# Everest
## COLLEGE

## MERRILLVILLE CATALOG
### 2014 - 2016

**Everest College, Merrillville Campus**
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*A Branch of Everest Institute, Grand Rapids, MI 49525*

**www.Everest.edu**

Publishing Date February 28, 2014

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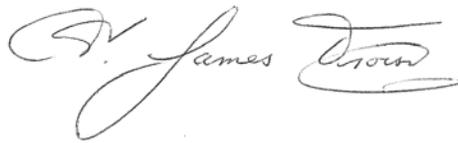Effective February 28, 2014, through March 31, 2016

# PRESIDENT'S MESSAGE

Thank you for giving me the opportunity to introduce you to Everest College. Obtaining a college education can provide you with the advanced training and skills necessary to open innumerable doors in the business and professional worlds. A college diploma can give you a competitive edge in your career field and can make the difference when you are considered for professional advancement.

At Everest we are dedicated to the ideal that every student should be provided the opportunity to develop his or her skills to the fullest potential. As part of this philosophy, our dedicated Admissions Department staff is available to help you choose the best program for your talents, goals, and desires.

Take time to fully explore the opportunities afforded to you through the various excellent educational offerings at Everest College. Read about our programs and the services we provide to our students. If you have any questions, please don't hesitate to call for clarification. Everyone is available to help. I believe you will be as excited to be here as we will be to have you with us.

Consider Everest College… because you deserve more!


James Troisi
President, Merrillville Campus

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# ABOUT EVEREST COLLEGE

## CORINTHIAN COLLEGES, INC.

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

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

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

## MISSION

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

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

## INSTITUTIONAL GOALS

In support of its mission, the school has adopted the following goals:

- **Academics** - To provide challenging and relevant accredited undergraduate programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and alternative instructional delivery systems, and characterized by effective teaching and a student-centered atmosphere.
- **Educational Support Services** - To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity, and improve the quality of life for students.
- **Enrollment** - To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the school's fiscal needs.
- **Business and Finance** - To manage and increase the school's resources in accordance with sound business practices, regulatory standards, and applicable laws.
- **Physical Resources** - To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose, and contribute to an atmosphere for effective learning.
- **Continuous Improvement** - To continuously improve the quality of the school's programs and services to meet the needs of its students, communities, and other key stakeholders.

## EDUCATIONAL PHILOSOPHY

The school's 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 school 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.

## SCHOOL HISTORY AND FACILITIES

Everest College, Merrillville, was originally founded as Inservicer's College of Health Education in January 1990. It changed its name to Horizon Career College in April 1994. In April 1996, Malone Management Company purchased the school's assets under the name of Grand Rapids Educational Center, Inc.  Corinthian Colleges acquired the school in February 2001 and changed the name to Olympia College.  In July 2001, the school moved to its current facilities, where it operated as a branch of the main Everest Institute Campus in Grand Rapids, Michigan.  In April of 2007 the name of the campus was changed to Everest College.

Everest College is located at 8585 Broadway, Merrillville, Indiana.  The school 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, student resource center, and student lounge.

Everest College, the facility it occupies and the equipment that is used comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## LEARNING RESOURCE CENTER

The learning resource center is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, computers and on-line resources to support its curriculum. The learning resource center is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to accommodate class schedules.

## ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Everest College is accredited by the Accrediting Commission of Career Schools and Colleges to award diplomas.  The Accrediting Commission of Career Schools and Colleges is located at 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212, www.accsc.org.
- Everest College is regulated by the Indiana Commission for Higher Education/The Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, Indiana 46204, (317) 464-4400 ext. 138 or (317) 464-4400 ext. 141.
- Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- The Practical Nursing program is approved by the Indiana State Board of Nursing, Professional Licensing Agency, 402 W. Washington Street, Room W072, Indianapolis, IN 46204, (317) 234-2043, www.in.gov/pla/nursing.htm.
- The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727.210.2350, 727.210.2354 (fax), www.caahep.org.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

# ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English.  Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English.  We do not make any accommodations to present materials or instruct courses in any other language.  As part of the enrollment process, enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

## REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- Applicants are required to complete the Wonderlic Scholastic Level Exam (SLE). The approved passing score is a 12. Applicants must achieve a passing score in a single testing session to be considered

passing. For further information on the SLE, please check with the Director of Admissions at the campus.

- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

## PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

## CRIMINAL BACKGROUND CHECK

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

## 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 school.

### Massage Therapy Program

All applicants for the Massage Therapy program will be required to undergo a background check as noted above. Massage Therapy students will also need to meet their state licensure or certification requirements in order to work as a massage therapist following graduation. As a service to better support our graduates, Everest College will assume the cost of the initial National Certification Examination (up to $225.00) and the Licensing Application Fee (up to $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.

Students are encouraged to seek licensure or certification as required by State law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility. Be advised that the licensure or certification process can take 10 – 24 weeks to complete after successful completion of the Massage Therapy program. To accelerate the licensure or certification process, students may begin filling out required forms and gathering supporting documentation while still in training.

**Indiana Massage Therapist certification requirements**

Students enrolling into the Massage Therapy program at Everest College must complete requirements as outlined in the Massage Therapist Certification Code, Indiana Administrative Code, Title 847, Article 1.

Certification Fees (Indiana)

- National Certification Examination: $225.00 (NCBTMB) or $195.00 (MBLEx)
- Licensing Application Fees: $100.00

All individuals applying for initial licensure as a Massage Therapist in Indiana must submit to a criminal background check. In addition, individual fees may be required for a business license based on city, town, village and county ordinances.

### Pharmacy Technician Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director in their first module.
- Applicants must pass a criminal background check and complete a student disclosure form

### Practical Nursing Program

As part of the enrollment process, enrollees take the Wonderlic Basic Skills Test and achieve a predetermined score to be eligible to continue with the practical nursing enrollment process. Wonderlic Basic Skills Test (WBST) is

comprised of two 20 minute assessments that evaluate basic math and English skills. This test can be repeated once within a 6 month time frame.

In order to be admitted into the Practical Nursing program, applicants must:
- Be a high school graduate or have a GED
- Pass the designated nursing admission assessment (A2) Exam
- Write an essay as assigned by Campus Nursing Department
- 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

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

**Note:** The policies in the Nursing Student Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

## Surgical Technologist Program
- High School graduate or have a GED
- Achieve a minimum score on the **Wonderlic Basic Skills Test of Verbal 270 and Quantitative 270**
- Complete a personal interview with the Surgical Technologist Director or designee
- Complete and pass a criminal background check
- Complete and pass a drug screening which shows no evidence of illegal drug usage

**Prior to clinical the following need to be completed:**
- Meet the outlined Essential Skills and Functional Ability Standards and have physical examination clearance by a physician
- Provide proof of current immunizations as required by clinical affiliates
- Provide proof of current or complete CPR/Choking training that includes infant, child and adult with AED as required by clinical affiliates (this will be completed in class)

**Note:** The policies in the Surgical Technologist Student Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

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

## ABILITY TO BENEFIT GRANDFATHERING POLICY
Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:
1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
   a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
   b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

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

## Ability to Benefit Passing Test Scores
ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

| ATB Test | CPAt | COMPASS | ASSET | CPT/Accuplacer | Wonderlic |
|---|---|---|---|---|---|
| **Required Passing Scores:** | Language: 42<br>Reading: 43<br>Numerical: 41 | Reading: 62<br>Writing: 32<br>Numerical: 25 | Reading: 35<br>Writing: 35<br>Numerical: 33 | Reading: 55<br>Sentence Skills: 60<br>Arithmetic: 34 | Verbal: 200<br>Quantitative: 210 |

Former CCi ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCi institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCi subject to Test Publisher's retest policies.

## Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation period (i.e. term, module, phase, level, or quarter).

# ACADEMIC POLICIES

## EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

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

## DEFINITION OF CREDIT

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

Financial aid is administered as a clock-hour program for Massage Therapy.

## OUT OF CLASS ASSIGNMENTS

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

## MAXIMUM CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 32 students.

The student-teacher ratio for laboratory classes is a maximum of 24:1. The student-teacher ratio for Surgical Technologist laboratory classes is a maximum of 12:1.

## TRANSFER OF CREDIT INTO EVEREST

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

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

## Academic Time Limits

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

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

**Note:** Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) year of completion.

## Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

## Maximum Transfer Credits Accepted

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

## Coursework Completed at Foreign Institutions

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

## Transfer Credit for Learning Assessment

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

## Transfer Credit for Proficiency Examination

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

## Experiential Learning Portfolio

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

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits students earn at Everest is at the complete discretion of the institution to which students seek to transfer. Acceptance of the degree, diploma or certificate students earn in the program in which students are enrolling is also at the complete discretion of the institution to which students seek to transfer. The credits or degree, diploma or certificate that students earn at Everest will probably not be transferable to any other college or university. For example, if a student entered Everest as a freshman, the student will still be a freshman if he/she enters another college or university at some time in the future even though the student earned units while attending Everest. In addition, if a student earns a degree, diploma or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university, and the student may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that the attendance of Everest will meet his/her educational goals. This may include - before the student's enrollment with Everest - contacting the institution to which the student seeks to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

## Transfer to Other Everest Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled.

Students may transfer applicable credits from Everest coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

## Articulation Agreement

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

## Everest Consortium Agreement

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

## Transfer Center Assistance

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

## GRADING SYSTEM AND PROGRESS REPORTS

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

| Grade | Point Value | Meaning | Nursing Scale | Percentage Scale |
|---|---|---|---|---|
| A | 4.0 | Excellent | 100-92 | 100-90 |
| B | 3.0 | Very Good | 91-84 | 89-80 |
| C | 2.0 | Good | 83-76* | 79-70† |
| D | 1.0 | Poor | 75-68 | N/A |
| F | 0.0 | Failing | 67-0 | 69-0 |
| Fail | Not Calculated | Fail (for externship/internship) | | |
| Pass | Not Calculated | Pass (for externship/internship or thesis classes only) | | |
| L | Not Calculated | Leave of Absence (allowed in modular programs only) | | |
| PE | Not Calculated | Pass by Proficiency Exam | | |
| W | Not Calculated | Withdrawal | | |
| WZ | Not Calculated | Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress | | |
| TR | Not Calculated | Transfer Credit | | |

\* The Nursing Board requires a score of 76% to pass with a C.
† The Dental Board requires a score of 70% to pass with a C.

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

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

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:
- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

**For clock hour modular programs**, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

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

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

## Maximum Time Frame to Complete
The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. The school shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program.

**For clock hour modular programs**, a student is not allowed to attempt more than 1.5 times or 150% of the weeks in the program.

## Satisfactory Academic Progress Tables

| 41 Quarter Credit Hour Program Total credits that may be attempted: 61 (150% of 41) | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is below | SAP Not Met if Rate of Progress is below |
| 1-10 | 2.0 | NA | 66.66% | NA |
| 11-20 | 2.0 | 1.0 | 66.66% | NA |
| 21-30 | 2.0 | 1.25 | 66.66% | 50% |
| 31-40 | 2.0 | 1.5 | 66.66% | 65% |
| 41-50 | 2.0 | 1.75 | 66.66% | 65% |
| 51-61 | NA | 2.0 | NA | 66.66% |

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

**53 Quarter Credit Hour Program**
Total credits that may be attempted:
79 (150% of 53)

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is below | SAP Not Met if Rate of Progress is below |
|---|---|---|---|---|
| 1-10 | 2.0 | NA | 66.66% | NA |
| 11-20 | 2.0 | 1.0 | 66.66% | NA |
| 21-30 | 2.0 | 1.25 | 66.66% | 50% |
| 31-40 | 2.0 | 1.5 | 66.66% | 65% |
| 41-50 | 2.0 | 1.75 | 66.66% | 65% |
| 51-79 | NA | 2.0 | NA | 66.66% |

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

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is below | SAP Not Met if Rate of Progress is below |
|---|---|---|---|---|
| 1-12 | 2.0 | NA | 66.66% | NA |
| 13-24 | 2.0 | 1.0 | 66.66% | NA |
| 25-36 | 2.0 | 1.25 | 66.66% | 50% |
| 37-48 | 2.0 | 1.5 | 66.66% | 65% |
| 49-60 | 2.0 | 1.75 | 66.66% | 65% |
| 61-81 | NA | 2.0 | NA | 66.66% |

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

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-24 | 2.0 | 1.0 | 66.66% | 25% |
| 25-54 | 2.0 | 1.5 | 66.66% | 55% |
| 55-66 | 2.0 | 1.8 | 66.66% | 64% |
| 67-82 | N/A | 2.0 | N/A | 66.66% |

**59 Quarter Credit Hour Program**
Total credits that may be attempted:
88 (150% of 59).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-28 | 2.0 | 1.25 | 66.66% | N/A |
| 29-37 | 2.0 | 1.5 | 66.66% | 60% |
| 38-46 | 2.0 | 1.75 | 66.66% | 60% |
| 47-64 | 2.0 | 1.85 | 66.66% | 60% |
| 65-88 | N/A | 2.0 | N/A | 66.66% |

**60 Quarter Credit Hour Program.**
Total credits that may be attempted:
90 (150% of 60).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.1 | 66.66% | 55% |
| 43-48 | 2.0 | 1.25 | 66.66% | 60% |
| 49-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-90 | N/A | 2.0 | N/A | 66.66% |

