Everest

COLLEGE

2007-2008 CATALOG

Illinois Indiana 041807

www.everest-college.com

LOCATIONS

Everest College, Burr Ridge Campus*

6880 N. Frontage Road, Suite 400
Burr Ridge, Illinois 60527
(630) 920-1102; (630) 920-9012 fax
A branch of Everest College, 9811 Woods Drive, Suite 200, Skokie, IL 60077

Everest College, Chicago Campus*

247 South State Street, Suite 400
Chicago, Illinois 60604
(312) 913-1616; (312) 913-9422 fax
A branch of Everest College, 814 Mission Street, Ste 500, San Francisco, CA 94103

Everest College, Merrillville Campus**

707 E. 80th Place
Merrillville, Indiana 46410
(219)756-6811; (219) 756-6812 (fax)
A branch of Everest Institute, 1750 Wordworth Street N.E., Grand Rapids, MI 49525

Everest College, Merrionette Park, Merrionette Park Campus***

11560 South Kedzie Ave
Merrionette Park, IL 60803
(708) 239-0055; (708) 239-0066 (fax)
A branch of FMU Pompano Beach Campus, 225 North Federal Highway, Pompano Beach, FL 33062

Everest College, North Aurora Campus*

150 South Lincolnway, Suite 100
North Aurora, IL 60542
(630) 896-2140; (630) 896-2144 (fax)
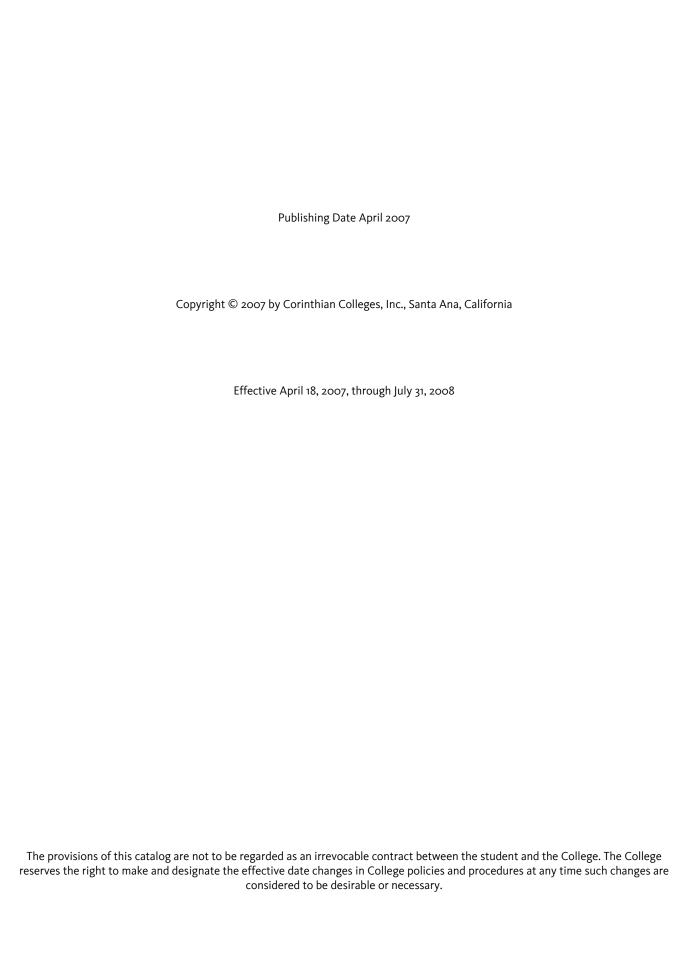*A branch of Everest Institute, 1505 Commonwealth Ave, Brighton, MA 02135*

Everest College, Skokie Campus*

9811 Woods Drive, Suite 200
Skokie, Illinois 60077
(847) 470-0277; (847) 470-0266 (fax)

*Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT), 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212.
**Accredited by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503.
***Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

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ABOUT CORINTHIAN SCHOOLS, INC.

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

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

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

MISSION STATEMENT

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

Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better. A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the health and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with Everest College.

OBJECTIVES

- To encourage our students to become contributing members in their communities.
- To provide job-relevant career training to all qualified students.
- To provide technical skills to assist the student with lifelong learning skills on the job and in life.
- To provide the community with specialized personnel for employment in entry-level and related career path positions.
- To provide placement assistance to all graduates in the field for which they were trained.
- To continually provide professional development training for faculty and staff members.
- To continually evaluate and update educational programs;
- To provide modern facilities and training equipment;
- To select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- To promote self-discipline and motivation so that students may enjoy success on the job and in society.

COLLEGE HISTORY AND DESCRIPTION

Skokie and Burr Ridge

Everest College in Skokie, Illinois, was originally a member of RETS Electronic Colleges and was first licensed by the Michigan Department of Education in 1956. The College was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Colleges group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The College was acquired by Corinthian Schools, Inc. in September 1995. The name of the college was changed to National Institute of Technology on June 30, 1996. The college was relocated to Skokie, Illinois, in April 2001, and the name was changed at that time to Olympia College. The branch campus in Burr Ridge, Illinois, was opened in September 2002. In April of 2007 the name of both campuses was changed to Everest College.

The Skokie campus is conveniently located on Woods Drive just south of Old Orchard Road and west of I-94. The attractive facility of approximately 36,000 square feet includes personal computer, medical assisting and massage therapy laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

The Burr Ridge campus is conveniently located on Frontage Road just north of I-55 and east of County Line Road in Cook County. The attractive facility of approximately 30,100 square feet includes a total of nine laboratories; seven lecture rooms; a resource center; two student lounges; career service center; and administrative areas. Parking is available adjacent to the school building. The Annex is located at 6860 North Frontage Road, Suite 200, Burr Ridge, IL 60527. Some classes will be held at this location.

Chicago

Everest College in Chicago was established as Olympia College in June 2003 and received its initial grant of accreditation from ACCSCT as a branch campus of Everest College in San Francisco, California, in July 2003. In April of 2007 the name of the campus was changed to Everest College

The College is conveniently located on the northeast corner of State Street and Jackson Boulevard in the downtown Chicago loop. Public transportation is conveniently located with bus, subway and train stops within easy walking distance. The modern air-conditioned facility is designed for training students for the working world. The attractive facility has over 40,000 square feet and includes computer, massage therapy, dental assisting, and medical assisting laboratories, lecture rooms, resource center, and administrative areas.

North Aurora

Everest College in North Aurora, Illinois, started its first classes on January 25, 2005 as Olympia College. In April of 2007 the name of the campus was changed to Everest College. The North Aurora campus is conveniently located in North Aurora on South Lincolnway, just north of interstate highway I88 and along the Fox River. The attractive facility of approximately 38,000 square feet includes personal computer, massage therapy, and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

Merrionette Park

Everest College, Merrionette Park, a branch of FMU Pompano Beach, started its first classes on October 18, 2005, as Olympia College, Merrionette Park. In April of 2007 the name of the campus was changed to Everest College, Merrionette Park. The Merrionette Park campus is conveniently located in Merrionette Park, Illinois, on South Kedzie Avenue, east of Interstate 294 and west of Highway 57, serving the far south side of Chicago and its southern and southwestern suburbs. The attractive facility of approximately 30,000 square feet on two floors includes personal computer, pharmacy technician, and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building.

Merrillville

Everest College in Merrillville, Indiana, formerly Horizon Career College and Inservicer's College of Health Education, was founded in January 1990. In April 1996, Malone Management Company purchased the college's assets. Corinthian Colleges acquired the college in February 2001. In July 2001, the college moved to its current facilities, where it operates as an additional location of Everest Institute's Grand Rapids Campus in Grand Rapids, Michigan. In April of 2007 the name of the campus was changed to Everest College.

The campus is located at 707 E. 80th Place, Merrillville, Indiana. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Everest College is a spacious facility (approximately 32,000 sq. ft.), offering a smoke-free environment and air-conditioning, with administrative offices, lecture rooms, medical and computer labs, and student lounge. Additional lecture rooms, medical and computer labs are located at 8585 Broadway, Merrillville, Indiana.

All campuses

These institutions, the facilities they occupy and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

EDUCATIONAL PHILOSOPHY

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

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

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Campus President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Campus President. The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

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

The Burr Ridge, Chicago, North Aurora and Skokie campuses are accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212. The Accrediting Commission of Career Schools and Colleges of Technology is listed as a nationally recognized accrediting agency by the United States Department of Education.

The Everest College, Merrionette Park campus is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas. 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.

The Merrillville campus is institutionally accredited to offer non-degree programs by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation.

Certificate of Approval to Operate is issued for all campuses by the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777.

Everest College (Merrillville campus) is regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E 201, Indianapolis, Indiana 46204, (317) 232-1320.

Eligible institutions for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study programs.

The Practical Nurse program at the Merrillville campus has received full accreditation from the Indiana State Board of Nursing, Health Professions Bureau, Indiana Government Center South, 402 W. Washington Street, Room W072, Indianapolis, Indiana 46204, (317) 234-2043.

The Surgical Technologist program at the Merrillville campus is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC ST), a CAAHEP Recognized Committee on Accreditation. Their address is 7108-C South Alton Way, Centennial, Colorado 80112, (303) 694-9262.

The Medical Assisting program at the North Aurora campus is accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the American Association of Medical Assistants Endowment (CRB-AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study which meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

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

ADMISSIONS

REQUIREMENTS AND PROCEDURES

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

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

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

The College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:
- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

Prospective students who have a high school diploma, its recognized equivalent or a GED are required to:
1. Furnish proof by providing the College with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file (for the Merrillville campus, a signed attestation of graduation is acceptable), and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit Provision. However, the number of students enrolled under the Ability to Benefit Provision is limited. The College 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.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

ALLIED HEALTH PROGRAMS

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

Pharmacy Technician and Surgical Technologist Programs

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

Practical Nurse Program

In order to be admitted into the Practical Nursing Program, applicants must:
- Be a high school graduate or have a GED

- Pass the COMPASS entrance test
- Pass the PSB entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director
- Pass a physical examination
- Provide proof of immunizations as required by clinical agencies
- Pass a criminal background check and drug screen

The Merrillville Practical Nursing program will use the COMPASS Test in addition to the PSB as part of the admission process.

The COMPASS test evaluates student skills and will be incorporated into the admission process as follows:

Practical Nurse Program - Admission Policy

All prospective students MUST submit ONE of the following:
1. Official high school transcript that reflects graduation from an US high school
2. Transcript from a foreign high school which has been **translated into English, evaluated and notarized**
3. Official GED test results

Criteria (POINTS)	1	2	3	4	5
Previous Education • High School GPA	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 - 4
• College/Post Secondary credits	6-12 credits	13-18 credits	19-40 credits	41-60 credits	A.A./B.A.
• College/Post Secondary GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 - 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination • PSB	50- 55% tile 1 X 2 = 2	56-60% tile 2 X 2 = 4	61-70% tile 3 X 2 = 6	71 – 80% tile 4 X 2 =8	Above 80% tile 5 X 2 =10
***Basic Skills Test • COMPASS	RS 75-80 WS 40-52 Pre-Alg 39-52 1 X 2 = 2	RS–81-85 WS 53-65 Pre-Alg 53-65 2 X 2 = 4	RS 86-90 WS 66-78 Pre-Alg 66-78 3 X 2 = 6	RS 91-95 WS 79-90 Pre-Alg. 79-90 4 X 2 = 8	RS- 96-100 WS- 91-100 Pre-Alg 91-100 5 X 2 = 10

Former or continuing students of CCI program in good standing*	Enrolled student with less than 50% of modules completed	Enrolled student with 50% modules completed	Student who has completed all modules except externship	Student who will complete program prior to admission	Student who has a diploma/certificate prior to admission
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form and content per Grading Rubric

Additional information and explanations of the above
1. A personal interview with the Campus Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. A 150 word, doubled spaced typed essay entitled "Why I want to be a Licensed Practical/Vocational Nurse." is also required. The applicant will need to make an appointment with the nursing department secretary to write the essay. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. Ranking for admission is based on the point system (see point weight at top of the table).
3. Candidates may achieve a maximum of 50 points
4. Candidates will be ranked by the number of points received.
5. Students will be selected from ranked list until approved class size is achieved.

