Everest

INSTITUTE

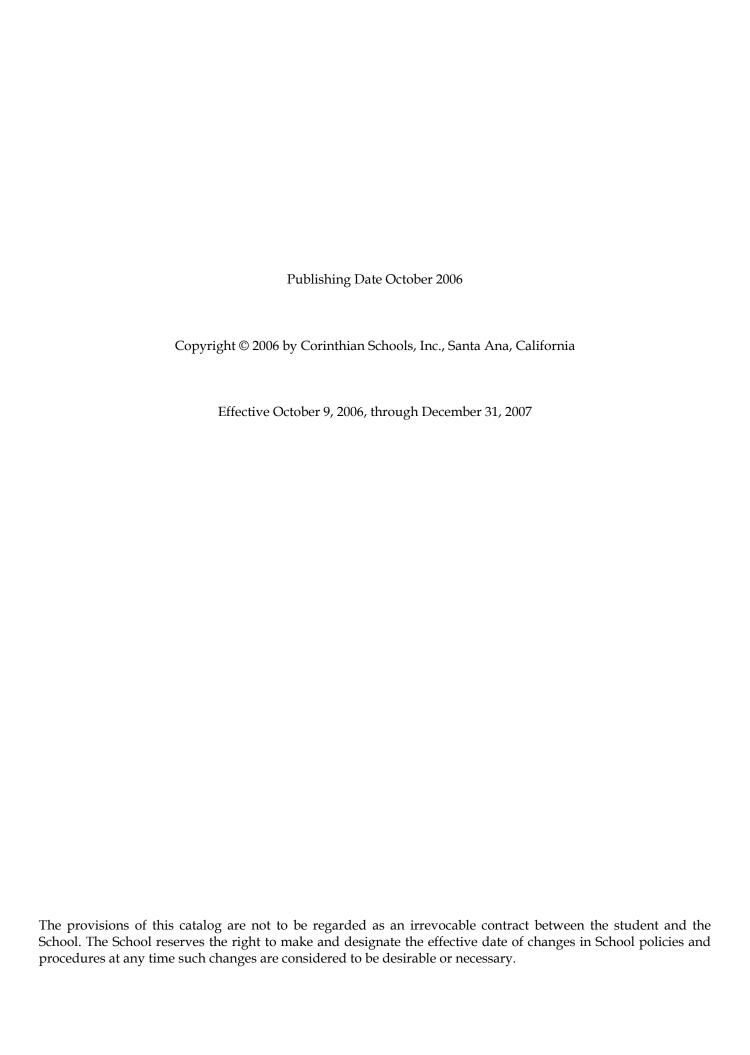## 2006-2007 CATALOG
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Certificate of Registration Issued by the
Board of Career Colleges and Schools
35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138

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ABOUT CORINTHIAN SCHOOLS, INC.

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

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

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

SCHOOL HISTORY AND DESCRIPTION

The school is conveniently located in Gahanna, Ohio, and serves the greater metropolitan Columbus area. Bryman Institute was established in June 2004.

The modern air-conditioned facility is designed for training students for the working world. The attractive facility has over 25,000 square feet and includes computer, electronic, and medical assisting laboratories, massage therapy laboratories, lecture rooms, resource center, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

EDUCATIONAL PHILOSOPHY

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

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

STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school 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 school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or email studentrelations@cci.edu.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

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

- Certificate of Registration issued by the Board of Career Colleges and Schools of the State of Ohio – 35 East Gay Street, Suite 403 – Columbus, Ohio 43215.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch of the Bryman College – Ontario, CA.

School approvals and memberships are displayed in the lobby. The school president can provide additional information.

ADMISSIONS

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

REQUIREMENTS AND PROCEDURES

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

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

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

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

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

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

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

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

ALLIED HEALTH PROGRAMS

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

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

ADMINISTRATIVE POLICIES

GRADING

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

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
L	Leave of Absence	Not Calculated
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning /Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated

*(Not used in Modular Allied Health Programs)

Course Repeat Codes	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

STUDENT AWARDS

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students in allied health programs must:
- Complete all required classroom modules with a grade of at least 2.0;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.
- Pass the graduate exam, if applicable; and
- Successfully complete all extern requirements.

