

# Everest

## COLLEGE

2009 - 2010 Catalog

Las Vegas 072809

170 North Stephanie

Suite 145

Henderson, NV 89074

702.567.1920 – fax 702.566.9725

<http://www.everest-college.com>

Accredited by the Accrediting Council for Independent Colleges and Schools  
(ACICS), [www.accics.org](http://www.accics.org)

2009-2010 CATALOG

Everest College

Henderson 1214-581

Publishing Date July 2009

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Effective July 28, 2009, through Dec. 31, 2010

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

herein.

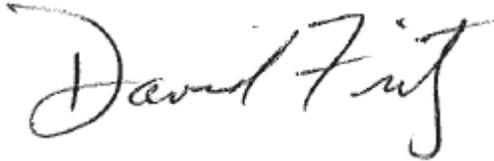
## **FROM THE PRESIDENT OF EVEREST COLLEGE - LAS VEGAS**

Welcome to Everest College!

Everest College is a modern, progressive college that offers a variety of Associate's degrees and a select number of diploma programs in specialized fields to help you enter today's evolving workforce. Our dedicated faculty and staff take personal interest in your progress. Each course is taught by faculty members who come to us with a special combination of education and practical work experience, which enables you, the student, to not only obtain an education, but be trained for the exciting and practical real world experience awaiting you.

We have a tradition of helping people develop their skills and abilities with the objective of making their lives richer and more rewarding. Everest College is committed to helping you develop the skills and acquire the knowledge that is necessary to achieve a richer and more rewarding life. We are here to help you make your dreams a reality. Give us your enthusiasm and a desire to succeed and we will repay your efforts with new knowledge and a solid foundation for your new career.

Here's to shaking your hand as you cross the stage to receive your diploma.

A handwritten signature in cursive script that reads "Dave Fritz". The signature is written in black ink and is positioned to the left of the printed name.

Dave Fritz  
President  
Everest College



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## **ABOUT EVEREST COLLEGE**

### **MISSION AND OBJECTIVES**

Everest College provides the competitive skills and knowledge necessary to obtain professional employment and career advancement in a variety of professional occupations. The College offers specific and practical educational programs that adapt to the challenges of technological advancement and changes in the business environment. These programs provide students with the skills and knowledge for immediate job entry. Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

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

1. Everest College will continually improve its educational process at all levels and seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study.
2. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision making, and individual expression of opinions.
3. Everest College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
4. By providing positive role models, emotional support, and opportunities to develop new and beneficial relationships, Everest College shall strive to develop mature citizens who contribute to their communities.
5. Everest College will assist graduates in securing career-related employment.

### **HISTORY AND OWNERSHIP**

Everest College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in Dec of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate's degrees on Jan 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc. on Oct 17, 1996. At that time, the name of the institution was changed to Las Vegas College. Las Vegas College opened a branch campus, located in Henderson, Nevada, in 2003. The main campus moved in 2005 to the Henderson branch. The name of the college was changed to Everest College on August 10, 2009.

### **LOCATION**

Everest College is conveniently located at:

170 North Stephanie, 1st Floor  
Henderson, Nevada 89074  
(702) 567-1920 – fax (702) 566-9725

### **BUSINESS HOURS**

Everest College is open Mon through Thursday from 8:00 a.m. to 8:00 p.m., Fridays 8:00 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

### **COLLEGE FACILITIES**

Everest College occupies a new 31,700 square foot facility housing its classrooms, labs, library, and administrative offices. Students have access to the latest technology supporting their training. The facility is handicap accessible, and free student parking is available

#### **Parking**

Students should obey all parking ordinances. Everest College is not responsible for any damage to any vehicle on the premises or in the area before, during, or after school. Handicap spaces are provided. Failure to observe this rule may cause your car to be towed.

#### **Handicapped Access**

Everest College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms and accessible water fountains. All areas of the building are handicapped accessible.

### **ACCREDITATION AND LICENSURE**

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award academic Associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002; (202) 336-6780.

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

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

- Nevada Commission on Postsecondary Education

Approvals:

- National Court Reporters Association
- Some programs are approved for the training of veterans. Please contact the financial aid office for a list of programs.

**STATEMENT OF NON-DISCRIMINATION**

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

College applicants or students with a disability who wish to ask the campus for accommodations should see the College President.

**ADMISSIONS**

It is recommended that applicants and their families visit Everest College so they may gain a better understanding of the College and view its facilities and equipment. A personal interview must be scheduled with a member of the Admissions staff. The applicant should call or write the Admissions Department in advance so a convenient time can be arranged.

**ADMISSIONS REQUIREMENTS**

Graduation from high school or its equivalent is a prerequisite for admission into any program offered at the College. However, the educational requirement may also be met if the applicant is at least 17 years of age and can demonstrate the "Ability to Benefit" from the training (see below).

**ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK**

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

Students, including re-entry students, enrolling in the Massage Therapy program will be subjected to a criminal background check, which will include:

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

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

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

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

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

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

### **Massage Therapy Program**

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

### **ABILITY TO BENEFIT POLICY**

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid, who does not have a high school diploma or its recognized equivalent, and who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

#### **GED Preparatory Program**

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

#### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAt) have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

#### **Retesting Requirements**

An applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

#### **Retaking the CPAt**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 total attempts) before being denied admission.

#### **ATB Advising**

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

#### **Pre-Enrollment**

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

#### **Post-Enrollment**

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the **ATB Advising Form**.

#### **Denial of Admission**

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

#### **Delayed Admission**

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then

withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## **ORIENTATION**

All new students will be notified by mail of the time and date of the next orientation session. Attendance is required. Students not able to attend should contact their admissions representative and make special arrangements.

During orientation, students are familiarized with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional advising from the Admissions, Financial Aid, or Academic Offices before classes start.

## **TRANSFER TO OTHER COLLEGES**

Everest College neither implies nor guarantees that credits completed at Everest College will be accepted in transfer at other institutions. Each institution has policies that govern the acceptance of credit from other institutions as policies and grade requirements vary from institution to institution. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students intending to transfer credits to other institutions should contact those institutions regarding the policies and procedures governing the transfer of credits. The degree and diploma programs of Everest College are intended to be terminal in nature and are designed primarily to prepare the graduate for employment.

## **ACADEMICS**

### **FULL-TIME STATUS**

Full-time status is defined as at least 12 credit hours per academic quarter. Programs require 16 credit hours per academic quarter to complete in a timely fashion.

### **QUARTER CREDITS**

The academic unit of credit awarded at Everest College is the quarter credit. One quarter credit is awarded for 10 contact hours of classroom lecture instruction, or for 20 contact hours of laboratory instruction, or for 30 hours of externship or practicum experience. Some courses are comprised of both lecture and laboratory instruction and are awarded credits accordingly.

### **ADD/DROP PERIOD – QUARTER-BASED PROGRAMS**

The first 14 calendar days of each academic quarter is designated as the add/drop period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the add/drop period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student attends after the end of the add/drop period. There are no charges for classes dropped during the add/drop period. A student who attends a class beyond the add/drop period or who attends a class and does not drop it within the add/drop period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the add/drop period. Holidays that fall during this timeframe are not counted as part of the add/drop period.

The first two days of modular programs are considered the add/drop period.

## **ATTENDANCE**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he 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.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

### **Establishing Attendance / Verifying Enrollment**

The schools will take attendance each class session beginning with the first day of scheduled classes. 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.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

### **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 in the class/program (the "Percentage Absence Rule"). A student may appeal an

attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

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

### **Consecutive Absence Rule (All Programs)**

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. 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
- 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

### **Percentage Absence Rule (Modular Programs)**

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

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	Dismissed from the program

### **Percentage Absence Rule (Quarter-based Programs)**

For students in quarter-based programs, the following rule shall apply:

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

### **Additional Requirements for Veteran Students**

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the 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). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

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 and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

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

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

### **Attendance Records**

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

## **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

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

### **Re-admission Following a Leave of Absence**

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

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the 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 LOA request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

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

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

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

### **Effects of Leave of Absence on Satisfactory Academic Progress**

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

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

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

### Veterans: Leave of Absence

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

### GRADING SYSTEM AND PROGRESS REPORTS

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. Everest University is in the process of converting to a new student information system called CampusVue. The CampusVue grading scale has some differences, which are indicated in the table below. As campuses are converted, they will be announced in an addendum to this catalog. At schools that have not been converted to CampusVue, students enrolled in modular allied health programs (with the exception of Massage Therapy and MIBC) receive percentage rather than letter grades.

The grading scale for the nursing program requires higher percentages in order to earn a letter grade. See the Nursing scale column in the table below.

