

Everest

COLLEGE

2004-2005 CATALOG

Dallas1004

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Approved and Regulated by the Texas Workforce Commission Career Schools and Veterans Education Section, Austin, Texas. Accredited by the Accrediting Council for Independent Colleges and Schools. For complete information concerning accreditation, please refer to the Accreditation Section of this catalog.

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date of changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

PRESIDENT'S MESSAGE

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

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

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

Building on the traditions of Western Business College (founded in 1955), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our diverse programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

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

A handwritten signature in cursive script, reading "Kathryn K. Fox". The signature is written in black ink and is centered on the page.

Kathryn K. Fox
President

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ABOUT EVEREST COLLEGE

Philosophy and Objectives

The mission of Everest College is to provide quality job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions
3. To prepare men and women for better opportunities in the business, medical, and criminal justice fields and to develop in them a sense of responsibility and loyalty to their employers
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the State of Texas, the Accrediting Council for Independent Colleges and Schools, and the various associations of which we are a member
5. To help our graduates become socially competent members of their communities to the degree that each can appreciate and handle the many human relations problems that will be encountered
6. To provide placement assistance to all graduates throughout their careers.

General Information

Rhodes Colleges, Inc.

Everest College is owned by Rhodes Colleges, Inc. (RCi) which is headquartered in Santa Ana California. Information concerning RCi and its other colleges and universities may be found in this catalog under "Statement of Ownership." The entire college system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, life-long learning in their fields.

Everest College

Everest College is conveniently located on the east frontage road of North Central Expressway in the City of Dallas Texas. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, 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.

The modern air-conditioned facility is designed for training students for the working world. The facility has over 22,000 square feet containing 13 classrooms, administrative offices, student lounge, restrooms and a library containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Dallas Texas in January, 2003. The name of the institution was changed to Everest College in April, 2003.

Western Business College

Everest College is a branch of Western Business College (WBC). Western Business College was established in 1955. During the years since 1955, the College has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the College.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon College to provide hands-on training in the classroom on its own computer equipment. Since its founding WBC has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

Western Business College was acquired in October 1996, by Rhodes Colleges, Inc., which owns colleges located throughout the United States.

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of Southwest Washington. In July 1998 the campus moved into its new facility at its current location. A second branch campus, Everest College was opened in Dallas Texas in January, 2003.

Student Disability Services/Accommodations

Everest 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, Everest Institute 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.

Accreditation and Approvals

Everest College is approved and regulated by the Texas Workforce Commission Career Schools and Veterans Education Section, Austin, Texas.

Everest College has received degree granting authority from the Texas Higher Education Coordinating Board, Austin, Texas.

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education.

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

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

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

Statement of Ownership

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware Corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware Corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707; (714) 427-3000.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE

Blair College
Duff's Business Institute
Everest College
Everest College
Everest College
Everest College
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Florida Metropolitan University
Las Vegas College
Mountain West College
National School of Technology
National School of Technology
National School of Technology
National School of Technology
Parks College
Parks College
Parks College
Rochester Business Institute
Springfield College
Western Business College
Western Business College

LOCATION

Colorado Springs, CO
Pittsburgh, PA
Phoenix, AZ
Rancho Cucamonga, CA
Dallas, TX
Arlington, TX
Clearwater, FL
Fort Lauderdale, FL
Jacksonville, FL
Lakeland, FL
Melbourne, FL
Orlando (North), FL
Orlando (South), FL
Tampa (Brandon), FL
Tampa, FL
Las Vegas, NV
Salt Lake City, UT
Hialeah, FL
Kendall, FL
Fort Lauderdale, FL
N. Miami Beach, FL
Arlington, VA
Aurora, CO
Thornton, CO
Rochester, NY
Springfield, MO
Portland, OR
Vancouver, WA

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Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

6 Hutton Centre Drive, Suite 400
Santa Ana, California 92707

Officers

David G. Moore	Chairman of the Board and Chief Executive Officer
Nolan Miura	President and Chief Operating Officer
Dennis L. Devereux	Executive Vice President, Human Resources and Assistant Secretary
Dennis N. Beal	Executive Vice President and Chief Financial Officer and Treasurer
Beth A. Wilson	Executive Vice President, Operations
Stan Mortensen	Vice President, General Counsel and Corporate