**92 Quarter Credit Hour Program.**
Total credits that may be attempted:
135 (150% of 92).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-19.5 | 2.0 | N/A | 66.66% | N/A |
| 20-33.5 | 2.0 | 0.5 | 66.66% | N/A |
| 34-49 | 2.0 | 1.0 | 66.66% | 25% |
| 49.5-62.5 | 2.0 | 1.3 | 66.66% | 35% |
| 63-76.5 | 2.0 | 1.7 | 66.66% | 45% |
| 77-92 | 2.0 | 2.0 | 66.66% | 55% |
| 92.5-108 | 2.0 | 2.0 | 66.66% | 60% |
| 108.5-123.5 | 2.0 | 2.0 | 66.66% | 63% |
| 124-138 | N/A | 2.0 | N/A | 66.66% |

| 113 Quarter Credit Hour Program. Total credits that may be attempted: 169 (150% of 113) | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-25 | 2.0 | N/A | 66.66% | N/A |
| 26-40 | 2.0 | 0.2 | 66.66% | N/A |
| 41-56 | 2.0 | 0.4 | 66.66% | 20% |
| 57-68 | 2.0 | 0.6 | 66.66% | 25% |
| 69-81 | 2.0 | 0.8 | 66.66% | 35% |
| 82-96 | 2.0 | 1.0 | 66.66% | 45% |
| 97-109 | 2.0 | 1.2 | 66.66% | 50% |
| 110-125 | 2.0 | 1.5 | 66.66% | 55% |
| 126-141 | 2.0 | 1.7 | 66.66% | 60% |
| 142-153 | 2.0 | 1.85 | 66.66% | 65% |
| 154-169 | N/A | 2.0 | N/A | 66.66% |

## APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

## SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

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

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

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

## Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

## Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

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

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

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

## Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

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

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

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

## Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

## Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first

evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status will adhere to the requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

### Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

### SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

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

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

### SAP Not Met and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

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

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

**NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.**

### SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

**Retaking Passed Coursework**

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

**Retaking Failed Coursework**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

**ADD/DROP POLICY (LINEAR PROGRAMS ONLY)**

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

**Full Term Courses**

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

**Mini-Term Courses**

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

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

**Effects of Add/Drop on Financial Aid Calculation**

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

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

**ATTENDANCE POLICY**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

**In clock hour modular programs**, the student is awarded one hour of attendance for each 50-minute academic hour attended (there is a 10-minute administrative grace period).

### Establishing Attendance / Verifying Enrollment

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

### Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

**In clock hour modular programs**, the "Percentage Absence Rule" (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

### Make-Up Attendance

**In clock hour modular programs**, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after mod end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

### Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

**NOTE**: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

### Percentage Absence Rule (Modular Programs)

For students who **have not** previously violated the attendance policy:

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

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

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

**Percentage Absence Rule (Clock Hour Modular Programs)**

| Percentage | Action Taken |
|---|---|
| 10% of the total hours in each module – first occurrence in a payment period | Attendance warning letter sent<br><br>Student is advised about the importance of making up attendance. |
| 10% of the total hours in each module – second occurrence in a payment period | Attendance warning letter sent<br><br>Student is advised and required to make up attendance |
| 10% of the total hours in each module – third occurrence, and those that occur beyond the third | Withdrawn from the module and dismissed from school.<br><br>Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance |
| More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement | Attendance warning letter sent<br><br>Student is advised and required to make up attendance |
| More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement | Withdrawn from the module and dismissed from school.<br><br>Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. **Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.** |

**Percentage Absence Rule (Linear Programs)**
> The following rule shall apply:

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

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:
- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school.

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

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

**Date of Determination (DOD)**
The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:
- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

**Attendance Records**

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

## ATTENDANCE REQUIREMENTS FOR PRACTICAL NURSING STUDENTS

- The program encompasses 1399 clock hours. Students are expected to schedule any appointments after school hours.
- Students who are absent from the classroom have the responsibility to acquire information that was covered during that class time.
- Students cannot miss more than 6 clinical days for the entire program.
- Students cannot miss more than 2 clinical days per level.
- After 2 clinical absences or 2 theory absences in one level the student will be placed on attendance probation until the end of that level. While on probation, the student must maintain perfect attendance.
- If the student does not have perfect attendance while on attendance probation they will be dismissed from the program. The student can go before the Appeals Board if they wish to return to the program.
- Tardiness and leaving class early will be calculated into hours missed.
- All missed clinical time must be made up.

## LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances, and
b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

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

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

## Re-admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

## Extension of a Leave of Absence

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

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

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

**Failure to Return from a 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 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.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

**Possible Effects of a Leave of Absence**

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

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

## EXTERNSHIP TRAINING

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

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

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

## WITHDRAWAL PROCEDURES

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

## MAKE-UP WORK

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

## REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

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

## REQUIREMENTS FOR GRADUATION FOR PRACTICAL NURSING PROGRAM

- 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;

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.

Practical Nursing graduates are immediately eligible to apply to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Candidates who pass the exam are considered Licensed Practical Nurses.

## VETERAN'S EDUCATION BENEFITS

### Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

### Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

### Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the school. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

## APPEALS POLICIES

### Student Academic Appeals Policy

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

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:
- Notice of final grades:
  — Modular - the date the grade(s) are mailed from the school
  — Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
  — Modular – third calendar day of the subsequent module
  — Linear - first day of the subsequent term

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

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

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

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

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

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

### Assignments/Test Grades

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

### Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:
1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

### Attendance Violation Appeals Policy

Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:
1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

### SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS POLICY

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

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

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

# FINANCIAL INFORMATION

### STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A

student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

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

## TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

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

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

## TUITION CHARGES FOR RE-ENTRY

- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- **Students re-entering a modular program within 180 days**:
  - Same Program (Same/New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
  - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
  - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment
- **Students re-entering greater than 180 days less than 365 days:**
  - Same Program (Same/New Program Version): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
  - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment.  Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines
  - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

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

## TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

## ADDITIONAL FEES AND EXPENSES

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

## VOLUNTARY PREPAYMENT PLAN

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

## BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the sixth business day following the signing of the agreement, whichever is longer, and the applicant will receive a full refund of all monies paid.

Applicants who have signed the Enrollment Agreement but have not yet visited the school may also cancel within three business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

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

## OFFICIAL WITHDRAWALS

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

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

**Modular Programs**: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

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

## FEDERAL FINANCIAL AID RETURN POLICY

### Student Financial Aid (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

### Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

The school must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans

3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:
1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

## Return of Unearned Title IV Funds
The school must return the lesser of:
- The amount of Title IV program funds that the student did not earn; or
- The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50.
Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Finance Office will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.

## Time frame within which Institution is to Return Unearned Title IV Funds
The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

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

## REFUND POLICIES
If a state refund policy can provide a larger refund to the student than the school's institutional refund policy, it will be included in the Enrollment Agreement, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

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

The school will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period

of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

## TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, the school may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to the school.

## EFFECT OF LEAVE OF ABSENCE ON REFUNDS

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

## TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

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

## STUDENTS CALLED TO ACTIVE MILITARY DUTY

### Newly Admitted Students

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

### Continuing Students

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

### Continuing Modular Diploma Students

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

## STUDENT FINANCING OPTIONS

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

### Financial Assistance

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

### Student Eligibility

To receive financial assistance you must:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;

3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

## Federal Financial Aid Programs

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

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

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

## Alternative Loan Programs

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap.  Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approval and origination fees may be based on credit
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.
Please see one of the Student Finance Planners for further information.

## GRANTS AND SCHOLARSHIPS

## Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

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

## Dream Award Program and Scholarships

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.
**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:
1. A scholarship worth $2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A plaque
3. $100 Visa gift card
**Regional & National Dream Award:** Following the close of the nomination period for the Campus Dream Award, the regional and national recipients will be selected from the campus nominees by the divisional leadership and the executive management team.
The regional winners will be selected from the pool of campus winners and will receive:
1. A regional trophy

2. $1,000 Visa gift card

The national award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCi Presidents' Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all-expense paid trip to the Fall Presidents' Meeting,
3. $2,500 Visa gift card,
4. A trophy,
5. A letter of recognition, and
6. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

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

## Everest College Scholarships

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

- One $1,000 Scholarship
- Two $750 Scholarships
- Two $500 Scholarships

These scholarships do not include books or registration fee.

## Imagine America Scholarship

The campus participates in the Imagine America scholarship program administered by the Imagine America Foundation. The Imagine America scholarships are valued at $1,000 each and may be awarded to graduating seniors from participating high schools. Applicants must graduate high school with a GPA of 2.5 or above and may be requested to demonstrate commitment to community service and/or demonstrate financial need. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid.

Applicants may apply for this scholarship online at www.imagine-america.org. Applicants may apply for this scholarship beginning January 1st of the year in which they graduate and scholarship certificates will be accepted until December 31st of the year in which they are awarded.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement and are non-transferable and cannot be exchanged for cash. The scholarship cannot be used in conjunction with any of the other scholarships offered at the campus.

## Military Scholarships and Grants, including Active Duty, Veterans and Family

The campus is recognized by many public and non-profit organizations as an approved institution to serve the military community.  As educational benefit programs become available, the campuses seek eligibility with the funding organizations.  Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

## Military Scholarships

Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans using VA Education Benefits are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.  Applications may be requested from the Admissions Office.

**Eligibility:** Applicants must meet entrance requirements for program of study. Applicants must be a US military service member or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

**Payment Schedule:**

| Member Status | Military Scholarship Amount |
|---|---|
| **U.S. Military Service Member** – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard and Reservists | 50% of tuition |
| **Military Spouse –** spouse of active-duty military personnel serving in the Armed Forces | 10% of tuition |
| **Veteran** – veteran using VA education benefits | 10% of tuition |
| **Military Dependents –** using VA education benefits | 10% of tuition |

## Veteran's Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:
  http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
- The Montgomery GI Bill–Selected Reserve:
  http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
- Dependents' Educational Assistance Program (DEA):
  http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
- Veterans' Educational Assistance Program (VEAP):
  http://www.gibill.va.gov/pamphlets/ch32/ ch32_pamphlet.pdf
- Reserve Educational Assistance Program (REAP):
  http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
- The Post-9/11 GI Bill:
  http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
- U.S. Army:
  http://www.goarmy.com/benefits/education.jsp
- U.S. Navy:
  http://www.navy.com/navy/joining/education-opportunities.html
- U.S. Air Force:
  http://www.airforce.com/opportunities/enlisted/education or www.airforce.com/opportunities/officer/education
- Marine Corps:
  http://www.marines.com/main/index/quality_citizens/benefit_of_services/education

# ADMINISTRATIVE POLICIES

## STATEMENT OF NON-DISCRIMINATION

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

## DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

## DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical

condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

## DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCi Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCi Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

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

## CODE OF STUDENT CONDUCT

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

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

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

### Conduct Affecting the Safety of the Campus Community

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

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or

dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

## Other Prohibited Conduct

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

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

## Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:
- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the Campus President

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

## Inquiry by the Campus President

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

## Conduct Which Does Not Warrant a Suspension or Dismissal

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

## Conduct Which Warrants a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:
- The conduct for which the sanction is being imposed;
- The specific sanction being imposed;
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

## ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

## STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

## COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

## SEXUAL HARASSMENT POLICY

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

## SANCTIONS

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

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

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

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

## APPEAL PROCESS

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

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

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

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

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

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:
- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

## RECORDS OF DISCIPLINARY MATTER

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

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

## STUDENT COMPLAINT PROCEDURE

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

## DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a professional atmosphere. In addition, students may be required to wear uniforms that present a professional appearance.

## NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

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

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

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

   Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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

## STUDENT RECORDS

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

## TRANSCRIPT AND DIPLOMA RELEASE

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

## CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

## DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

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

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

**STATISTICAL INFORMATION**

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

**CAMPUS COMPLETION RATE REPORTS**

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

# STUDENT SERVICES

**ORIENTATION**

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

**HEALTH SERVICES**

Everest does not provide health services.

**HOUSING**

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

**STUDENT ADVISING**

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

**EVEREST CARE PROGRAM**

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

**PLACEMENT ASSISTANCE**

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

# PROGRAMS OFFERED

| Program | Credential |
|---|---|
| Business Accounting | Diploma |
| Dental Assistant | Diploma |
| Electrician | Diploma |
| Massage Therapy | Diploma |
| Medical Administrative Assistant | Diploma |
| Medical Assistant | Diploma |
| Medical Insurance Billing and Coding | Diploma |
| Pharmacy Technician | Diploma |
| Practical Nursing | Diploma |
| Surgical Technologist | Diploma |
| Nursing | Associate of Science Degree |

# MODULAR PROGRAMS

**BUSINESS ACCOUNTING**
*Diploma Program*
36 Weeks – 900 Hours, 54 Credits

V 3.0

This program consists of two pre-requisite modules, five self-contained modules, a capstone module, and a certification preparation module for Microsoft Excel and QuickBooks. Each student must successfully complete the pre-requisite modules before moving on to the next five modules and complete those five before moving on to the capstone and certification preparation modules. 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 bookkeepers and accounting support workers using modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of related areas, including Payroll & Corporate Accounting, Computer Applications, Ethics & Etiquette in the workplace, and Job Search / Interviewing skills.