NOTE: The D grade is not used for any modules or courses that are a part of an allied health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade does not apply to general education and college core courses. Scores 69% or less in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70*
D**	1.0	Poor	69-60**
F*** or Fail†	0.0	Failing	59-0***
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)	
PF	Not Calculated	Preparatory Class Failed	
PP	Not Calculated	Preparatory Class Passed	
I	Not Calculated	Incomplete	
IP	Not Calculated	In Progress (for externship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning Credit	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WD	Not Calculated	Withdrawal during add/drop period (quarter-based programs only – not used at Melbourne)	
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	
CR	Not Calculated	Credit for Advanced Placement	
TR	Not Calculated	Transfer (Modular Programs and Campus Vue)	
T	Not Calculated	Transfer (Quarter-based Programs at non-Campus Vue locations only)	

\*\* Not used in Allied Health Programs.

\*\*\* Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Nursing programs below 76% is an F (failing). For Dental Assisting programs below 75% is an F (failing). For all other Allied Health Programs, F (failing) is 69-0%.

† CampusVue Grade

Applies To All Courses	
Course Repeat Codes	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

## Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation – All Campuses

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 or Fail	Y	Y	N
P or Pass	N	Y	Y
PF	N	N	N
PP	N	N	N
I	N	Y	N
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WD	N	N	N
WZ	N	Y	N
CR	N	Y	Y
TR	N	Y	Y
T	N	Y	Y

### GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the total credits for courses completed (i.e., from which the student has not withdrawn) for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

### Incompletes

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

### Transfer Credits and Repeated Courses

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (in the Satisfactory Academic Progress Tables on the following pages) in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as credits earned and successfully completed. The College, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted.

Courses that are graded on a pass/fail basis, if any, are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the determination of rate of progress.

If a student repeats a course, the higher of the two grades is used in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses (see table of Corinthian College campuses in the back of this catalog).

## STUDENT ACADEMIC APPEALS POLICY

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

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision

- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

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

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

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

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

### **Assignment/Test Grades**

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

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

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

### **Attendance Violations**

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

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

### **Satisfactory Academic Progress (SAP) Appeals**

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

## **PROFICIENCY EXAMINATION POLICY**

There is a fee of \$25 for a Proficiency Examination. Students must be able to show that they have special qualifications, skills, or knowledge obtained through work or other experience and that they are able to demonstrate proficiency through special examination in the course subject matter. See the Academic Dean for a complete list of proficiency exams available.

Such qualifications, skills, or knowledge obtained as the result of academic coursework already accepted in transfer cannot be used as the basis to attempt a Proficiency Examination. Credits earned as a result of credit by Proficiency Examination may not be used to satisfy more than 25% of the credits necessary for the program credential or more than 10% of the major field of study, and are not considered as credits earned "in residence" at the College. Successful completion of the proficiency examination (minimum success grade is B) will earn the student a grade of PE on the academic transcript and credit for the course. Students who fail a Proficiency Examination may not make a second attempt and must register for and complete the course in question.

## **DIRECTED STUDY**

Course work by Directed Study allows students to work closely with an assigned instructor. A syllabus is given to the student outlining the program of study, the anticipated results, the reading list, and the methods of evaluation. The student must obtain the permission of the appropriate Academic Department Chairperson and complete a signed agreement with the instructor and Academic Dean before engaging in directed study. A student may participate in only one Directed Study course per quarter. Certain fees may be charged to students registered in a Directed Study course. Please refer to the schedule of fees in Appendix B for specific charges.

The following criteria must be met in order to qualify for a directed study course:

1. Minimum 3.0 CGPA;
2. Within two (2) quarters of graduation; and
3. Receive written permission of the Academic Dean.

## **ONLINE LEARNING**

The College may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following:

### Windows Systems

Windows 2000, XP, or Vista

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

or...

### Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 3.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0

Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;

- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course;

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)

- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

**Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

**GPA and CGPA Calculations**

At the end of each academic term, the student’s cumulative grade point average (CGPA) is reviewed to determine the student’s qualitative progress. When a student repeats a course, the student’s CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student’s CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

**Rate of Progress Toward Completion (ROP) Requirements**

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 total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student’s ROP.

Example: 12 credit hours earned

24 credit hours attempted = 50% ROP

**Maximum Time in Which to Complete (MTF)**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student’s ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

**Satisfactory Academic Progress Tables**

47 QUARTER CREDIT HOUR DIPLOMA PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 70 (150% OF 47).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	25%	66.7%	25%
25-48	2.0	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Diploma Program. Total credits that may be attempted: 82 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

58 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 87 (150% OF 58).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-87	N/A	2.0	N/A	66%

96 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 144 (150% OF 96).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 145 (150% OF 97).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

140 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 210 (150% OF 140).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-210	N/A	2.0	N/A	66%

### Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term; and
  - Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

## **Suspension**

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

## **Academic Appeals**

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

## **Attendance Violations**

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

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

## **Reinstatement Following Suspension**

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

## **Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

## **Graduation**

Students must complete their program within the maximum time frame and with a 70% CGPA as stated in the school catalog in order to graduate.

## **Application of Grades and Credits**

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

## **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 1,500 clock hour program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $500/1500 = 33.3\%$ ) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $750/1500 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new

program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

#### **Satisfactory Academic Progress and Financial Aid**

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

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

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

### **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

#### **Previous Credit for Veterans Affairs Beneficiaries**

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

#### **Make-Up Assignments**

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

#### **Maximum Time Frame for Veteran Students**

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

#### **Veterans Academic Probation**

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

#### **Veterans Reinstatement after Successful Appeal of Termination**

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

### **STUDENT AWARDS**

Students who complete at least 12 credit hours during a term, have Perfect Attendance and attain a 4.0 GPA will be named to the President's List. Students who complete at least 12 credit hours during a term, attain a GPA of 3.5 to 4.0 but do not have Perfect Attendance will be named to the Dean's List. Full-time students with no absences, tardies or left-earlies during a term will receive a Perfect Attendance award.

### **GRADUATION REQUIREMENT**

All candidates must make application for graduation with the Director of Career Services one term/quarter prior to graduation.

To be eligible for graduation, the candidate must fulfill the following requirements:

1. Successfully complete all classes required within the maximum time frame that may be attempted;

2. Achieve a 2.0 cumulative grade point average;
3. Be current on all financial obligations, including all library fines;
4. Establish a complete placement file with the Placement Director; and
5. Earn at least 25% of required credits in residence at Everest College (requirement is waived if transferring from another CCI school.)

### **Commencement Ceremonies**

Two commencement ceremonies are held each year for Everest College graduates. All graduates are strongly encouraged to participate in the ceremony. Certain fees may be charged for graduation services. Please refer to the schedule of fees in Appendix B for specific charges.

## **TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

Students with earned college credits from another accredited institution may apply for credit transfer to Everest College. Transfer credit towards Everest College's academic programs will be considered for work completed at accredited business schools, colleges, junior colleges and universities. Courses must be equivalent to courses offered at Everest College, and grades earned must be a C or better. Students may transfer a maximum of 50% of the total required credits for their program of study. Students wishing to transfer credits must have official transcripts of those credits delivered to the College. Transcripts must be received prior to the end of the first term of enrollment. Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended.

### **General Education**

In addition to core courses of a particular program, general education courses such as humanities, social sciences, mathematics and science may also be transferred at the College's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. However, so that students are able to complete the core courses required of their particular program, transfer credit for general education cannot exceed 50% of the credits in the program, or the number of general education credits in the particular program.

### **Military Training**

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

### **Transfer Credit from Other Corinthian Colleges schools**

Because many of the curricula and courses are standardized in the Corinthian Colleges system, many courses completed with passing grades are directly transferable among the various Corinthian campuses. Transfer credit from schools within the Corinthian Colleges system will be accepted for completed courses in which a C or higher was earned. (Please see list of Corinthian Colleges, Inc. schools in the back of this catalog.) Everest College, at its sole discretion, reserves the right to determine what credits, if any, will be accepted.

## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers students the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

## **ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS**

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

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additional FERPA information is available from the institution's Business Office.

### **Directory Information**

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

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

### **GRIEVANCE POLICY**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the grievance committee headed by the Academic Dean. Students who feel that the complaint has not been

adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

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

**OR**

Commission on Postsecondary Education  
1820 East Sahara Avenue Suite 111  
Las Vegas, Nevada 89104  
Phone (702) 486-7330  
Fax (702) 486-7340  
<http://www.cpe.state.nv.us/>

## **ADMINISTRATIVE POLICIES**

### **STUDENT CONDUCT CODE**

#### **Background**

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

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

#### **Applicability**

This Code of Student Conduct (Code) 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.

#### **Generally**

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

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

#### **Conduct Affecting the Safety of the Campus Community**

CCI reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School 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 (see below)

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

### **Violations of Local, State, Provincial, or Federal Law**

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

### **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 CCI location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School 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 (including Online) prior to resolving the outstanding disciplinary issue.