SATISFACTORY ACADEMIC PROGRESS

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress.

In order to maintain satisfactory academic progress, students must:
- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

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

Each module is a grading period. Students will receive grade/progress reports following the end of each module.

Academic Probation
The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. If a student has failed a module or course, they are required to repeat the failed module/course during the probationary period unless the module/course is not offered at that time. In that case, the failed module or course must be repeated at the earliest possible date.

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

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

Reinstatement Policy
Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

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

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

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

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

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

Exit Interviews

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

Repeat Policy

Students in allied health programs who receive less than a 2.0 term GPA for a module must retake that module. A failing grade that must be repeated remains in effect in the GPA until the module/course is repeated and a new grade is earned. Students may repeat a failed module/course only once. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length in credits attempted.

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

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher) this new grade is used to calculate the cumulative GPA. Both grades will appear on the transcript.

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

Maximum Program Completion Time

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

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

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

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

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

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

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

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

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

Additional Information on Satisfactory Academic Progress

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

Required Study Time

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

UNIT OF CREDIT

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

FINANCIAL AID

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

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

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the student-teacher ratio for laboratory classes is a maximum of 24:1.

ATTENDANCE REQUIREMENTS

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program may be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure policy.") Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days may be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they may be terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See "Student Appeal Policy.") If their termination is not successfully appealed, they will remain dropped from the program.

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

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

Tardiness/Early Departure

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

Reentry Policy

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

Students who are to be terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See "Student Appeals Process" policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Make-up Work

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

Veteran Students

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

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/Director of Education.

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

WEATHER EMERGENCIES

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

CLOTHING AND PERSONAL PROPERTY

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

STUDENT 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 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. Federal Work Study students who violate the student conduct of conduct in the performance of their work study duties are subject to disciplinary action/procedures.

- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

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

Academic Integrity

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

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

♦ If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.

♦ All violations of academic policy are documented and made part of the student's academic record.

APPEALS PROCEDURES

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

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

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

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

DRESS CODE

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

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

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

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

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

ACADEMIC ADVISEMENT AND TUTORING

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

DISABLED STUDENTS

Disabled students should make arrangements to meet with the school president prior to the start of class to review facilities and required accommodations.

HEALTH/MEDICAL CARE

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

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

TERMINATION PROCEDURES

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

Students to be terminated are notified in writing and may appeal to the school president.

TRANSFERABILITY OF CREDITS

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other School, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School maintains complete records for each student that includes 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 only be released 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 School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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 institution has established policies regarding campus security.

The institution 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 institution 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 institution 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 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.sexcriminals.com/registration-notification/us/Ohio

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

CAMPUS COMPLETION RATE REPORTS
Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent 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 College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or College 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.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE
Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the School 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 email at studentrelations@cci.edu.

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215. Phone 614.466.2752; toll free 877.275.4219

If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president. Please direct all inquiries to:

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

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

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FINANCIAL INFORMATION

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

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

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

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

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

Cash Payment Plan
 The Cash Payment Plan requires that tuition is paid prior to the first class. A student may elect to pay course by course (Option #1), or pay for the entire school program at the beginning of their studies (Option #2). Under the Cash Plan, students have the option to make cash payments each month or have their tuition payments automatically debited to their credit card or bank/financial checking account on a monthly basis. Automatic payments are charged on the payment due date (which is the 15th of the month) per terms of the agreement. All cash payments must be received on or before the 15th of the month.

Third Party Direct Bill Programs

An employer direct bill or agency contract must be approved by both the institution (school) and the corporation (employer/agency) in writing prior to the start of the student's program. A tuition authorization form (contract) or tuition voucher must be completed and signed by the employer/agency's official representative. The student must then submit the form/voucher prior to the first day of class. The student finance department will bill tuition based on the terms of the contract and/or consistent with the Cash Payment Plan above. The student is expected to assist in expediting payment from the employer/agency.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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

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

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of

   a)   the date that the student provides to The School official notification of his or her intent to withdraw or

   b)   the date that the student begins the withdrawal process.

Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

REFUND POLICIES

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

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

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the

Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.

- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

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

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

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

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

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

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

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

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

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

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

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's last date of attendance. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator). Days in which a student was on an approved leave of absence (where applicable) are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds
The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

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

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

OHIO REFUND POLICY 3332-1-10
(F) Uniform tuition refund policy.

(1) An enrollment agreement or application may be canceled within five calendar days after the date of signing provided The School is notified of the cancellation in writing. The School shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation....

(5) Refunds shall be made within thirty days after The School has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

(6) State refund policy for programs organized on a credit hour basis.

(a) A student who starts class and officially withdraws during the first calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition for that period plus the registration fee.

(b) A student who officially withdraws during the second calendar week of the period shall be obligated for fifty per cent of the tuition for that period plus the registration fee.

(c) A student who officially withdraws during the third calendar week of the period shall be obligated for seventy-five per cent of the tuition for that period plus the registration fee.

(d) A student who officially withdraws beginning with the fourth calendar week of the period will not be entitled to a refund of any portion of the tuition.

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.

2. Successfully complete all externship hours (if applicable).

3. Meet any additional program specific requirements as stated in The School catalog.

SEVERABILITY

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

GRIEVANCE PROCEDURE

All student complaints should be first directed to The School personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of The School. Whether or not the problem or complaint has been resolved to his/her satisfaction by The School, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 E. Gay Street, Suite 403, Columbus, Ohio 43215, Phone (614) 466-2752, toll-free (877) 275-4219.

MISCELLANEOUS

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

FINANCIAL ASSISTANCE

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete an application for student aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Sallie Mae Alternative Loan Program (SLM)

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

Student Tuition Assistance Resource Loan (STAR Loan)

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

STUDENT SERVICES

PLACEMENT ASSISTANCE

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

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

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

STUDENT ACTIVITIES

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

HOUSING ASSISTANCE

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

TRANSPORTATION ASSISTANCE

The school maintains information on public transportation.

FIELD TRIPS

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

SPECIAL LECTURES

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

DRUG ABUSE PREVENTION

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

ADVISING

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

MODULAR PROGRAMS

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

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program - 8 Months (Day and Evening)
720 Clock Hours/47.0 Credit Units   **v 1-0**

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	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	TOTAL	280	280	160	720	47.0

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

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

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

medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

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

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

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

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

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

MEDICAL ASSISTANT
Diploma Program - 8 Months (Day and Evening)
720 Clock Hours/47.0 Credit Units

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**47.0**

Major Equipment

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

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

Module A - Patient Care and Communication   **40/40/6.0**
Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems are also covered. Students will also have the

opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module B - Clinical Assisting and Pharmacology   40/40/6.0
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process

Module C - Medical Insurance, Bookkeeping, and Health Sciences   40/40/6.0
Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures which are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

Module D - Cardiopulmonary and Electrocardiography   40/40/6.0
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module E - Laboratory Procedures   40/40/6.0
Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module F - Endocrinology and Reproduction   40/40/6.0
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module G – Medical Law, Ethics, and Psychology   40/40/6.0
Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module X – Externship   **0/160/5.0**

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

MEDICAL INSURANCE BILLING/CODING
Certificate Program
6 Months (Day and Evening)
Total Credit Units Required: 35/ Total Hours: 560

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour practicum.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a certificate.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module X	Externship	*160	*5.0
	Program Total	**560**	**35**

Major Equipment

Calculators
Personal Computers

Module Descriptions

Medical Insurance Billing & Coding - Certificate Program

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

Lecture hours/ Lab hours / Credit Units

Module A – Introduction to Medical Insurance and Managed Care   **40/40/6.0**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT

codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

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

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

Module D – Medical Documentation, Evaluation, and Management 40/40/6.0
Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