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum score in each of Parts I, II, and III of the PSB, is required for consideration for the nursing program

*** RS = Reading, WS = English and Pre-Algebra + Math

A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial tutoring or courses (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30 - 39; Mathematics /Pre algebra 30-38). Once the remediation is completed this candidate can take the COMPASS again.

The COMPASS can only be repeated one time for the current application period. If the score in the skill area falls below the minimal on the second attempt the applicant can reapply for the next available application period. Anyone that scores below the remediation values will be referred for a complete course in that area.

Point Ranking:

A candidate who has between 38-50 points at the time of the interview will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The PN class should be selected a minimum of 6 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number selected will depend on the number approved by the board of nursing in each state.

PSB Information

All CCi practical nursing programs use the PSB examination – Aptitude for Practical Nursing Examination. This test is a product of Psychological Services Bureau, Inc., Charlottesville, VA.

The PSB - Aptitude for Practical Nursing Examination is comprised of 5 tests and three subtests. These as are follows:

♦ Academic Aptitude Part I
  Verbal
  Arithmetic
  Nonverbal
♦ Spelling Part II
♦ Information in the Natural Sciences Part III
♦ Judgment & Comprehension in Practical Nursing Situations Part IV
♦ Vocational Adjustment Index Part V

The scores are reported in two ways: as a raw score and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example:

Part I   60%tile   x   4= 240
Part II 75%tile   x   1= 75
Part III 70%tile   x   3.5= 245
Part IV 80%tile   x   1= 80
Part V   50%tile   x   .5= 25
665/10   67% tile = the students score

Students are given points on the admission criteria

50 -55%tile   = 2   [1 x 2] points
56-60%tile   = 4   [2 x 2] points
61– 70%tile   = 6   [3 x 2] points
71 – 80%tile   = 8   [4 x 2] points
Above 80%tile   = 10 [5 x2] points

Points given for admission tests are weighted.

Note: If a Practical Nurse applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to a review and hearing by the State Board of Nursing before he/she is permitted to sit for licensure.

Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

Massage Therapy Program – Illinois Specific

Students enrolling into the Massage Therapy program at Everest College must complete requirements as outlined in the Massage Licensing Act, Illinois Compiled Statutes, Chapter 225, Part 57. Students are encouraged to seek licensure as required by Illinois State law. Failure to comply will result in being determined ineligible from the licensure process, which will have a negative impact on career placement assistance and employment eligibility. Be advised that the licensure process can take 10 – 24 weeks to complete after successful completion of the Massage Therapy program. To accelerate the licensure process, students may begin filling out required forms and gathering supporting documentation while still in training.

Licensure Fees

• National Certification Examination (NCBTMB): $225.00 * (not available at the Merrillville campus)
• Licensing Application Fee (IDFPR): $175.00 *
• Livescan Fingerprinting Fee: approximately $60.00 – dependant on vendor selected

All individuals applying for initial licensure as a Massage Therapist in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent.

Please note that Section 15. (2) of the above referenced Act states:

The applicant is at least 18 years of age and of good moral character. In determining good moral character, the Department may take into consideration conviction of any crime under the laws of the United States or any state or territory thereof that is a felony or a misdemeanor or any crime that is directly related to the practice of the profession. Such a conviction shall not operate automatically as a complete bar to a license, except in the case of any conviction for prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender.

In addition, individual fees may be required for a business license based on city, town, village and county ordinances.

* As a service to better support our graduates, Everest College will assume the cost of the initial National Certification Examination ($225.00) and the Licensing Application Fee ($175.00) given that the graduate meets all the necessary requirements of this offer, and applies for and registers for both within 90 days of graduation.

TRANSFER STUDENTS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students may transfer applicable credits from another CCi college in which a D or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. (See the table of CCi schools in the back of this catalog.) Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 50% of all program hours in residence (51% at the Merrillville campus). Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Director of Education.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

General Education

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

Military Training

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

Learning Assessment

The Institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Director of Education for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Advanced Placement

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

Academic Credit Transfer Policy for AAMA-approved Medical Assisting Programs

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. he medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

The AAMA-approved Medical Assisting program in this catalog is at the North Aurora campus.

ACADEMIC POLICIES

GRADING

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

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C+*	Good/Passing (Practical Nursing program only)	79-75	2.5
C	Good	79-70	2.0
D**	Poor	69-60	1.0
F	Failing	59-0***	0.0
I	Incomplete		

L	Leave of Absence
W	Withdrawal
WZ	Withdrawal for those students called to immediate active military duty.
CR	Credit for Advanced Placement
TR	Credit for Previous Education

*C+ is used only in the Practical Nursing program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

**Not used in Allied Health programs.

***In the Allied Health programs, an F equals a percentage of 69-0.

Class Repeat Codes	
1	May need to repeat a class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is Waived

Grade		Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation		
		Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A		Y	Y	Y
B		Y	Y	Y
C+		Y	Y	Y
C		Y	Y	Y
D*		Y	Y	Y/N**
F		Y	Y	N
I		N	Y	N
L		N	N	N
R		Y	Y	Y
W		N	Y	N
WZ		N	Y	N
CR		Y	Y	Y
TR		N	Y	Y

Transcripts for work completed may be requested from the College Registrar. One copy will be provided upon graduation. Additional copies will be provided for a fee of $5.00.

STUDENT AWARDS

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

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Specific class size maximums are in the table below:

Campus	Maximum class size
Burr Ridge	Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 24:1.
Chicago	Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 24:1.
Merrillville	30 students in lecture and laboratory classes
Merrionette Park	24 students in lecture and laboratory classes.
North Aurora	Medical Assisting and Medical Administrative Assistant has a maximum of 24 students in lecture and laboratory classes. Massage Therapy has a maximum of 20 students in lecture and laboratory classes.
Skokie	Standard lecture classes average 25 students. The maximum class size is 30 students. The student-teacher ratio for laboratory classes is a maximum of 24:1.

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must:
- Complete all required classroom modules with a grade of at least 70% (2.0);
- Meet the grade requirements for the module components, if applicable;
- Complete all the required externship hours; and
- Complete all program requirements.

GRADING POLICY – PRACTICAL NURSE PROGRAM

All theory course work/assignments will be assigned point values. Overall course grade will equate the points earned to a percentage grade. The student will receive the following grade points:

> **A** = if the percentage falls between 91 – 100%
> **B** = if the percentage falls between   83 – 90%
> **C+** = if the percentage falls between   75 – 82% C+
> Below 75% is a failing grade in the nursing program

It is a requirement of the PN program that all students maintain a minimum of 75% (C+) in all courses and at least 75% on a course final examination.

Students who do not have a course grade of 75% going into the final examination, must obtain a score on the exam that will bring their average up to 75% (seventy-five percent).

All Practical Nursing students who fall below the 75% final test score passing range in any course will be remediated by the Practical Nursing faculty according to the Board of Nursing approved remediation plan.

Remediation for the course failed will begin immediately following the posting of the final examination scores, and will be done by a member of the Practical Nursing faculty.

At the conclusion of the remediation period the student will be given an alternate written and/or practical examination as appropriate to the remediated material. The highest final exam grade which will be recorded for the student who has been remediated is 75% (C +).

A student who fails the remediation exam and/or does not complete the course with a grade of 75% will not have made satisfactory academic progress and will be dropped from the program.

Students who have required remediation during a Level will be placed on academic probation and will be required to attend weekly remediation sessions (Student Success Program). The academic probation will remain in effect until the end of the Level.

A student may be remediated for two courses in a Level. If a student requires remediation for a third course in a Level the student will be dropped and may return to the program on a space-available basis. A student, who fails to achieve a course grade of 75% or above, either due to overall low average or failure of the make-up examination, will be dropped from the program. The student will be eligible to return on space-available basis the next time the course is offered.

A student who has been dropped from the program will have an exit interview with the Campus Nursing Director, who will provide the student with documentation of courses taken, hours completed by the student in the program and a plan for re-entry.

SATISFACTORY ACADEMIC PROGRESS

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress.
In order to maintain satisfactory academic progress, students must:
- Achieve a cumulative grade percent average (GPA) of at least 70% (on a scale of 0-100%) or 2.0 (on a scale of 0 to 4.0) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

Students whose cumulative GPA falls below 70% (2.0) are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Evaluation Points for Satisfactory Academic Progress

Satisfactory academic progress is evaluated at the end of every 12-week quarter and at the end of the 50 and 75 percent points of normal program length in quarter-based programs. Satisfactory academic progress is evaluated at the end of every third module, or remainder thereof, i.e., every 12 weeks, and at the end of the 50 and 75 percent points of normal program length in modular programs.

Academic Probation

The initial probationary period covers the module or quarter that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module or courses during the probationary period unless the module or courses are not offered at that time. In that case, the failed module or courses must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% or 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% or 2.0 but have achieved a GPA of at least 70% or 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70% or 2.0 for the module will be withdrawn from training by the College.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70% or 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70% or 2.0 will be withdrawn from training by the College.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70% or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

To withdraw from a module or course, students must request approval from the Department Head or Director of Education Extreme academic or personal hardship or immediate call to active duty military service (WZ) is considered the only justification for withdrawal.

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

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

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a College official. This meeting can help the College correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

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

When students repeat a module or course, the higher of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

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

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training. However, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

Maximum Program Completion Time

Classroom Requirements: Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock/credit hours attempted.

Students who have reached 75% of their maximum program completion time must have successfully completed 65% of the clock/credit hours attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

Externship Training: Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock/credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week (forty hours per week required for Surgical Technologist students at Merrillville). Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the College. If a student has been officially dropped by the College, and permitted to reenter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the College. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Campus President. Students may be reinstated only once due to extenuating circumstances.

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N.A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (DA, MAA, MA, Pharm Tech). Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

48 Quarter Credit Hour Modular Program (Bus Acctg). Total credits that may be attempted: 72 (150% of 48).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (MT). Total credits that may be attempted: 81 (150% of 54).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
25-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program (MT). Total credits that may be attempted: 82 (150% of 55).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
25-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-82	N/A	70%	N/A	66.7%

69 Quarter Credit Hour Quarter-Based Program (Surg Tech). Total credits that may be attempted: 104 (150% of 69).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	1.75	1.75	66%	65%
65-102	N/A	2.0	N/A	66%

85.5 Quarter Credit Hour Quarter-Based Program (Practical Nurse). Total credits that may be attempted: 135 (150% of 85.5).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-135	N/A	2.0	N/A	66%

Externship

As students enter their final phases of training, Everest College will assign students to externship sites, selecting sites from its files such as hospitals, physicians, clinics, insurance companies, long-term care institutions as well as home care agencies. Students must be current on all course requirements and meeting satisfactory academic progress (SAP) requirements and must have an up-to-date account with Everest College before externship can begin. All students must be in compliance with health requirements, including CPR if applicable. The student code of conduct and attendance policy apply to all externship sites. The College reserves the right to withdraw a student at anytime if the student code of conduct or attendance policy is violated.

Additional Information on Satisfactory Academic Progress

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

REQUIRED STUDY TIME

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

UNIT OF CREDIT

Academic

A clock hour is 50 minutes of instruction in a 60-minute period. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

ATTENDANCE REQUIREMENTS

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

Students who miss more than 20% of the total classroom hours scheduled for the program may be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days may be dropped from the training program.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within five (5) calendar days in order to continue their training without interruption. If their termination is not successfully appealed, they will remain dropped from the program.

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

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

Tardiness/Early Departure

Students who arrive for class more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes before the scheduled completion time will receive an early departure on their

attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one class period of absence on their attendance record.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College.

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the Campus President.

Make-up Work

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

Veteran Students

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

Attendance Requirements for Practical Nurse Students

Nursing Attendance Policy

The Practical Nursing program encompasses 1416 clock hours. Content areas are determined by the Indiana State Board of Nursing. All missed competencies must be made-up. Students will have the opportunity to make-up missed hours during the Student Success Program (SSP) which is scheduled three (3) hours per week.

