0 Lab Hours: 0.0. Other Hrs 000. | |
| MANP 2582 Introduction to Project Management | 4 Quarter Credit Units |
| This course introduces students to the discipline of project management with an emphasis on efficient allocation of resources and project planning in business. Topics covered in this course include: project management concepts, resource considerations, cost planning and performance, project teams, project communications, and the use of tools and techniques in planning and scheduling. Prerequisite: CGS2167c Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000 | |
| MAR 1011 Introduction to Marketing | 4 Quarter Credit Units |
| The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| MAR 2305 Customer Relations and Servicing | 4 Quarter Credit Units |
| This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000 | |
| MAT 1033 College Algebra | 4 Quarter Credit Units |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| MTB 1103 Business Math | 4 Quarter Credit Units |
| This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000 | |
| OST 1141L Keyboarding | 2 Quarter Credit Units |
| This course is designed to familiarize the student with basic keyboarding and develop minimum keyboarding typing skills. Prerequisite: None. Lecture Hrs 000. Lab Hrs. 040. Other Hrs. 000 | |
| OST 2335 Business Communications | 4 Quarter Credit Units |
| Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world, including successful use of e-mail, instant messaging, and blogging. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |

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| PAR 204 Trial Preparation and Procedure | 4 Quarter Credit Units |
| This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. Prerequisites: PLA 1003, PLA 1105, PLA 2106 and PLA 2203. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| PLA 1003 Introduction to Paralegal | 4 Quarter Credit Units |
| This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| PLA 1105 Legal Research and Writing I | 4 Quarter Credit Units |
| This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000 | |
| PLA 1700 Legal Ethics and Social Responsibility | 4 Quarter Credit Units |
| This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| PLA 2106 Legal Research and Writing II | 4 Quarter Credit Units |
| This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000 | |
| PLA 2203 Civil Procedure | 4 Quarter Credit Units |
| This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| PLA 2273 Torts | 4 Quarter Credit Units |
| This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| PLA 2308 Criminal Procedure | 4 Quarter Credit Units |
| This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| PLA 2423 Contract Law | 4 Quarter Credit Units |
| The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| PLA 2600 Wills, Trusts, and Probate | 4 Quarter Credit Units |
| This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| PLA 2800 Family Law | 4 Quarter Credit Units |
| Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |

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| PLA 2940 Paralegal Externship | 4 Quarter Credit Units |
| This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: Available to Paralegal students in their final 24 units before graduating with an Associate degree. Students must have a good attendance record, 3.0 GPA in the major core course and obtain the approval of the Department Chairperson. Lecture Hrs 000. Lab Hrs. 000. Other Hrs.120 | |
| PSY 2012 General Psychology | 4 Quarter Credit Units |
| This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| SBM 2000 Small Business Management | 4 Quarter Credit Units |
| This course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing and controlling of small business ownership. The course helps to prepare the student for management and/or ownership of a small business. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000. | |
| SLS 1105 Strategies for Success | 4 Quarter Credits Units |
| This course is designed to equip students for transitions in their education and life. The course includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| SLS 1321 Career Skills & Portfolio Development (previously known as Career Skills) | 2 Quarter Credit Units |
| A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000 | |
| SLS 1505 Basic Critical Thinking | 2 Quarter Credit Units |
| This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 | |
| SLSP 1103 Strategy & Critical Thinking | 2 Quarter Credit Units |
| This course is designed to equip students for transitions in their education and life. The course includes an introduction to the college and its resources, study skills, personal resource management skills, and critical thinking concepts. Students will be actively involved in learning and integrating practical applications to promote success. They will examine effective ways to think more critically and will apply these tools in course assignments. Prerequisites: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 | |
| SPC 2017 Oral Communications | 4 Quarter Credit Units |
| This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000 | |
| SPCP 2300 Fundamentals of Interpersonal Communication | 4 Quarter Credit Units |
| The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000. | |
| SYG 2000 Principles of Sociology | 4 Quarter Credit Units |
| A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| TAX 2000 Tax Accounting | 4 Quarter Credit Units |
| This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000. | |