This program prepares the student for an entry-level position in an accounting department of a large company or as a bookkeeper in a small business. Each module is four (4) weeks in length.

| Module ID and Title | | Total Hours | Total Credits |
|---|---|---|---|
| ACCT 1001Z | Basic Computing | 100 | 6.0 |
| ACCT 1002Z | Accounting Foundations | 100 | 6.0 |
| ACCT 2001Z | Accounting II | 100 | 6.0 |
| ACCT 2002Z | Spreadsheet Applications | 100 | 6.0 |
| ACCT 2005Z | QuickBooks | 100 | 6.0 |
| ACCT 2006Z | Introduction to Business and Taxation | 100 | 6.0 |
| ACCT 2007Z | Bookkeeping and Payroll | 100 | 6.0 |
| ACCT 3001Z | Capstone | 100 | 6.0 |
| ACCT 3002Z | Certification Preparation | 100 | 6.0 |
| | **Total** | **900** | **54** |

**ACCT 1001Z - Basic Computing**                                                          **6.0 Quarter Credits**
Entry-level topics related to the functionality, use, and troubleshooting of personal computer hardware and software will be examined. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None
Lecture Hours: 60 Lab Hours: 40 Other Hours: 00 Outside Hours: 25

**ACCT 1002Z - Accounting Foundations**                                               **6.0 Quarter Credits**
In this module, students will explore the uses, scope and functions of accounting processes commonly used to convert economic data into relevant financial information. Students will be introduced to the basic accounting standards, business math and top line data analysis with an emphasis on making sound financial decisions in actual business situations. Topics will include the recording of basic transactions, double entry accounting, and completing the accounting cycle. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None
Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

**ACCT 2001Z - Accounting II**                                                              **6.0 Quarter Credits**
Students in this Module will learn how managers use accounting to make critical business decisions by using various industry standard reporting and analysis methodologies. Students will focus on the use of accounting information for planning and control, measuring performance, statement of cash flows, financial statement analysis, and making financially sound decisions. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACCT 1001Z & ACCT 1002Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

**ACCT 2002Z - Spreadsheet Applications**                                            **6.0 Quarter Credits**
In this Module students will discover how Microsoft Excel can be used to accomplish the objectives of accounting and auditing. Students will learn how to utilize Excel in common accounting tasks such as calculating depreciation, payroll, accounts payable, calculating financial statement ratios and inventory management. Students will also be exposed to additional industry standard accounting and spreadsheet programs commonly used in businesses. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACCT 1001Z & ACCT 1002Z
Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

| **ACCT 2005Z – QuickBooks** | **6.0 Quarter Credits** |
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In this Module, students will be introduced to using the QuickBooks software package to accomplish basic accounting functions. Students will cover the entire accounting cycle for a company using QuickBooks including sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures. Training exercises will let students practice the entries for recording of sales, purchases, receivables, payables, and other common events. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: ACCT 1001Z & ACCT 1002Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

| **ACCT 2006Z - Introduction to Business and Taxation** | **6.0 Quarter Credits** |
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This Module will introduce the student to the environment in which business is conducted, including examples of business industries, legal forms of business, stakeholders of a business, and the impact of the legal environment upon a business. Students will also learn how taxes affect decisions by studying sales and property taxes, calculating payroll taxes and preparing a basic individual tax return. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: ACCT 1001Z & ACCT 1002Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

| **ACCT 2007Z - Bookkeeping and Payroll** | **6.0 Quarter Credits** |
| --- | --- |

In this Module, students will be introduced to the bookkeeping process. Topics covered include journalizing and posting, special journals, financial statements, and completing the bookkeeping cycle. Students will also be exposed to basic payroll functions including processing payroll and maintaining personnel and payroll information in accordance to established laws. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACCT 1001Z & ACCT 1002Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

| **ACCT 3001Z - Capstone** | **6.0 Quarter Credits** |
| --- | --- |

In this Module, students will work on a Microsoft Excel project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: ACCT 2001Z, ACCT 2002Z, ACCT 2005Z, ACCT 2006Z, ACCT 2007Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

| **ACCT 3002Z – Certification Preparation** | **6.0 Quarter Credits** |
| --- | --- |

In this Module, students will work on a QuickBooks project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: ACCT 2001Z, ACCT 2002Z, ACCT 2005Z, ACCT 2006Z, ACCT 2007Z Lecture Hours: 60 Lab Hours: 40 Outside Hours: 25

**DENTAL ASSISTANT**
Diploma Program
33 Weeks – 760 Hours, 48 Credits

The goal of the Dental Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental 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 Assistant program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

| Module | Module Title | Total Hours | Total Credits |
|--------|-------------|-------------|---------------|
| Module A | Dental Office Emergencies and Compliance | 80 | 6.0 |
| Module B | Dental Radiography | 80 | 6.0 |
| Module C | Dental Specialties | 80 | 6.0 |
| Module D | Operatory Dentistry | 80 | 6.0 |
| Module E | Laboratory Procedures | 80 | 6.0 |
| Module F | Dental Anatomy and Orthodontics | 80 | 6.0 |
| Module G | Dental Health | 80 | 6.0 |
| Module X | Dental Assistant Externship | 200 | 6.0 |
| | Total | 760 | 48.0 |

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

**Module A – Dental Office Emergencies and Compliance**　　　　　　　　　　　　　　**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module B – Dental Radiography**　　　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credits**
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.  Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module C – Dental Specialties**                                                            **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours 40 Lab Hours 40 Outside Hours: 20

**Module D – Operatory Dentistry**                                                            **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module E – Laboratory Procedures**                                                        **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module F – Dental Anatomy and Orthodontics**                                              **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module G – Dental Health**                                                                  **6.0 Quarter Credits**
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.  Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None. Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module X – Dental Assistant Externship**                                                    **6.0 Quarter Credits**
This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200

**ELECTRICIAN**
Diploma Program
36 Weeks – 720 Hours, 59 Credits

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. Through the Electrician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level apprentice or trainee positions with employers of commercial and residential electricians, preventive maintenance electricians, production electricians, bench electricians, repair electricians, industrial maintenance electricians, programming electricians, maintenance technicians, field service electricians, installation electricians, and any manufacturing industry or market sector employer that has a need for electricians.

Upon successful completion of all program modules, students will be awarded a diploma.

| Course Number | Course Title | Total Hours | Total Credits |
|---|---|---|---|
| EEV 1031 | Electrical Theory | 80 | 8.0 |
| EEV 1176 | NEC/Safety/Hand Tools and Conduit Bending | 80 | 6.0 |
| EEV 1174 | Residential, Commercial and NEC Requirements | 80 | 6.0 |
| EEV 1271 | Transformer Principles and Test Equipment | 80 | 6.0 |
| EEV 1208 | Power Distribution | 80 | 7.0 |
| EEV 2193 | Hazardous Locations and Renewable Energy | 80 | 7.0 |
| EEV 2034 | Motor Concepts | 80 | 7.0 |
| EEV 2038 | Advanced Industrial Controls | 80 | 6.0 |
| EEV 2039 | Solid State Controls and Industrial Automation | 80 | 6.0 |
| | **Total** | **720** | **59.0** |

**EEV 1031 - Electrical Theory**                                         **8 Quarter Credits**
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will learn concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test -taking. Out-of -class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 80 Lab Hours: 00 Outside Hours: 20

**EEV 1176 - NEC/Safety/Hand Tools and Conduit Bending**             **6 Quarter Credits**
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will learn NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**EEV 1174 - Residential/Commercial and NEC Requirements**            **6 Quarter Credits**
Students will learn wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**EEV 1271 - Transformer Principles and Test Equipment**            **6 Quarter Credits**
Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1031** Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **EEV 1208 - Power Distribution** | **7 Quarter Credits** |
|---|---|
| Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1176** Lecture Hours: 60 Lab Hours: 20 Outside Hours: 20 | |
| **EEV 2193 - Hazardous Locations & Renewable Energy** | **7 Quarter Credits** |
| Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging, and renewable energy. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1174** Lecture Hours: 60 Lab Hours: 20 Outside Hours: 20 | |
| **EEV 2034 - Motor Concepts** | **7 Quarter Credits** |
| Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1271** Lecture Hours: 60 Lab Hours: 20 Outside Hours: 20 | |
| **EEV 2038 - Advanced Industrial Controls** | **6 Quarter Credits** |
| Students will learn solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1271** Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20 | |
| **EEV 2039 - Solid State Controls and Industrial Automation** | **6 Quarter Credits** |
| Students will learn solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Out -of-class activities will be assigned and assessed as part of this module. Prerequisite: **EEV 1271** Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20 | |

**MASSAGE THERAPY**
Diploma Program
40 Weeks – 750 Hours, 55 Credits

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.

| Module | Module Title | Total Hours | Total Credits |
|--------|--------------|-------------|---------------|
| MTD100 | Introduction to Massage Therapy | 80 | 6.0 |
| MTD201 | Business and Ethics | 80 | 6.0 |
| MTD237 | Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage | 80 | 6.0 |
| MTD263 | Eastern Theory and Practice | 80 | 6.0 |
| MTD220 | Energy & Non-Traditional Therapies, Wellness & CPR | 80 | 6.0 |
| MTD282 | Deep Tissue, Myofascial Release & Pin and Stretch | 80 | 6.0 |
| MTD214 | Neuromuscular/Trigger Point and Muscle Energy Techniques | 80 | 6.0 |
| MTD246 | Clinical and Sports Massage | 80 | 6.0 |
| MTD295 | Health and Wellness | 80 | 6.0 |
| MTD278 | Massage Therapy Clinic | 30 | 1.0 |
| | **Total** | **750** | **55.0** |

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

**MTD 100 – Introduction to Massage Therapy**                                          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**MTD 201 - Business and Ethics**                                          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**MTD 237 - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage  6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**MTD 263 – Eastern Theory and Practice**                                          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 220 – Energy & Non-Traditional Therapies, Wellness & CPR** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 282- Deep Tissue, Myofascial Release & Pin and Stretch** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 214 – Neuromuscular/Trigger Point and Muscle Energy Techniques** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 246 - Clinical and Sports Massage** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 295 – Health and Wellness** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MTD100 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

| **MTD 278 – Massage Clinic** | **1.0 Quarter Credit** |
|---|---|

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 Lab Hours: 00 Other Hours: 30

**MEDICAL ADMINISTRATIVE ASSISTANT**
Diploma Program
33 Weeks – 760 Hours, 48 Credits

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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 200-clock hour externship (Module X). Completion of the Medical Administrative Assistant program is acknowledged by the awarding of a diploma.

| Module | Module Title | Total Hours | Total Credits |
|---|---|---|---|
| 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 Procedures | 80 | 6 |
| Module G | Dental Administrative Procedures | 80 | 6 |
| Module X | Medical Administrative Assistant Externship | 200 | 6 |
| | Total | 760 | 48 |

**Module A - Office Finance**          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

**Module B - Patient Processing and Assisting**          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

**Module C - Medical Insurance**          **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: None  Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

| **Module D - Insurance Plans and Collections** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: None  Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

| **Module E - Office Procedures** | **6.0 Quarter Credits** |
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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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: None  Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

| **Module F - Patient Care and Computerized Practice Management Procedures** | **6.0 Quarter Credits** |
|---|---|

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 Assistant 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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: None  Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

| **Module G - Dental Administrative Procedures** | **6.0 Quarter Credits** |
|---|---|

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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: None  Lecture Hours: 40 Labs Hours: 40 Outside Hours: 20

| **Module X – Medical Administrative Assistant Externship** | **6.0 Quarter Credits** |
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Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisites: Modules A - G.  Lecture Hours: 00 Lab Hours: 00 Other Hours:  200

**MEDICAL ASSISTANT**
Diploma Program
41 Weeks – 920 Hours, 60 Credits

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills.  Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

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

**Note:** While Everest maintains national accreditation for the institution as a whole, the Medical Assistant program is not programmatically accredited by Accrediting Bureau of Health Education Schools (ABHES) or Commission on Accreditation of Allied Health Education Programs/Medial Assisting Education Review Board (CAAHEP/MAERB). Without this programmatic accreditation, Medical Assistant graduates will not be eligible to take the Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants (AAMA). However, upon graduation, students will be eligible to take the Registered Medical Assistant exam (RMA) administered by the American Medical Technologists (AMT) and the NCMA exam administered by the National Center for Competency Testing (NCCT).

| Course Number | Course Title | Total Hours | Total Credits |
|---|---|---|---|
| Module MAINTRO | Introduction to Medical Assisting | 80 | 6.0 |
| Module A | Integumentary, Sensory, and Nervous Systems, Patient Care and Communication | 80 | 6.0 |
| Module B | Muscular System, Infection Control, Minor Office Surgery, and Pharmacology | 80 | 6.0 |
| Module C | Digestive System, Nutrition, Financial Management, and First Aid | 80 | 6.0 |
| Module D | Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR | 80 | 6.0 |
| Module E | Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures | 80 | 6.0 |
| Module F | Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics | 80 | 6.0 |
| Module G | Medical Law and Ethics, Psychology, and Therapeutic Procedures | 80 | 6.0 |
| Module H | Health Insurance Basics, Claims Processing, and Computerized Billing | 80 | 6.0 |
| Module X | Medical Assistant Diploma Program Externship | 200 | 6.0 |
| | **Total** | **920** | **60.0** |

**Module Descriptions**

Module descriptions include the module number, title, and synopsis, a listing of the lecture hours, laboratory hours, externship hours, and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture, 40 hours of laboratory work, and provides 6 Quarter Credit units.