Module E - Health Insurance Claim Forms 40/40/6.0
Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

Module X – Externship 0/160/5.0
Upon successful ocmpletion of Modules A through E, Medical Insurance Billing/Coding students may participate in a 160 hour externship aat an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies. Medical insurance/billing coding externs work under the direct supervision of qualified personnel at the participating externship ites, and under general supervisionof the school staff. Supervisory personnel at the site evaluate externs at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E

MASSAGE THERAPY
Diploma Program - 9 Months
750 Clock Hours/55.0 Credit Units

This 750-hour program consists of nine self-contained units of learning called modules, which includes an additional 30 hours (outside of the regular classroom training) of hands on training working in a massage clinic either on campus or in an off site clinic. Included in this program is 225 hours of Anatomy and Physiology, as well as an introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, ethics and health and wellness. Students also learn pathology, hydrotherapy and allied modalities. 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. With the tools of a well-trained massage therapist, 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.

Objectives: The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:
1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program outline

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	40	40	0	80	**6.0**
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	**6.0**
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	**6.0**
MODULE D	Eastern Theory and Practice	40	40	0	80	**6.0**
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	**6.0**
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	**6.0**
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	**6.0**
MODULE H	Clinical and Sports Massage	40	40	0	80	**6.0**
MODULE I	Health and Wellness	40	40	0	80	**6.0**
*MODULE J	Massage Therapy Clinic	0	0	30	30	**1.0**
	PROGRAM TOTAL:	**360**	**360**	**30**	**750**	**55.0**

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

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

Module B – Swedish Massage, Western Theory &   **6.0 Quarter Credit Hours**
History, Practice & Mechanisms of Health & Disease

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

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

Module F - Deep Tissue, Myofascial Release &   6.0 Quarter Credit Hours
Pin and Stretch
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Neuromuscular/Trigger Point and   6.0 Quarter Credit Hours
Muscle Energy Techniques
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage   6.0 Quarter Credit Hours
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness   6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module J – Massage Clinic   1.0 Quarter Credit Hours
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.

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  Pompano Beach, FL (main campus)
  South Orlando, FL (branch of FMU, North Orlando, FL)
  Tampa, FL (main campus)
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  Miami (Kendall), FL (main campus)
  Miami, FL (main campus)
Olympia Career Training Institute
  Grand Rapids, MI (main campus)
  Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)
Olympia College
  Burr Ridge, IL (branch of Olympia College, Skokie, IL)
  Chicago, IL (branch of Everest College, San Francisco, CA)
  Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)
  Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
  North Aurora, IL (branch of Bryman College, Brighton, MA)
  Skokie, IL (main campus)
WyoTech
  Bedford, MA (main campus)
  Blairsville, PA (branch of WyoTech, Laramie, WY)
  Daytona Beach, FL (main campus)
  Fremont, CA (main campus)
  Laramie, WY (main campus)
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  Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.

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

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

CORINTHIAN SCHOOLS, INC.

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

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
William Murtagh	President and Chief Operating Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY, ADMINISTRATION, HOURS OF OPERATION

Administration

Dan Grimm	President
Tom Nowak	Director of Education
Gary Hazell	Director of Admissions
Deneene Merchant	Director of Finance
Deetra Dennis	Career Services Director
Rita Simpson	Externship Coordinator
Sharon "Rena" Payton	Externship Coordinator
Heather Burton	Career Services Representative
Stephanie Blackmon	Sr. Administrative Assistant to the President
Erin Jones	Administrative Assistant
Sue Hatton	Receptionist/Office Assistant
Patricia "Lynn" Baskin	Senior Registrar
Janet Merry	Tutor
Patricia Bennett	Financial Aid Representative
Monica Hooper	Finance Planner
Alisha Alexander-Bolton	Student Accounts Collector
Evelyn Carlos	Financial Aid Representative
Greta Al-Bayati	Finance Planner
Heather Santa-Whitt	Bookkeeper
Monet Warfield	Finance Planner