CORINTHIAN COLLEGES, INC.

| The following schools in the United States are owned by Corinthian Colleges, Inc.: | |
|--|---|
| <p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (additional location of Everest Institute, Rochester, NY) Arlington, VA (additional location of Everest College, Thornton, CO) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest College, Reseda, CA) Bedford Park, IL (branch of Everest College, Alhambra, CA) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) Chicago, IL (branch of Everest College, San Francisco, CA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Hayward, CA (main campus) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) Los Angeles (Wilshire), CA (main campus) McLean, VA (additional location of Everest College, Colorado Springs, CO) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Milwaukee, WI (additional location of Everest University, Tampa, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (additional location of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) San Francisco, CA (main campus) San Jose, CA (main campus) Santa Ana, CA (additional location of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) Vancouver, WA (additional location of Everest College, Seattle, WA) West Los Angeles, CA (main campus)</p> <p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)</p> | Decatur, GA (branch of Everest Institute, Cross Lanes, WV) Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Hialeah, FL (additional location of Everest Institute, Miami, FL) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) 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 (additional location of Everest College, Portland, OR) <p>Everest University Tampa (Brandon), FL (additional location of Everest University Tampa, FL) Jacksonville, FL (additional location of Everest University, Largo, FL) Lakeland, FL (additional location of Everest University, Largo, FL) Largo, FL (main campus) Melbourne, FL (additional location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus) Sacramento, CA (branch of WyoTech, Laramie, WY)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Modesto, CA (branch of Heald College, Hayward) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) San Francisco, CA (main campus) San Jose, CA (Milpitas) (main campus) Stockton, CA (main campus)</p> |

The following schools in Canada are owned by Corinthian Colleges, Inc.:

Everest College of Business, Technology, and Healthcare

All Canadian locations listed below are branches of Everest

College Canada, Inc.

Barrie, Ontario

Brampton, Ontario

Hamilton City Centre, Ontario

Hamilton Mountain, Ontario

Kitchener, Ontario

London, Ontario

Mississauga, Ontario

Nepean, Ontario

New Market, Ontario

North York, Ontario

Ottawa-East, Ontario

Scarborough, Ontario

Sudbury, Ontario

Thunder Bay, Ontario

Toronto College Park (South), Ontario

Windsor, Ontario

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes College, 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.

| CORINTHIAN COLLEGES, INC. | | |
|---|--|--|
| DIRECTORS | OFFICERS | TITLE |
| Jack D. Massimino Terry O. Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio Sharon Robinson | Jack D. Massimino Kenneth S. Ord Robert Botic Beth A. Wilson Mark L. Pelesh William Buchanan Stan Mortensen Robert Owen Anna Marie Dunlap Carmella Cassetta Jim Wade Richard Simpson Roger Van Duinen Kim Dean Melissa Flores David Poldoian Mark Ferguson Nikee Carnagey Eeva Deshon Rupert Altschuler Michael Stiglich | Chairman and Chief Executive Officer Executive Vice President and Chief Administrative Officer Executive Vice President, Operations Executive Vice President Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President, General Counsel and Corporate Secretary Executive Vice President and Chief Financial Officer Senior Vice President, Investor and Public Relations Senior Vice President and Chief Information Officer Senior Vice President, Human Resources Senior Vice President and Chief Academic Officer Senior Vice President, Marketing Senior Vice President, Student Financial Services Division President, Everest East Division President, CCI Online Division President, Everest Central Division President, Everest West Division President, Heald Division President, Everest Canada Division President, WyoTech |
| RHODES COLLEGE, INC. | | |
| DIRECTORS | OFFICERS | TITLE |
| Jack D. Massimino Kenneth S. Ord Beth A. Wilson | Jack D. Massimino Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen | Chairman of the Board, President and Chief Executive Officer Executive Vice President and Chief Administrative Officer Executive Vice President Executive Vice President, General Counsel and Corporate Secretary Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary |

ADMINISTRATION

| ADMINISTRATION | |
|-----------------------|--------------------------------------|
| Randy Atwater | Campus President |
| Heidii Godbold | Academic Dean |
| Dan Noel | Director of Admissions |
| Rachel Torrey | Director of High School Admissions |
| Carrie Ann Iverson | Director of Student Accounts/Finance |
| James Proby | Director of Career Services |
| Diane Dillinger | Student Services Manager |
| Matthew McNulty | Librarian |
| Kelli Phelps | Allied Health Program Chair |
| Pat Radigan | Linear Program Chair |
| Cindy McKenzie | Online Coordinator |
| Dave Mathews | Senior Registrar |
| Kat Bugar | Registrar |

CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

TUITION AND FEE

| Diploma Program | Program Length | Credit Units | Tuition | Estimated Books/Materials |
|---|----------------|--------------|----------|---------------------------|
| Dental Assistant | 33 weeks | 48 | \$13,816 | \$914.21 |
| Massage Therapy | 36 weeks | 55 | \$14,735 | \$1,426.37 |
| Medical Administrative Assistant | 33 weeks | 48 | \$14,483 | \$1,479.82 |
| Medical Assistant V. 2 | 41 weeks | 60 | \$17,470 | \$1,608.00 |
| Effective for programs starting April 1, 2012 and after | | | | |

| Degree Program | Tuition | Books (estimated) |
|--|-----------------------|-------------------|
| Associate of Applied Science in Accounting | \$37,440 (\$390/unit) | \$475/quarter |
| Associate of Applied Science in Business | \$37,440 (\$390/unit) | \$485/quarter |
| Associate of Applied Science in Computer Information Science | \$37,440 (\$390/unit) | \$550/quarter |
| Associate of Applied Science in Criminal Justice | \$37,440 (\$390/unit) | \$350/quarter |
| Associate of Applied Science in Legal Assistant/Paralegal | \$37,440 (\$390/unit) | \$405/quarter |
| Effective for programs starting April 1, 2011 and after | | |

ACADEMIC CALENDARS

MODULAR PROGRAMS

| Dental Assistant Medical Assistant Medical Administrative Assistant Massage Therapy Schedule 2012-2014 | |
|---|------------|
| Start Dates | End Dates |
| 3/22/2012 | 4/18/2012 |
| 4/20/2012 | 5/17/2012 |
| 5/18/2012 | 6/15/2012 |
| 6/18/2012 | 7/18/2012 |
| 7/23/2012 | 8/17/2012 |
| 8/20/2012 | 9/17/2012 |
| 9/19/2012 | 10/16/2012 |
| 10/17/2012 | 11/14/2012 |
| 11/15/2012 | 12/14/2012 |
| 12/17/2012 | 1/28/2013 |
| 1/29/2013 | 2/26/2013 |
| 2/27/2013 | 3/26/2013 |
| 3/27/2013 | 4/24/2013 |
| 4/25/2013 | 5/24/2013 |
| 5/28/2013 | 6/24/2013 |
| 6/25/2013 | 7/24/2013 |
| 7/25/2013 | 8/21/2013 |
| 8/22/2013 | 9/19/2013 |
| 9/20/2013 | 10/17/2013 |
| 10/18/2013 | 11/15/2013 |
| 11/18/2013 | 12/17/2013 |
| 12/18/2013 | 1/27/2014 |
| 1/29/2014 | 2/26/2014 |
| 2/27/2014 | 3/26/2014 |
| 3/28/2014 | 4/24/2014 |
| 4/25/2014 | 5/22/2014 |
| 5/27/2014 | 6/23/2014 |
| 6/24/2014 | 7/22/2014 |
| 7/23/2014 | 8/19/2014 |
| 8/20/2014 | 9/17/2014 |
| 9/18/2014 | 10/15/2014 |
| 10/16/2014 | 11/12/2014 |
| 11/13/2014 | 12/12/2014 |
| 12/15/2014 | 1/23/2015 |