**Module MAINTRO - Introduction to Medical Assisting**         **6.0 Quarter Credits**

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture: 40 Hours Lab: 40 Hours Outside Hours: 26

**Module A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication**

**6.0 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 27

**Module B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology**   **6.0 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 25

**Module C - Digestive System, Nutrition, Financial Management, and First Aid**      **6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and

spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 27

**Module D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR          6.0 Quarter Credits**
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).  Out-of-class activities will be assigned and assessed as part of this module. [Prerequisite: MAINTRO] Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer)  Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab)  Outside Hours: 28.0

**Module E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures   6.0 Quarter Credits**
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).  Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 25

**Module F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics        6.0 Quarter Credits**
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).  Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab)  Outside Hours: 28

**Module G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures           6.0 Quarter Credits**
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are

discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 30

**Module H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**

**6.0 Quarter Credits**

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hours (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hours (30 in Clinical Lab/10 in Computer Lab) Outside Hours: 29

**Module X - Medical Assistant Diploma Program Externship**             **6.0 Quarter Credits**

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

**MEDICAL INSURANCE BILLING AND CODING**
*Diploma Program*
33 Weeks – 760 Hours, 41 Credits

V 2.0

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 Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn 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.

| Module Number | Module Title | Total Hours | Total Credits |
|---|---|---|---|
| MEDINTROZ | Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel | 80 | 5.0 |
| MIBCLZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems | 80 | 5.0 |
| MIBGUZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System | 80 | 5.0 |
| MIBIEZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology | 80 | 5.0 |
| MIBMSZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System | 80 | 5.0 |
| MIBRGZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems | 80 | 5.0 |
| MIBSNZ | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology | 80 | 5.0 |
| MIBPCZ | MIBP Practicum | 200 | 6.0 |
| **OR** | | | |
| MIBXTZ | MIBXT Externship | 200 | 6.0 |
| | **Total** | **760** | **41.0** |

**Module MEDINTROZ - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel          5.0 Quarter Credits**
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment.  Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours:  20

**Module MIBCLZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems          5.0 Quarter Credits**
 This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily

financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.   Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module MIBGUZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System**         **5.0 Quarter Credits**
 This module presents a study of basic medical terminology focused on the genitourinary system. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.  Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module MIBIEZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology**         **5.0 Quarter Credits**
 This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.   Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40  Outside Hours: 20

**Module MIBMSZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System**                                                      **5.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the musculoskeletal system. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module MIBRGZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems**                                        **5.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40 Outside Hours:  20

**Module MIBSNZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology**                                     **5.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. 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 within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be

stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.   Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTROZ  Lecture Hours: 40 Lab Hours: 40 Outside Hours:  20

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

**Module MIBPCZ – Practicum**                                                                       **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200-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 and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 100 and 200 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: All classes in the Medical Insurance Billing and Coding diploma program must be completed prior to enrollment.  Lecture Hours: 000 Lab Hours: 000 Other Hours:  200

**OR**

**Module MIBXTZ – Externship**                                                                     **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour unpaid externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100 and 200-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: All classes in the Medical Insurance Billing and Coding diploma program must be completed prior to enrollment.  Lecture Hours: 000 Lab Hours: 000 Other Hours:  200

**PHARMACY TECHNICIAN**
Diploma Program
33 Weeks – 760 Hours, 48 Credits

The Pharmacy Technician diploma program provides both technical and practical training which 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 which 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).

| Module Number | Module Title | Total Contact Hours | Quarter Credits |
|---|---|---|---|
| Module A | Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems | 80 | 6.0 |
| Module B | Aspects of Retail Pharmacy and Pharmacology of the Nervous System | 80 | 6.0 |
| Module C | History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice | 80 | 6.0 |
| Module D | Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses | 80 | 6.0 |
| Module E | Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System | 80 | 6.0 |
| Module F | Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System | 80 | 6.0 |
| Module G | Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System | 80 | 6.0 |
| Module X | Clinical Externship | 200 | 6.0 |
| | **Total** | **760** | **48.0** |

**Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems**
**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System**          **6.0 Quarter Credits**
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label.  This module also covers how to read a drug label.   Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants.  This module will include C.P.R. certification.  Hands-on skills in the laboratory practice setting are performed.  Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40  Outside Hours: 20

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

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

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

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20

**Module X - Clinical Externship** **6.0 Quarter Credits**

This 200-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: Completion of Didactic Program – Student must complete all modules prior to externship placement. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200

**PRACTICAL NURSING**
Diploma Program
Ft - 48 Weeks – 1399 Hours – 92 Credits
Pt - 96 Weeks – 1399 Hours – 92 Credits

V 2

The Practical Nursing program will prepare the nursing student for entry level roles of the practical nurse in the ever-evolving health care field. The program includes a focus on issues, concepts, and principles of nursing. A graduate of this nursing program will be prepared to assume the entry level role of 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.

At the completion of this program, the nursing student will be prepared to take the NCLEX-PN exam for practical nursing licensure. Once licensed, the individual may use the title of Licensed Practical Nurse and practice in entry-level staff positions in various health care agencies.

| Course Number | Class Title | Total Hours | Quarter Credits |
|---|---|---|---|
| | Level 1 | | |
| NSG101d | Fundamentals of Nursing | 160 | 13 |
| NSG105 | Anatomy & Physiology | 65 | 5.5 |
| NSG102d | Pharmacology | 60 | 5 |
| NSG103b | Geriatric Nursing | 25 | 2.5 |
| NSG104d | Nutrition | 20 | 2 |
| NSG100N | Competency Checks | 10 | 0.5 |
| NSG100T | Level 1 Clinical | 152 | 5 |
| | Level 2 | | |
| NSG201d | Medical Surgical Nursing/ Integumentary System | 35 | 3 |
| NSG202d | Medical Surgical Nursing/ Respiratory System | 45 | 4 |
| NSG203d | Medical Surgical Nursing/ Musculoskeletal System | 35 | 3 |
| NSG204d | Medical Surgical Nursing/ Cardiovascular System | 50 | 4.5 |
| NSG205d | Medical Surgical Nursing/ Gastrointestinal | 45 | 4 |
| NSG206d | Medical Surgical Nursing/ Neurosensory System | 45 | 4 |
| NSG200N | Competency Checks | 10 | 0.5 |
| NSG200T | Level 2 Clinical | 176 | 6 |
| | Level 3 | | |
| NSG301a | Maternal Infant Nursing | 45 | 4 |
| NSG302a | Mental Health | 35 | 3 |
| NSG303b | Medical Surgical Nursing/ Genitourinary System | 35 | 3 |
| NSG304b | Pediatric Nursing | 45 | 4 |
| NSG305b | Management & Supervision | 40 | 3.5 |
| NSG306b | Medical Surgical Nursing/ Endocrine System | 45 | 4 |
| NSG300N | Competency Checks | 45 | 2 |
| NSG300T | Level 3 Clinical | 176 | 6 |
| | **Total** | **1399** | **92** |

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.

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**NSG 101d - Fundamentals of Nursing**                                    **13.0 Quarter Credits**
This Module includes classroom instruction, skills lab, and clinical experience in the skilled nursing and/or 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, 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. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisite: None Lecture Hours: 104 Lab Hours: 56  Other Hours: 00

**NSG 105 - Anatomy & Physiology**                                      **5.5 Quarter Credits**
This course is a study of the structure and function of the human body and its parts including relationships and functions of the body systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 45 Lab Hours: 20 Other Hours: 00

**NSG102d - Pharmacology**                                              **5.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: NSG 101d Lecture Hours: 40 Lab Hours: 20 Other Hours: 00

**NSG103b - Geriatric Nursing**                                         **2.5 Quarter Credits**
This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours: 25 Lab Hours: 00 Other Hours: 00

**NSG104d - Nutrition**                                                 **2.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: NSG 101d Lecture Hours: 20 Lab Hours: 00 Other Hours: 00

**NSG100t - Level I Clinical Experience**                               **5.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None  Lecture Hours: 00 Lab Hours: 00 Other Hours: 152

**NSG 100Ta - Clinical Experience**                                     **1.0 Quarter Credit**
In long-term 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 will be accomplished. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None Lecture Hours: 00 Lab Hours: 00 Other Hours: 32

**NSG 100Tb - Clinical Experience**                                     **4.0 Quarter Credits**
In long-term 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 00 Lab Hours: 00 Other Hours: 120

**NSG 100N - Competency Check-offs**                                    **0.5 Quarter Credits**
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during 100 Level courses and clinical experiences. Out-of-class activities will be assigned and assessed as part of this module. Grade: Pass/Fail.  Prerequisite:  NSG 100t Lecture Hours: 00 Lab Hours: 10  Other Hours:00

**NSG201d - Medical Surgical Nursing/ Integumentary System**           **3.0 Quarter Credits**
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 Level courses Lecture Hours: 25 Lab Hours: 10 Other Hours: 00

**NSG202d - Medical Surgical Nursing/ Respiratory**                    **4.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: All 100 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG203d** - **Medical Surgical Nursing/ Musculoskeletal**            **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 Level courses Lecture Hours: 25 Lab Hours: 10 Other Hours: 00

**NSG204d - Medical Surgical Nursing/ Cardiovascular System**          **4.5 Quarter Credits**
This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 Level courses Lecture Hours: 40 Lab Hours: 10 Other Hours: 00

**NSG205d - Medical Surgical Nursing/ Gastrointestinal System**        **4.0 Quarter Credits**
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG 206d - Medical Surgical Nursing/ Neurosensory System**                   **4.0 Quarter Credits**
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG 200T - Level II Clinical Experience**                   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: All 100 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 176

**NSG 200Ta - Clinical Experience**                   **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: All 100 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 88

**NSG 200Tb - Clinical Experience**                   **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: All 100 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 88

**NSG 200N - Competency Check-offs**                   **0.5 Quarter Credits**
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during the 200 Level courses and clinical experiences. Out-of-class activities will be assigned and assessed as part of this module. Grade: Pass/Fail Prerequisite: All 100 Level courses Lecture Hours: 00 Lab Hours: 10 Other Hours: 00

**NSG 301a - Maternal and Infant Nursing**                   **4.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG 302a - Mental Health Nursing**                   **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 25 Lab Hours: 10 Other Hours: 00

**NSG 303b - Medical Surgical Nursing/ Genitourinary System**                   **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 25 Lab Hours: 10 Other Hours: 00

**NSG 304b - Pediatric Nursing/Growth and Development**                   **4.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG 305b - Leadership and Supervision**                   **3.5 Quarter Credits**
Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 30 Lab Hours: 10 Other Hours: 00

**NSG 306b - Medical Surgical Nursing/Endocrine System**                   **4.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: All 100 and 200 Level courses Lecture Hours: 35 Lab Hours: 10 Other Hours: 00

**NSG 300T - Level III Clinical Experience**                                    **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 and 200 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 176

**NSG 300Ta - Clinical Experience**                                             **6.0 Quarter Credits**
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; and Advanced Medical Surgical Nursing. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 and 200 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 88

**NSG 300Tb - Clinical Experience**                                             **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisites: All 100 and 200 Level courses Lecture Hours: 00 Lab Hours: 00 Other Hours: 88

**NSG 300N - Competency Check-offs**                                            **2.0 Quarter Credits**
The NCLEX-PN preparation component of this course is designed to prepare the student with supervised guided review and practice of the knowledge and skills necessary to demonstrate competency in practical nursing. Components of the course consist of detailed review of nursing content and the scope of practice of the practical nurse. The review will also include test taking strategies and guided practice questions in all areas covered in the practical nursing program. In the competency check component of this course, the student will be tested on randomly selected skills which have been learned and practiced. Out-of-class activities will be assigned and assessed as part of this module.  Grade: Pass/Fail.  Prerequisites: All 100 and 200 Level courses  Lecture Hours: 00 Lab Hours: 45 Other Hours: 00

**Exit Testing**
In order to receive a final grade for the competency course – NSG 300L/ NSG 300N, the student must:
1. Attend the review course for the NCLEX-PN® examination to be offered by the PN Program.
2. Take and pass a HESI exit exam that measures readiness to successfully complete the NCLEX-PN® examination.
3. If the exit exam is not passed, the student will receive a failing "F" grade at this time.
4. Repeat the NSG 300L/ 300N course where the student will follow an individually prescribed remediation plan obtained from the results of the exit examination. Retake an exit examination as necessary in order to receive a passing score. These students will have access to all remediation and practice materials in the Student Success Center/Lab and Library. Students will not be permitted to graduate, and therefore will not be eligible to sit for the NCLEX-PN® until they are successful at completing the remediated course and review plan.

**SURGICAL TECHNOLOGIST**
Diploma Program
48 Weeks –1060 Hours, 53 Credits

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 appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The objective of the Surgical Technologist 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 certified surgical technologists in today's health care centers clinics, and facilities.