Faculty

(F = Full-time   P = Part-time)

Medical Assistant:		
F	Dr. Rodney L. Tomczak	PPM, EdD
F	Beverly Supak	RN, BSN Nursing
P	Deborah Brown	Respiratory Therapy Diploma, Medical Assisting
F	Miesty Kramer	AA Medical Assisting
P	Gerry Roserie	AA Nursing
F	Barbara Gibson	Certified Medical Assistant
P	Kya Griffin	Medical Assistant Diploma
Medical Insurance Billing and Coding		
F	Peggy Luptak	Certified Medical Assistant/Certified Medical Coder
P	C "Kit" Burgess	Medical Billing and Coding Diploma
F	Edmund Brown	BA Communication
P	Sandra Ward	AA Communications Specialist
Massage Therapy		
F	Jaime Frazier	Massage Therapy Diploma / State of Ohio Licensed
P	Dr. Debra Schroeder	Therapeutic Massage LMT / BA Science / PHD Chiropracty
P	Dr. Stephen Aurand	PHD Chiropractic Medicine
P	Leslie Broucker	BS Phys. Educ and Training / Diploma in Massage Therapy
F	Caryn Cooney	Massotherapy Diploma / Ohio Licensed Massage Therapist
P	Matthew Hanson	BS Nursing / MS Nursing
Medical Administrative Assistant		
F	Peggie Carter	Certificate MIBC / MA
F	Valerie Gethin	Certified Medical Assistant / Limited Radiology License

APPENDIX B: TUITION AND FEES

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition
Medical Administrative Assistant	8 Modules	47	$1,255	$10,950
Medical Assisting	8 Modules	47	$1,088	$10,950
Medical Insurance Billing/Coding	6 Modules	35	$761	$8,565
Massage Therapy	9 Modules	55	$1,029	$11,550
Effective date: May 6, 2006				

APPENDIX C: CALENDARS

MEDICAL ASSISTING	
MORNING AND AFTERNOON MODULES	
2006	
START DATE	END DATE
Tues., January 3	Tues., January 31
Wed., February 1	Wed., March 1
Mon., March 6	Fri., March 31
Mon., April 3	Mon., May 1
Tues., May 2	Tues., May 30
Thur., June 1	Wed., June 28
Wed., July 5	Tues., August 1
Wed., August 2	Tues., August 29
Tues., September 5	Mon., October 2
Tues., October 3	Mon., October 30
Wed., November 1	Thur., November 30
Mon., December 4	Wed., January 10, 2007
STUDENT HOLIDAYS for 2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Thur.-Fri., March 2-3	Winter Recess
Fri., April 14	Spring Recess
Mon., May 29	Memorial Day
Wed., May 31	Student Appreciation Day
Thur., June 29 – Tues., July 4	Summer Recess
Wed., August 30 – Mon., September 4	Fall Recess
Tues., October 31	Student Appreciation Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Fri., December 1	Student Appreciation Day
Mon., December 25 – Tues., January 2, 2007	Winter Recess

MEDICAL INSURANCE BILLING AND CODING	
MORNING AND AFTERNOON MODULES	
2006	
START DATE	END DATE
Thur., December 15, 2005	Mon., January 23
Tues., January 24	Tues., February 21
Thur., February 23	Wed., March 22
Thur., March 23	Thur., April 20
Mon., April 24	Fri., May 19
Mon., May 22	Mon., June 19
Tues., June 20	Fri., July 21
Mon., July 24	Fri., August 18
Mon., August 21	Mon., September 18
Tues., September 19	Mon., October 16
Tues., October 17	Mon., November 13
Tues., November 14	Wed., December 13
Thur., December 14	Mon., January 22, 2007
STUDENT HOLIDAYS for 2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Wed., February 22	Student Appreciation Day
Fri., April 14	Spring Recess
Fri., April 21	Student Appreciation Day
Mon., May 29	Memorial Day
Wed., June 29 – Tues., July 4	Summer Recess
Mon., September 4	Labor Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Mon., December 25 – Tues., January 2, 2007	Winter Recess
Mon., January 15, 2007 Martin Luther King Day	