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

A student who is absent from class must call the school to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Clinical/Skills Lab Absences

A student who will be absent from the clinical area must call the clinical site and school and page the clinical instructor to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence. Students who will be more than 10 minutes late must call or page the instructor. (All clinical instructors will distribute their pager numbers to students at the beginning of the clinical rotation. It is the student's responsibility to call this number (page the instructor) prior to the beginning of clinical to inform him or her of an absence).

When a student nurse is absent from the clinical site, important skills are missed. Therefore, if a student is absent from a clinical experience, the student will receive:

- Absent **one** clinical day=**Needs Improvement** for attendance
- Absent **two** clinical days=**Unsatisfactory** for attendance and **Needs Improvement** for the clinical performance
- **More than two clinical days**=**Unsatisfactory** for attendance and **Unsatisfactory** for clinical performance.

Students cannot miss more than 6 clinical days for the entire program. Students cannot miss more than 2 clinical days per level. After 2 absences in one level the student will be placed on clinical probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Indiana State Board of Nursing Attendance Policy

The Indiana State Board of Nursing (ISBN) has approved The Practical Nursing Program which contains 1416 clock hours. When a student is absent from lecture, lab or clinical competencies taught, those hours and work will be counted as missed. The student will be required to make-up missed work.

The Practical Nursing Program provides the following opportunities for make-up.

As part of the student success program three hours will be available for each Friday for remediation and individual tutoring.

The following activities may be available:
- Supervised clinical experience or skill lab
- Computer simulated patient activities
- Case Studies
- Instructor assignments

In addition to the activities may be used for make-up, including but not limited to:
- Community Health Fairs
- Educational programs/lectures
- Instructor approved independent study

Theory Absences

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student.

Students cannot miss more than 6 days for the entire program. Students cannot miss more than 2 days per level. After 2 absences in one level the student will be placed on probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student

can go before the appeals board if they wish to return to the program.   If the appeals board allows the student to return to the program it will be on a space available basis.

Tardiness will also be calculated into hours missed.

Students who are absent or tardy must take responsibility for notifying the school as well as their clinical instructor prior to the beginning of the clinical day. Failure to notify the instructor appropriately will result in a no-call no-show status, which will result in clinical probation.

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student. Assignments are due at the beginning of class on the due date. A 2% point reduction will be deducted for each day the assignment is late. This policy applies even if the student is absent.

Students who are absent on testing day must make-up the test on the first day of their return. Five percentage points will be deducted from the score for tests taken at any other time than the scheduled day. The instructor has the option to administer the make-up test in an alternate format

Requirements for Clinicals for Surgical Technologist and Practical Nurse Students

If a student is tardy, inappropriately dressed, in violation of the student code of conduct, or unprepared for clinical, it is the discretion of the clinical instructor to determine if the student will be permitted to participate in the clinical experience. If the student is not permitted to participate in the clinical experience, he/she will receive an absent for that day.

Any student who has more than one absent on a clinical site per course may be removed from the clinical site and will receive a failing grade for the course.

In the case of death of an immediate family member such as a mother, father, sister, brother, child, spouse, or domestic partner, the student will be allowed to make up one day of clinical with written documentation. If a student is removed from an externship site, the student will be placed on an externship waiting list until the site is available.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses 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.

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

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

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

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure
If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

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

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

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

Appeals
A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the Campus President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The Campus President's decision on an appeal shall be considered final.

Academic Integrity
- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the

submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Director of Education's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT

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

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

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

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

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

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive--simply in good taste. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

ALLIED HEALTH PROGRAMS

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

ALLIED HEALTH STUDENT DISCLOSURE -- CRIMINAL BACKGROUND CHECK

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

Students enrolling in the Pharmacy Technician, Surgical Technologist and Practical Nursing programs will be subjected to a criminal background check which will include:

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

The fee for this background check will be covered by financial aid for those who qualify.

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

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property

Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

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

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student's responsibility to contact Intellisense to verify conditions. The school cannot contact Intellisense.

ACADEMIC ADVISEMENT AND TUTORING

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

HEALTH/MEDICAL CARE

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

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

GRADUATION

To be eligible for graduation, students must:
- Complete all required courses with a grade of C or above;
- Complete all required courses with a cumulative grade point average (GPA) of 2.0 or above;
- Complete an approved externship with a grade of C or above;
- Current with his/her financial obligation to the College.

Students on academic probation may qualify for graduation if, at the end of the probationary period, they meet the satisfactory academic progress (SAP) policy.

Eligible graduates receive a certificate of completion or diploma, program pin (Practical Nurse Students), and official transcript. Graduation ceremonies are held two to three times each year.

Practical Nurse Program

A candidate for graduation from the Practical Nurse program must meet the following criteria to be eligible to receive the College certificate:
- Complete all required courses with a grade of C+ or above;
- Complete all required courses with a cumulative grade point average (GPA) of 2.3 or above;
- Complete and submit of all required documents.

The graduation uniform must be purchased by each student prior to graduation. Licensure fees include fees to be paid for the NCLEX-PN Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and NCLEX-PN.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:
- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

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

TRANSFERABILITY OF CREDITS

The College President's office provides information on schools that may accept this campus' course credits toward their programs. However, this College does not guarantee transferability of credits to any other college, university or institution, and it should not be

assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The 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 offender in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.safetypub.com/meagan.htm.

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing 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. 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.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally 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 by the Academic Dean/Director of Education, 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. 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. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process 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. Have perfect attendance while the appeal is pending;
2. 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 missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. 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 their program **and** that their 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 that are not likely to recur.

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

Any student who believes he has been aggrieved by a violation of the Illinois Private Business and Vocational Schools Act shall have the right to file a written complaint within one year of the alleged violation. The Superintendent shall acknowledge within 20 days receipt of such written complaint. The Superintendent shall issue a written finding as to whether there is good cause to initiate disciplinary proceedings in accordance with the provisions of the Act. The Superintendent shall furnish such findings to the person who filed the complaint and to the Chief Operating Officer of the College cited in the complaint.

Please direct all inquiries to:

<div align="center">

Illinois State Board of Education
Private Business and Vocational Schools

</div>

100 North First Street E-230		100 West Randolph Street
Springfield, Illinois 62777	or	Suite 14-300
(217) 782-3860		Chicago, Illinois 60601
		(312) 814-5818

For students attending the Merrillville campus, please contact:

<div align="center">

The Indiana Commission on Proprietary Education
302 W. Washington St. Room E201
Indianapolis, IN 46204
317-232-1320

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If a student at the Burr Ridge, Chicago, North Aurora, or Skokie campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges of Technology. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to

forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the College President. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

If a student at the Everest College, Merrionette Park, campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools. Please direct all inquiries to:

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

If a student at the Merrillville campus feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools. Please direct all inquiries to:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, Virginia 22043
(703) 917-9503

TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of $5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

POLICY AND PROGRAM CHANGES

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

WEATHER EMERGENCIES

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

CLOTHING AND PERSONAL PROPERTY

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

FINANCIAL INFORMATION

Tuition and fee information for all campuses can be found in **Appendix B: Tuition and Fees** in this catalog.

TUITION AND FEES

The Enrollment Agreement obligates the student and the College for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this College catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Students may make payments using VISA, MasterCard, or Discover cards.

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, massage lotions or creams and sheets are to be furnished by the students. In addition, Practical Nurse students are responsible for providing clinical assessment kits.

Allied Health students are required to wear scrubs. The cost of this attire is unique to each individual student.

Medical Assisting, Medical Administrative Assistant, Dental Assisting, Pharmacy Technician, Practical Nurse and Surgical Technologist students may be responsible for providing their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. Surgical Technologist students must also provide proof of tetanus injection within the past five years. Surgical Technologist and Practical Nurse students will be required to have a background check.

VOLUNTARY PREPAYMENT PLAN

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

CANCELLATION AND REFUND POLICY

This institution employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the institution retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement until midnight of the sixth business day after the date of enrollment. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment

Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all monies paid within 30 days of cancellation. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid.

Refunds

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

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

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

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

Refund Policies

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

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

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

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

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

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

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

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:
- Any SFA loan funds in accordance with the terms of the loan; and

- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education and/or the School 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 student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60% of an enrollment period, the school will perform a pro-rata refund calculation.

Under a pro-rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund.

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

For first time students, the institution will calculate the refund using the institutional refund policy and the state refund policy and apply the calculation that is most favorable to the student.

Illinois State Board of Education Refund Policy

The school will calculate refunds using the Illinois State Board of Education Refund Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Illinois State Board of Education Refund Policy computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Whose Last Date of Attendance is...	Is Entitled to a Refund of...	The Institution is Eligible to Retain...
After sixth day following enrollment but prior to end of student's first day of class attendance	100% of Tuition	0% of Tuition
After first day of class attendance but prior to 5% of the enrollment period	90% of Tuition	10% of Tuition or $300, whichever is less, plus the cost of books or materials provided by the school
After 5% of the enrollment period, but within the first 4 weeks	80% of Tuition	20% of Tuition
During the first 25% of the enrollment period	55% of Tuition	45% of Tuition
After 25% through 50% of the enrollment period	30% of Tuition	70% of Tuition
After 50% of the enrollment period	0% of Tuition	100% of Tuition

For programs longer than one year (12 consecutive months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be cancelled and/or refunded when students terminate during the first year.

Indiana State Policy (For Indiana State Residents)

The school will calculate refunds using the Indiana State Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Indiana State Policy:

A Student Whose Last Date of Attendance is...	Is Entitled to a Refund of...	The Institution is Eligible to Retain...
During the first week of the enrollment	90% Tuition	10% Tuition
After the first week of enrollment, but equal to or less than 25% of the enrollment period	75% Tuition	25% Tuition
After 25% of enrollment, but equal to or less than 50% of the enrollment period	50% Tuition	50% Tuition
After 50% of enrollment, but equal to or less than 60% of the enrollment period	40% Tuition	60% Tuition
After completion of 60% of the period of enrollment	0	100% Tuition

Everest College determines the percentage of the program completion as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

Indiana State Policy (For Indiana State Residents)

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section (5) of this rule:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
   (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   (b) If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
   (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
   (d) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
4. A student withdrawing from an instruction program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Application of Policy

a) In the event that a student withdraws or is terminated from any program that gives the student his/her equipment to keep as they progress through school, any equipment already issued will remain the student's property. However, any other equipment scheduled to be issued during the remainder of the program will not be issued.
b) All refunds will be made to the person, company, organization, or agency that paid the student's tuition unless the school is authorized in writing to take other action.

In consideration of the student being permitted to participate in student activities and field trips under the auspices of the School, the student and parties executing with the student authorize participation by the student and release the School and parent corporations/affiliates and their respective officers, agents, and employees from any and all responsibility for injury or damage to person of property.

Return of SFA Funds

If it is determined that SFA funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:
   1. Unsubsidized Federal Stafford Loan Program;
   2. Subsidized Stafford Loan Program;
   3. Unsubsidized Federal Direct Stafford Loan Program;
   4. Subsidized Federal Direct Stafford Loan Program;
   5. Federal Perkins Loan Programs;
   6. Federal PLUS Loan Program;
   7. Federal Direct PLUS Loan Program;
   8. Federal Pell Grant Program;
   9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program; and
   10. Other grant or loan assistance authorized by Title IV of the HEA.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

FINANCIAL ASSISTANCE

The campuses listed in this catalog offer students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the resources to begin their

educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need, that are described below.

Note: Please see the Financial Aid office at the campus that you are attending for specifics of the financial aid available at your campus.

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

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

Additional information about financial aid programs can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

The Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. *The Federal Student Guide* is available online at:

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

FINANCIAL AID PROGRAMS

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) in accordance with current federal regulations. See the following for the different types of financial aid programs available to those who qualify and how aid recipients are selected from the pool of eligible applicants in accordance with federal regulations. Financial aid varies from campus to campus; please see the Financial Aid Department of your campus for details.