Upon successful completion of the entire course of study, students are awarded a diploma in Surgical Technology, and are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

| Course Code | Course Title | Clock Hours | Quarter Credits |
|---|---|---|---|
| SLS 1317Z | Strategies for Health Care Professional Success | 40 | 2.5 |
| STS 1001Z | Principles & Practices of Surgical Technology | 40 | 2.5 |
| BSC 1085Z | Anatomy & Physiology I | 40 | 2.5 |
| BSC 1086Z | Anatomy & Physiology II | 40 | 2.5 |
| HSA 1529Z | Diseases of the Human Body | 40 | 2.5 |
| MCB 2000Z | Microbiology & Infection Control | 40 | 2.5 |
| STS 2007Z | Surgical Pharmacology | 40 | 2.5 |
| STS 2171CZ | Surgical Technology I | 50 | 3.0 |
| STS 2172CZ | Surgical Technology II | 50 | 3.0 |
| STS 2173CZ | Surgical Procedures I | 80 | 5.0 |
| STS 2174CZ | Surgical Procedures II | 80 | 5.0 |
| STS 2175CZ | Clinical Rotation I | 180 | 6.5 |
| STS 2176CZ | Clinical Rotation II | 320 | 12 |
| STS 2200Z | Surgical Technologist Certification Exam Review | 20 | 1.0 |
| | **Total** | **1060** | **53** |

**SLS 1317Z - Strategies for Health Care Professional Success**      **2.5 Quarter Credits**
This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the school and its resources, professionalism, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisite: None* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**BSC 1085Z - Anatomy and Physiology I**      **2.5 Quarter Credits**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisite: None* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**BSC 1086Z - Anatomy and Physiology II**      **2.5 Quarter Credits**
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: BSC 1085Z, SLS 1317Z* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**HSA 1529Z - Diseases of the Human Body**      **2.5 Quarter Credits**
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: SLS 1317Z, BSC 1085Z, BSC 1086Z* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**MCB 2000Z - Microbiology and Infection Control**      **2.5 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this

module. *Prerequisites: SLS 1317Z, BSC 1085Z* Lecture Hours: 40 Lab Hours:  00 Other Hours: 00 Outside Hours: 10

**STS 1001Z - Principles and Practices of Surgical Technology**                                **2.5 Quarter Credits**
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology.  Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, death and dying, legal and ethical responsibilities, the operating room environment, and safety. CPR, OSHA and HIPPA are also offered during this course. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisite: None* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**STS 2007Z - Surgical Pharmacology**                                                              **2.5 Quarter Credits**
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: SLS 1317Z, BSC 1085Z, BSC 1086Z, STS 1001Z* Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 Outside Hours: 10

**STS 2171CZ - Surgical Technology I**                                                            **3.0 Quarter Credits**
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: SLS 1317Z, BSC 1085Z, STS 1001Z* Lecture Hours: 30 Lab Hours: 20 Other Hours: 00 Outside Hours: 12.5

**STS 2172CZ - Surgical Technology II**                                                           **3.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisite: STS 2171CZ* Lecture Hours: 30 Lab Hours: 20 Other Hours 00 Outside Hours: 12.5

**STS 2173CZ - Surgical Procedures I**                                                            **5.0 Quarter Credits**
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, breast, and the genitourinary system, ophthalmic and otorhinolaryngology, oral and maxillofacial surgical specialties with hands-on application utilizing instruments, equipment, and supplies to deliver safe patient care. Out-of-class activities will be assigned and assessed as part of this module.  *Prerequisites: SLS 1317Z, BCS 1085Z, BSC 1086Z, HSA 1529Z, MCB 2000Z, STS 2007Z, STS 2172CZ* Lecture Hours: 40 Lab Hours: 40 Other Hours: 00 Outside Hours: 20

**STS 2174CZ - Surgical Procedures II**                                                           **5.0 Quarter Credits**
This course is designed to introduce surgical pathology and surgical procedures. Emphasis is on surgical procedures related to neurosurgery, cardiovascular and thoracic, plastic and reconstructive, and orthopedics, with hand-on application utilizing instruments, equipment, and supplies to deliver safe patient care. In addition, an emphasis is put on special population patients such as pediatric, geriatric, and trauma patients. Out-of-class activities will be assigned and assessed as part of this module.  *Prerequisite: STS 2173CZ* Lecture Hours: 40 Lab Hours: 40 Other Hours: 00 Outside Hours: 20

**STS 2175CZ - Clinical Rotation I**                                                              **6.5 Quarter Credits**
This course is designed to provide the student with a continued and advancing opportunity to be involved in operative procedures in supervised clinical within clinical facility. As part of the experience, students may rotate throughout various departments within the clinical area, including obstetrics, delivery room, central processing, emergency room, and outpatient surgery areas as the facility allows. Students will experience hands-on learning utilizing instruments, equipment, and supplies in a perioperative clinical setting. Students will be exposed to increasing difficulty of procedures as the clinic site allows. As the capstone course for the surgical technology program, students will be prepared for an entry level surgical technologist position. Students will gain independence in preparing the operating room, opening surgical cases, setting up back tables, mayo stands and turning over the surgical site. Study for national certification exam for Surgical Technologists is required. Out-of-class activities will be assigned and assessed as part of this module.  *Prerequisite: STS 2174CZ*  Lecture Hours:  00 Lab Hours: 00 Other Hours: 180  Outside Hours: 65

**STS 2176CZ - Clinical Rotation II**                                                             **12 Quarter Credits**
This course is a continuation of the skills practiced in STS 2175CZ with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students rotate throughout the operating room to enhance clinical learning experiences. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: STS 2174CZ, STS 2175CZ* Lecture Hours:  00 Lab Hours: 00 Other Hours: 320 Outside Hours: 80

**STS 2200Z** - **Surgical Technologist Certification Examination Review**                        **1.0 Quarter Credit**
This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills.  A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Out-of-class activities will be assigned and assessed as part of this module.  Prerequisite: None *Co-requisite: STS 2176CZ* Lecture Hours:  20 Lab Hours: 00 Other Hours: 00 Outside Hours: 5

# DEGREE PROGRAM

**NURSING**
Associate of Science Degree
24 Months, 113 Credits

V 3

The Associate Degree Nursing program at Everest College is a multiple entry associate degree program that serves the northern Indiana area. As the school has successfully realized a Practical Nursing program for many years, the addition of an associate degree nursing program is a natural progression given the current and projected demands for qualified registered nurses in Indiana.

Everest College proposes to establish a professional generic nursing program for students seeking an Associate of Science in Nursing (ASN) degree. The program may be completed in 2 years (8 quarters) and will attract local applicants and meet the service needs of northern Indiana.

| Quarter I | Course Title | Total Contact Hours | Total Credits |
|---|---|---|---|
| CGS 2160C | Computer Applications | 50 | 4 |
| BSC 1085 | Anatomy and Physiology I | 40 | 4 |
| BSC 2085L | Anatomy and Physiology I Laboratory | 40 | 2 |
| MAT 1033 | College Algebra | 40 | 4 |
| SLS 1110 | Strategies for Nursing Success | 20 | 2 |
| | **Total Hours** | 190 | 16 |
| **Quarter II** | | | |
| BSC 1086 | Anatomy and Physiology II | 40 | 4 |
| BSC 2086L | Anatomy and Physiology II Laboratory | 40 | 2 |
| ENC 1101 | Composition I | 40 | 4 |
| NUR 1020C | Fundamentals of Nursing I | 50 | 3 |
| PSY 2012 | General Psychology | 40 | 4 |
| | **Total Hours** | 210 | 17 |
| **Quarter III** | | | |
| NUR 1025 | Fundamentals of Nursing II | 10 | 1 |
| NUR 1025L | Fundamentals of Nursing II Clinical | 60 | 2 |
| BIO 1087 | Foundations of Microbiology and Chemistry | 40 | 4 |
| BIO 1087L | Foundations of Microbiology and Chemistry Laboratory | 40 | 2 |
| NUR 1140 | Nursing Pharmacology | 30 | 3 |
| | **Total Hours** | 180 | 12 |
| **Quarter IV** | | | |
| HUN 1001 | Basic Nutrition | 20 | 2 |
| SPC 2017 | Oral Communications | 40 | 4 |
| NUR 1212 | Nursing Care of the Adult Client I | 50 | 5 |
| NUR 1212L | Care of the Adult Client I Clinical | 150 | 5 |
| | **Total Hours** | 260 | 16 |
| **Quarter V** | | | |
| NUR 1440 | Maternal Child Nursing | 40 | 4 |
| NUR 1440L | Clinical Practice Maternal Child Nursing | 120 | 4 |
| DEP 2000 | Developmental Psychology | 40 | 4 |
| | **Total Hours** | 200 | 12 |
| **Quarter VI** | | | |
| SYG 2001 | Principles of Sociology | 40 | 4 |
| NUR 2212 | Care of the Adult Client II | 40 | 4 |
| NUR 2212L | Care of the Adult Client II Clinical Practice | 120 | 4 |
| | **Total Hours** | 200 | 12 |
| **Quarter VII** | | | |
| ENC 1102 | Composition II | 40 | 4 |
| NUR 2514 | Mental Health Nursing | 40 | 4 |
| NUR 2514L | Mental Health Nursing Clinical | 120 | 4 |
| | **Total Hours** | 200 | 12 |
| **Quarter VIII** | | | |
| NUR 2244 | Advanced Nursing Care | 40 | 4 |
| NUR 2244L | Advanced Nursing Care Clinical | 120 | 4 |
| NUR 2832 | Nursing Leadership and Management | 50 | 5 |
| NUR 2832L | Nursing Leadership and Management Clinical | 90 | 3 |
| | **Total Hours** | 300 | 16 |
| | **Total Program Hours** | **1740** | **113** |

# COURSE DESCRIPTIONS – UNDERGRADUATE DEGREE PROGRAM

This institution uses the following course numbering system:
- 0000-0099        Preparatory courses
- 0100-2999        Lower division (first and second year) courses
- 3000-4999        Upper division (third and fourth year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division. Preparatory classes do not apply toward credits needed to graduate in any program. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information science. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

| BSC 1085 - Anatomy and Physiology I | 4 Quarter Credits |
|---|---|
| This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. **Prerequisite:** None **Co-requisite:** BSC 2085L Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00 | |

| BSC 1086 - Anatomy and Physiology II | 4 Quarter Credits |
|---|---|
| This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. **Prerequisite:** BSC 1085 **Co-requisite:** BSC 2086L Lecture Hours: 400 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00 | |

| BIO 1087 - Foundations of Microbiology and Chemistry | 4 Quarter Credits |
|---|---|
| This course provides and understanding of the basic foundations of chemistry and microbiology using an integrated approach for conceptual and teamwork strategies. Emphasis is placed on the practical aspects of the two disciplines through total integration and problem-solving approaches. Basic chemistry, organic and biochemistry, including cellular structure, function, characteristics; classifications, physiology and pathology of microorganisms and medical applied microbiology are part of the course. **Prerequisite:** None **Co-requisite:** BIO 1087L Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00 | |

| BIO 1087L - Foundations of Microbiology and Chemistry Laboratory | 2 Quarter Credits |
|---|---|
| This course is the laboratory section of BIO 1087 and provides for the understanding of the basic foundations of chemistry and microbiology using an integrated approach for conceptual and teamwork strategies. Emphasis is placed on the practical aspects of the two disciplines through total integration and problem-solving approaches. Basic chemistry, organic and biochemistry, including cellular structure, functional characteristics; classifications, physiology and pathology of microorganisms and medical applied chemical and microbiology lab techniques are part of the course. **Prerequisite:** None **Co-requisite:** BIO1087 Lecture Hours: 00 Other Lab Hours: 40 Clinical and Nursing  Lab Hours: 00 | |

| BSC 2085L - Anatomy and Physiology I Laboratory | 2 Quarter Credits |
|---|---|
| This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. **Prerequisite:** None **Co-requisite:** BSC 1085 Lecture Hours: 00 Other Lab Hours: 40 Clinical and Nursing  Lab Hours: 00 | |

| BSC 2086L - Anatomy and Physiology II Laboratory | 2 Quarter Credits |
|---|---|
| This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. **Prerequisite:** BSC 2085L, BSC 1085 **Co-requisite:** BSC 1086 Lecture Hours: 00 Other Lab Hours: 40 Clinical and Nursing  Lab Hours: 00 | |

| CGS 2160C - Computer Applications | 4 Quarter Credits |
|---|---|
| This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 30 Other Lab Hours: 20 Clinical and Nursing Lab Hours: 00 | |

| **DEP 2000 - Developmental Psychology** | **4 Quarter Credits** |
|---|---|

This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 00

| **ENC 1101 - Composition I** | **4 Quarter Credits** |
|---|---|

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 00

| **ENC 1102 - Composition II** | **4 Quarter Credits** |
|---|---|

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. **Prerequisite:** ENC 1101 **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing Lab Hours:00

| **HUN 1001 - Basic Nutrition** | **2 Quarter Credits** |
|---|---|

This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 20 Other Lab Hours: 00 Clinical and Nursing Lab Hours:00

| **MAT 1033 - College Algebra** | **4 Quarter Credits** |
|---|---|

This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 00

| **NUR 1020C - Fundamentals of Nursing I** | **3 Quarter Credits** |
|---|---|

In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program. Students are also introduced to the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs, cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. **Prerequisite:** Admission to the Nursing Program & completion of SLS 1110 **Co-requisite:** None Lecture Hours: 20 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 30

| **NUR 1025 - Fundamentals of Nursing II** | **1 Quarter Credit** |
|---|---|

This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. **Prerequisite:** NUR 1020C, BSC 1086, BSC 2086L, SLS 1110 **Co-requisite:** NUR 1025L Lecture Hours: 10 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 00

| **NUR1025L - Fundamentals of Nursing II Clinical** | **2 Quarter Credits** |
|---|---|