MEDICAL ASSISTING – EVENING MODULES 2006	
START DATE	END DATE
Tues., January 3	Tues., January 31
Wed., February 1	Wed., March 1
Mon., March 6	Thur., March 30
Mon., April 3	Thur., April 27
Tues., May 2	Tues., May 30
Thur., June 1	Wed., June 28
Wed., July 5	Tues., August 1
Wed., August 2	Tues., August 29
Tues., September 5	Mon., October 2
Tues., October 3	Mon., October 30
Wed., November 1	Wed., November 29
Mon., December 4	Tues., January 9, 2007
STUDENT HOLIDAYS for 2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Thur., March 2	Winter Recess
Mon., May 29	Memorial Day
Wed., May 31	Student Appreciation Day
Thur., June 29 – Tues., July 4	Summer Recess
Wed., August 30 –	
Mon., September 4	Fall Recess
Tues., October 31	Student Appreciation Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Thur., November 30	Student Appreciation Day
Mon., December 25 –	
Tues., January 2, 2007	Winter Recess

MEDICAL INSURANCE BILLING AND CODING EVENING MODULES 2006	
START DATE	END DATE
Thur., December 15, 2005	Mon., January 23
Tues., January 24	Tues., February 21
Thur., February 23	Wed., March 22
Thur., March 23	Wed., April 19
Mon., April 24	Thur., May 18
Mon., May 22	Mon., June 19
Tues., June 20	Thur., July 20
Mon., July 24	Wed., August 17
Mon., August 21	Mon., September 18
Tues., September 19	Mon., October 16
Tues., October 17	Mon., November 13
Tues., November 14	Tues., December 12
STUDENT HOLIDAYS for 2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Wed., February 22	Student Appreciation Day
Thur., April 20	Spring Recess
Mon., May 29	Memorial Day
Thur., June 29 – Tues., July 4	Summer Recess
Mon., September 5	Labor Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Wed., December 13	Student Appreciation Day
Mon., December 25 –	
Tues., January 2, 2007	Winter Recess

MASSAGE THERAPY – MORNING AND AFTERNOON MODULES	
2006	
Tues., January 24	Tues., February 21
Thur., February 23	Wed., March 22
Thur., March 23	Thur., April 20
Mon., April 24	Fri., May 19
Mon., May 22	Mon., June 19
Tues., June 20	Fri., July 21
Mon., July 24	Fri., August 18
Mon., August 21	Mon., September 18
Tues., September 19	Mon., October 16
Tues., October 17	Mon., November 13
Tues., November 14	Wed., December 13
Thur., December 14	Mon., January 22, 2007

MASSAGE THERAPY – MORNINGS AND AFTERNOONS	
STUDENT HOLIDAYS for 2005 and 2006	
2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Wed., February 22	Student Appreciation Day
Fri., April 14	Spring Recess
Fri., April 21	Student Appreciation Day
Mon., May 29	Memorial Day
Wed., June 29 – Tues., July 4	Summer Recess
Mon., September 4	Labor Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Mon., December 25 –	
Tues., January 2, 2007	Winter Recess

MASSAGE THERAPY – EVENING MODULES	
2006	
Tues., January 24	Tues., February 21
Thur., February 23	Wed., March 22
Thur., March 23	Wed., April 19
Mon., April 24	Thur., May 18
Mon., May 22	Mon., June 19
Tues., June 20	Thur., July 20
Mon., July 24	Wed., August 17
Mon., August 21	Mon., September 18
Tues., September 19	Mon., October 16
Tues., October 17	Mon., November 13
Tues., November 14	Tues., December 12
Thur., December 14	Tues., January 23, 2007