| Holiday/Student Break Schedule 2012 - 2015 | | |
|--|-------------|------------|
| Holiday/Student Break | Start Dates | End Dates |
| Memorial Day | 5/28/2012 | 5/28/2012 |
| Independence Day | 7/4/2012 | 7/4/2012 |
| Labor Day | 9/3/2012 | 9/3/2012 |
| Thanksgiving Holiday | 11/22/2012 | 11/23/2012 |
| Winter Holiday | 12/24/2012 | 1/6/2013 |
| MLK Day | 1/21/2013 | 1/21/2013 |
| President's Day | 2/18/2013 | 2/18/2013 |
| Spring Break | 3/30/2013 | 4/1/2013 |
| Memorial Day | 5/27/2013 | 5/27/2013 |
| Independence Day | 7/4/2013 | 7/5/2013 |
| Labor Day | 9/2/2013 | 9/2/2013 |
| Veterans Day | 11/11/2013 | 11/11/2013 |
| Thanksgiving Holiday | 11/28/2013 | 11/29/2013 |
| Winter Break | 12/24/2013 | 1/2/2014 |
| MLK Day | 1/20/2014 | 1/20/2014 |
| Presidents Day | 2/17/2014 | 2/17/2014 |
| Memorial Day | 5/26/2014 | 5/26/2014 |
| Independence Day | 7/4/2014 | 7/4/2014 |
| Labor Day | 9/1/2014 | 9/1/2014 |
| Thanksgiving Holiday | 11/27/2014 | 11/28/2014 |
| Winter Holiday | 12/23/2014 | 1/2/2015 |
| MLK Day | 1/19/2015 | 1/19/2015 |

QUARTER-BASED PROGRAMS

| FY 2011 – 2012 Academic Calendar | | | | |
|----------------------------------|-------|-----------|----|------|
| Summer Term Starts | | July | 18 | 2011 |
| Summer Term Drop/Add Deadline | | July | 31 | 2011 |
| Mini-Term Starts | | August | 29 | 2011 |
| Mini-Term Drop/Add Deadline | | September | 4 | 2011 |
| Labor Day Holiday | | September | 5 | 2011 |
| Micro-Term Starts | | September | 19 | 2011 |
| Summer Term Ends | | October | 9 | 2011 |
| | | | | |
| Fall Break | From: | October | 10 | 2011 |
| | To: | October | 16 | 2011 |
| | | | | |
| Fall Term Start | | October | 17 | 2011 |
| Fall Term Drop/Add Deadline | | October | 30 | 2011 |
| Thanksgiving Day Holiday | From: | November | 24 | 2011 |
| | To: | November | 25 | 2011 |
| Mini-Term Starts | | November | 28 | 2011 |
| Mini-Term Drop/Add Deadline | | December | 4 | 2011 |
| Micro-Term Starts | | December | 19 | 2011 |
| Winter Holiday | From: | December | 23 | 2011 |
| | To: | January | 2 | 2012 |
| Classes Resume | | January | 3 | 2012 |
| Fall Term Ends | | January | 15 | 2012 |
| | | | | |
| M.L. King Jr. Birthday Holiday | | January | 16 | 2012 |
| Winter Term Starts | | January | 17 | 2012 |
| Winter Term Drop/Add Deadline | | January | 30 | 2012 |
| Presidents' Day | | February | 20 | 2012 |
| Mini-Term Starts | | February | 27 | 2012 |
| Mini Term Drop/Add Deadline | | March | 4 | 2012 |
| Micro-Term Starts | | March | 19 | 2012 |
| Winter Term Ends | | April | 8 | 2012 |
| Spring Vacation | From: | April | 9 | 2012 |
| | To: | April | 15 | 2012 |
| | | | | |
| Spring Term Starts | | April | 16 | 2012 |
| Spring Term Drop/Add Deadline | | April | 29 | 2012 |
| Memorial Day Holiday | | May | 28 | 2012 |
| Mini-Term Starts | | May | 29 | 2012 |
| Mini Term Drop/Add Deadline | | June | 4 | 2012 |
| Independence Day Holiday | | July | 4 | 2012 |
| Spring Term Ends | | July | 8 | 2012 |
| Summer Vacation | From: | July | 9 | 2012 |
| | To: | July | 15 | 2012 |