Federal Pell Grant

This grant is designed to assist students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office or from a high school counselor. The application will be transmitted electronically through a federally approved needs analysis system that will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, students with the lowest expected family contribution (EFC), and gives priority to Federal Pell Grant recipients.

In determining student eligibility, the University will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive a Federal Pell Grant in that award year.

The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the U.S. Department of Education.

Federal Family Educational Loan Program (FFELP)

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal PLUS Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

Subsidized Federal Stafford Loans

Federal Stafford loans are low-interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25 percent. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student, he/she may borrow up to:

- $2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year.
- $3,500 if he/she has completed the first year of study and the remainder of the program is at least a full academic year.
- $5,500 a year if he/she has completed two years of study and the remainder of the program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask Student Finance Office personnel for specific details. Total indebtedness for a dependent undergraduate student is $23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS loan, he/she may borrow up to:

- $6,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $7,500 if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Total indebtedness for an independent undergraduate student is $46,000. (No more than $23,000 of this amount may be in subsidized loans.)

There is a 3% origination fee and a 1% insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to $18,500 per academic year ($10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is $138,000 (no more than $65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the institution's Student Finance Office or from the lender.

For additional deferment information, contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is available to eligible students, regardless of family income, and is designed for those who do not qualify, in whole or in part, for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the following descriptions.

The government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4 percent. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal Parent Loans for Undergraduate Students (PLUS)

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994, and up to 1% insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1 of each year but has a maximum of 9 percent.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years (but no more than 10 years) of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the institution's Student Finance Office or from the lender.

For deferment information, contact the Student Finance Office.

Sallie Mae Signature Loan Program (SLM)

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

Alternative Loan Programs

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

STUDENT SERVICES

ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Everest College staff, student expectations, and policies.

COLLEGE FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational specialty background, and practical experience. Instructors' qualifications are on file with the accrediting agencies. Everest College also has active Advisory Boards made up of local health professionals. Guest lecturers may speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction--an important step in a well-planned job search.

- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the College's placement assistance program at no additional cost.

REGISTRATION AND CERTIFICATION

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

Medical Assistant graduates are immediately eligible to sit for the National Certified Medical Assistant Examination. Candidates who pass the exam are considered Nationally Certified Medical Assistants (NCMA).

Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

Surgical Technologist graduates are immediately eligible to sit for the Surgical Technologist Certification Exam. Candidates who pass the exam are considered a Certified Surgical Technologist (CST).

Medical Administrative Assistant graduates are immediately eligible to sit for the professional coders exam by the American Academy of Professional Coders (AAPC).

STUDENT ACTIVITIES

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

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance.

TRANSPORTATION ASSISTANCE

The College maintains information on public transportation.

FIELD TRIPS

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

SPECIAL LECTURES

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

DRUG ABUSE PREVENTION

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

ADVISING

The College provides advising to students on issues involving education and academics.   For personal problems that may require professional advising or counseling, the College has information available on community resources that address these types of problems.

PROGRAM LOCATIONS

Program	Burr Ridge	Chicago	Merrillville	Merrionette Park	North Aurora	Skokie
Business Accounting			☑			☑
Dental Assisting	☑	☑	☑			
Massage Therapy	☑	☑	☑		☑	☑
Medical Administrative Assistant	☑	☑	☑		☑	
Medical Assisting	☑	☑	☑	☑	☑	☑
Medical Insurance Billing and Coding				☑		☑
Pharmacy Technician		☑		☑		☑
Practical Nurse			☑			
Surgical Technologist			☑			

MODULAR PROGRAMS

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Programs are offered in-residence.

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	600	48	7.5 months	Merrillville, Skokie	1-0

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Principles of Accounting and Keyboarding	120	9
Module B	Computerized Office Applications	120	9
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	Program Total	**600**	**48**

Module A – Principles of Accounting and Keyboarding   60/60/9.0
Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none

Module B - Computerized Office Applications   60/60/9.0
Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: none

Module C - Computerized Accounting and Business English   80/40/10.0
Module C 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, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A

Module D - Payroll Accounting, 10-Key, and Business Math   80/40/10.0
Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A

Module E - Corporate Accounting, the Business Enterprise, and Career Skills   80/40/10.0
Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In

addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Prerequisite: Module A

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	9 months	Burr Ridge, Chicago, Merrillville	1-1

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

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

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

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

Program Outline

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	40	40	0	80	6.0
MODULE B	Dental Radiography	40	40	0	80	6.0
MODULE C	Dental Specialties	40	40	0	80	6.0
MODULE D	Operatory Dentistry	40	40	0	80	6.0
MODULE E	Laboratory Procedures	40	40	0	80	6.0
MODULE F	Dental Anatomy and Orthodontics	40	40	0	80	6.0
MODULE G	Dental Health	40	40	0	80	6.0
MODULE X	Dental Assisting Externship	0	0	160	160	5.0
	Program Totals:	**280**	**280**	**160**	**720**	**47.0**

Major Equipment

Amalgamators
Autoclave
Automatic and Manual Processing Equipment
Dental Unit and Chairs
DXTTR and Typodont Manikins
Handpieces
Model Trimmers

Model Vibrators
Oral Evacuation Equipment
Oxygen Tank
Personal Computers
Ultrasonic Units
X-Ray Units

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**

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

Module B – Dental Radiography   **6.0 Quarter Credit Hours**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria.

Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties   **6.0 Quarter Credit Hours**
In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry   **6.0 Quarter Credit Hours**
This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures   **6.0 Quarter Credit Hours**
In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics   **6.0 Quarter Credit Hours**
This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology 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 Hours**
Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assisting Externship   **5.0 Quarter Credit Hours**
This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months (day) 9 months (evening)	Burr Ridge, North Aurora*,Skokie*	1-0
*No longer enrolling new students in version 1-0 of this program. Please see following pages for version 3-0 of Massage Therapy.					

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

Program Outline

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
	PROGRAM TOTAL	**720**	**54.0**

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

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

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

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

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

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

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

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

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

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

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

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

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

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	750	55	9 months	Chicago, Merrillville, North Aurora, Skokie	3-0

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 students must complete before they graduate. 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.

Program Outline

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
Pre-requisite Course						
MTD100	Introduction to Massage Therapy	40	40	0	80	6.0
Modular Courses						
MTD201	Business and Ethics	40	40	0	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MTD263	Eastern Theory and Practice	40	40	0	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MTD246	Clinical and Sports Massage	40	40	0	80	6.0
MTD295	Health and Wellness	40	40	0	80	6.0
MTD278	Massage Therapy Clinic	0	0	30	30	1.0
	PROGRAM TOTAL	**360**	**360**	**30**	**750**	**55.0**

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

MTD100 – Introduction to massage Therapy   **6.0 Quarter Credit Hours**
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.

MTD201 - Business and Ethics   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing 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.

MTD263 – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD282- Deep Tissue, Myofascial Release & Pin and Stretch   **6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific 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.

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD246 - Clinical and Sports Massage   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review 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.

MTD295 – Health and Wellness   **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD278 – Massage Clinic   **1.0 Quarter Credit Hours**

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.

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Burr Ridge, Chicago, Merrillville, North Aurora	1-0

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 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated.

Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Medical Administrative Assistant Externship	160	5
	Program Total	**720**	**47**

Module A - Office Finance   40/40/6.0
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module B - Patient Processing and Assisting   40/40/6.0
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module C - Medical Insurance   40/40/6.0
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   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module D - Insurance Plans and Collections   40/40/6.0
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately.

They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E - Office Procedures   **40/40/6.0**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F - Patient Care and Computerized Practice Management   **40/40/6.0**
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module G - Dental Administrative Procedures   **40/40/6.0**
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship   **0/160/5.0**
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0   Other Hours: 160

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Burr Ridge, Chicago, Merrillville, Merrionette Park, North Aurora, Skokie	1-1

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

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

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

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

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	Program Total	**720**	**47**

Major Equipment

Autoclave	Microscopes
Blood Chemistry Analyzer	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Mayo Stands	Training Manikins

Module A - Patient Care and Communication   40/40/6.0

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

Module B - Clinical Assisting and Pharmacology   40/40/6.0

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

Module C - Medical Insurance, Bookkeeping, and Health Sciences   **40/40/6.0**
Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

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

Module D - Cardiopulmonary and Electrocardiography   **40/40/6.0**
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Module E - Laboratory Procedures   **40/40/6.0**
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction   **40/40/6.0**
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

Module G – Medical Law, Ethics, and Psychology   **40/40/6.0**
Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by leaning how to dress for success.

Module X – Externship   **0/160/5.0**
Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 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 assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-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.

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Merrionette Park, Skokie	1-1

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

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

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

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum **OR**	*160	*5.0
Module X	Externship	*160	*5.0
	Program Total	**560**	**35**

*Either a Practicum or an Externship, but not both

Major Equipment
Calculators
Personal Computers

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

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

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

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

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

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

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

Once students have completed Modules A - E, they will be placed in their final module of training, as chosen by the College administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F – Practicum   **0/160/5.0**

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

Module X – Externship   **0/160/5.0**

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

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Chicago, Merrionette Park, Skokie	1-0

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

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

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

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

Program Outline

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

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

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous systems are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

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

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

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

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

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

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

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

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

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

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

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1,416	85.5	12 months	Merrillville	001 IN-PNP

Philosophy/Purpose

The faculty of the Practical Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that promotes health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a whole. Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Practical nurses provide care within their scope of practice. The nursing process is used for planning, implementation, and evaluation of health care services and care of the individual. Since the delivery of health care is dynamic, the practical nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

Educational Philosophy

Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Further, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their nursing care. Moreover, faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimum experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of practical nursing.

Conceptual Framework

Transcultural nursing is important because health and illness states are strongly influenced by culture. At a time when the world has become our community, we must embrace the world through a global perspective. Trans-cultural nursing is needed because of the growing diversity that characterizes our national and global population. Dr. Madeleine Leininger's Cultural Care, Diversity and Universality Theory incorporate the philosophical beliefs and concepts relevant to the nursing profession which includes the concepts of nursing, person/client, health and environment.

- Nursing -- A learned humanistic art and science that focuses on personalized behaviors, functions, and processes to promote and maintain health or recovery from illness. It has physical, psychosocial, and cultural significance for those being assisted. It uses a problem-solving approach, as depicted in the Sunrise Model, and uses three models of action: culture care preservation, culture care accommodation, and culture care repatterning.
- Person/Client -- Human beings are caring and capable of feeling concern for others; caring about human beings is universal, but ways of caring vary across cultures.
- Health -- A state of well-being that is culturally defined, valued, and practiced. Is universal across cultures but is defined differently by each culture. It includes health systems, health care practices, health patterns, and health maintenance and promotion.
- Environment – Although not specifically defined by Dr. Leininger, concepts of world view, social structure, and environmental context are closely related to the concept of culture.

A graduate of the program will be prepared to assume the role of a health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

In the second level, the student is introduced to the care of individuals with special needs and more complex needs throughout the life span. Enhancement and further refinement of nursing skill with individuals throughout the life span and complex health needs are accomplished at various types of clinical experiences. At the successful completion of this level, the student will demonstrate clinical

competence and expertise at the practical nurse level. The nursing process emphasizes the development of nursing care plans for various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

Program Objectives

Students completing the Practical Nursing program will have met the following competencies:

I. Utilization of the nursing process (assessment, diagnosis, planning, interventions and evaluation) to provide safe and competent nursing care for the client/client, family or groups by:
   A. Assessment: identification of basic physical, psychological, social, spiritual and cultural needs.
   B. Nursing Diagnosis: appropriate utilization of the NANDA approved diagnosis in the development of a care plan
   C. Planning: participation in development of the care plan for the client/client, in multiple and varied settings.
   D. Interventions: safely implement therapeutic nursing skills and techniques which incorporate scientific principles.
   E. Evaluation: utilization of critical thinking skills in evaluation of the individual client/client nursing care. Appropriately consults with nursing personnel in revising/updating the plan of care.