### **Inquiry by the School President**

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School 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 School 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 School 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 School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School 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

### **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 School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs

- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

### **Academic Dishonesty**

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from 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 School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School 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 School President (or designee)
- Affirm the finding and modify the sanction
  - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
  - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

### **Record of Disciplinary Matter**

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. 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 for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

## **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, the School has established policies regarding campus security.

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

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

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

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

<http://www.fbi.gov/hq/cid/cac/registry.htm>.

### **Statistical Information**

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

## **CAMPUS COMPLETION RATE REPORTS**

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

## **DRUG AWARENESS**

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

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

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

## **WEAPONS POLICY**

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

## **SEXUAL HARASSMENT**

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

Sexual harassment of employees or students at Everest College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

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

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

## **TELEPHONES**

No student will be called out of class for a telephone call, except in an emergency. We suggest that students inform family and friends of this rule. Cell phones must be turned off during class time.

## **SMOKING/EATING**

Students are welcome to pause, relax, and eat or smoke in designated areas before or after classes; however, absolutely no smoking is allowed inside the building. Smoking is allowed outside in the designated smoking area. No eating or drinking is permitted in any of the labs or designated classrooms

## **DRESS CODE**

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the Institute. Students are reminded that the Institute promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression.

## **GUESTS**

Guests must register with the Receptionist. Children are not permitted in the classrooms.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE SERVICES**

Everest College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing employment is a cooperative effort. The Director of Career Services, through professional contacts, promotes the availability of graduates with the use of announcement letters and employment surveys.

The Placement Office is open to graduates for employment counseling and guidance. Before graduation, students interview with the Director of Career Services to determine the students' qualifications, personal characteristics, employment interests, and general location of employment desired. After completing the interview, the Director of Career Services will attempt to arrange employment interviews with firms that are compatible with the students' qualifications and employment goals.

Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations.

Each student, upon enrollment, is advised to visit the Director of Career Services, at which time he/she will be given an information form. After this form is completed, the Director of Career Services will review it carefully with the student. During the meeting, procedures of placement assistance will be outlined so the student will know how to use the Placement Services to his/her best advantage.

The Career Skills course is designed to assist the student in preparing personalized resumes, employment applications, the art of interviewing successfully, as well as the importance of personal appearance and attitude when on a job interview.

The reputation and growth of Everest College has been achieved by the successful employment of graduates in their chosen career fields. We treasure this reputation for excellence, both for the respect it affords our graduates and opportunities it offers future graduates.

Everest College provides placement assistance throughout their career to all graduates.

NOTE: Everest College prepares the student educationally for employment and assists the student in securing employment interviews but does not in any way guarantee employment.

## **LEARNING RESOURCE CENTER AND LIBRARY**

The campus maintains a Learning Resource Center (LRC) to support the various curricula and provides learning resources for students and faculty. The collection encompasses reference, technical, general education books and tapes, and various periodicals. Audio/Visual materials and equipment are provided for faculty/student use.

The library has over 3,000 books available and a growing A/V collection. To ensure that the entire College curriculum is supported, the book collection includes legal, medical, business, and general education titles. To extend student access to information, the library provides access to research databases including Westlaw, an important legal tool; and Infotrac, a general source of full-text magazine articles. The book collection is arranged according to the Dewey Decimal Classification system. Most books are available for a loan period of four weeks, while A/V is limited to one week. Reference materials and magazines may not be borrowed.

While the library maintains a sound basic legal collection, Paralegal students are required to conduct research at various legal libraries in the Las Vegas area. Integral components of legal research are knowledge and research skills essential to utilize multiple legal reference collections. Most law firms or corporate legal departments require research that entails the use of public and/or private legal libraries. Students enrolled in or interested in enrolling in the Paralegal program should be aware of the necessity to utilize outside legal libraries, and plan for the additional time and additional transportation needs.

In addition, all Nevada residents may gain borrowing privileges from the Las Vegas Clark County Library District ([www.lvccld.org](http://www.lvccld.org)), and the University of Nevada at Las Vegas (UNLV) with proper identification.

## **CLUBS AND ORGANIZATIONS**

Everest College encourages the establishment of clubs and organizations on campus to enhance students socially, physically, and psychologically as they prepare to pursue careers after graduation. Students desiring to participate in existing campus organizations or those students who desire to establish new organizations should contact the Student Success Coordinator for further assistance.

## **FRIDAY ENRICHMENT PROGRAM**

On Fridays the Court Reporting, Keyboarding and Computer Labs are open to provide individual opportunities to practice and study. All facilities and equipment are available to enhance learning skills and speeds. Students are encouraged to use this Friday availability to achieve performance goals for their classes and their programs.

## **HEALTH SERVICES**

Everest College maintains first aid supplies for minor injuries that may occur while students are in school. Students who have a medical history of illness requiring special attention are asked to notify the Academic Dean during registration about all relevant information, including the name of the preferred physician, hospital, or clinic. The College does not charge a medical insurance fee and is not responsible for the payment of personal hospital bills or physicians' charges.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

The College will make available to students literature, brochures and pamphlets from local Drug Abuse Information and Treatment Centers in order to increase drug abuse awareness and prevention. Students, faculty, and staff requiring or requesting information about drug abuse treatment should contact the Student Success Coordinator for the names of local agencies.

## **LOST AND FOUND**

Lost articles may be claimed upon proper identification through the bookstore. Students are advised not to leave purses or other valuables unattended at any time. The College will not assume responsibility for any lost or stolen articles.

## **FINANCIAL INFORMATION**

Tuition and fees information can be found in **Appendix B: Tuition and Fees** in this catalog.

## **TUITION AND FEE SCHEDULE – QUARTER-BASED PROGRAMS**

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

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

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

Tuition will be charged on a quarterly basis. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in Appendix B.

Court Reporting students are required to obtain a Stenograph Machine in their first quarter of Court Reporting classes. Machines may be purchased privately or through the College.

## **TUITION AND FEE SCHEDULE – MODULAR PROGRAMS**

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

### **Tuition Charges**

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

### **Books**

The Everest College bookstore has new books and other miscellaneous items for sale.

## **STUDENT FINANCING OPTIONS**

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

## **FINANCIAL ASSISTANCE**

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

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

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

## **FEDERAL FINANCIAL AID PROGRAMS**

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

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **Federal Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **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 interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

## **SCHOLARSHIPS AND GRANTS**

### **Nevada Student Incentive Grant**

This grant is available to students with exceptional need, with priority given to Federal Pell Grant recipients.

Application for the NSIG program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds.

### **Imagine America Scholarships**

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

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

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

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

### **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate’s life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian’s executive team and recognizes one “ultimate” winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

**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 August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

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

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most

compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCI Presidents Meeting. The award will include:

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

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

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Perkins Loan or Federal Stafford Loan (GSL) be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

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

## **NEVADA ACCOUNT FOR STUDENT INDEMNIFICATION**

The state of Nevada maintains an account for student indemnification in case a licensed institution closes. According to the state of Nevada, if an administrator is notified of the closure of an institution in which students are currently enrolled, the administrator will take reasonable steps to notify each student that he may be entitled to a refund from the account; obtain records relating to enrollment, academic progress, and payments of money for tuition and other fees for each student; and arrange for the students to receive education at another licensed institution.

If the administrator arranges for students to receive education at an alternate licensed institution, money from the account may not be used by the administrator to pay for the alternate education. A student may, but is not required to, attend the alternate licensed institution.

A student is not eligible for a refund from the account if:

- A reasonable arrangement has been made for the student to attend an alternate licensed institution;
- The student has completed at least a majority of the academic requirements of the program agreed upon in the enrollment agreement; or
- The student does not notify the administrator within one year after the official date of closure of the licensed institution that he wishes to be considered for a refund.

The commission will review applications for refunds at regularly scheduled meetings of the commission. Refunds must be made to the person or entity who paid the tuition and other fees to the licensed institution, as documented by receipts or other documents available to the administrator.

## **BUYER'S RIGHT TO CANCEL – CANCELLATION**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 15 days of receipt of such notice.

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

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean 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 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:** 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.

## **REFUND POLICIES**

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

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

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

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

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

### **Date of Withdrawal versus Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 15 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 15 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

### **Textbook and Equipment Return/Refund Policy**

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

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

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.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a 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 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

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

### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

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

### **Institutional Refund Calculation**

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

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

## **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”)

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student’s LDA divided by the total number of classroom hours in the program.