This course is a continuation of the clinical application learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process in the clinical arena to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practices in class, nursing skills laboratory and in area health care facilities. **Prerequisite:** NURSING 1020C, BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, SLS 1110 **Co-requisite:** NUR 1025 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing Lab Hours: 60

| **NUR 1140 - Nursing Pharmacology** | **3 Quarter Credits** |
|---|---|

This course is designed to provide nursing students with the knowledge of biological factors influencing drug actions; predictable effects of medications on a physiological problem; modifiers of the predictable effects; commonalities and variations between the actions of medications employed for comparable therapeutic effects; adverse effects of medications that can and do commonly occur and application of the nursing process in drug therapy. **Prerequisite:** NUR 1020C, BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, SLS 1110, MAT 1033 **Co-requisite:** NUR 1025, NUR 1025L Lecture Hours: 30 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **NUR 1212 - Nursing Care of the Adult Client I** | **5 Quarter Credits** |
|---|---|

This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Consideration is also given to the community as a client with emphasis on health promotion and disease prevention. **Prerequisite:** All **Nursing** courses in program curriculum for Quarters I, II and III **Co-requisite:** NUR 1212L Lecture Hours: 50 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **NUR 1212L - Nursing Care of the Adult Client I Clinical** | **5 Quarter Credits** |
|---|---|

The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Introduction to nursing care for clients in alternative settings within the community and throughout the lifespan. **Prerequisite:** All **nursing** courses in Program curriculum for Quarters I, II and III **Co-requisite:** NUR 1212 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 150

| **NUR 1440 - Maternal Child Nursing** | **4 Quarter Credits** |
|---|---|

This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. **Prerequisite:** All **Nursing** courses in program curriculum for Quarters I, II, III and IV **Co-requisite:** NUR 1440L Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **NUR 1440L - Clinical Practice Maternal Child Nursing** | **4 Quarter Credits** |
|---|---|

The clinical portion of Maternal Child nursing integrates and applies the theory learned to provide care for obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. **Prerequisite:** All **Nursing** courses in program curriculum for Quarters I, II, III and IV **Co-requisite:** NUR 1440 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 120

| **NUR 2212 - Care of the Adult Client II** | **4 Quarter Credits** |
|---|---|

This course builds on the course content of NUR 1211 and focuses on the nursing care of the adult/geriatric client with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. **Prerequisite:** All **nursing** courses in program curriculum for Quarters I, II, III, IV and V **Co-requisite:** NUR 2212L Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours:00

| **NUR 2212L - Care of the Adult Client II Clinical Practice** | **4 Quarter Credits** |
|---|---|

The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. **Prerequisite:** All **nursing** courses in program curriculum for Quarters I, II, III, IV and V **Co-requisite:** NUR 2212 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours:120

| **NUR 2244 - Advanced Nursing Care** | **4 Quarter Credits** |
|---|---|

This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. **Prerequisite:** All courses in program curriculum for Quarters I, II, III, IV, V, VI, and VII **Co-requisite:** NUR 2244L, NUR 2832, NUR 2832L Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **NUR 2244L - Advanced Nursing Care Clinical** | **4 Quarter Credits** |
|---|---|

The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Emphasis will also be placed on clinical leadership and management. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. **Prerequisite:** All courses in program curriculum for Quarters I, II, III, IV, V, VI, and VII **Co-requisite:** NUR 2244, NUR 2832, NUR 2832L Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 120

| **NUR 2514L - Mental Health Nursing Clinical** | **4 Quarter Credits** |
|---|---|

The clinical portion of the Mental Health Nursing course integrates the theory learned in class to care of clients in various mental health agencies, long term care facilities and other agencies where the student will receive experiences with clients experiencing alterations in mental health.  The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. **Prerequisite:** All **Nursing** courses in program curriculum for Quarters I, II, III, IV, V and VI **Co-requisite:** NUR 2514 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours:120

| **NUR 2832 - Nursing Leadership and Management** | **5 Quarter Credits** |
|---|---|

This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. This course will also review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. **Prerequisite:** All courses in program curriculum for Quarters I, II, III, IV, V, VI, and VII **Co-requisite:** NUR 2244, NUR 2244L, NUR 2832L Lecture Hours: 50 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **NUR 2832L - Nursing Leadership and Management Clinical** | **3 Quarter Credits** |
|---|---|

The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. **Prerequisite:** All courses in program curriculum for Quarters I, II, III, IV, V, VI, and VII **Co-requisite:** NUR 2244, NUR 2244L, NUR 2832 Lecture Hours: 00 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 90

| **PSY 2012 - General Psychology** | **4 Quarter Credits** |
|---|---|

This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours:00 Clinical and Nursing  Lab Hours: 00

| **SLS 1110 - Strategies for Nursing Success** | **2 Quarter Credits** |
|---|---|

This course is designed to prepare students for transition in their nursing education and life. The course includes introduction to the school and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 20 Other Lab Hours: 00 Clinical and Nursing  Lab Hours: 00

| **SPC 2017 - Oral Communications** | **4 Quarter Credits** |
|---|---|

This course is designed to develop students' ability to communicate effectively.  Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours:00

| **SYG 2001 - Principles of Sociology** | **4 Quarter Credits** |
|---|---|

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. **Prerequisite:** None **Co-requisite:** None Lecture Hours: 40 Other Lab Hours: 00 Clinical and Nursing  Lab Hours:00

# CORINTHIAN COLLEGES, INC.

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

| | |
|---|---|
| Chelsea, MA (branch of Everest College, Alhambra, CA)<br>Cross Lanes, WV (main campus)<br>Dearborn, MI (branch of Everest Institute, Southfield, MI) | |
| **The following schools in Canada are owned by Corinthian Colleges, Inc.:** ||
| **Everest College of Business, Technology, and Healthcare**<br>All Canadian locations listed below are branches of Everest<br>College Canada, Inc.<br>    Barrie, Ontario<br>    Brampton, Ontario<br>    Hamilton City Centre, Ontario<br>    Hamilton Mountain, Ontario<br>    Kitchener, Ontario<br>    London, Ontario<br>    Mississauga, Ontario | Nepean, Ontario<br>New Market, Ontario<br>North York, Ontario<br>Ottawa-East, Ontario<br>Scarborough, Ontario<br>Sudbury, Ontario<br>Thunder Bay, Ontario<br>Toronto College Park (South), Ontario<br>Windsor, Ontario |

# STATEMENT OF OWNERSHIP

The Merrillville campus is owned and operated by Grand Rapids Educational Center, Inc., a wholly owned subsidiary of Corinthian Schools, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc.

Corinthian Colleges, Inc. is a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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

# ADMINISTRATION

| Administration | |
|---|---|
| James Troisi, MPM | Campus President |
| Tracey Miller, MSN, RN | Campus Nursing Director |
| Ryan Lewis | Director of Admissions |
| Kimberly Dole | Director of Career Services |
| Kelley Mansfield, MSEd | Director of Education |
| Dr. John Ridlon, PhD | Director of Student Finance |

# CATALOG SUPPLEMENT

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

# TUITION AND FEES

| Diploma Programs | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Program | Program Length | Credit Units | Billing Term 1 | Billing Term 2 | Billing Term 3 | Billing Term 4 | Billing Term 5 | Billing Term 6 | Total | Textbooks and Equipment (estimated) |
| Business Accounting | 36 Weeks | 54 | $6,863.50 | $6,863.50 | N/A | N/A | N/A | N/A | $13,727 | $2,039 |
| Dental Assistant | 33 weeks | 48 | $8,486.50 | $8,486.50 | N/A | N/A | N/A | N/A | $16,973 | $1,067 |
| Electrician | 36 weeks | 59 | $9,182.50 | $9,182.50 | N/A | N/A | N/A | N/A | $18,365 | $2,726 |
| Massage Therapy | 36 weeks | 55 | $7,477.50 | $7,477.50 | N/A | N/A | N/A | N/A | $14,955 | $1,449 |
| Medical Administrative Assistant | 33 weeks | 48 | $8,486.50 | $8,486.50 | N/A | N/A | N/A | N/A | $16,973 | $1,889 |
| Medical Assistant | 41 weeks | 60 | $8,269.44 | $8,269.44 | $2,302.12 | N/A | N/A | N/A | $18,841 | $2,087 |
| Medical Insurance Billing/Coding | 33 Weeks | 41 | $7,067.50 | $7,067.50 | N/A | N/A | N/A | N/A | $14,135 | $2,155 |
| Pharmacy Technician | 33 weeks | 48 | $8,486.50 | $8,486.50 | N/A | N/A | N/A | N/A | $16,973 | $1,105 |
| *Practical Nursing | 48 weeks (full-time) | 92 | $10,701.34 | $10,701.35 | $5,328.65 | $5,328.66 | N/A | N/A | $32,060 | $1,722 |
| | 90 weeks (part-time) | 92 | $6,429.62 | $6,429.61 | $3,170.77 | $6,429.62 | $6,429.61 | $3,170.77 | $32,060 | $1,722 |
| Surgical Technologist | 48 weeks | 53 | $11,356.88 | $11,356.87 | $7,571.25 | N/A | N/A | N/A | $30,285 | $1,704 |
| Effective: January 1, 2014   *The tuition, textbooks and equipment fees apply to both full-time and part-time students. | | | | | | | | | | |

| Degree Program | | | | |
|---|---|---|---|---|
| Program | Program Length | Credit Units | Tuition | Textbooks and Equipment (estimated) |
| Associate of Science in Nursing (ASN) | 24 months | 113 | $49,155 ($435/credit) | $4,771 |
| Effective: January 13, 2014<br>*The tuition, textbooks and equipment fees apply to both full-time and part-time students. | | | | |

# ACADEMIC CALENDARS

## MODULAR PROGRAMS

| Electrician, Massage Therapy, Medical Administrative Assistant, Medical Insurance Billing and Coding, Medical Assistant, Dental Assistant, Pharmacy Technician, Business Accounting 2014 - 2015 | |
|---|---|
| **Start Date** | **End Date** |
| 2/27/14 | 3/26/14 |
| 3/28/14 | 4/24/14 |
| 4/28/14 | 5/23/14 |
| 5/28/14 | 6/24/14 |
| 6/26/14 | 7/24/14 |
| 7/28/14 | 8/22/14 |
| 8/25/14 | 9/22/14 |
| 9/24/14 | 10/21/14 |
| 10/23/14 | 11/19/14 |
| 11/20/14 | 12/19/14 |
| 12/22/14 | 1/28/15 |
| 1/29/15 | 2/26/15 |
| 2/27/15 | 3/26/15 |
| 3/30/15 | 4/24/15 |
| 4/27/15 | 5/22/15 |
| 5/27/15 | 6/23/15 |
| 6/24/15 | 7/22/15 |
| 7/24/15 | 8/20/15 |
| 8/24/15 | 9/21/15 |
| 9/23/15 | 10/20/15 |
| 10/21/15 | 11/17/15 |
| 11/18/15 | 12/17/15 |
| 12/18/15 | 1/27/16 |

| Surgical Technologist Mod Early Morning 2013 - 2014 | |
|---|---|
| **Start Dates** | **End Dates** |
| 12/2/13 | 3/7/14 |
| 3/10/14 | 6/2/14 |
| 10/17/13 | 1/23/14 |
| 1/24/14 | 4/18/14 |
| 4/21/14 | 7/15/14 |
| 7/16/14 | 10/8/14 |
| 2/24/14 | 5/16/14 |
| 5/27/14 | 8/19/14 |
| 8/25/14 | 11/18/14 |
| 11/19/14 | 2/24/15 |

| Surgical Technologist Mod Early Morning 2014 - 2015 | |
|---|---|
| **Start Dates** | **End Dates** |
| 6/2/14 | 8/29/14 |
| 9/8/14 | 12/5/14 |
| 12/8/14 | 3/17/15 |
| 3/18/15 | 6/5/15 |
| 10/20/14 | 2/2/15 |
| 2/3/15 | 4/28/15 |
| 5/4/15 | 7/28/15 |
| 7/9/15 | 10/16/15 |
| 2/23/15 | 5/15/15 |
| 5/26/15 | 8/18/15 |
| 8/24/15 | 11/17/15 |
| 11/18/15 | 2/29/16 |

| Practical Nursing Schedules Day Program 2013 - 2017 | | |
|---|---|---|
| **Level 1** | **Level 2** | **Level 3** |
| 5/6/13 to 8/23/13 | 9/3/13 to 12/20/13 | 1/6/14 to 4/25/14 |
| 9/3/13 to 12/20/13 | 1/6/14 to 4/25/14 | 5/5/14 to 8/22/14 |
| 1/6/14 to 4/25/14 | 5/5/14 to 8/22/14 | 9/2/14 to 12/19/14 |
| 5/5/14 to 8/22/14 | 9/2/14 to 12/19/14 | 1/5/15 to 4/24/15 |
| 9/2/14 to 12/19/14 | 1/5/15 to 4/24/15 | 5/4/15 to 8/21/15 |
| 1/5/15 to 4/24/15 | 5/4/15 to 8/21/15 | 8/31/15 to 12/18/15 |
| 5/4/15 to 8/21/15 | 8/31/15 to 12/18/15 | 1/4/16 to 4/22/16 |
| 8/31/15 to 12/18/15 | 1/4/16 to 4/22/16 | 5/2/16 to 8/19/16 |
| 1/4/16 to 4/22/16 | 5/2/16 to 8/19/16 | 8/29/16 to 12/16/16 |
| 5/2/16 to 8/19/16 | 8/29/16 to 12/16/16 | 1/9/17 to 4/28/17 |
| 8/29/16 to 12/16/16 | 1/9/17 to 4/28/17 | 5/8/17 to 8/25/17 |