II. Appropriately demonstrates the ability to use verbal, nonverbal and written communication principles and techniques.
   A. Identification and application of basic communications skills in the health care setting
   B. Establishment of positive interpersonal relationships with medical/healthcare
   C. Accurate identification of pertinent observations and communicating observations to appropriate health care personnel.
   D. Demonstrate interviewing techniques with client/client to obtain related health information.

III. Education of persons, families and groups with principles that promote wellness and assist in the prevention of illness by:
   A. Identification of the prominent learning needs of the person, family or groups.
   B. Appropriate referrals of persons, families or groups to agencies, facilities or community resources.

IV. Demonstration of personal growth by:
   A. Demonstration of respect for individual dignity
   B. Identification of personal strengths, weakness, and growth, while seeking assistance for personal improvement.
   C. Seeks out learning situations
   D. Participates in continuing education

V. Implementation of the practical nurse role by:
   A. Complying with state scope of practice
   B. Consistent demonstration of ethical practical nursing behaviors
   C. Identifies positive advantages of professional organization

Program Outline

Course Number	Course Title	Clock Hours	Credit Hours
Level One		**Lec/Lab/Clin**	
IN-NSG101	Fundamentals of Nursing	130/80	17
IN-NSG102	Pharmacology	60/42	8
IN-NSG103	Geriatric Nursing	30/00	3
IN-NSG104	Nutrition	10/10	1.5
	Level I Competency Check-offs	00/10	
IN-NSG100X	Level I Clinical	00/00/264	8.5
	Total Hours	**636**	**38**
Level Two			
IN-NSG201	Medical Surgical Nursing/Integumentary System	20/5	2
IN-NSG202	Medical Surgical Nursing/Respiratory System	30/10	3.5
IN-NSG203	Medical Surgical Nursing/ Musculoskeletal System	20/5	2
IN-NSG204	Medical Surgical Nursing/ Cardiovascular System	30/10	3.5
IN-NSG205	Medical Surgical Nursing/ Gastrointestinal System	30/10	3.5
IN-NSG206	Medical Surgical Nursing/Neurosensory System	30/10	3.5
	Level II Competency Check-off	00/15	
IN-NSG200X	Level II Clinical	00/00/160	5
	Total Hours	**385**	**23**
Level Three			
IN-NSG301	Maternal and Infant Nursing	35/10	4
IN-NSG302	Mental Health Nursing	25/10	3
IN-NSG303	Medical Surgical/G.U. System	20/5	2
IN-NSG304	Pediatric Nursing/Growth and Development	35/10	4
IN-NSG305	Leadership and Supervision	25/10	3
IN-NSG306	Medical Surgical Nursing/Endocrine System	30/10	3.5
	Level III Competency Check-offs	00/10	
IN-NSG300X	Level III Clinical	00/00/160	5

	Total Hours	**395**	**24.5**
	Total Program Hours	**1416**	**85.5**

Everest College reserves the right to reschedule or cancel any class. All clinical times and locations are tentative based upon clinical availability and class size.

Clinical Facilities

Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. Classes will be conducted at Everest College and/or at approved clinical sites.

Evaluations

Evaluation devices will be used to measure progress toward the specific objectives at each stage of the program. These include, but are not limited to, test and quiz results, student and faculty evaluation results, clinical evaluation tools and summaries, and the nursing process recordings and care plans.

Program Level Outline
Level I Outline
Description

The first level of the Practical Nurse Program introduces the student to the nursing process in the care of individuals with basic, simple health needs who may or may have not adapted to chronic health problems. As the level progresses, the student is introduced to individuals with more emerging difficult health needs. The application of the nursing process focuses on the development of nursing skills learned in the laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans.

Objectives:

At the end of this level the student will be able to:
1. Provide comprehensive basic nursing care for 2 assigned clients
2. Accurately define and utilize the nursing process in a client situation(assessment [data collection] nursing diagnosis [in collaboration with an RN] planning, implementing and evaluating)
3. Select appropriate nursing diagnosis based on a given client situation utilizing physical assessment skills
4. Utilize communication concepts in a client interview situation
5. Consistently utilize safety and proficiency in all nursing skills/procedures
6. Accurately document client condition and nursing interventions in a timely manner using correct format for the facility, using correct spelling and grammar
7. Demonstrate proficiency in selected skills in a testing situation (Level I Skills Competencies)

Courses

• Fundamentals of Nursing	• Pharmacology
• Geriatric Nursing	• Nutrition
• Level I Clinical	

Level II Outline
Description

In the second level, the student is introduced to the care of adults with medical/surgical disorders. Medical Surgical Nursing care is taught by body systems with integration of Anatomy and Physiology. Enhancement and further refinement of nursing skills are accomplished in a variety of clinical and observational settings. The nursing process emphasizes the development of nursing care plans for the adult with health care needs.

Objectives:

At the end of this level the student will be able to:
1. Provide comprehensive nursing care for 3 assigned clients
2. Accurately administer medications to assigned clients and record on MAR (medication administration record)
3. Perform a head-to-toe assessment of client independently and record appropriately in the client's medical record
4. Develop a comprehensive care plan for one client in each medical/surgical module
5. Assist instructor in the preparation of client assignments when serving as a student team leader
6. Provide client teaching in the form of discharge instructions
7. Demonstrate proficiency in selected skills in a testing situation (Level II Skills Competencies)

Courses:

Medical Surgical Nursing/Integumentary	Medical Surgical Nursing/Gastrointestinal
Medical Surgical Nursing/Respiratory	Medical Surgical Nursing/Neurosensory
Medical Surgical Nursing/Musculoskeletal	Level II Clinical
Medical Surgical Nursing/Cardiovascular	

Level III Outline
Description

In the third level, the student is introduced to care of individuals throughout the life span. The student continues to care for individuals with increasing complexity while refining their nursing skills.

At the completion of this level, the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Objectives:

At the end of this level the student will be able to:
1. Provide comprehensive nursing care for 3-4 assigned clients, including the administration of medications
2. Provide comprehensive client care according to Marlow's hierarchy of human needs
3. Provide comprehensive culturally competent nursing care
4. Demonstrate the responsibilities of the Practical nurse in nursing specialty areas
5. Perform the duties of a charge nurse in the long term care setting
6. Perform the duties of a medication nurse in the long term care setting
7. Perform the duties of the treatment nurse in the long term care setting
8. Demonstrate critical thinking for nursing interventions in a testing situation (Level III competencies)

Courses:

Maternal and Infant Nursing	Pediatric Nursing/Growth and Development
Mental Health Nursing	Leadership and Supervision
Medical Surgical Nursing/G.U.	Medical Surgical Nursing/Endocrine
Level III Clinical	

LEVEL I

IN-NSG101 – FUNDAMENTALS OF NURSING   **17.0 Quarter Credit Hours**
This Module includes classroom instruction, skills lab, and clinical experience in the acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. Prerequisites: None. Lecture Hours: 130.0 Lab Hours: 80.0

IN-NSG102 – PHARMACOLOGY   **8.0 Quarter Credit Hours**
Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: IN-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 42.0.

IN-NSG103 – GERIATRIC NURSING   **3.0 Quarter Credit Hours**
This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Lecture Hours: 30.0 Lab Hours: 0.0

IN-NSG104 – NUTRITION   **1.5 Quarter Credit Hours**
Basic principles of nutrition as it relates to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are included in this module. Lecture Hours: 10.0 Lab Hours: 10.0

IN-NSG100X – LEVEL I CLINICAL EXPERIENCE   **8.5 Quarter Credit Hours**
In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 264.0

*Level I Competency Check-offs
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I Grade: Pass/Fail

LEVEL II

IN-NSG201 – MEDICAL SURGICAL NURSING/INTEGUMENTARY SYSTEM   **2.0 Quarter Credit Hours**
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG202 - MEDICAL SURGICAL NURSING/RESPIRATORY   **3.5 Quarter Credit Hours**

Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG203 - MEDICAL SURGICAL NURSING/MUSCULOSKELETAL   **2.0 Quarter Credit Hours**

Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG204 - MEDICAL SURGICAL NURSING/CARDIOVASCULAR SYSTEM   **3.5 Quarter Credit Hours**

This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM   **3.5 Quarter Credit Hours**

Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM   **3.5 Quarter Credit Hours**

Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 200X LEVEL II CLINICAL EXPERIENCE   **5.0 Quarter Credit Hours**

Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

*Level II Competency Check-offs   **0.0 Quarter Credit Hours**

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level II Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 15.0

LEVEL III

IN-NSG 301 – MATERNAL AND INFANT NURSING   **4.0 Quarter Credit Hours**

Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 302 – MENTAL HEALTH NURSING   **3.0 Quarter Credit Hours**

Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 303 – MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM   **2.0 Quarter Credit Hours**

This module addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: Level II and Level II Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT   **4.0 Quarter Credit Hours**

Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 305 - LEADERSHIP AND SUPERVISION   **3.0 Quarter Credit Hours**

Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM   **3.5 Quarter Credit Hours**

This module addresses anatomy and physiology of the endocrine system. Also included are nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions. Prerequisites: Level II and Level II Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

*Level III Competency Check-offs   **0.0 Quarter Credit Hours**

In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 10.0

IN-NSG 300X LEVEL II CLINICAL EXPERIENCE   **5.0 Quarter Credit Hours**

In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

SURGICAL TECHNOLOGIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1,200	69	11.5 months	Merrillville	1-0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1200-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

Program Outline

Course Number	Course Title	Total Contact Hours	Quarter Credit Units
STS 1004	Anatomy and Physiology I	32	3.0
STS 1005	Anatomy and Physiology II	32	3.0
STS 1006	Anatomy and Physiology III	32	3.0
STS 1007	Anatomy and Physiology IV	32	3.0
STS 1008	Career Development	32	3.0
STS 1009	Medical Terminology I	32	3.0
STS 1010	Medical Terminology II	32	3.0
STS 1011	Medical Law & Ethics I	16	1.5
STS 1012	Medical Law & Ethics II	16	1.5
STS 1013	Surgical Technology I	64	4.5
STS 1014	Surgical Technology II	64	4.5
STS 1015	Surgical Technology III	96	6.0
STS 1016	Surgical Technology IV	96	6.0
STS 1017	Microbiology	16	1.5
STS 1018	Microbiology II	16	1.5
STS 1019	Surgical Pharmacology	32	3.0
STS 1020	Externship I	280	9.0
STS 1021	Externship II	280	9.0
	TOTAL QUARTER CREDIT HOURS	**1,200**	**69.0**

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

STS 1004 Anatomy & Physiology I   **3.0 Quarter Credit Hours**
This course is an introduction to the scientific study of the structure of the human body and its parts including relationships and functions of the cells, cellular metabolism and tissues. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1005 Anatomy & Physiology II   **3.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts; including relationships, functions, and disease processes of the integumentary, skeletal, muscular, nervous and special senses. Prerequisite: STS 1004 (Anatomy & Physiology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0.

STS 1006 Anatomy & Physiology III   **3.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the endocrine, blood, cardiovascular, lymphatic and digestive system. Prerequisite: STS 1005 (Anatomy & Physiology II). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1007 Anatomy & Physiology IV   **3.0 Quarter Credit Hours**
This course is a scientific study of the human body and its parts including the relationships and functions of the respiratory, urinary, and reproductive systems. Prerequisite: STS 1006 (Anatomy & Physiology III). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1008 Career Development   **3.0 Quarter Credit Hours**

This course is designed to prepare the student for entering the job market in the health field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview. Prerequisite: None. Lecture Hours: 24.0 Lab Hours: 8.0 Other Hours: 0.0

STS 1009 Medical Terminology I   **3.0 Quarter Credit Hours**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A world building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1010 Medical Terminology II   **3.0 Quarter Credit Hours**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: STS 1009 (Medical Terminology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1011 Medical Law & Ethics I   **1.5 Quarter Credit Hours**

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1012 Medical Law & Ethics II   **1.5 Quarter Credit Hours**

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society -- includes HIPPA and OSHA training. Prerequisite: (STS 1011 Medical Law & Ethics I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours 0.0

STS 1013 Surgical Technology I   **4.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations in the operating room environment and the hands-on skills involved in following medical and surgical aseptic techniques, scrubbing, gowning, and gloving and providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0

STS 1014 Surgical Technology II   **4.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. This course also introduces robotics and the principles of physics and electricity. Prerequisite: STS 1013 (Surgical Technology I). Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0

STS 1015 Surgical Technology III   **6.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in the general, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: STS 1014 (Surgical Technology II). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0.