### **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.

## **NEVADA REFUND POLICY (NRS 394.449)**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money he has paid.
  - (b) That if a student cancels his enrollment before the start of the training program, the institution shall refund to the student all the money he has paid, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60% of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60% of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student’s attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student’s last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

## **REQUIREMENTS FOR GRADUATION**

A student must:

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

## PROGRAMS OFFERED

<b>Diploma Programs</b>	
Medical Administrative Assistant	Diploma
Massage Therapy	Diploma
Scoping Technology*	Diploma
<b>Associate of Science Degree Programs</b>	
Accounting	Associate of Science
Business	Associate of Science
Court Reporting*	Specialized Associate of Science
Criminal Justice	Associate of Science
Medical Assisting	Specialized Associate of Science
Paralegal	Associate of Science

\*No longer enrolling new students.

Students must complete all prerequisites for courses as outlined in the school catalog unless they demonstrate proficiency through examination and/or obtain the approval of the Academic Dean.



## ACCOUNTING

*Associate of Science Degree*

18 – 24 months, 1000 – 1050 hours, 96 credits units

V 1

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

Course Number		Course Name	Associate Degree Quarter Credit Hrs.	
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
<b>Associates students choose 8 credits from the following:</b>				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
BUL	2131	Applied Business Law	4.0	
<b>Choose two courses from the following:</b>				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>48.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications*	4.0	
PSI	201	U.S. and Nevada Constitution	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96.0</b>

\*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



## BUSINESS

Associate of Science Degree

18 – 24 months, 970 – 1010 hours, 96 credit units

V 1

The Associate of Science programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

### Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number	Course Name	Associates Degree Quarter Credit Hrs
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
<b>Associate's students choose 8 units from below:</b>		
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
OST 2725	Applied Word Processing	4.0
CGS 2510C	Applied Spreadsheets	4.0
MTB 1103	Business Math	4.0
<b>Total Quarter Credit Hours:</b>		<b>18.0</b>
<b>Major Core Requirements – All Concentrations</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
<b>Additional Major Core Requirements: Business Administration Concentration</b>		
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
<b>Choose 2 of the following courses:</b>		
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
SBM 2000	Small Business Management	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
<b>Total Quarter Credit Hours:</b>		<b>48.0</b>
<b>General Education Requirements</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
PSI 201	U.S. and Nevada Constitution	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0
<b>Total Quarter Credit Hours:</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

\*Online students take SPCP2300 Fundamentals of Interpersonal Communication



**COURT REPORTING**  
*Specialized Associate of Science Degree*  
 36 months, 2482 hours, 140 credit units

V o

The Court Reporting program provides extensive training in performing machine shorthand skills, reading shorthand notes and transcribing dictation material. Graduates will be eligible for entry-level positions as free-lance, agency or court-employed shorthand reporters.

Course Number	Course Name	Clock Hours	Quarter Credit Hours
<b>General Education Requirements</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>160</b>	<b>16</b>
<b>COLLEGE CORE COURSES</b>			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
CIS 104A	Software Applications Word Processing	80	6
EGL 103	Vocabulary	40	4
HSC 1531	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
OST 1141L	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
OFT 1144	Advanced Keyboarding	40	2
	<b>Total College Core Courses</b>	<b>470</b>	<b>38</b>
<b>MAJOR CORE COURSES</b>			
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate Court Reporting I (80 wpm)	144	6
CTR 103	Intermediate Court Reporting II (100 wpm)	144	6
CTR 104	Intermediate Court Reporting III (120 wpm)	144	6
CTR 105	Advanced Court Reporting I (140 wpm)	144	6
CTR 106	Advanced Court Reporting II (160 wpm)	144	6
CTR 107	Advanced Court Reporting III (180 wpm)	144	6
CTR 108	Advanced Court Reporting IV (200 wpm)	144	6
CTR 109	Advanced Court Reporting V (225 wpm)	144	6
CTR 130	Theory III A	40	2
CTR 131	Theory III B	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
CTR150	Beginning CR Lab	40	2
CTR151	Intermediate CR Lab I	40	2
CTR152	Intermediate CR Lab II	40	2
CTR153	Advanced CR Lab	40	2
CTR 215	Court Reporting Procedures	40	4
CTR 250	Externship	60	2
CTR 300	CCR Prep Class	40	4
EGL 105	English for Court Reporters	40	4
	<b>Total Major Core Courses</b>	<b>1,972</b>	<b>94</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>2,482</b>	<b>140</b>

The length of time required for students to graduate will vary due to differing abilities to obtain speed proficiency.

Graduation from the Court Reporting program requires passing the following tests with no less than 97.5% accuracy:

- Three 5 minute literary tests of 180 wpm
- Three 5 minute jury charge tests at 200 wpm
- Three 5 minute Q&A tests at 225 wpm
- Three 10 minute four-voice tests at 200 wpm

The student must also

- Pass two 5-minute typing tests at a minimum of 60 gross words per minute with a maximum of 5 errors,
- Complete 60 verified hours of writing time on externship with 50 pages of typed transcript and
- Complete a deposition project at 180 wpm

### **The Nevada Certified Court Reporters Examination**

The Nevada Certified Court Reporters Board licenses shorthand reporters in the state of Nevada. Under the supervision of the Board, an examination is given twice each year. Upon successfully passing the CCR Exam and paying the required fees, the applicant is licensed as a Certified Court Reporter.

The CCR Exam is comprised of a skills test at the speed of 200 words per minute, four-voice testimony, for ten minutes. A written examination is also given which consists of multiple-choice questions. The subjects covered are grammar, spelling, punctuation, vocabulary, procedures, and rules and regulations for court reporters in Nevada. Also covered is legal and medical terminology.

The CCR Board permits applicants to manually transcribe their notes on a typewriter or word processor or transcribe with the use of computer-aided transcription software (CAT).

The CCR Board requires that applicants be a graduate of a qualified court reporting school and have received that institution's certificate of completion, degree, or diploma; have worked as a reporter for one year; or have passed the RPR or another state's CSR/CCR examination.



## CRIMINAL JUSTICE

*Associate of Science Degree*

18 – 24 months, 970 hours, 96 credit units

V 1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Course Number	Course Name	Associate's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills	2.0
CGS	2167C Computer Applications	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
BUL	2131 Applied Business Law	4.0
CCJ	1017 Criminology	4.0
CCJ	1024 Introduction to Criminal Justice	4.0
CJL	2130 Criminal Evidence	4.0
CJL	2134 Criminal Procedure and the Constitution	4.0
CCJ	1610 Criminal Investigations	4.0
CCJ	2358 Criminal Justice Communications	4.0
CCJ	2306 Introduction to Corrections	4.0
CJD	2250 Introduction to Interviews and Interrogations	4.0
DSC	2002 Introduction to Terrorism	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>40.0</b>
<b>The students will take 12.0 credits from following courses:</b>		
CJE	2100 Policing in America	4.0
CCJ	2288 Spanish for the Criminal Justice Professional	4.0
CCJ	2679 Introduction to Victims Advocacy	4.0
CCJ	2943 Current Issues in Criminal Justice	4.0
CJE	2670 Introduction to Forensics	4.0
CCJ	1910 Career Choices in Criminal Justice	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
PSI	201 U.S. and Nevada Constitution	4.0
EVS	1001 Environmental Science	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>34.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>



## MASSAGE THERAPY

Diploma Program

9 months, 750 hours, 55 credit units

V 3

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which 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 Clock Hours	Quarter Credit Hours
<b>Pre-requisite Course</b>			
MTD100	Introduction to Massage Therapy	80	6.0
<b>Modular Courses</b>			
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
	<b>PROGRAM TOTAL</b>	<b>750</b>	<b>55.0</b>

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

<b>MTD100 – Introduction to massage Therapy</b>	<b>6.0 Quarter Credit Hours</b>
This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD201 - Business and Ethics</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	

<b>MTD263 – Eastern Theory and Practice</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD282- Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD246 - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD295 – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD278 – Massage Clinic</b>	<b>1.0 Quarter Credit Hours</b>
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	



## MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

8 months, 720 hours, 47 credit units

V 1

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

Module Number	Module Title	Clock Hours	Quarter Credit Hours
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Electronic Medical Records	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	<b>TOTAL</b>	<b>720</b>	<b>47.0</b>

<p><b>Module A: Office Finance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module B: Patient Processing and Assisting</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill building Hours: 20.0</p>
<p><b>Module C: Medical Insurance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module D: Insurance Plans and Collections</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module E: Office Procedures</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>

<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Electronic Medical Records</b></p> <p>Module G focuses on the tasks performed in the medical office by the administrative and clinical support staff using electronic records. Students are introduced to specialized procedures including appointment scheduling, bookkeeping, charting, processing patients, and law and ethics related to electronic records. Students will also learn vital signs in Module G. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with electronic medical records terminology, and gain knowledge of the self-directed job search process by learning how to dress for success. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>



**MEDICAL ASSISTANT**  
*Specialized Associate of Science Degree*  
 18 – 24 months, 1200 hours, 97 credit units

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The objective of the Medical Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures and current medical office management. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions that include clinical or administrative assistant, medical receptionist and medical insurance biller. These services are requested by hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies and pharmaceutical companies.