| FY 2013 Academic Calendar | | | | |
|--------------------------------|-------|-----------|----|------|
| Summer Term Starts | | July | 16 | 2012 |
| Summer Term Drop/Add Deadline | | July | 29 | 2012 |
| Mini-Term Starts | | August | 27 | 2012 |
| Mini-Term Drop/Add Deadline | | September | 2 | 2012 |
| Labor Day Holiday | | September | 3 | 2012 |
| Summer Term Ends | | October | 7 | 2012 |
| | | | | |
| Fall Break | From: | October | 8 | 2012 |
| | To: | October | 14 | 2012 |
| | | | | |
| Fall Term Start | | October | 15 | 2012 |
| Fall Term Drop/Add Deadline | | October | 28 | 2012 |
| Thanksgiving Day Holiday | From: | November | 22 | 2012 |
| | To: | November | 23 | 2012 |
| Mini-Term Starts | | November | 26 | 2012 |
| Mini-Term Drop/Add Deadline | | December | 2 | 2012 |
| Winter Holiday | From: | December | 22 | 2012 |
| | To: | January | 1 | 2013 |
| Classes Resume | | January | 2 | 2013 |
| Fall Term Ends | | January | 13 | 2013 |
| | | | | |
| Winter Term Starts | | January | 14 | 2013 |
| M.L. King Jr. Birthday Holiday | | January | 21 | 2013 |
| Winter Term Drop/Add Deadline | | January | 28 | 2013 |
| Presidents' Day | | February | 18 | 2013 |
| Mini-Term Starts | | February | 25 | 2013 |
| Mini Term Drop/Add Deadline | | March | 3 | 2013 |
| Winter Term Ends | | April | 7 | 2013 |
| Spring Vacation | From: | April | 8 | 2013 |
| | To: | April | 14 | 2013 |
| | | | | |
| Spring Term Starts | | April | 15 | 2013 |
| Spring Term Drop/Add Deadline | | April | 28 | 2013 |
| Memorial Day Holiday | | May | 27 | 2013 |
| Mini-Term Starts | | May | 28 | 2013 |
| Mini Term Drop/Add Deadline | | June | 3 | 2013 |
| Independence Day Holiday | | July | 4 | 2013 |
| Spring Term Ends | | July | 7 | 2013 |
| Summer Vacation | From: | July | 8 | 2013 |
| | To: | July | 14 | 2013 |