STS 1016 Surgical Technology IV   **6.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 1015 (Surgical Technology III). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0

STS 1017 Microbiology   **1.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them. Additionally, wound healing, as well as the terminology associated with each of these areas of concentration will also be included. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1018 Microbiology II   **1.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: STS 1017 (Microbiology I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1019 Surgical Pharmacology   **3.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1020 Externship I   **9.0 Quarter Credit Hours**

During this course the student will spend his or her time in a hospital or clinic working under the supervision of a nurse or operating room technician. This course is the final course of the surgical technology program. Successful completion is required for graduation. All externships must be completed in daytime hours. This course is designed to provide acclimation to the Operating Room through observation of surgical cases, studying and preparing for cases, opening sterile supplies and instruments. Students will second assist surgical procedures. The student will also be introduced to Specialty Surgical procedures to include but not be limited to Orthopedic, ENT, Plastics and Reconstructive and Eyes. The student will also rotate through Central Supply and other surgical areas permitted by the hospital. Prerequisite: STS 1016 (Surgical Technology IV & Mock Final Exam). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0

STS 1021 Externship II   **9.0 Quarter Credit Hours**

This course is designed to enhance previously learned surgical skills by repetition. Students will show independence in preparing the operating room for surgery, opening surgical cases, setting up the back –table and mayo stand, first assisting surgical cases and turning over the surgical suite. Prerequisite: STS 1020 (Externship I). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0

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 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 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)
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 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

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 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Atlanta (Downtown), GA (main campus)
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 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
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Florida Metropolitan University
 Tampa (Brandon), FL (branch of FMU Tampa, FL)
 FMU Online
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)

Las Vegas College
 Henderson, NV (main campus)

National Institute of Technology
 Long Beach, CA (main campus)

National School of Technology
 Fort Lauderdale, FL (branch of NST, Kendall, FL)
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 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

WyoTech
 Bedford, MA (main campus)
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 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
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CORINTHIAN COLLEGES, INC.

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Peter Waller
Beth A. Wilson

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Beth A. Wilson	Executive Vice President, Operations
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Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

BURR RIDGE

Administration

Open	President	
Charles Mitchell	Director of Education	BBA,, James Madison University
Open	Director of Admissions	
Connie Alabi	Director of Finance	MBA, North Park University BS, DePaul University AA, Montay College
Erika Nelson	Director of Career Services	BS, East Carolina University

Faculty

Department Chairs

Kenneth Baxter	Medical Assistant	BS, DeVry University Medical Assisting Diploma, National Education Centers-Bryman
Robin Helton	Massage Therapy	Licensed Massage Therapist, Specializing in Neuromuscular and Myofascial, Chicago School of Massage Therapy
Liann Ross- Smith	Medical Administrative Assistant	MJ, Loyola University BS, Illinois State University

Medical Assistant Instructors

Eileen Drabik	Medical Assisting Diploma, Medical Careers Institute
Lynette Montalto	Medical Assisting Diploma, National Education Center
Marine Nelson	Medical Assisting Diploma, Bryman School Nursing, Malcolm X College
Marcus Price	BA, Robert Morris College
Naghma Sayyed	MD, Nuclear Medicine, Northwestern University
Jack Taha Debra Turnbull	MD, Doctor of Medicine, Medical University of Bialystok, Poland AAF, Illinois Medical Training
Keeshia Whiteside Michelle Balich Kimberleri Miller	AAS, Northwestern Business College M.A. Tucson College A.A.S. Sawyer College

Massage Therapy Instructors

Carole Schaffer	Psychophysical Ed. , Registered Herbalist Chicago College of Healing Arts, Zen Therapy Institute Martin Luther King College, New World school of Healing
Tina Taylor	DN, BS, Mundelein College, National College of Naprapathic Medicine
Gregory Hall	DN, University of Illinois, National College of Naprapathic Medicine
Shirelle Crosby	Licensed Massage Therapist, Certified in Reflexology, Khepra School of Massage Therapy
Jean Malick	B.S. Elmhurst College

Medical Administrative Assistant Instructors

Debra Turnbull	AAF, Illinois Medical Training
Marcus Price	BA, Robert Morris College
Tina Robinson	BS, Illinois State University

Dental Assisting Instructors

Teresa Bracy	A.A. Valencia Community College
Lori VonIns	D.A., Eastland Career Center

CHICAGO

Administration

Kate Noone	President	MM, Aquinas College, BA Grand Valley State University
Deann Fitzgerald	Vice President	MBA, Olivet Nazarene University, BA Aurora University
Jeanette Harbin	Director of Education	BA, National Louis University
Mark Dowling	Assistant Director of Education	MBA, Florida Metropolitan University, BS, University of New Haven
Dimitrios Kriaras	Admissions Director	BA,, DeVry University
Christina Carpanzano	Director of Career Services	MBA,, DePaul University, BA, Lake Forest College
Cynthia Smith	Finance Director	MBA, Olivet Nazarene University, BS, Southern Illinois University

Nena Tupas	Director of Student Accounts	MA, Trinity College, Philippines, BS,BA, University of the East, Philippines
Faculty		
Department Chairs		
Cheryl Victor	Massage Therapy	LMT, Texas Massage Institute, Santa Monica School of Massage.
Ramona Kelley	Medical Administrative Assistant	BS, Davenport University, Indiana Certificate in Medical Administrative Assistant, Davenport University, Indiana
Shannon Pillow	Pharmacy Technician	
Sandra Wilson	Medical Assisting	CMA, Certified Medical Assistant, AAMA
Medical Assistant Instructors		
Nina Calloway	RMA, AMT, Bryman College, Chicago	
Adam Edwards	MD, Guadalajara, Mexico	
Tina Graham	MA, Bryman College. Chicago	
Latonya Robinson	MA, Bryman College, Chicago	
Lashon Rollins	BS Biology, Grambling State University, LA; MA, Robert Morris College, Chicago	
Annette Steele	AAS, Kennedy King College, Chicago	
Carrie Stewart	MA, Bryman College	
Lisa Whitlock	Illinois School of Health Careers	
Marie Wilkins	MA, Bryman College, Chicago	
Anne McCollom	CMA, Certified Medical Assistant	
Medical Administrative Assistant Instructors		
Marilyn Bedgood	MA, National Technical College, Chicago	
Sharon Colyer	MA, Bryman College, Chicago	
Darlene Cureton	MA, Bryman College, Chicago	
Carolyn Israel	MA, Bryman College, Chicago	
Brenda Carroll	BS, Robert Morris College, AS – Robert Morris College – Medical Assisting	
Lynette Murry	MA, Bryman College, Chicago; Medical Administrative Assistant, C.H.U.B., Chicago, IL	
Pharmacy Technician Instructors		
Gabriela Carter	BS, Chemical Engineering, Bratslava	
LaTanya Steels	BS, Texas Southern University	
Phyllis Jones	CPHT	
Massage Therapy Instructors		
Karen Seltzer	BA, Northeastern Illinois University MT Diploma, Chicago School of Massage Therapy	
Tonya Steele	LMT, Advanced Fuller School of Massage	
Walter Szymkiewicz	NCETMB, National College of Napropathic Medicine	
Dental Assisting Instructors		
Ava Thomas	Harold Washington College, Chicago	
Kimberly McClain	Indiana Perdue University, AAS	

MERRILLVILLE

Administration	
James Powell	President BS, DeVry University MS, ITT Technology Institute
Marcillena Lomax	Student Finance Director MBA Indiana University
Evette Thompson	Director of Career Services BA, Lewis University, MA Governor State
Jessica Zona	Director of Admissions, B.S., Indiana University Northwest
Matthew Rademacher	Director of Education BAS, University of Indianapolis
Patricia Jones	Campus Nursing Director BSN, EdM, PhD, University of Illinois, Champaign, IL
Faculty	
Faculty are qualified to teach all components of their requisite program listing. For example, all faculty listed under the heading "Dental Assistant" teach all modules within the program.	
Dental Assisting Program	
Ron Brown**	RDA-Naval School of Dental Assisting and Technology
Rosa Castillo	Certified Dental Assistant, Indiana University Northwestern
Crystal Housley	Certified, Dental Association National Board
Leroy Jackson	A.A.s.
Massage Therapy Program	
Charles Newman	Certificate, American Certified Massage School, Inc.
Brenda Cochran	CMT American Certified Massage Therapy
Sylvia Kelly-Green	Westwind Academy of Massage
Bryn Alyn Pendley	Certificate, American Certified Massage School, Inc.
John Pajak (Lab Assistant)	MT Diploma, Olympia College

Shawntina Neal	MT Certificate, Sawyer College
Medical Administrative Assistant Program	
Patsy Coots**	Diploma, Davenport College
Gail Petzinger-Lesinski	MAA Certificate from Ivy Tech
Hassan Naji	B.S., American University of Beirut
Claudia Martinez	
Daniel Stephens	MAA diploma, Olympia College
Medical Assisting Program	
Patsy Coots**	Diploma, Davenport College
Tersesa Pattengale, RN	ASN, Purdue University, North Central, Westville, IN
Monica Thomas	Diploma,
Felecia Kimble	Diploma, Commonwealth Business College
TeUltralla Robinson-Carr	A.S., Commonwealth Business College
Doriann Jervis	Diploma, Medical Assistant
Anastacia Vann	Diploma, Aristotle College
Lisa LaPointe	MA Diploma from Bryman National Education and CNA Certificate from Sauk Area Career Center
Jennifer Redar	Diploma, Olympia College
Patricia Volom	Certificate, Aristotle College of Medical & Dental Technology
Victoria Zills	MA Diploma from Olympia College
Practical Nurse Program	
Patricia Jones RN	BSN, EdM, PhD, University of Illinois, Champaign, IL (Campus Nursing Director)
Betty Boyd, RN	BSN, Purdue University Calumet, Hammond, IN
Tracey Flenar, RN	BSN, Purdue University Calumet, Hammond, IN
Elaine Hein, RN	BSN, MSN, Purdue University Calumet, Hammond, IN
Yvonne Higgins, RN	BSN, Lewis University, Romeoville, IL
Teresa Pattengale, RN	ASN, Purdue University North Central, Westville, IN
Catherine DeVaney	BSN, Valparaiso University, Valparaiso, IN
Surgical Technologist Program	
Suzette Dennington	Certificate, Ivy Tech College
Kristin Wesse	Assoc. in Applied Science from Ivy Tech
Patricia Rich*	Diploma Horizon Career College, Certified Surgical Technologist (CST)
Kerry Mott	Diploma, Ivy Tech College
Donita Richard	A.S., Indiana University
Theresa Braun	Diploma, Indiana Vocational Tech College

* Program Chair **Lead Instructor
All faculty members are full-time unless otherwise noted.
The faculty teach all programs in residence at the campus and its additional location.