Course Number	Course Name	Clock Hours	Quarter Credit Hours
<b>General Education Requirements</b>			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
PSI 201	U.S. and Nevada Constitution	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	<b>Total General Education Requirements</b>	<b>200</b>	<b>20</b>
<b>College Core Requirements</b>			
APA 1114	Office Accounting	40	4
CGS 2167C	Computer Applications	50	4
MAC 1000	College Business Mathematics	40	4
OST 1141L	Keyboarding	40	2
SLS 1105	Strategies for Success	40	4
SLS 1321	Career Skills	20	2
	<b>Total College Core Courses</b>	<b>230</b>	<b>20</b>
<b>MAJOR CORE REQUIREMENTS</b>			
BSC 1085	Anatomy & Physiology I	40	4
BSC1086	Anatomy & Physiology II	40	4
HSC 1531	Medical Terminology	40	4
HSA 1553	Medical Law & Ethics	20	2
HUN 1001	Basic Nutrition	20	2
MEA 1671	Patient Interpersonal Relations	20	2
MEA 1005	Domestic Violence	20	2
MEA 2455	Clinical Lecture A	40	4
MEA 2456	Clinical Lecture B	40	4
MEA 2457	Clinical Lecture C	40	4
HIM 2272	Medical Insurance Billing	40	4
MLS 2325	Clinical Lab A	40	2
MLS 2326	Clinical Lab B	40	2
MLS 2327	Clinical Lab C	40	2
OST 2301	Medical Office Practice	50	4
OST 2614	Medical Transcription	40	2
PHA 2245	Pharmacology & Medical Math	40	4
HC 2941	Medical Externship	160	5
	<b>Total Major Core Courses</b>	<b>770</b>	<b>57</b>
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>1,200</b>	<b>97</b>



## PARALEGAL

Associate of Science Degree

21 – 24 months, 1120 hours, 96 credit units

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Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Numbers		Course Name	Clock Hours	Quarter Credit Hours
CGS	2167C	Computer Applications	40	4.0
SLS	1105	Strategies for Success	40	4.0
SLS	1321	Career Skills	20	2.0
OST	2725	Applied Word Processing	40	4.0
<b>Major Core Classes</b>				
PLA	1003	Introduction to Paralegal	40	4.0
PLA	2363	Criminal Procedure and the Constitution	40	4.0
PLA	1105	Legal Research and Writing I	40	4.0
PLA	2106	Legal Research and Writing II	40	4.0
PLA	2273	Torts	40	4.0
PLA	2423	Contract Law	40	4.0
PLA	2600	Wills, Trusts, and Probate	40	4.0
PLA	2800	Family Law	40	4.0
PLA	2763	Law Office Management	40	4.0
PLA	2203	Civil Procedure	40	4.0
<b>Choose two courses from the following:</b>				
PLA	2460	Bankruptcy	40	4.0
PLA	2930	Contemporary Issues and Law	40	4.0
PLA	2433	Business Organizations	40	4.0
PLA	2483	Introduction to Administrative Law	40	4.0
PLA	2610	Real Estate Law	40	4.0
PLA	2631	Environmental Law	40	4.0
<b>General Education Core Classes</b>				
ENC	1101	Composition I	40	4.0
ENC	1102	Composition II	40	4.0
SPC	2016	Oral Communications	40	4.0
SYG	2000	Principles of Sociology	40	4.0
MAT	1033	College Algebra	40	4.0
PSY	2012	General Psychology	40	4.0
SLS	1505	Basic Critical Thinking	20	2.0
PSI	201	U.S. and Nevada Constitution	40	4.0
EVS	1001	Environmental Science	40	4.0
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96.0</b>



## SCOPING TECHNOLOGY

*Diploma Program*

15 – 21 months, 934 hours, 58 credit units

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Scoping is a growing professional career. A scopist works closely with court reporters proofreading and editing transcripts, employing proper punctuation, English and format. With advancement of CAT technology (Computer Aided Transcription), the web, and e-mail, scopists may work for court reporters virtually anywhere in the world. Because the demand for court reporters is growing, the demand for scopists is also increasing.

The Scoping diploma program is not a pre-requisite to the Court Reporting Associates degree program although students are encouraged to complete Scoping prior to enrolling in Court Reporting. All 17 courses found in the Scoping program are shared in the Court Reporting program; therefore, 58 credits transfer into the specialized degree should a student decide to continue their education after receiving their diploma. Scoping is offered as a benefit to students who wish to earn a diploma in 5-7 terms. Students who wish to enter the Court Reporting program directly without first completing the Scoping program may do so.

Course Number	Course Name	Clock Hours	Quarter Credit Hours
SLS 1105	Strategies for Success	40	4
OST 1141L	Keyboarding	40	2
OFT 1143	Intermediate Keyboarding	40	2
CGS 2167C	Computer Applications	50	4
CTR 100	Theory I	120	6
CTR 101	Theory II	120	6
CTR 102	Intermediate Court Reporting I (80 wpm)	144	6
CTR 130	Theory III A	40	2
CTR 132	Theory III C	40	2
CTR 140	Theory IV A	40	2
CTR 141	Theory IV B	40	2
CTR 142	Theory IV C	40	2
EGL 105	English for Court Reporters	40	4
EGL 103	Vocabulary	40	4
HSC 1531	Medical Terminology	40	4
LEG 210	Legal Terminology	40	4
SLS 1321	Career Skills	20	2
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>934</b>	<b>58</b>

## COURSE DESCRIPTIONS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system

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

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

<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4.0 quarter credit hours</b>
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4.0 quarter credit hours</b>
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACG 2551 Non Profit Accounting</b>	<b>4.0 quarter credit hours</b>
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ACO 1806 Payroll Accounting</b>	<b>4.0 quarter credit hours</b>
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	
<b>APA 1114 Office Accounting</b>	<b>4.0 quarter credit hours</b>
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2111 Principles of Accounting I</b>	<b>4.0 quarter credit hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2121 Principles of Accounting II</b>	<b>4.0 quarter credit hours</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>APA 2141 Computerized Accounting</b>	<b>4.0 quarter credit hours</b>
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 00.	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4.0 quarter credit hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs: 040. Lab Hrs: 00. Other Hrs: 000.	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 quarter credit hours</b>
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1017 Criminology</b>	<b>4.0 quarter credit hours</b>
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 quarter credit hours</b>
This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 1610 Criminal Investigations</b>	<b>4.0 quarter credit hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4.0 quarter credit hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4.0 quarter credit hours</b>
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 quarter credit hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: CCJ 1024. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2358 Criminal Justice Report Writing</b>	<b>4.0 quarter credit hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4.0 quarter credit hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 quarter credit hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CGS 2167C Computer Applications</b>	<b>4.0 quarter credit hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 quarter credit hours</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture. Hrs: 030. Lab Hrs: 020. Other Hrs: 000	
<b>CIS 104A Software Applications: Word Processing</b>	<b>6.0 quarter credit hours</b>
This course provides an understanding of the concepts and capabilities of word processing applications, and includes experience using word processing software. This course consists of 40 clock hours of lecture and 40 clock hours of lab. Prerequisite: CGS 2167C. Lecture Hrs: 040. Lab Hrs: 040. Other Hrs: 000.	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4.0 quarter credit hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CJE 2100 Policing in America</b>	<b>4.0 quarter credit hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>CJE 2670 Introduction to Forensics</b>	<b>4.0 quarter credit hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4.0 quarter credit hours</b>
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4.0 quarter credit hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisites: None. Lec. Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