Administrative Staff

Name	Position	Degrees Earned
Kathryn K. Fox	President	M.B.A., Memorial University of Newfoundland
Carmen Bowen	Academic Dean	M.B.A., University of Dallas
Jae Lee	Director of Admissions	B.B.A., Cameron University
Edith Frazier	Director of Career Services	BBA, Stephen F. Austin S.U.
Randy Ingersoll	Director of Financial Aid	B.S., Letourneau University
Thomas Smith	Business Manager	B.A., Oklahoma City University
Yushondera Berry	Associate Academic Dean	M.B.A., American Intercontinental University
Naana Gyamfi	Librarian	M.S. Library and Information Sciences, Texas Womens University
Lisa Johnson-Hanna	Student Success Coordinator	J.D., Detroit College of Law
Dale Moon	Associate Academic Dean	M.F.A. University of North Carolina

Faculty

Everest College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Everest College faculty is a genuine interest in assisting students to achieve their career goals. The College faculty is listed below.

Department Chairs	Discipline	Degree and School
Hollins, Tina	Business Department	MSJ, Northwestern University BBA, Pace University
Hernandez, Adela	Medical Department	B S, University of Texas San Antonio AS, Midland College
Page, Stacy	Criminal Justice	MA, University of Phoenix BS, Sam Houston State University

Full Time Faculty	Discipline	Degree and School
Clay, Tomicia	Medical Billing	NHA
Corley, Jane	Criminal Justice, Critical Thinking	JD, Texas Tech University BA, San Francisco State University
Lacer, Sandra	Composition	MA, University of Arkansas Little Rock BA, University of Arkansas Little Rock AA, Arkansas State University
Nickleberry, April	Criminal Justice	BS, Grambling State University AS, Grambling State Justice
Oldham, James	Medical Assisting	BS, UT Southwestern Dallas AS, Eastfield College AS, San Diego City College
Sheely, Mark	Composition	MS, University of North Texas MA, Mississippi State University
Stretcher, Mary	Medical Assisting	NP, UTSW Medical Center BSN, Governors State University Diploma, Saginaw General hospital
Thompson, Latonjia	Business Administration	MBA, Our Lady of the Lake BS, Souther University A&M
Wagner, Monica	Medical Billing	AS, Central MO State University AS, St. Mary of the Plains

ADMISSIONS

Admission Procedure

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, and to meet the staff and faculty to ask questions relating to the campus and their curriculum 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).

Applicants will complete a standardized, nationally-normed test, the Career Programs Assessment Test (CPAt), or the COMPASS test. Successful completion of one of these assessment examinations is a prerequisite for admission. The minimum scaled score for the CPAt is 120. The minimum composite score for the COMPASS test is 40. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Applicants enrolling in the Medical Insurance Billing and Coding Program, 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. The Ability to Benefit will be determined by passing the COMPASS Test offered by ACT, Inc. Applicants must achieve minimum scores of 32 on writing skills, 62 on Reading, and 25 on Pre-algebra/Numerical Skills. 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. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. 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.

Texas Success Initiative

Texas Higher Education Coordinating Board rules require all students, unless otherwise exempt, to be assessed using a Coordinating Board approved assessment instrument prior to enrolling in college-level coursework.

Institutions and students will work together to develop an individualized plan for the student, which may include developmental education, retesting, or other means of insuring students have the skills necessary to pursue college-level coursework.

The Texas Success Initiative was put in place in Texas in September 2003. All students enrolled in degree programs in Texas are required to take a state approved test in order to determine their readiness for college level Math or English courses. The state approved test used at Everest College is the COMPASS test.

If a student's score falls within a certain range of scores determined by the state, he/she will be required to take part in some form of remediation provided by the college before graduation. The type of remediation is determined by the college and could include remedial classes, one-on-one tutoring, or tutorial software. Only those students whose original test scores fall at or below the Retest range will be required to retake the test after remediation. The test scores are not used to determine graduation status.

COMPASS Remediation and Retest Scores (These scores are determined by the State.)

	Reading	Algebra	Writing (objective)	Essay
Retest required	64 or below	23 or below	44 or below	Below 5
Needs remedial	65-81	24-39	45-59	5-6

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application of himself/herself to the requirements of the college.

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

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.

Admission Policy

Graduation from high school or its equivalent is a prerequisite for admission. Students enrolling at Everest College must furnish proof by providing the School with the diploma, official transcript or GED certificate within the first quarter of enrollment, a copy of which will be placed in the student file. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation.

Admission Inquiries

Inquiries concerning admission should be made by calling or writing the College.