MASSAGE THERAPY – EVENINGS	
STUDENT HOLIDAYS for 2005 and 2006	
2006	
Mon., January 2	New Year's Holiday
Mon., January 16	Martin Luther King Day
Mon., February 20	President's Day
Wed., February 22	Student Appreciation Day
Fri., April 14	Spring Recess
Fri., April 21	Student Appreciation Day
Mon., May 29	Memorial Day
Wed., June 29 – Tues., July 4	Summer Recess
Mon., September 4	Labor Day
Thur.-Fri., November 23-24	Thanksgiving Holiday
Mon., December 25 –	
Tues., January 2, 2007	Winter Recess

Medical Assisting		
AM Class Start/End Schedule 10AM-2PM		
START		**END**
2006		
Mon., Aug. 14		Thurs., Sept. 14
Mon., Sept. 18		Fri., Oct. 13
Mon., Oct. 16		Fri., Nov. 10
Mon. Nov. 13		Tues., Dec. 12
Wed., Dec. 13		Fri., Jan. 19. 2007

Medical Assisting		
AM Class Start/End Schedule 10AM-2PM		
START		**END**
2007		
Mon., Jan. 22		Fri., Feb. 16
Tues., Feb. 20		Mon., March 19
Wed., March 21		Tues., Apr. 17
Wed., Apr. 18		Tues., May 15
Thurs., May 17		Thurs., June 14
Mon., June. 18		Thurs., July 19
Mon., July 23		Fri., Aug. 17
Mon., Aug. 20		Mon., Sept. 17
Tues., Sept. 18		Tues., Oct. 16
Thurs., Oct. 18		Wed., Nov. 14
Thurs., Nov. 15		Fri., Dec. 14
Mon. Dec. 17		Thurs., Jan. 24, 2008

Medical Assisting, Morning and Afternoon Modules	
START DATE	END DATE
2007	2007
Mon., January 15	Fri., February 9
Mon., February 12	Mon., March 12
Wed., March 14	Tues., April 10
Thur., April 12	Wed., May 9
Thur., May 10	Thur., June 7
Mon., June 11	Thur., July 12
Mon., July 16	Fri., August 10
Mon., August 13	Mon., September 10
Tues., September 11	Tues., October 9
Thur., October 11	Wed., November 7
Mon., November 12	Tues., December 11
Thur., December 13	Fri., January 18, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

MIBC – Morning and Afternoon Modules	
START DATE	END DATE
2007	2007
Wed., January 24	Wed., February 21
Mon., February 26	Fri., March 23
Mon., March 26	Fri., April 20
Mon., April 23	Fri., May 18
Mon., May 21	Mon., June 18
Tues., June 19	Fri., July 20
Mon., July 23	Fri., August 17
Mon., August 20	Mon., September 17
Wed., September 18	Tues., October 16
Thur., October 18	Wed., November 14
Thur., November 15	Fri., December 14
Mon., December 17	Tues., January 24, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

Medical Assisting – Evening Modules	
START DATE	END DATE
2007	2007
Mon., January 15	Thur., February 8
Mon., February 12	Mon., March 12
Wed., March 14	Tues., April 10
Thur., April 12	Wed., May 9
Thur., May 10	Thur., June 7
Mon., June 11	Thur., July 12
Mon., July 16	Thur., August 9
Mon., August 13	Mon., September 10
Tues., September 11	Tues., October 9
Thur., October 11	Wed., November 7
Mon., November 12	Mon., December 10 (Day is December 11)
Thur., December 13	(4 hr. makeup) Thur., January 17, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

MIBC – Evening Modules	
START DATE 2007	END DATE 2007
Wed., January 24	Wed., February 21
Mon., February 26	Thur., March 22
Mon., March 26	Thur., April 19
Mon., April 23	Thur., May 17
Mon., May 21	Mon., June 18
Tues., June 19	Thur., July 19
Mon., July 23	Thur., August 16
Mon., August 20	Mon., September 17
Tues., September 18	Tues., October 16
Thur., October 18	Wed., November 14
Thur., November 15	Thur., December 13
Mon., December 17	Tues., January 24, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