<table>
<tr><th colspan="6">Practical Nursing Schedules<br>Evening Program<br>2013 - 2016</th></tr>
<tr><th>Level 1</th><th>Level 2</th><th>Level 3</th><th>Level 4</th><th>Level 5</th><th>Level 6</th></tr>
<tr><td>6/11/12 to 9/20/12</td><td>10/9/12 to 1/24/13</td><td>2/11/13 to 5/23/13</td><td>6/10/13 to 9/19/13</td><td>10/713 to 1/30/14</td><td>2/18/14 to 5/29/14</td></tr>
<tr><td>10/9/12 to 1/24/13</td><td>2/11/13 to 5/23/13</td><td>6/10/13 to 9/19/13</td><td>10/7/13 to 1/30/14</td><td>2/18/14 to 5/29/14</td><td>6/16/14 to 9/25/14</td></tr>
<tr><td>2/11/13 to 5/23/13</td><td>6/10/13 to 9/19/13</td><td>10/7/13 to 1/30/14</td><td>2/18/14 to 5/29/14</td><td>6/16/14 to 9/25/14</td><td>10/14/14 to 1/29/15</td></tr>
<tr><td>6/10/13 to 9/19/13</td><td>10/7/13 to 1/30/14</td><td>2/18/14 to 5/29/14</td><td>6/16/14 to 9/25/14</td><td>10/14/14 to 1/29/15</td><td>2/17/15 to 5/28/15</td></tr>
<tr><td>10/7/13 to 1/30/14</td><td>2/18/14 to 5/29/14</td><td>6/16/14 to 9/25/14</td><td>10/14/14 to 1/29/15</td><td>2/17/15 to 5/28/15</td><td>6/15/15 to 9/24/15</td></tr>
<tr><td>2/18/14 to 5/29/14</td><td>6/16/14 to 9/25/14</td><td>10/14/14 to 1/29/15</td><td>2/17/15 to 5/28/15</td><td>6/15/15 to 9/24/15</td><td>10/13/15 to 1/28/16</td></tr>
<tr><td>6/16/14 to 9/25/14</td><td>10/14/14 to 1/29/15</td><td>2/17/15 to 5/28/15</td><td>6/15/15 to 9/24/15</td><td>10/13/15 to 1/28/16</td><td>2/16/16 to 5/26/16</td></tr>
<tr><td>10/14/14 to 1/29/15</td><td>2/17/15 to 5/28/15</td><td>6/15/15 to 9/24/15</td><td>10/13/15 to 1/28/16</td><td>2/16/16 to 5/26/16</td><td>6/13/16 to 9/22/16</td></tr>
<tr><td>2/17/15 to 5/28/15</td><td>6/15/15 to 9/24/15</td><td>10/13/15 to 1/28/16</td><td>2/16/16 to 5/26/16</td><td>6/13/16 to 9/22/16</td><td>11/11/16 to 1/26/17</td></tr>
<tr><td>6/15/15 to 9/24/15</td><td>10/13/15 to 1/28/16</td><td>2/16/16 to 5/26/16</td><td>6/13/16 to 9/22/16</td><td>11/11/16 to 1/26/17</td><td>2/13/17 to 5/25/17</td></tr>
<tr><td>10/13/15 to 1/28/16</td><td>2/16/16 to 5/26/16</td><td>6/13/16 to 9/22/16</td><td>11/11/16 to 1/26/17</td><td>2/13/17 to 5/25/17</td><td>6/12/17 to 9/21/17</td></tr>
<tr><td>2/16/16 to 5/26/16</td><td>6/13/16 to 9/22/16</td><td>11/11/16 to 1/26/17</td><td>2/13/17 to 5/25/17</td><td>6/12/17 to 9/21/17</td><td>10/10/17 to 1/25/17</td></tr>
<tr><td>6/13/16 to 9/22/16</td><td>11/11/16 to 1/26/17</td><td>2/13/17 to 5/25/17</td><td>6/12/17 to 9/21/17</td><td>10/10/17 to 1/25/17</td><td>2/12/18 to 5/17/18</td></tr>
<tr><td>11/11/16 to 1/26/17</td><td>2/13/17 to 5/25/17</td><td>6/12/17 to 9/21/17</td><td>10/10/17 to 1/25/17</td><td>2/12/18 to 5/17/18</td><td>6/11/18 to 9/20/18</td></tr>
<tr><td>2/13/17 to 5/25/17</td><td>6/12/17 to 9/21/17</td><td>10/10/17 to 1/25/17</td><td>2/12/18 to 5/17/18</td><td>6/11/18 to 9/20/18</td><td>10/9/18 to 1/24/19</td></tr>
</table>

<table>
<tr><th colspan="3">Holiday/Student Breaks<br>Business Accounting, Dental Assistant, Electrician,<br>Massage Therapy, Medical Administrative Assistant,<br>Medical Assistant, Medical Insurance Billing and<br>Coding, Pharmacy Technician, Surgical Technologist<br>2014 - 2016</th></tr>
<tr><th>Holiday/Student Breaks</th><th>Start Date</th><th>End Date</th></tr>
<tr><td>Memorial Day</td><td>5/26/14</td><td>5/26/14</td></tr>
<tr><td>Independence Day</td><td>7/4/14</td><td>7/4/14</td></tr>
<tr><td>Labor Day</td><td>9/1/14</td><td>9/1/14</td></tr>
<tr><td>Columbus Day</td><td>10/13/14</td><td>10/13/14</td></tr>
<tr><td>Thanksgiving Holiday</td><td>11/27/14</td><td>11/28/14</td></tr>
<tr><td>Christmas Break</td><td>12/22/14</td><td>1/2/15</td></tr>
<tr><td>Martin Luther King Day</td><td>1/19/15</td><td>1/19/15</td></tr>
<tr><td>Presidents Day</td><td>2/16/15</td><td>2/16/15</td></tr>
<tr><td>Memorial Day</td><td>5/25/15</td><td>5/25/15</td></tr>
<tr><td>Independence Day</td><td>7/3/15</td><td>7/3/15</td></tr>
<tr><td>Labor Day</td><td>9/7/15</td><td>9/7/15</td></tr>
<tr><td>Columbus Day</td><td>10/12/15</td><td>10/12/15</td></tr>
<tr><td>Thanksgiving Holiday</td><td>11/26/15</td><td>11/27/15</td></tr>
<tr><td>Christmas Break</td><td>12/21/15</td><td>1/1/16</td></tr>
<tr><td>Martin Luther King Day</td><td>1/18/16</td><td>1/18/16</td></tr>
<tr><td>Presidents Day</td><td>2/15/16</td><td>2/15/16</td></tr>
</table>

<table>
<tr><th colspan="3">Practical Nursing Day and Evening<br>Holidays and Student Breaks Schedule<br>2014 - 2019</th></tr>
<tr><th>Holidays/Breaks</th><th>Start Dates</th><th>End Dates</th></tr>
<tr><td>Memorial Day</td><td>5/26/14</td><td>5/26/14</td></tr>
<tr><td>Independence Day</td><td>7/4/14</td><td>7/4/14</td></tr>
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<tr><td>Thanksgiving Break</td><td>11/27/14</td><td>11/28/14</td></tr>
<tr><td>Winter Break</td><td>12/24/14</td><td>1/2/15</td></tr>
<tr><td>Martin Luther King Day</td><td>1/19/15</td><td>1/19/15</td></tr>
<tr><td>Presidents Day</td><td>2/16/15</td><td>2/16/15</td></tr>
<tr><td>Memorial Day</td><td>5/25/15</td><td>5/25/15</td></tr>
<tr><td>Independence Day</td><td>7/3/15</td><td>7/3/15</td></tr>
<tr><td>Labor Day</td><td>9/7/15</td><td>9/7/15</td></tr>
<tr><td>Columbus Day</td><td>10/12/15</td><td>10/12/15</td></tr>
<tr><td>Thanksgiving Break</td><td>11/26/15</td><td>11/27/15</td></tr>
<tr><td>Christmas Break</td><td>12/24/15</td><td>1/1/16</td></tr>
<tr><td>Martin Luther King Day</td><td>1/18/16</td><td>1/18/16</td></tr>
<tr><td>President's Day</td><td>2/15/16</td><td>2/15/16</td></tr>
<tr><td>Memorial Day</td><td>5/30/16</td><td>5/30/16</td></tr>
<tr><td>Independence Day</td><td>7/4/16</td><td>7/4/16</td></tr>
<tr><td>Labor Day</td><td>9/5/16</td><td>9/5/16</td></tr>
<tr><td>Columbus Day</td><td>10/10/16</td><td>10/10/16</td></tr>
<tr><td>Thanksgiving Break</td><td>11/24/16</td><td>11/25/16</td></tr>
<tr><td>Winter Break</td><td>12/23/16</td><td>1/1/17</td></tr>
<tr><td>Martin Luther King Day</td><td>1/16/17</td><td>1/16/17</td></tr>
<tr><td>President's Day</td><td>2/20/17</td><td>2/20/17</td></tr>
<tr><td>Memorial Day</td><td>5/29/17</td><td>5/29/17</td></tr>
<tr><td>Independence Day</td><td>7/4/17</td><td>7/4/17</td></tr>
<tr><td>Labor Day</td><td>9/4/17</td><td>9/4/17</td></tr>
<tr><td>Thanksgiving Break</td><td>11/23/17</td><td>11/24/17</td></tr>
<tr><td>Winter Break</td><td>12/22/17</td><td>1/1/18</td></tr>
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<tr><td>President's Day</td><td>2/19/18</td><td>2/19/18</td></tr>
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<tr><td>Columbus Day</td><td>10/8/18</td><td>10/8/18</td></tr>
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<tr><td>Winter Break</td><td>12/21/18</td><td>1/1/19</td></tr>
<tr><td>Martin Luther King Day</td><td>1/21/19</td><td>1/21/19</td></tr>
</table>

## QUARTER-BASED PROGRAMS

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

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

| Academic Year 2015 - 2016 | | | | | Academic Year 2016 - 2017 | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Summer Term Starts | | July | 13 | 2015 | Summer Term Starts | | July | 11 | 2016 |
| Summer Term Drop/Add Deadline | | July | 27 | 2015 | Summer Term Drop/Add Deadline | | July | 25 | 2016 |
| Mini-Term Starts | | August | 24 | 2015 | Mini-Term Starts | | August | 22 | 2016 |
| Mini-Term Drop/Add Deadline | | August | 31 | 2015 | Mini-Term Drop/Add Deadline | | August | 29 | 2016 |
| Labor Day Holiday | | September | 7 | 2015 | Labor Day Holiday | | September | 5 | 2016 |
| Summer Term Ends | | October | 4 | 2015 | Summer Term Ends | | October | 2 | 2016 |
| | | | | | | | | | |
| Fall Break | From: | October | 5 | 2015 | Fall Break | From: | October | 3 | 2016 |
| | To: | October | 11 | 2015 | | To: | October | 9 | 2016 |
| | | | | | | | | | |
| Fall Term Start | | October | 12 | 2015 | Fall Term Start | | October | 10 | 2016 |
| Fall Term Drop/Add Deadline | | October | 26 | 2015 | Fall Term Drop/Add Deadline | | October | 24 | 2016 |
| Mini-Term Starts | | November | 23 | 2015 | Mini-Term Starts | | November | 21 | 2016 |
| Thanksgiving Day Holiday | From: | November | 26 | 2015 | Thanksgiving Day Holiday | From: | November | 24 | 2016 |
| | To: | November | 29 | 2015 | | To: | November | 27 | 2016 |
| Mini-Term Drop/Add Deadline | | December | 7 | 2015 | Mini-Term Drop/Add Deadline | | November | 28 | 2016 |
| Winter Holiday | From: | December | 24 | 2015 | Winter Holiday | From: | December | 24 | 2016 |
| | To: | January | 3 | 2016 | | To: | January | 1 | 2017 |
| Classes Resume | | January | 4 | 2016 | Classes Resume | | January | 2 | 2017 |
| Fall Term Ends | | January | 10 | 2016 | Fall Term Ends | | January | 8 | 2017 |
| | | | | | | | | | |
| Winter Term Starts | | January | 11 | 2016 | Winter Term Starts | | January | 9 | 2017 |
| M.L. King Jr. Birthday Holiday | | January | 18 | 2016 | M.L. King Jr. Birthday Holiday | | January | 16 | 2017 |
| Winter Term Drop/Add Deadline | | January | 25 | 2016 | Winter Term Drop/Add Deadline | | January | 23 | 2017 |
| Presidents' Day | | February | 15 | 2016 | Presidents' Day | | February | 20 | 2017 |
| Mini-Term Starts | | February | 22 | 2016 | Mini-Term Starts | | February | 21 | 2017 |
| Mini Term Drop/Add Deadline | | February | 29 | 2016 | Mini Term Drop/Add Deadline | | February | 28 | 2017 |
| Winter Term Ends | | April | 3 | 2016 | Winter Term Ends | | April | 2 | 2017 |
| Spring Vacation | From: | April | 4 | 2016 | Spring Vacation | From: | April | 3 | 2017 |
| | To: | April | 10 | 2016 | | To: | April | 9 | 2017 |
| | | | | | | | | | |
| Spring Term Starts | | April | 11 | 2016 | Spring Term Starts | | April | 10 | 2017 |
| Spring Term Drop/Add Deadline | | April | 25 | 2016 | Spring Term Drop/Add Deadline | | April | 24 | 2017 |
| Memorial Day Holiday | | May | 30 | 2016 | Memorial Day Holiday | | May | 29 | 2017 |
| Mini-Term Starts | | May | 23 | 2016 | Mini-Term Starts | | May | 22 | 2017 |
| Mini Term Drop/Add Deadline | | May | 31 | 2016 | Mini Term Drop/Add Deadline | | May | 30 | 2017 |
| Spring Term Ends | | July | 3 | 2016 | Spring Term Ends | | July | 2 | 2017 |
| Independence Day Holiday | | July | 4 | 2016 | Independence Day Holiday | | July | 4 | 2017 |
| Summer Vacation | From: | July | 4 | 2016 | Summer Vacation | From: | July | 3 | 2017 |
| | To: | July | 10 | 2016 | | To: | July | 9 | 2017 |

# OPERATING HOURS

| Office Hours | | | |
|---|---|---|---|
| Monday through Thursday | 8:00 AM | To | 8:00 PM |
| Friday | 8:00 AM | To | 5:00 PM |
| Saturday | 9:00 AM | To | 1:00 PM |
| **School Hours** | | | |
| Monday through Friday | 6:00 AM | To | 10:00 PM |

# APPENDIX A: PROGRAM DISCLOSURES

The following program disclosures are provided pursuant to federal law.