Texas Success Initiative Exemptions

Exemptions may be granted as noted in Senate Bill 286 Section 37 and Chapter 4 Subchapter C of The Higher Education Coordinating Board Rules. These exemptions are listed below and include the recommended notations for the explanation of the exemption on the transcript or transcript addendum. Exemptions 1a and 1e may apply as complete exemptions from all TSI subject areas or as partial exemptions that apply only to individual TSI subject areas. Other exemptions are considered complete exemptions and cannot be used as partial exemptions.

- a. Transfer coursework from an out-of-state institution, a private or independent institution of higher education.
Notation: Transfer – Out of State/Private/Independent
- b. Active duty military service or members of reserve armed forces serving for at least 3 years
Notation: Military Service
- c. Earned Associate or Baccalaureate degree from an institution of higher education
Notation: Degree Holder
- d. SAT/ACT/TAAS/TAKS scores at or above the required level
Notation: ACT/SAT/TAAS/TAKS

e. Exemption Granted at another Institution

Notation: FICE code of institution granting the exemption

f. Students previously exempted under TASP

1. TASP exemptions and waivers are not valid for students entering higher education for the first time after September 1, 2003.
2. Students with previous TASP exemptions may be determined to have satisfied TSI criteria. Valid previous TASP exemptions would include:
 - (a) grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;
 - (b) deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
 - (c) high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003);
 - (d) Students who completed TASP obligation via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995 to August 31, 2003).

All other TASP exemptions should be translated to the corresponding TSI exemptions.

Notation: TASP exempt prior to 9-1-03

QUARTER PROGRAMS

Business Administration

Associate of Applied Science - 96 Credits

The Associate of Applied Science program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
COLLEGE CORE REQUIREMENTS		
CGS 2110	Computer Applications	4.0
OFT 1141	Keyboarding	2.0
CGS 2080	Applied Spreadsheets	4.0
	Total College Core Requirements	10.0
MAJOR CORE REQUIREMENTS		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
BUL 2100	Applied Business Law	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
MAN 2800	Small Business Management	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
BCC 2456	Business Capstone Course	6.0
	Total Major Core Requirements	58.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1106	Composition I	4.0
ENC 1107	Composition II	4.0
MAC 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
SCI 1001	Environmental Science	4.0
PHI 2100	Critical Thinking	4.0
	Total General Education Requirements	28.0
HOURS REQUIRED FOR GRADUATION		96.0

Criminal Justice
Associate of Applied Science - 96 Credits

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS				CREDIT HOURS
		Lec	Lab	Ext	Tot	
COLLEGE CORE REQUIREMENTS						
BUL 2100	Applied Business Law	40	0	0	40	4
CGS 2110	Computer Applications	30	20	0	50	4
MAN 1030	Introduction to Business Enterprise	40	0	0	40	4
MAN 2021	Principles of Management	40	0	0	40	4
MAR 2305	Customer Relations and Servicing	40	0	0	40	4
OFT 1141	Keyboarding	0	40	0	40	2
	Total College Core Requirements				250	22
MAJOR CORE REQUIREMENTS						
CCJ 1011	Criminology	40	0	0	40	4
CCJ 1024	Introduction to Criminal Justice	40	0	0	40	4
CJL 2130	Criminal Evidence	40	0	0	40	4
CJL 2132	Criminal Procedure	40	0	0	40	4
CJE 2600	Criminal Investigation and Police Procedures	40	0	0	40	4
CCJ 2252	Constitutional Law for the Criminal Justice Pro	40	0	0	40	4
CCJ 2306	Introduction to Corrections	40	0	0	40	4
CCJ 2358	Criminal Justice Report Writing	40	0	0	40	4
CCJ 2501	Juvenile Delinquency	40	0	0	40	4
CJT2940	Criminal Justice Externship	20	0	120	140	6
CCJ 2943	Current Issues in Criminal Justice	40	0	0	40	4
PLA 1023	Legal Ethics and Social Responsibility	40	0	0	40	4
	Total Major Core Requirements				580	50
GENERAL EDUCATION REQUIREMENTS						
ENC 1106	Composition 1	40	0	0	40	4
ENC 1107	Composition 11	40	0	0	40	4
MAC 2104	College Algebra	40	0	0	40	4
PHI 2100	Critical Thinking	40	0	0	40	4
PSY 2012	General Psychology	40	0	0	40	4
SPC 2016	Oral Communications	40	0	0	40	4
	Total General Education Requirements				240	24
HOURS REQUIRED FOR GRADUATION					1070	96