MERRIONETTE PARK

Administration		
Gerald Kmiecik	President	MBA - DePaul University; BS - DePaul University
Melissa Adduci	Director of Admissions	MHR - DeVry University; BA Eastern Illinois University
Open	Director of Education	
Lorie Williams	Director of Finance	BBA - Campbell University
Michael Aboutar	Director of Career Services	BA - Management Information Systems – St. Xavier University
Open	Business Manager	
Faculty		
Department Chairs		
Trina Ellis	Medical Assisting	ADN, Kennedy King College, Chicago, IL, Registered Nursing AAS-BM, Associate's in Applied Science, Business Management, Robert Morris College, Chicago, IL
Open	Pharmacy Technician	
Open	Medical Insurance Billing & Coding	
Medical Insurance Billing & Coding Instructors		
Kelley Golden		
Debra Washington	Certified Professional Coder – American Academy of Professional Coders	
Marquita Hill		
Kim Arnold	Diploma, Computerized Business Systems – Computer Learning Centers Inc.	
Medical Assisting Instructors		
Patricia Sullivan	Certified Phlebotomy Technician	

Lynn Jones	
Talanta Rawlins	Diploma, Medical Assisting – Olympia College
Cheryl Johnson	Diploma, Medical Office Assistant, Phlebotomy – Moraine Valley Community College
Patrice Augustyniak	Diploma, Medical Assisting – Aristotle College Medical and Dental Technology
Angelo Cordoba	
Lisa Brown	
Lavenia McCoy	Diploma, Medical Assisting – National Education Center – Bryman Campus
Pharmacy Technician Instructors	
Lyliya Hernandez	Ternopil Medical University, Ukraine: M.D., Obstetrics and Gynecology Pharmacy Tech School, Chicago: Certificate in Pharmacy Technician

NORTH AURORA

Administration		
Robert E. Van Elsen	President	MBA, Aspen University, previously I.S.I.M. University
John Albtrecht	Director of Education	
Barbara Williams	Finance Director	BS Education, UW – Milwaukee
Michael O'Herron	Admissions Director	BA Communications, UW – Whitewater
Marianna Caniglia	Placement Director	BA Sociology, Lewis University
Faculty		
Department Chairs		
Balitha Greenfield	Medical Assistant/Medical Administrative Assistant	AA, Malcolm X University
Patricia Lundell	Massage Therapy	Certificate, Waubonsee Community College
Medical Assisting Instructors		
Tamia Copes	Diploma, Waubonsee Community College	
Meliza Hernandez		
Kimberly Page	Diploma, Illinois School of Health Careers	
Wendy Skonie	Diploma, NEC Bryman	
Denece Tilghman	Diploma, Waubonsee Community College	
Pamela Watkins	Diploma, NEC Bryman	
Massage Therapy Instructors		
Susan Arenkill		
Rossi Aves		
Lurana Sangiacomo Bain		
Christine Bricher	Certificate, Massage Training Institute	
Maureen Clancy		
Cindy L. Connolly		
Carol McEvoy		
Patricia O'Shaughnessy		
Deborah Wilkonski		
Medical Administrative Assistant Instructors		
Deborah Harris		

SKOKIE

Administration		
Jeanette M. Pricket	College President	JD Glendale University, BS University of California
Todd LaSota	Director of Admissions	MBA Colorado Technical University, B.A, Rollins College,
Floyd Mack	Director of Education	B.A., Aurora University
Kurt Di Clementi	Director of Placement	M.A., B.A. Northeastern Illinois University
Sanela Piljevic	Director of Student Finance	B.S., Northeastern Illinois University
Bogy Kirova	Director of Student Accounts	BA, MA, University of Economics, Varna, Bulgaria
Faculty		
Program Chairs		
Dr. Robert Taha, MD	Medical Assisting	Bialystok Medical School, Poland
Hanna Wierzchowski	Med. Ins. Billing/Coding	B.S. University of Illinois; A.A. Oakton College
Donna Sarvello	Massage Therapy	Chicago School of Massage Therapy

Faculty		
Kelly Lichter	Massage Therapy	Chicago College of Massage Therapy
Lisa A. Janowski	Pharmacy Tech	Harper College
Gina Levin	MIBC	Harper College
Khaja Ahmad, M.D.	Medical Assisting	Chicago Medical College
Kabrial Beshon Mirza MD	Medical Assisting	St. Petersburg Medical Institute
Cherie Cordova, M.D.	Medical Assisting	Perpetual Health College of Medicine
Ragaa Nan, MD	Medical Assisting	Assiut University
Maranda Pacquette	Medical Assisting	US Navy
Dr. Perez-Reyes, MD	Medical Assisting	University of Cartagena
Eric Harrington	Medical Assisting	Microtrain
Jeremy Stephenson	Massage Therapy	Utah College of Massage Therapy
Nadia Khan, M.D.	Medical Assisting	Liaquat University
Darand Thompson	Massage Therapy	Illinois School of Health Careers
Zamuel S. Nakhlis, M.D., Ph.D	Medical Assisting	Medical College, Ukraine
Jacob O. Nieva, M.D.	Medical Assisting	University of Santo Thomas
Phyllis Jones	Pharmacy Tech	CPHT
Muhammad Siddiqui	Medical Assisting	Sindh Board of Technical Education
Richard E.Ryan	Business Accounting	B.S. St. Joseph's College, Rensselaer IN

APPENDIX B: TUITION AND FEES

BURR RIDGE

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Modules	47	$11,084	$950
Massage Therapy	9 Modules	55	$12,065	$1,434
Medical Assisting	8 Modules	47	$10,700	$950
Medical Administrative Assistant	8 Modules	47	$10,625	$720
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: March 28, 2007				

CHICAGO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Modules	47	$11,084	$1333
Massage Therapy	9 Modules	55	$12,065	$1434
Medical Administrative Assistant	8 Modules	47	$10,625	$1287
Medical Assisting	8 Modules	47	$10,700	$1256
Pharmacy Technician	8 modules	47	$10,932	$680
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: February 28, 2007				

MERRILLVILLE

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Massage Therapy	10 Modules	55	$10,750	$1,540
Dental Assisting	8 Modules	47	$11,200	$612
Medical Administrative Assistant	8 Modules	47	$10,750	$800
Medical Assisting	8 Modules	47	$10,750	$950
Practical Nurse	3 Levels	85.5	$22,500	$1,281
Surgical Technologist	5 Terms	69	$20,750	$866
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: April 1, 2007				

MERRIONETTE PARK

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Insurance Billing/Coding	6 Modules	35	$8,650	$900
Medical Assisting	8 Modules	47	$10,700	$998
Pharmacy Technician	8 Modules	47	$10,932	$565
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: March 28, 2007				

NORTH AURORA				
Program	**Program Length**	**Credit Units**	**Tuition**	**Textbooks and Equipment (estimated)**
Massage Therapy	9 Modules	55	$12,065	$1,434
Medical Assisting	8 Modules	47	$10,700	$998
Medical Administrative Assistant	8 Modules	47	$10,625	$956
Tuition effective: March 5, 2007				

SKOKIE				
Program	**Program Length**	**Credit Units**	**Tuition**	**Textbooks and Equipment (estimated)**
Business Accounting	5 Modules	48	$9,000	$1,200
Massage Therapy	9 Modules	57	$12,065	$1,434
Medical Assisting	8 Modules	47	$10,700	$1,111
Medical Insurance Billing/Coding	6 Modules	35	$8,650	$700
Pharmacy Technician	8 Modules	47	$10,932	$650
A $38 fee will be charged for programs requiring a background check.				
Tuition effective: March 28, 2007				

APPENDIX C: CALENDARS

BURR RIDGE

All Programs, Day and Evening Classes 2007	
Start Date	**End Date**
Dec. 20, 2006	Jan 23, 2007
Jan 24	Feb 21
Feb 26	Mar 23
Mar 26	Apr 20
Apr 23	May 18
May 21	June 18
June 20	July 20
July 23	Aug 17
Aug 20	Sept 17
Sept 19	Oct 16
Oct 22	Nov 16
Nov 19	Dec 18
Dec 19	Jan 25, 2008

2007 Student Holidays and Breaks	
New Year's Day	January 1
Martin Luther King Day	January 15
Presidents' Day	February 19
Spring Break	February 22-25
Memorial Day	May 28
Mod Break	June 19
Summer Break	July 4-8
Labor Day	September 3
Mod Break	September 18
Fall Break	October 17-21
Thanksgiving Break	November 22-25
Winter Break	Dec. 22 – Jan 1, 2008

CHICAGO

Massage Therapy, Medical Administrative Assistant, Medical Assisting, Dental Assisting and Pharmacy Technician Day Schedule - Five Day Week (Monday through Friday) 2007			
Start Dates		**End Dates**	
Jan 29	Mon	Feb 26	Mon
Feb 27	Tues	March 26	Mon
March 28	Wed	April 24	Tue
April 26	Wed	May 24	Thur
May 25	Fri	June 22	Fri
June 26	Tue	July 24	Tue
July 26	Thur	Aug 22	Wed
Aug 24	Fri	Sept 21	Fri
Sept 24	Mon	Oct 19	Fri
Oct 23	Tue	Nov 19	Mon
Nov 20	Tues	Dec 19	Wed
Dec 20	Thurs	Jan 28	Mon

2007 Holidays	
New Year's Day 2007	1-Jan
President's Day Weekend	Feb.17,18,19
March Mod Break	March 27th
April Mod Break	April 25th
Memorial Day Holiday	May 26,27,28
Summer Break	June 23,24,25
4th of July	Wed.July 4th
July Mod Break	July 25th
August Mod Break	August 23rd
Labor Day Holiday	September 1,2,3
Fall Break	October, 20, 21, 22
Thanksgiving Holiday	November 22-25
Christmas Recess	Dec. 22-Dec.26th
New Year Eve Recess	Dec. 29- Dec. 31st

Massage Therapy, Medical Administrative Assistant, Medical Assisting, Dental Assisting and Pharmacy Technician Day Schedule - Five Day Week (Monday through Friday) 2008			
Start Dates		**End Dates**	
Jan 28	Mon	Feb 25	Mon
Feb 27	Wed	March 25	Tues
March 27	Thurs	April 23	Wed
April 25	Fri	May 22	Thursday
May 27	Tues	June 23	Mon
June 25	Wed	July 23	Wed
July 25	Fri	Aug 21	Thurs
Aug 25	Mon	Sept 22	Mon
Sept 24	Wed	Oct 21	Tues
Oct 23	Thursday	Nov 19	Wed
Nov 20	Thursday	Dec 22	Mon
Dec 23	Tuesday	Jan 27th	Tues

Student Holidays 2008			
Jan 1, Jan 14, Jan 25	Mon, Mon, Fri	Oct 22	Wed
Feb 18, Feb 26	Mon, Tues	Nov 27-30	Thurs-Sun
March 26	Wed	Dec, 25-28	Thurs-Sun
April 24	Thurs	Dec. 31-Jan.4	Wed-Sun
May 23 -26	Fri-Mon		
June 24	Tues		
July 4	Fri		
July 24	Thurs		
Aug 22	Fri		
Sept 1, Sept 23	Mon, Tues		

2008 Holidays			
New Year's Day 2008	1-Jan	July Mod Break	24-Jul
Dr. Martin Luther King, Jr.	14-Jan	August Mod Break	August 22-24
Jan Mod Break	Jan-25-27	Labor Day Holiday	August 30- Sept. 1
President's Day Weekend	Feb.16,17,18	Sept Mod Break	Sept. 23rd
March Mod Break	March 26th	October Mod Break	Oct. 22
April Mod Break	April 24th	Thanksgiving Holiday	November 27-30
Memorial Day Break	May 23-26	Christmas Recess	Dec. 25-28
June Mod Break	24-Jun	New Year Eve Recess	Dec. 31-Jan 4th
4th of July Weekend	July 4-6		

Business Accounting Day Schedule – Four-Day Week (Monday through Thursday) 2007			
Start Dates		End Dates	
Feb 27	Tue	Apr 7	Sat
Apr 10	Tue	May 17	Mon
May 29	Tue	July 10	Tue
July 16	Mon	Aug 23	Thu
Aug 29	Wed	Oct 10	Wed

Surgical Tech Start Calendar Proposal 2007			
Start Dates		End Dates	
Jun 4	Mon	Aug 1	Wed
Aug 6	Mon	Oct 1	Mon
Oct 2	Tue	Nov 30	Fri
Dec 3	Mon	Feb 11	Mon
Feb 19	Tue	May 30	Fri