<b>CTR 100 Theory I</b>	<b>6.0 quarter credit hours</b>
This course represents the fundamental principles and theory of machine shorthand for the computer-aided transcription stenography program. Introduces brief forms, rapid note reading with beginning note transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: OST 1141L. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 101 Theory II</b>	<b>6.0 quarter credit hours</b>
Theory II is a review of the theory principles introduced in CTR 100, Theory I, and presents advanced theory instruction. The scopist and/or court reporting student must complete both courses in order to fully learn the "language" of steno. Through periodic testing, the student is able to demonstrate his or her ability to accurately translate and transcribe the spoken word using correct punctuation. Prerequisite: CTR 100. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 102 Intermediate Court Reporting I (80 wpm)</b>	<b>6.0 quarter credit hours</b>
Intermediate Court Reporting I emphasizes note reading, speed building, and accuracy. Although speed building on a machine may not be necessarily for the scopist, the building of speed for transcription and editing purposes is essential. Students demonstrate their ability to read notes efficiently. Accuracy is important for both the scopist and the court reporter. This course introduces the student to production procedures of written instruments, including court and deposition transcripts, with emphasis on literary, jury charge, Q & A, multiple-voice, and business letter material. Prerequisite: CTR 101. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 103 Intermediate Court Reporting II (100 wpm)</b>	<b>6.0 quarter credit hours</b>
Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 102. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 104 Intermediate Court Reporting III (120 wpm)</b>	<b>6.0 quarter credit hours</b>
Improves speed and accuracy. Continued emphasis on note reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 103. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 105 Advanced Court Reporting I (140 wpm)</b>	<b>6.0 quarter credit hours</b>
Improves speed and accuracy. Continued emphasis on reading, writing, and transcription. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 104. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 106 Advanced Court Reporting II (160 wpm)</b>	<b>6.0 quarter credit hours</b>
Improves speed and accuracy. Also includes emphasis on congressional record, literary, jury charge and two-voice dictation material. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 105. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 107 Advanced Court Reporting III (180 wpm)</b>	<b>6.0 quarter credit hours</b>
Dictation, speed building, and transcription of multiple-voice testimony. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 106. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 108 Advanced Court Reporting IV (200 wpm)</b>	<b>6.0 quarter credit hours</b>
Extensive sustained dictation is on courtroom testimony and jury charge material. Transcription projects are used to develop research skills. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 107. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 109 Advanced Court Reporting V (225 wpm)</b>	<b>6.0 quarter credit hours</b>
Emphasis on four-voice dictation and preparation for externship. Trial transcripts are used to prepare the student for actual courtroom experiences. In order to successfully complete this course, the student must produce 60 hours of tape lab practice per quarter. Prerequisite: CTR 108. Lecture Hrs: 030. Lab Hrs: 060. Other Hrs: 000.	
<b>CTR 130 Theory III A</b>	<b>2.0 quarter credit hours</b>
Theory III A is a transcription preparation course. Students learn the various document formats and their functions. Students demonstrate their ability to prepare professional looking court and deposition transcripts, including title page, appearance page, certificate of deponent, reporter's certificate, etc. The student expands his or her vocabulary and research skills through technical dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 131 Theory III B</b>	<b>2.0 quarter credit hours</b>
This lab class is designed to provide students with medical related material. Dictation of medical exercises is given several times at various speed levels while expanding his/her medical vocabulary and general knowledge. Technical medical dictation/lesson material is used. Prerequisite: CTR 101. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 132 Theory III C</b>	<b>2.0 quarter credit hours</b>
Theory III C is a transcription preparation course. Various types of general, medical, and legal proceeding documentation are introduced, with emphasis on legal. The students will prepare a transcript of a felony DUI case proceeding, arraignment proceeding, sentencing proceeding, etc. The student expands his or her legal vocabulary and research skills through dictation and lesson material. The application of correct grammar where necessary, spelling, and punctuation is achieved through periodic practice and evaluation. Prerequisite: CTR 101. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	

<b>CTR 140 Theory IV A</b>	<b>2.0 quarter credit hours</b>
Theory IV A is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisites: CGS 2167C and CTR 101. Lecture Hrs:000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 141 Theory IV B</b>	<b>2.0 quarter credit hours</b>
Theory IV B is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court Reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with trends and advancements in technology. Prerequisite: CTR 140. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 142 Theory IV C</b>	<b>2.0 quarter credit hours</b>
Theory IV C is a computer aided transcription (CAT) course. Various CAT and other software programs are addressed, and students receive hands-on instruction of the Eclipse program. In addition, the student demonstrates ability to send transcripts and other documents via e-mail. Court reporting, recently identified and categorized as an IT career within the legal profession, involves the use of advanced technology. In order to compete in today's ever-changing market, the professional scopist and/or court reporter must be familiar with the trends and advancements in technology. Prerequisite: CTR 140. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 150 Beginning CR Lab</b>	<b>2.0 quarter credit hours</b>
Beginning CR Lab is a lab class in which speed building practice on the steno machine is completed under monitored conditions. Students build speed and accuracy by completing mandatory practice material. Prerequisite: CTR 101. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 151 Intermediate CR Lab I</b>	<b>2.0 quarter credit hours</b>
Intermediate CR Lab I is a lab class in which speed building practice on the steno machine is completed in realtime under monitored conditions. Students build speed and accuracy by completing mandatory practice material. Prerequisite: CTR 150. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 152 Intermediate CR Lab II</b>	<b>2.0 quarter credit hours</b>
Intermediate CR Lab II is a lab class in which speed building practice on the steno machine is completed in realtime under monitored conditions. Students build speed and accuracy by completing mandatory practice material. Prerequisite: CTR 151. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 153 Advanced CR Lab</b>	<b>2.0 quarter credit hours</b>
Advanced CR Lab is a lab class in which speed building practice on the steno machine is completed in realtime under monitored conditions. Students build speed and accuracy by completing mandatory practice material. Prerequisite: CTR 152. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>CTR 215 Court Reporting Procedures</b>	<b>4.0 quarter credit hours</b>
Introduction to deposition and courtroom procedures, transcript set-ups, emphasizing professional simulated court reporting business operations. Prerequisite: CTR 101. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>CTR 250 Externship</b>	<b>2.0 quarter credit hours</b>
Each student will complete a minimum of 60 hours of actual writing time with a Certified Court Reporter at depositions, court trials, and administrative hearings. This course enables the student to report under actual working conditions. The student must also produce a minimum of 50 pages of transcript to be graded. Prerequisite: Passing grade on two Q & A tests at 200 wpm. Lecture Hrs: 000. Lab Hrs: 000. Other Hrs: 060.	
<b>CTR 300 CCR Prep Class</b>	<b>4.0 quarter credit hours</b>
This course is designed to prepare the student for the Nevada CCR Examination and the NCRA RPR Examination. It will comprise a review of medical and legal terminology, vocabulary development, grammar and punctuation exercises. Also, a mock CCR Examination will be given as a final exam. Prerequisites: CTR 107, ENC 1102, EGL 103, EGL 105, HSC 1531 and LEG 210. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 quarter credit hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>EGL 103 Vocabulary</b>	<b>4.0 quarter credit hours</b>
This course creates an appreciation for the basic framework of the English language as the students build their vocabulary through the study of root words, prefixes and suffixes and the origin of words. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>EGL 105 English for Court Reporters</b>	<b>4.0 quarter credit hours</b>
This course is designed especially for reporters. This English class will enable court reporting students to transcribe transcripts using grammar and punctuation used in the courtroom for the NCRA and Nevada CSR examinations. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

<b>ENC 1101 Composition I</b>	<b>4.0 quarter credit hours</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>ENC 1102 Composition II</b>	<b>4.0 quarter credit hours</b>
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the student's skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>EVS 1001 Environmental Science</b>	<b>4.0 quarter credit hours</b>
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>FIN 1103 Introduction to Finance</b>	<b>4.0 quarter credit hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>HC 2941 Externship</b>	<b>5.0 quarter credit hours</b>
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes required for Medical Core Requirements must be completed prior to enrollment. Lecture Hrs: 000 Lab Hrs: 000 Other Hrs: 160	
<b>HUN 1001 Basic Nutrition</b>	<b>2.0 quarter credit hours</b>
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 diseases and the maintenance of good health. Prerequisite: None. Lecture Hrs:020 Lab Hrs: 000 Other Hrs: 000	
<b>LEG 210 Legal Terminology</b>	<b>4.0 quarter credit hours</b>
This course acquaints the student with commonly used legal terms and the different kinds of correspondence used in the legal process. Special emphasis is given to pronunciation, spelling, and definitions. Areas covered include real estate and property transfer, litigation, wills, guardianship, partnership and corporations. Prerequisites: None. Lecture Hrs:040 Lab Hrs: 000 Other Hrs: 000	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 quarter credit hours</b>
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Prerequisite: None. Lecture Hrs: 010. Lab Hrs: 020. Other Hrs: 000.	
<b>MAC 1000 College Business Mathematics</b>	<b>4.0 quarter credit hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000 Other Hrs: 000	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4.0 quarter credit hours</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2021 Principles of Management</b>	<b>4.0 quarter credit hours</b>
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2031 Let's Talk Business</b>	<b>2.0 quarter credit hours</b>
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 quarter credit hours</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 quarter credit hours</b>
Designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030 FIN 1103 and APA 2121. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 quarter credit hours</b>
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and cost of marketing. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