Medical Assisting
Associate of Applied Science - 97 Credits

The Medical Assisting program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Medical Assistants are trained to perform both "front office" activities (such as scheduling, bookkeeping, and customer service) and "back office" responsibilities (including vital signs and providing assistance to the physician). The degree prepares the graduate to be an entry-level paraprofessional in medical offices, clinics, and associated medical facilities.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS				CREDIT HOURS
		Lec	Lab	Ext	Tot	
COLLEGE CORE REQUIREMENTS						
CGS 2110	Computer Applications	30	20	0	50	4
MAR 2305	Customer Relations and Servicing	40	0	0	40	4
OFT 1141	Keyboarding	0	40	0	40	2
	Total College Core Requirements				130	10
MAJOR CORE REQUIREMENTS						
APB 1120	Anatomy and Pathophysiology I	40	0	0	40	4
APB 1130	Anatomy and Pathophysiology II	40	0	0	40	4
APB 1150	Anatomy and Pathophysiology III	40	0	0	40	4
MEA 1210	Basic Clinical Procedures	40	0	0	40	4
MEA 1239	Medical Terminology	40	0	0	40	4
MEA 1385	Medical Law and Ethics	20	0	0	20	2
MEA 1500	Exams and Specialty Procedures	40	0	0	40	4
MEA 1695	Therapeutic Communications	20	0	0	20	2
MEA 2244	Pharmacology	40	0	0	40	4
MEA 2325	Medical Computer Applications	0	40	0	40	2
MEA 2350	Medical Office Procedures	30	20	0	50	4
MEA 2602	Medical Finance and Insurance	30	20	0	50	4
MEA 2712	Diagnostic Procedures	40	0	0	40	4
MEA 2801	Professional Procedures	20	0	0	20	2
MET 2802	Medical Externship	20	0	160	180	7
MLS 2328	Basic Clinical Procedures (lab)	0	40	0	40	2
MLS 2329	Exams and Specialty Procedures (lab)	0	40	0	40	2
MLS 2700	Pharmacology (lab)	0	40	0	40	2
MLS 2750	Diagnostic Procedures (lab)	0	40	0	40	2
	Total Major Core Requirements				860	63
GENERAL EDUCATION REQUIREMENTS						
ENC 1106	Composition 1	40	0	0	40	4
ENC 1107	Composition 11	40	0	0	40	4
MAC 2104	College Algebra	40	0	0	40	4
PHI 2100	Critical Thinking	40	0	0	40	4
PSY 2012	General Psychology	40	0	0	40	4
SPC 2016	Oral Communications	40	0	0	40	4
	Total General Education Requirements				240	24
HOURS REQUIRED FOR GRADUATION					1230	97

Course Offerings

Quarter Based

Course Numbering System

This institution uses the following course numbering system:

- Lower division (first and second year) courses

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

ACG - Corporate Accounting

APA - Accounting

APB - Anatomy

BUL - Business Law

CCJ - Criminal Justice

CGS - Computer Applications

CJL, CJE - Criminal Justice

CJT - Criminal Justice Externship

ENC - English

FIN - Finance

MAC - Mathematics

MAN - Management

MAR - Marketing

MEA - Medical Assisting

MET - Medical Externship

MLS - Medical Assisting Lab

MNT - Management Externship

OFT - Office Technology

PHI - Philosophy

PLA - Legal

PSY - Psychology

SPC - Speech

Course Descriptions

ACG 2021 Introduction to Corporate Accounting.....4.0 Quarter Credit Hours

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I4.0 Quarter Credit Hours

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II4.0 Quarter Credit Hours

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACG 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting4.0 Quarter Credit Hours