Medical Administrative Assistant, Medical Assistant, Message Therapy, and Dental Assistant 2007			
Start Dates		End Dates	
Feb 27	Tue	Mar 26	Sat
Mar 27	Tue	Apr 23	Mon
Apr 30	Mon	May 25	Fri
May 29	Tue	Jun 25	Mon
Jun 26	Tue	Jul 24	Tue
Jul 30	Mon	Aug 24	Fri
Aug 29	Wed	Sep 26	Wed
Sep 27	Thu	Oct 24	Wed
Oct 25	Thu	Nov 21	Wed
Nov 26	Mon	Dec 21	Fri
Dec 27	Thu	Jan 26	Sat

Merrillville Student Holidays	
New Year 01/01/07	Memorial Day 05/28/07
Martin Luther King Day 01/15/07	Independence Day 07/04/07
Presidents Day 02/19/07	Labor Day 09/03/07
Spring Break 04/24/07 - 04/27/07	Thanksgiving 11/22/07 - 11/23/07

Merrionette Park - All Programs Day and Afternoon: Monday-Friday 2007		
Start	End	
2/20/07	3/19/07	2/19/07
3/21/07	4/17/07	
4/19/07	5/16/07	
5/21/07	6/18/07	5/28/07
6/19/07	7/17/07	7/4/07
7/19/07	8/15/07	
8/20/07	9/17/07	9/3/07
9/19/07	10/16/07	
10/17/07	11/13/07	
11/14/07	12/13/07	11/22-23/07
12/17/07	1/24/08	12/24/07-1/2/08 1/21/08

Merrionette Park - All Programs Evening: Monday-Thursday 2007		
Start	End	
9/18/06	10/12/06	9/4/06
10/16/06	11/9/06	
11/13/06	12/11/06	11/23-26/06
12/12/06	1/16/07	12/22/06-1/1/07
1/22/07	2/15/07	
2/20/07	3/19/07	2/19/07
3/21/07	4/17/07	
4/19/07	5/16/07	
5/21/07	6/18/07	5/28/07
6/19/07	7/17/07	7/4/07
7/19/07	8/15/07	
8/20/07	9/17/07	9/3/07
9/19/07	10/16/07	
10/17/07	11/13/07	
11/14/07	12/12/07	11/22-23/07
12/17/07	1/24/08	1/21/08

Merrionette Park Student Holidays	
New Year's Day 1/2/06	Independence Day 7/4/06
President's Day 2/20/06	Labor Day 9/4/06
Memorial Day 5/29/06	Thanksgiving Day 11/23/06
Day Before Independence Day 7/3/06	Day After Thanksgiving Day 11/24/06
	Christmas Holiday 12/22/06-1/1/07
President's Day 2/19/07	Labor Day 9/3/07
Memorial Day 5/28/07	Thanksgiving Day 11/22/07
Independence Day 7/4/07	Day After Thanksgiving Day 11/23/07
	Christmas Holiday 12/24/07-1/2/08
	Martin Luther King Jr. Holiday 1/21/08

NORTH AURORA

North Aurora 2007-2008 Calendar			
Start Dates		End Dates	
Thu	1/25/2007	Thu	2/22/2007
Mon	2/26/2007	Fri	3/23/2007
Mon	3/26/2007	Mon	4/23/2007
Wed	4/25/2007	Tue	5/22/2007
Thu	5/24/2007	Thu	6/21/2007
Mon	6/25/2007	Mon	7/23/2007
Wed	7/25/2007	Tue	8/21/2007
Thu	8/23/2007	Thu	9/20/2007
Mon	9/24/2007	Fri	10/19/2007
Mon	10/22/2007	Fri	11/16/2007
Mon	11/19/2007	Tue	12/18/2007
Wed	12/19/2007	Fri	1/25/2008

North Aurora 2007 Student Holidays	
New Year's Break - January 1, 2	Independence Day - July 4
MLK Day - January 15	Labor Day - September 3
President's Day - February 19	Thanksgiving Holiday - November 22, 23
Spring Holiday - April 6	Christmas Break - December 24 - 28
Memorial Day - May 28	New Year's Eve Break - December 31

SKOKIE

Skokie - Medical Assisting			
Monday through Thursday			
Start Date		End Date	
Jan. 29, 07	Mon.	Feb. 26, 2007	Mon.
Feb. 27, 07	Tues.	Mar. 26, 2007	Mon.
Mar. 27, 07	Tues.	Apr. 23, 2007	Mon.
Apr. 24, 07	Tues.	May 21, 2007	Mon.
May 23, 07	Wed.	June 20, 2007	Wed.
June 25, 07	Mon.	July 23, 2007	Mon
July 25, 07	Wed.	Aug. 21, 2007	Tues.
Aug. 23, 07	Thur.	Sept. 20, 2007	Thur.
Sept. 25, 07	Tues.	Oct. 22, 2007	Mon.
Oct. 24, 07	Wed.	Nov. 20, 2007	Tues.
Nov. 26, 07	Mon.	Dec. 20, 2007	Thur.
Dec. 27, 07	Thur.	Jan. 29, 2008	Tues.

Skokie - Massage Therapy, Pharmacy Tech & Medical Assisting (5am)			
Monday through Friday			
Start Date		End Date	
Jan. 10, 07	Wed.	Feb. 7, 07	Wed.
Feb. 12, 07	Mon.	Mar. 12, 07	Mon.
Mar. 19, 07	Mon.	Apr. 16, 07	Mon.
Apr. 24, 07	Tues.	May 21, 2007	Mon.
May 23, 07	Wed.	June 20, 2007	Wed.
June 25, 07	Mon.	July 23, 2007	Mon
July 25, 07	Wed.	Aug. 21, 2007	Tues.
Aug. 23, 07	Thur.	Sept. 20, 2007	Thur.
Sept. 25, 07	Tues.	Oct. 22, 2007	Mon.
Oct. 24, 07	Wed.	Nov. 20, 2007	Tues.
Nov. 26, 07	Mon.	Dec. 21, 2007	Fri.
Dec. 27, 07	Thur.	Jan. 29, 2008	Tues.

Business Accounting			
Monday through Friday			
2006-2007			
Start Dates		End Dates	
Dec. 18, 06	Mon.	Feb. 01, 07	Mon.
Feb. 05, 07	Mon.	Mar, 19, 07	Mon.
Mar. 21, 07	Wed.	May 02, 07	Wed.
May 04, 07	Fri.	June 15, 07	Fri.
June 19, 07	Tues.	July 31, 07	Tues.
Aug.02, 07	Thur.	Sept. 13, 07	Thur.
Sept. 17, 07	Mon.	Oct. 26, 07	Fri.
Oct. 30, 07	Tues.	Dec. 12, 07	Wed.

Skokie 2007 Student Holidays	
New Year's Break	Jan. 1 &2
MLK Day	Jan. 15
Presidents Day	Feb. 19
Program alignment Break	Mar. 13 - 18
Program alignment Break	Apr. 17 - 23
Spring Holiday	April 6
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sept. 3
Thanksgiving	Nov. 22 & 23
Christmas	Dec. 23 – 26
New Year's Break "08"	Dec. 31 – Jan. 1

APPENDIX D: OPERATING HOURS

BURR RIDGE

Office:	
8:00 AM - 6:00 PM	Monday through Thursday
8:00 AM - 5:00 PM	Friday
Class Schedules:	
5:00 am – 9:00 am	Monday through Friday
5:00 am – 10:00 am	Monday through Thursday
6:00 am- 10:00 am	Monday through Friday
7:00 am – 12:00 pm	Monday through Friday
8:00 am – 12:00 pm	Monday through Friday
9:00 am – 2:00pm	Monday through Thursday
9:30 am – 1:30 pm	Monday through Friday
10:00 am – 3:00 pm	Monday through Thursday
10:00 am – 2:00 pm	Monday through Friday
11:00 am – 4:00 pm	Monday through Thursday
11:30 am – 4:30 pm	Monday through Thursday
12:00 pm – 5:00pm	Monday through Thursday
1:00 pm – 5:00 pm	Monday through Friday
2:00 pm – 6:00 pm	Monday through Friday
5:00 pm – 10:00 pm	Monday through Thursday
5:30 pm – 10:30 pm	Monday through Thursday
6:00 pm – 11:00 pm	Monday through Friday

* Classes may be scheduled on Fridays as needed to make up for holidays.

CHICAGO

Office:		
8:00 AM to	6:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
Class Schedules		
7:00 AM to	11:00 AM	Monday through Friday
8:00 AM to	12:00 PM	Monday through Friday
10:00 AM to	2:00 PM	Monday through Friday
11:00 AM to	3:00 PM	Monday through Friday
12:00 AM to	4:00 PM	Monday through Friday
1:00 PM to	5:00 PM	Monday through Friday
2:00 PM to	6:00 PM	Monday through Friday
5:00 PM	9:00 PM	Monday through Friday
5:30 PM to	9:30 PM	Monday through Friday
6:00 PM to	10:00 PM	Monday through Friday

MERRILLVILLE

Office Hours					
	Monday through Thursday	8:00 AM	To	7:00 PM	
	Friday	8:30 AM	To	5:00 PM	
	Saturday	9:00 AM	To	1:00 PM	
School Hours					
Medical Administrative Assistant	Monday through Thursday	9:00 AM	To	2:30 PM	
	Monday through Thursday	5:30 PM	To	10:30 PM	
Medical Assistant	Tuesday through Friday	7:00 AM	To	12:00 PM	
Dental Assisting	Monday through Friday	8:00 AM	To	12:00 PM	
Massage Therapy	Monday through Friday	10:00 PM	To	2:00 PM	
	Monday through Thursday	12:00 PM	To	5:00 PM	
	Monday through Thursday	12:30 PM	To	5:30 PM	
Practical Nurse and Surgical Technologist	Monday through Friday	7:00 AM	To	5:00 PM	
	Monday through Thursday	1:00 PM	To	5:00 PM	
	Monday through Thursday	7:00 AM	To	12:00 PM	

- Hours will vary depending on schedule.

MERRIONETTE PARK

Office:

8:00 AM	to	8:00 PM	Monday through Thursday	
8:00 AM	to	5:00 PM	Friday	

College:

8:00 a.m.	to	12:00p.m.	Monday through Friday	Morning
1:00 p.m.	to	5:00 p.m.	Monday through Friday	Afternoon
6:00 p.m.	to	11:00p.m.	Monday through Thursday	Evening

NORTH AURORA

Office:

8:00 a.m.	to	7:30 p.m.	Monday through Thursday	
8:00 a.m.	to	5:30 p.m.	Friday	

College:

7:00 a.m.	to	11:00p.m.	Monday through Friday	Morning
8:00 a.m..	to	12:00 p.m.	Monday through Friday	Morning
9:00 a.m.	to	1:00p.m.	Monday through Friday	Morning
10:00 a.m.	to	2:00 p.m.	Monday through Friday	Morning
1:00 p.m.	to	5:00 p.m.	Monday through Friday	Afternoon
2:00 p.m.	to	6:00 p.m.	Monday through Friday	Afternoon
6:00 p.m.	to	11:00 p.m.	Monday through Thursday	Evening

SKOKIE

Office:

8:00 AM to	to	8:00 PM	Monday through Thursday	
8:00 AM to	to	5:00 PM	Friday	
9:00 AM to	to	1:00 PM	Saturdays	

College:

5:00 a.m.	to	9:00a.m.	Monday through Friday	Morning
7:00 a.m.	to	11:00 a.m.	Monday through Friday	Morning
8:00 a.m.	to	1:00 p.m.	Monday through Thursday	Morning
10:00 a.m.	to	3:00 p.m.	Monday through Thursday	Morning
11:00 a.m.	to	3:00 p.m.	Monday through Friday	Mid-Morning
1:00 p.m.	to	6:00 p.m.	Monday through Thursday	Afternoon
5:00 p.m.	to	10:00 p.m.	Monday through Thursday	Evening
6:00 p.m.	to	11:00 p.m.	Monday through Thursday	Evening
7:00 p.m.	to	11:00 p.m.	Monday through Friday	Evening