MAA – Morning and Afternoon Modules	
START DATE 2007	END DATE 2007
Wed., January 3	Tues., January 30
Thur., February 1	Thur., March 1
Mon., March 5	Fri., March 30
Mon., April 2	Fri., April 27
Mon., April 30	Fri., May 25
Tues., May 29	Mon., June 25
Wed., June 27	Fri., July 27
Mon., July 30	Fri., August 24
Mon., August 27	Mon., September 24
Wed., September 26	Tues., October 23
Thur., October 25	Wed., November 21
Mon., November 26	Fri., December 21

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 –	
Tues., January 1, 2008	Winter Recess

MAA – Evening Module	
START DATE 2007	END DATE 2007
Wed., January 3	Tues., January 30
Thur., February 1	Thur., March 1
Mon., March 5	Thur., March 29
Mon., April 2	Thur., April 26
Mon., April 30	Thur., May 24
Tues., May 29	Mon., June 25
Wed., June 27	Thur., July 26
Mon., July 30	Thur., August 23
Mon., August 27	Mon., September 24
Wed., September 26	Tues., October 23
Thur., October 25	Wed., November 21
Mon., November 26	Thur., December 20

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

Massage Therapy – Morning and Afternoon Modules	
START DATE	**END DATE**
2007	**2007**
Wed., January 24	Wed., February 21
Mon., February 26	Fri., March 23
Mon., March 26	Fri., April 20
Mon., April 23	Fri., May 18
Mon., May 21	Mon., June 18
Tues., June 19	Fri., July 20
Mon., July 23	Fri., August 17
Mon., August 20	Mon., September 17
Wed., September 18	Tues., October 16
Thur., October 18	Wed., November 14
Thur., November 15	Fri., December 14
Mon., December 17	Tues., January 24, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

Massage Therapy – Evening Modules	
START DATE	**END DATE**
2007	**2007**
Wed., January 24	Wed., February 21
Mon., February 26	Thur., March 22
Mon., March 26	Thur., April 19
Mon., April 23	Thur., May 17
Mon., May 21	Mon., June 18
Tues., June 19	(4 makeup hrs.) Thur., July 19
Mon., July 23	Thur., August 16
Mon., August 20	Mon., September 17
Tues., September 18	Tues., October 16
Thur., October 18	Wed., November 14
Thur., November 15	Thur., December 13
Mon., December 17	Tues., January 24, 2008

Student Holidays for 2007	
Tues., January 2	New Year's Holiday
Mon., February 19	President's Day
Mon., May 28	Memorial Day
Tues., June 26	Instructor In-Service
Mon., July 2 – Wed., July 4	Summer Recess
Mon., September 3	Fall Recess
Tues., September 25	Instructor In-Service
Thur.-Fri., November 22-23	Thanksgiving Holiday
Mon., December 24 – Tues., January 1, 2008	Winter Recess

Medical Administrative Assistant			
DAY CLASSES		EVENING CLASSES	
Start date	End date	Start date	End date
01/30/06	02/27/06	01/30/06	02/27/06
02/28/06	03/27/06	02/28/06	03/27/06
03/28/06	04/24/06	03/28/06	04/24/06
04/25/06	05/22/06	04/25/06	05/22/06
05/23/06	06/20/06	05/23/06	06/20/06
06/22/06	07/25/06	06/22/06	-07/25/06
07/27/06	08/23/06	07/27/06	08/23/06
08/28/06	09/25/06	08/28/06	09/25/06
09/26/06	10/23/06	09/26/06	10/23/06
10/24/06	11/20/06	10/24/06	11/20/06
11/22/06	12/21/06	11/22/06	12/21/06

APPENDIX D: HOURS OF OPERATION

8am to 8pm	Mon through Thurs
8am to 5pm	Friday
Class Schedules:	
8 am to 12noon	Mon through Fri
9am to 1pm	Mon through Fri
12noon to 4pm	Mon through Fri
1pm to 5pm	Mon through Fri
5:30pm to 10:30pm	Mon through Thurs