"Occupation" data reflects the type of occupations the program generally prepares students to enter. (For government data regarding occupations, please navigate to www.onetonline.org.) To the extent permitted under the standards of the applicable accrediting agency or state agency, the placement rates reported below may reflect students who completed the program and obtained employment in one of the occupations listed in the standard occupational titles below or other occupations that utilize the core skills taught in the program.

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2012, and June 30, 2013, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

"Costs to Students" reflects the costs of the academic program for students completing the program on time, including tuition and fees, estimated books and supplies, and if applicable, room and board. Costs do not reflect potential increases and are current as of the publication date of this disclosure.

"Placement Rates" reflects the percent of graduates securing employment as calculated pursuant to the required calculation methodologies and time frames of the applicable state agencies, institutional accrediting agencies or programmatic accrediting agencies. Each agency has different criteria in determining what constitutes a placement, and these placements may or may not be listed in the standard occupations listed below. (For more information about calculations and time frames, refer to the descriptions at the end of this disclosure.)

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2012, and June 30, 2013, including Title IV program loans, private educational loans and institutional financing plans.

Unless otherwise noted below, the data included in this disclosure are for the entire educational institution as defined by the Department of Education, which may include a number of individual campus locations (even in different states) and both online and physical delivery modalities. See footnotes for a list of the campuses included in the institution. In many cases, the on-time completion rate, the cost to students, the placement rate and the median loan debt may differ (often significantly) between these physical locations and delivery modalities. The data below reflect averages for all students in all locations and delivery modalities (or, in the case of program cost, the ranges of program costs) across all locations and delivery modalities.

| Business Accounting (Diploma) | | |
|---|---|---|
| **Occupation**(Title, SOC Code) | Bookkeeping, Accounting, & Auditing Clerks | 43-3031 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $12,950 to $15,585 |
| | Books and Supplies | $1,941 to $2,652 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $12,950.00 |
| | Books and Supplies | $1,941.00 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 72.73% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 73% |
| | State | 76.47% |
| Merrillville Campus | | |
| **Median Loan Debt** | Title IV Program Loans | N/A |
| | Private Education Loans | N/A |
| | Institutional Financing Plans | N/A |

| Dental Assistant (Diploma) | | |
|---|---|---|
| **Occupation**(Title, SOC Code) | Dental Assistants | 31-9091 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $15,585 to $16,320 |
| | Books and Supplies | $911 to $969 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $16,320.00 |
| | Books and Supplies | $968.50 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 5.6% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 59% to 74% |
| | State | 55.3% to 78.26% |
| Merrillville Campus | Institutional Accreditor | 59% |
| | State | 64.89% |
| | State (8 Months) | 55.3% |
| **Median Loan Debt** | Title IV Program Loans | $9,454 |
| | Private Education Loans | $1,319 |
| | Institutional Financing Plans | $0 |
| Electrician (Diploma) | | |
| **Occupation**(Title, SOC Code) | Electricians | 47-2111 |
| | Electricians Helpers | 47-3013 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $17,325 |
| | Books and Supplies | $2,620 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $17,325.00 |
| | Books and Supplies | $2,620.38 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 96.61% |
| **Placement Rates**(See footnotes) | | |
| Institutions | State | N/A |
| Merrillville Campus | State | N/A |
| | State | N/A |
| **Median Loan Debt** | Title IV Program Loans | N/A |

| Electrician (Diploma) | | |
|---|---|---|
| | Private Education Loans | N/A |
| | Institutional Financing Plans | N/A |
| **Massage Therapy (Diploma)** | | |
| **Occupation**(Title, SOC Code) | Massage Therapists | 31-9011 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $15,585 to $16,320 |
| | Books and Supplies | $1,429 to $1,491 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $16,320.00 |
| | Books and Supplies | $1,491.48 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 83.21% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 83% to 89% |
| | State | 70.83% to 97.91% |
| Merrillville Campus | Institutional Accreditor | 89% |
| | State | 97.91% |
| | State (9 Months) | 95.8% |
| **Median Loan Debt** | Title IV Program Loans | $9,454 |
| | Private Education Loans | $1,970 |
| | Institutional Financing Plans | $0 |
| **Medical Administrative Assistant (Diploma)** | | |
| **Occupation**(Title, SOC Code) | Medical Assistants | 31-9092 |
| | Medical Secretaries | 43-6013 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $15,585 to $16,320 |
| | Books and Supplies | $1,489 to $1,553 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $16,320.00 |
| | Books and Supplies | $1,552.51 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 12.9% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 70% to 75% |

| Medical Administrative Assistant (Diploma) | | |
|---|---|---|
| | State | 45.4% to 76.47% |
| Merrillville Campus | Institutional Accreditor | 75% |
| | State | 74.5% |
| | State (8 Months) | 45.4% |
| **Median Loan Debt** | Title IV Program Loans | $9,454 |
| | Private Education Loans | $1,863 |
| | Institutional Financing Plans | $0 |
| Medical Assistant (Diploma) | | |
| **Occupation**(Title, SOC Code) | Medical Assistants | 31-9092 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $15,585 to $19,380 |
| | Books and Supplies | $1,481 to $1,686 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $19,380.00 |
| | Books and Supplies | $1,685.73 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 13.88% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 70% to 80% |
| | Programmatic Accreditor | 53.54% to 54.63% |
| | State | 53.4% to 76.03% |
| Merrillville Campus | Institutional Accreditor | 70% |
| | State | 62.9% |
| | State (8 Months) | 53.4% |
| **Median Loan Debt** | Title IV Program Loans | $9,454 |
| | Private Education Loans | $1,541 |
| | Institutional Financing Plans | $0 |
| Medical Insurance Billing and Coding (Diploma) | | |
| **Occupation**(Title, SOC Code) | Medical Records & Health Information Technicians | 29-2071 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $12,850 to $15,585 |
| | Books and Supplies | $1,970 to $1,976 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $12,850.00 |

| Medical Insurance Billing and Coding (Diploma) | | |
|---|---|---|
| | Books and Supplies | $1,976.00 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 38.46% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 70% |
| | State | 71.42% |
| Merrillville Campus | | |
| **Median Loan Debt** | Title IV Program Loans | N/A |
| | Private Education Loans | N/A |
| | Institutional Financing Plans | N/A |
| **Pharmacy Technician (Diploma)** | | |
| **Occupation**(Title, SOC Code) | Pharmacy Technicians | 29-2052 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $15,585 to $16,320 |
| | Books and Supplies | $914 to $1,022 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $16,320.00 |
| | Books and Supplies | $1,022.00 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 5.88% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 70% |
| | State | 56.52% |
| Merrillville Campus | | |
| **Median Loan Debt** | Title IV Program Loans | N/A |
| | Private Education Loans | N/A |
| | Institutional Financing Plans | N/A |
| **Practical Nursing (Diploma)** | | |
| **Occupation**(Title, SOC Code) | Licensed Practical & Licensed Vocational Nurses | 29-2061 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $30,245 to $31,988 |
| | Books and Supplies | $1,242 to $1,279 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $30,245.00 |

| Practical Nursing (Diploma) | | |
|---|---|---|
| | Books and Supplies | $1,278.78 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 83.43% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 92% to 99% |
| | State | 75.94% to 92.75% |
| Merrillville Campus | Institutional Accreditor | 92% |
| | State | 92.75% |
| | State (12 Months) | 80.2% |
| **Median Loan Debt** | Title IV Program Loans | $14,675 |
| | Private Education Loans | $7,904 |
| | Institutional Financing Plans | $0 |
| Surgical Technologist (Diploma) | | |
| **Occupation**(Title, SOC Code) | Surgical Technologists | 29-2055 |
| **Cost to Students** | | |
| Institutions | Tuition and Fees | $28,571 |
| | Books and Supplies | $1,291 |
| | Room and Board | N/A |
| Merrillville Campus | Tuition and Fees | $28,571.00 |
| | Books and Supplies | $1,290.60 |
| | Room and Board | N/A |
| **On-Time Completion Rate** | | 66.67% |
| **Placement Rates**(See footnotes) | | |
| Institutions | Institutional Accreditor | 70% |
| | Programmatic Accreditor | 80% |
| | State | 57.1% to 69.23% |
| Merrillville Campus | Institutional Accreditor | 70% |
| | Programmatic Accreditor | 80% |
| | State | 69.23% |
| | State (12 Months) | 57.1% |
| **Median Loan Debt** | Title IV Program Loans | $14,996 |
| | Private Education Loans | $7,342 |
| | Institutional Financing Plans | $0 |

**Footnotes:**

**Institutional Accreditor** - ACCSC outcomes are calculated by program length, tracking start cohorts from their start date through graduation. Employment is calculated by taking the total graduates placed in field divided by the total number of graduates minus graduates waived for employment because of continuing education, military, health, incarceration, foreign students or death. Time Frame - To determine the cohort date range, the ACCSC calculation counts backwards from the report date as follows: program length times 1.5 plus 3 months for placement activity.

**Programmatic Accreditor** - ABHES uses the following formula to calculate placement for accredited institutions: graduates placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Time Frame: July 1, 2009 through June 30, 2010.

**Programmatic Accreditor** - CAAHEP/ARC-STSA uses the following formula to calculate placement for accredited institutions: number of graduates employed full or part-time in a related field as well as those continuing their education or serving in the military, divided by number of graduates. Time Frame: August 1, 2007 through July 31, 2008.

**State** - Illinois State Board of Education calculation for placement rate: number of graduates placed in their field divided by number of graduates less not available for placement. Time Frame: July 1, 2009 through June 30, 2010.

**State** - Indiana Commission on Proprietary Education calculation for placement rate: number of graduates placed in related training divided by number of graduates. Time Frame Merrillville, Daytona: July 1, 2010 through June 30, 2011; Time Frame Laramie, Blairsville: January 1, 2010 to December 31, 2010.

**State** - Michigan Proprietary School calculation for placement rate: number of student placements divided by the number of student completions. Time Frame: July 1, 2010 - June 30, 2011

**Placement Rate N/A** - There is no data to disclose because this program is too new or is not required to be calculated.

**Median Load Debt N/A** - Per Education Department guidance, data not provided due to fewer than ten completers or program is too new.

**This Institution Includes:**
- Everest College, Merrillville
- Everest Institute, Grand Rapids
- Everest Institute, Kalamazoo

# INDIANA PHARMACY TECHNICIAN DISCLOSURE

This disclosure includes important information for students enrolling in Everest's Pharmacy Technician program. Pharmacy technicians are required to be registered with the Indiana Board of Pharmacy prior to obtaining employment as a pharmacy technician in the state of Indiana. This disclosure provides information on registration/certification requirements including board required coursework, licensure application procedures, and licensure exam information. Please review this information and be sure that you understand it. If you have any questions, please contact Everest or the Indiana Board of Pharmacy for additional information. If you plan to seek employment in a state other than Indiana, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Everest meets requirements as a recognized course of training by the Indiana Board of Pharmacy. In addition to state-mandated minimum requirements, Everest's Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology. The Indiana Board of Pharmacy registration requirements are described below.

The Board shall issue a pharmacy technician certificate to an individual who:

1. submits a completed application and $25 application fee (*in the form of a check or money order, made payable to "Professional Licensing Agency"*);

2. is at least 18 years of age (*in lieu of meeting this requirement, you will need to submit additional documentation; see below for more information*);

3. is a high school graduate or has a GED (*in lieu of meeting this requirement, you will need to submit additional documentation; see below for more information*);

4. has not been convicted of a crime that has direct bearing upon their ability to work with legend drugs or controlled substances;
5. submits to a criminal background check; and

6. has completed an Indiana Board approved training and education program or has passed an Indiana Board approved examination [*currently there are two:* PTCB or ExCPT].

Applications must be submitted via secured online PDF, provided by the Indiana Board of Pharmacy at http://www.in.gov/pla/2898.htm.

Application for Certification as a Pharmacy Technician
(hyperlink to secured online PDF)