| FY 2014 Academic Calendar | | | | |
|--------------------------------|-------|-----------|----|------|
| Summer Term Starts | | July | 15 | 2013 |
| Summer Term Drop/Add Deadline | | July | 28 | 2013 |
| Mini-Term Starts | | August | 26 | 2013 |
| Mini-Term Drop/Add Deadline | | September | 1 | 2013 |
| Labor Day Holiday | | September | 2 | 2013 |
| Summer Term Ends | | October | 6 | 2013 |
| | | | | |
| Fall Break | From: | October | 7 | 2013 |
| | To: | October | 13 | 2013 |
| | | | | |
| Fall Term Start | | October | 14 | 2013 |
| Fall Term Drop/Add Deadline | | October | 27 | 2013 |
| Mini-Term Starts | | November | 25 | 2013 |
| Thanksgiving Day Holiday | From: | November | 28 | 2013 |
| | To: | November | 29 | 2013 |
| Mini-Term Drop/Add Deadline | | December | 3 | 2013 |
| Winter Holiday | From: | December | 23 | 2013 |
| | To: | January | 1 | 2014 |
| Classes Resume | | January | 2 | 2014 |
| Fall Term Ends | | January | 12 | 2014 |
| | | | | |
| Winter Term Starts | | January | 13 | 2014 |
| M.L. King Jr. Birthday Holiday | | January | 20 | 2014 |
| Winter Term Drop/Add Deadline | | January | 27 | 2014 |
| Presidents' Day | | February | 17 | 2014 |
| Mini-Term Starts | | February | 24 | 2014 |
| Mini Term Drop/Add Deadline | | March | 2 | 2014 |
| Winter Term Ends | | April | 6 | 2014 |
| Spring Vacation | From: | April | 7 | 2014 |
| | To: | April | 13 | 2014 |
| | | | | |
| Spring Term Starts | | April | 14 | 2014 |
| Spring Term Drop/Add Deadline | | April | 28 | 2014 |
| Memorial Day Holiday | | May | 26 | 2014 |
| Mini-Term Starts | | May | 27 | 2014 |
| Mini Term Drop/Add Deadline | | June | 2 | 2014 |
| Independence Day Holiday | | July | 4 | 2014 |
| Spring Term Ends | | July | 6 | 2014 |
| Summer Vacation | From: | July | 7 | 2014 |
| | To: | July | 13 | 2014 |

| FY 2015 Academic Calendar | | | | |
|--------------------------------|-------|-----------|----|------|
| Summer Term Starts | | July | 14 | 2014 |
| Summer Term Drop/Add Deadline | | July | 27 | 2014 |
| Mini-Term Starts | | August | 25 | 2014 |
| Mini-Term Drop/Add Deadline | | August | 31 | 2014 |
| Labor Day Holiday | | September | 1 | 2014 |
| Summer Term Ends | | October | 5 | 2014 |
| | | | | |
| Fall Break | From: | October | 6 | 2014 |
| | To: | October | 12 | 2014 |
| | | | | |
| Fall Term Start | | October | 13 | 2014 |
| Fall Term Drop/Add Deadline | | October | 26 | 2014 |
| Mini-Term Starts | | November | 24 | 2014 |
| Thanksgiving Day Holiday | From: | November | 27 | 2014 |
| | To: | November | 28 | 2014 |
| Mini-Term Drop/Add Deadline | | December | 2 | 2014 |
| Winter Holiday | From: | December | 23 | 2014 |
| | To: | January | 2 | 2015 |
| Classes Resume | | January | 3 | 2015 |
| Fall Term Ends | | January | 11 | 2015 |
| | | | | |
| Winter Term Starts | | January | 12 | 2015 |
| M.L. King Jr. Birthday Holiday | | January | 19 | 2015 |
| Winter Term Drop/Add Deadline | | January | 26 | 2015 |
| Presidents' Day | | February | 16 | 2015 |
| Mini-Term Starts | | February | 23 | 2015 |
| Mini Term Drop/Add Deadline | | March | 1 | 2015 |
| Winter Term Ends | | April | 5 | 2015 |
| Spring Vacation | From: | April | 6 | 2015 |
| | To: | April | 12 | 2015 |
| | | | | |
| Spring Term Starts | | April | 13 | 2015 |
| Spring Term Drop/Add Deadline | | April | 26 | 2015 |
| Memorial Day Holiday | | May | 25 | 2015 |
| Mini-Term Starts | | May | 26 | 2015 |
| Mini Term Drop/Add Deadline | | June | 1 | 2015 |
| Independence Day Holiday | From: | July | 3 | 2015 |
| | To: | July | 4 | 2015 |
| Spring Term Ends | | July | 5 | 2015 |
| Summer Vacation | From: | July | 6 | 2015 |
| | To: | July | 12 | 2015 |