<b>MAR 2305 Customer Relations and Servicing</b>	<b>4.0 quarter credit hours</b>
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MAT 1033 College Algebra</b>	<b>4.0 quarter credit hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>MEA 1005 Domestic Violence</b>	<b>2.0 quarter credit hours</b>
This course covers the various aspects of family violence, including its legal, social, economic, medical and psychological impact on the family, individual and community. Prerequisite: None. Lecture Hrs:020 Lab Hrs: 000 Other Hrs: 000	
<b>BSC1086 Anatomy &amp; Physiology II</b>	<b>4.0 quarter credit hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Prerequisite: HSC 1531. Lecture Hrs:040 Lab Hrs: 000 Other Hrs: 000	
<b>HSC 1531 Medical Terminology</b>	<b>4.0 quarter credit hours</b>
This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. Prerequisite: None Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>BSC 1085 Anatomy &amp; Physiology I</b>	<b>4.0 quarter credit hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease process of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Prerequisite: HSC 1531. Lecture Hrs:040 Lab Hrs: 000 Other Hrs: 000	
<b>HSA 1553 Medical Law and Ethics</b>	<b>2.0 quarter credit hours</b>
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Prerequisite:None. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEA 1671 Patient Interpersonal Relations</b>	<b>2.0 quarter credit hours</b>
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
<b>HIM 2272 Medical Insurance Billing</b>	<b>4.0 quarter credit hours</b>
This course will train the student in the major medical insurance and claim forms processing. 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. Prerequisite: HSC 1531. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>MEA 2455 Clinical Lecture A</b>	<b>4.0 quarter credit hours</b>
This course focuses on universal precautions in the medical environment, including understanding of blood-borne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction into microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisites: MEA 2455 and MLS 2325. Lecture Hrs: 040. Lab Hrs: 000 Other Hrs: 000	
<b>MEA 2456 Clinical Lecture B</b>	<b>4.0 quarter credit hours</b>
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455 and MLS 2325. Lecture Hrs: 040. Lab Hrs: 000 Other Hrs: 000	
<b>MEA 2457 Clinical Lecture C</b>	<b>4.0 quarter credit hours</b>
This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455 and MLS 2325. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>MLS 2325 Clinical Lab A</b>	<b>2.0 quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. This course consists of 40 hours of laboratory work. Prerequisites: HSC 1531 and either BSC 1085 or BSC1086. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>MLS 2326 Clinical Lab B</b>	<b>2.0 quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. This course consists of 40 hours of laboratory work. Prerequisites: MEA 2455 and MLS 2325. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>MLS 2327 Clinical Lab C</b>	<b>2.0 quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. This course consists of 40 hours of laboratory work. Prerequisite: MEA 2455 and MLS 2325. Lecture Hrs: 040 Lab Hrs: ??? Other Hrs: 000	
<b>MTB 1103 Business Math</b>	<b>4.0 quarter credit hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>OFT 1143 Intermediate Keyboarding</b>	<b>2.0 quarter credit hours</b>
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OST 1141L. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>OFT 1144 Advanced Keyboarding</b>	<b>2.0 quarter credit hours</b>
This course emphasizes intensive drills in speed building techniques for typing the alphabet, symbols, and numbers. Prerequisite: OFT 1143. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>OST 1141L Keyboarding</b>	<b>2.0 quarter credit hours</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs: 000. Lab Hrs: 040. Other Hrs: 000.	
<b>OST 2301 Medical Office Practice</b>	<b>4.0 quarter credit hours</b>
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>OST 2335 Business Communications 4 credits</b>	
Practical written communication skills for business are studied in this advanced course. This course also includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus in on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>OST 2614 Medical Transcription</b>	<b>2.0 quarter credit hours</b>
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. This course consists of 40 hours of laboratory work. Prerequisites: HSC 1531, OST 1141L and CGS 2167C. Lecture Hrs: 000 Lab Hrs: 040 Other Hrs: 000	
<b>OST 2725 Applied Word Processing</b>	<b>4.0 quarter credit hours</b>
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000	
<b>PHA 2245 Pharmacology &amp; Medical Math</b>	<b>4.0 quarter credit hours</b>
This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: MAC 1000 and either BSC 1085 or BSC1086. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 1003 Introduction to Legal Assisting</b>	<b>4.0 quarter credit hours</b>
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, time keeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4.0 quarter credit hours</b>
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4.0 quarter credit hours</b>
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citations, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching utilizing the Westlaw system. Prerequisite: PLA 1105. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2203 Civil Procedure</b>	<b>4.0 quarter credit hours</b>
This course provides an introduction and overview to the procedural rules of court applicable to and governing civil matters, including, but not limited to, rules governing jurisdiction, venue, pleadings, motions, trial practice, and post-trial procedure. While emphasis will be placed on the Federal Rules of Civil Procedure, local rules will also be examined, as well as Federal Rules of Evidence and appellate court rules and procedures. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2273 Torts</b>	<b>4.0 quarter credit hours</b>
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4.0 quarter credit hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>PLA 2423 Contract Law</b>	<b>4.0 quarter credit hours</b>
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2433 Business Organizations</b>	<b>4.0 quarter credit hours</b>
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2460 Bankruptcy</b>	<b>4.0 quarter credit hours</b>
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2483 Introduction to Administrative Law</b>	<b>4.0 quarter credit hours</b>
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2600 Wills, Trusts and Probate</b>	<b>4.0 quarter credit hours</b>
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2610 Real Estate Law</b>	<b>4.0 quarter credit hours</b>
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2631 Environmental Law</b>	<b>4.0 quarter credit hours</b>
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisites: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2763 Law Office Management</b>	<b>4.0 quarter credit hours</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2800 Family Law</b>	<b>4.0 quarter credit hours</b>
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4.0 quarter credit hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>POS 2041 American National Government</b>	<b>4.0 quarter credit hours</b>
This course familiarizes the student with the development, organization, principals, and operation of the Federal Government. The course of study includes discussion of political parties, the government election mechanism, and civil rights. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>PSI 201 U.S. and Nevada Constitution</b>	<b>4.0 quarter credit hours</b>
This course offers an in-depth study of the U.S. Constitution and the history and Constitution of Nevada. Prerequisite: None. Lecture. Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>PSY 2012 General Psychology</b>	<b>4.0 quarter credit hours</b>
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>SBM 2000 Small Business Management</b>	<b>4.0 quarter credit hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture: Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

<b>SLS 1105 Strategies for Success</b>	<b>4.0 quarter credit hours</b>
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>SLS 1321 Career Skills</b>	<b>2.0 quarter credit hours</b>
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs: 020. Lab Hrs: 000. Other Hrs: 000.	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2.0 quarter credit hours</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs: 020. Lab Hrs: 000. Other Hrs: 000.	
<b>SPC 2016 Oral Communications</b>	<b>4.0 quarter credit hours</b>
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. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
<b>SYG 2000 Principles of Sociology</b>	<b>4.0 quarter credit hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>TAX 2000 Tax Accounting</b>	<b>4.0 quarter credit hours</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	

## CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

### Everest College

Alhambra, CA (main campus)  
 Anaheim, CA (main campus)  
 Arlington, TX (branch of Everest Institute, Rochester, NY)  
 Arlington, VA (branch of Everest College, Thornton, CO)  
 Aurora, CO (branch of Everest College, Thornton, CO)  
 Bremerton, WA (main campus)  
 Burr Ridge, IL (branch of Everest College, Skokie, IL)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 City of Industry, CA (branch of WyoTech, Long Beach, CA)  
 Colorado Springs, CO (main campus)  
 Dallas, TX (branch of Everest College, Portland, OR)  
 Everett, WA (branch of Everest College, Bremerton, WA)  
 Fife, WA (branch of Everest College, Seattle, WA)  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Henderson, NV (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 Newport News, VA (main campus)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (main campus)

### Everest Institute

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)

Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Hialeah, FL (branch of Everest Institute, Miami, FL)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest College, Ontario, CA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest College, Reseda, CA)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

### Everest University

Tampa (Brandon), FL (branch of Everest University Tampa, FL)  
 Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)  
 Largo, FL (main campus)  
 Melbourne, FL (branch of Everest University, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of Everest University, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 South Orlando, FL (branch of Everest University, North Orlando, FL)  
 Tampa, FL (main campus)

### WyoTech

Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

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

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Peter Waller Terry Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio	Jack D. Massimino Peter Waller Matthew Ouimet Kenneth S. Ord Mark L. Pelesh William Buchanan Beth Wilson David Poldoian Steve Quattrociocchi Janis Schoonmaker Frank Stryjewski Stan A. Mortensen  Paul T. Dimeo Robert C. Owen Anna Marie Dunlap  Rick Simpson Carmella Cassetta Jim Wade	Chairman of the Board Chief Executive Officer and Director President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President Chief Business Development Officer President, CCI Online President and Chief Operating Officer, Everest Florida Division President and Chief Operating Officer, WyoTech Division Executive Vice President, General Counsel and Corporate Secretary Senior Vice President, Real Estate Senior Vice President, Chief Accounting Officer Senior Vice President, Investor Relations & Corporate Communications Senior Vice President and Chief Academic Officer Senior Vice President and Chief Information Officer Senior Vice President, Human Resources
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

Administrative Staff		
Dave Fritz	President	BA Buena Vista University MS NW Missouri State University
Camille Greer	Senior Administrative Assistant	
Education		
Yemi Awolalo	Academic Dean	BA, University of Missouri-Columbia
Arlene Horna	Associate Academic Dean	
Lavonne Kolender	Online Learning Coordinator	BA, University of Phoenix MBA, University of Phoenix
Kurt Oshiro	Senior Registrar	BS, University of Hawaii
Melody Blanton	Registrar	AA, Everest College
Yovanna Alvarez	Registrar	
Kathryn Purcell	Attrition Coordinator	AA, Southwestern Michigan College
Paolina Taglienti	Librarian	MS.ED, Long Island University MLS, Queens College BA, University of Delaware
Dominique Estrada	Academic Administrative Assistant	
Admissions		
Niki Smith	Director of Admissions	BA, Florida Metropolitan University
Lindsay Blank	Admissions Manager	BA, Florida International University
Marjorie Zelaya	Receptionist	
Melissa Zublate	Receptionist	
Jacquelyn Brown	Admissions Representative	
Daniel Debeau	Admissions Representative	
Jennifer Kabat	Admissions Representative	
Pam Kowell	Admissions Representative	
Matthew Levy	Admissions Representative	
Sandra Nelson	Admissions Representative	
Heather O'Reilly	Admissions Representative	
Gayle Wilkins	Admissions Representative	
Roy Bahavara	Admissions Rep	
Shiela (Lisa) Olds	Admissions Rep	
Ricardo DeSouza	Admissions Rep	
Sandi Feldman	Admissions Rep	
Lorna Huycke	Admissions Rep	
Linda Jordan	Admissions Rep	
Stephanie Richards	High School Admissions Representative	
Daniel Goodwin	High School Presenter	
Career Services		
Toni Heuer	Director of Career Services	
Stacy Orlan	Medical Externship Coordinator	
Karin Casterton	Career Services Representative	
Josh Alvarez	Career Service Representative	
Finance		
RoseMarie Young	Director of Finance	
Chauncey Abney	Director of Student Accounts	
Peggy Dickson	Financial Aid Representative	
Tyese Dunn	Financial Aid Representative	

Tamisha Gray	Financial Aid Representative	
Fran Sarkett	Financial Aid Representative	
Jeffrey Simmons	Financial Aid Representative	
Heidi Tinnerello	Financial Aid Representative	
Ashlie Davis	Financial Aid Representative	
Nikki Schmidt	Financial Aid Representative	
Marie Iglesias	Student Account Representative	
Christine LaVasco	Student Account Representative	
<b>Faculty</b>		
John Armenti	Court Reporting	AA, Las Vegas Business College
David Barger	Medical General Education	BS, Illinois State University MS, Illinois State University DO, Chicago College of Osteopathic Medicine
Laura Bernadot	Massage Therapy	Certification, National Certification Board for Therapeutic Massage and Bodywork
Niki Casey	Massage Therapy	Certification, National Certification Board for Therapeutic Massage and Bodywork
Belen de Leon	General Education Business	MA, University of Philippines BS, Jose Rizal College Bachelor of Laws, University of Santo Tomas
Sheryl Foster	Criminal Justice	BA, Chaminade University Masters, Sam Houston
Jennifer Gibson	Court Reporting	CSR, RPR, Court Reporting Institute
Leonard Gilbert	Paralegal	BS, Ohio State University JD, Steven Marshall Law School SJD, Steven Marshall Law School
Heidi Headington	Court Reporting	Certificate, Lee College
Loralee Humpherys	Massage Therapy	Certification, National Certification Board for Therapeutic Massage and Bodywork
Terry Lamb	Criminal Justice Paralegal	BS, California State University-Long Beach
Ellen Lawson	Court Reporting	AA, South Coast College of Court Reporting
David McClain	Business	BA, Western New Mexico University MBA, Western New Mexico University
Dan McWhitis	General Education Business	BS, Tarleton State MBA, Stephen F. Austin
Randy Mazner	Criminal Justice	AA, Lansing Community College
Chris Melmoth	Massage Therapy	Certification, National Certification Board for Therapeutic Massage and Bodywork
Jana Mihelic	Medical Administrative Assistant	Diploma, Kansas City College of Medical and Dental Assisting
Martha Myricks	General Education	BS, San Francisco State
Mike Rowe	Paralegal	BA, University of Nevada-Las Vegas JD, McGeorge School of Law
Peter Shankland	Massage Therapy	Certification, National Certification Board for Therapeutic Massage and Bodywork MA, Wake Forest University BA, State University of New York
Tina (LaLonde) Sigman	General Education Business	BA, University of Nevada-Las Vegas
Agnieszka Sikorska	Business	MA, Marie Curie Sklodowska University
Alice Skoro	Court Reporting	AS, College of Court Reporting
George Trimble	General Education Business	MPA, Troy State

<b>Faculty</b>		
Biagio Vultaggio	Business	MBA, University of Phoenix
Maricel Waldie	General Education Medical Anatomy & Physiology	BS, University of Wisconsin
Raymond Waldie	General Education Business	BS, University of Wisconsin-Parkside MS, University of Wisconsin-La Crosse
Eleanor Ward	Medical General Education	Diploma, Wright Business School BA, Columbia College
Mike Wilson	Paralegal	BA, Washburn University JD, Washburn University
Theresa Miller	Gen Education	Associate Degree Citrus College
Margret Pickard	Paralegal	BS University of California Juris Doctorate University of California
Michael Delaney	Gen Education	BS University of Florida
Nicole Guess	Criminal Justice	BA University of California MBA National University
Alena Schmidt	Medical	Associate Degree Heritage College
Laura Bernadot	Massage	Massage Therapy Diploma Utah College of Massage Therapy
Susan Stewart	Medical	BS Business Liberty University LPN George C Wallace State Community College
Jeff Foster	Gen Ed	BA California Baptist University MA Loras College
<b>Department Chairs</b>		
Clara (Hanson) Casey	Court Reporting	AA, Phillips Junior College CRI/CCR Certified
Jim McGuinness	Justice Studies	BA, University of Nevada-Las Vegas
Cassandra Major	Medical	MBA University of Phoenix BS University of Phoenix Medical Assistant Certification Skadron Business College

## APPENDIX B: TUITION AND FEES

### TUITION AND FEE SCHEDULE

Students enrolling in modular programs will be charged for the entire program upon their first day of attendance. Refunds of tuition for students in modular programs are based on the charges for the financial aid payment period.

Program	Program Length	Credit Units	Tuition	Textbooks, Equipment and Certification (estimated)
<b>Quarterly Programs</b>				
Court Reporting	36 months	140	\$51,100	\$475 per term
Criminal Justice	18-24 months	96	\$35,040	\$475 per term
Paralegal	21-24 months	96	\$35,040	\$475 per term
Business	18-24 months	96	\$35,040	\$475 per term
Accounting	18-24 months	96	\$35,040	\$475 per term
Medical Assistant	18-24 months	97	\$35,405	\$475 per term
Scoping Technology	15-21 months	58	\$21,170	\$475 per term
\$365 per credit unit				
<b>Modular Programs</b>				
Massage Therapy	9 months	55	\$14,747	\$1367
Medical Administrative Assistant	8 months	47	\$13,965	\$1192
Effective date: July 1, 2009				

## APPENDIX C: ACADEMIC CALENDARS

### QUARTER-BASED PROGRAMS

Academic Calendar 2008 - 2009				
Summer Term Starts		July	14	2008
Summer Term Add/drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Add/drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/drop Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/drop Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/drop Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	5	2009
Independence Day Holiday	From	July	3	2009
	To	July	4	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

Academic Calendar 2009 - 2010				
Summer Term Starts		July	13	2009
Summer Term Add/drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	27	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/drop Deadline		April	25	2010
Mini-Term Starts		May	24	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010
Spring Term Ends		July	3	2010
Independence Day Holiday		July	4	2010
Summer Vacation	From	July	4	2010
	To	July	11	2010

<b>Academic Calendar 2010 – 2011</b>				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

## MODULAR PROGRAMS

<b>Massage Therapy Morning AM/PM Schedule – Four Day Week (Monday through Thursday) 2008/2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/28/2009	2/25/2009
2/26/2009	3/25/2009
3/30/2009	4/23/2009
4/27/2009	5/21/2009
5/26/2009	6/22/2009
6/24/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/15/2009
10/19/2009	11/11/2009
11/16/2009	12/14/2009
12/15/2009	1/26/2010

<b>Medical Administrative Assistant Day Schedule – Four Day Week (Monday through Thursday) 2008/2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/28/2009	2/25/2009
2/26/2009	3/25/2009
3/30/2009	4/23/2009
4/27/2009	5/21/2009
5/26/2009	6/22/2009
6/24/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/15/2009
10/19/2009	11/11/2009
11/16/2009	12/14/2009
12/15/2009	1/26/2010