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: ACG 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- APB 1120 Anatomy and Pathophysiology I.....4.0 Quarter Credit Hours**
 This course is a scientific study of the structure of the human body and its parts, including relationships and functions and disease processes of the integumentary, urinary, and digestive systems and nutrition and metabolism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1130 Anatomy and Pathophysiology II4.0 Quarter Credit Hours**
 This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- APB 1150 Anatomy and Pathophysiology III.....4.0 Quarter Credit Hours**
 This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- BUL 2100 Applied Business Law4.0 Quarter Credit Hours**
 This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 1011 Criminology4.0 Quarter Credit Hours**
 A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 1024 Introduction to Criminal Justice4.0 Quarter Credit Hours**
 This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2252 Constitutional Law for the Criminal Justice Professional4.0 Quarter Credit Hours**
 This course examines the United State’s Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2306 Introduction to Corrections4.0 Quarter Credit Hours**
 This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2358 Criminal Justice Report Writing4.0 Quarter Credit Hours**
 This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2501 Juvenile Delinquency4.0 Quarter Credit Hours**
 Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2943 Current Issues in Criminal Justice4.0 Quarter Credit Hours**
 This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- CGS 2071 Spreadsheets4.0 Quarter Credit Hours**
 From instructor lecture and demonstration using popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2110 Computer Applications4.0 Quarter Credit Hours**
 This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CJE 2600 Criminal Investigation and Police Procedures4.0 Quarter Credit Hours**
 Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL 2130Criminal Evidence4.0 Quarter Credit Hours**
 This course considers the rules of evidence and rule of exclusion. In addition, suspect's rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL2132Criminal Procedures.....4.0 Quarter Credit Hours**
 This course focuses on the constitutional provisions affecting the criminal process. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJT2940 Criminal Justice Externship 6.0 Quarter Credit Hours**
 This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in their last quarter of study. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 120
- ENC 1106 Composition I.....4.0 Quarter Credit Hours**
 This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 1107 Composition II.....4.0 Quarter Credit Hours**
 This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 1103 Introduction to Finance4.0 Quarter Credit Hours**
 This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- MAC 2104 College Algebra4.0 Quarter Credit Hours**
 This course addresses the algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MAN 1030 Introduction to Business Enterprise4.0 Quarter Credit Hours

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2021 Principles of Management4.0 Quarter Credit Hours

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2142 Introduction to International Management4.0 Quarter Credit Hours

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2300 Introduction to Human Resources4.0 Quarter Credit Hours

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business.....4.0 Quarter Credit Hours

Designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN 2800 Small Business Management4.0 Quarter Credit Hours

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 1011 Introduction to Marketing4.0 Quarter Credit Hours

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing..... 4.0 Quarter Credit Hours

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2323 Advertising4.0 Quarter Credit Hours

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1210 Basic Clinical Procedures 4.0 Quarter Credit Hours

This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Must be taken concurrently with MLS 2328. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1239 Medical Terminology 4.0 Quarter Credit Hours

Basic medical terminology is studied by learning the meanings of a variety of word elements (roots,

prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1385 Medical Law and Ethics 2.0 Quarter Credit Hours

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 1500 Exams and Specialty Procedures 4.0 Quarter Credit Hours

This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Must be taken concurrently with MLS 2329. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1695 Therapeutic Communications 2.0 Quarter Credit Hours

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hours. 020 Lab Hrs. 000 Other Hrs. 000.

MEA 2244 Pharmacology 4.0 Quarter Credit Hours

Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Must be taken concurrently with MLS 2700. Prerequisites: APB 1120, APB 1130, and APB 1150. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 2325 Medical Computer Applications 2.0 Quarter Credit Hours

This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs 000 Lab Hrs. 040 Other Hrs. 000

MEA 2350 Medical Office Procedures 4.0 Quarter Credit Hours

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

MEA 2602 Medical Finance and Insurance 4.0 Quarter Credit Hours

This course will train the student in the major medical insurances and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

MEA 2712 Diagnostic Procedures 4.0 Quarter Credit Hours

This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Must be taken concurrently with MLS 2750. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 2801 Professional Procedures 2.0 Quarter Credit Hours

This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of

competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000.

MET 2802 Medical Assistant Externship 7.0 Quarter Credit Hours

This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 160.

MLS 2328 Basic Clinical Procedures Lab 2.0 Quarter Credit Hours

This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Must be taken concurrently with MEA 1210. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MLS 2329 Exams and Specialty Procedures Lab 2.0 Quarter Credit Hours

This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Must be taken concurrently with MEA 1500. Prerequisite: MEA 1210 and MLS 2328. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MLS 2700 Pharmacology Lab 2.0 Quarter Credit Hours

Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Must be taken concurrently with MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

MLS 2750 Diagnostic Procedures Lab 2.0 Quarter Credit Hours

This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Must be taken concurrently with MEA 2712. Prerequisite: MEA 1210 and MLS 2328. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.

OFT 1141 Keyboarding 2.0 Quarter Credit Hours

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

PHI 2100 Critical Thinking 4.0 Quarter Credit Hours

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1023 Legal Ethics and Social Responsibility 4.0 Quarter Credit Hours

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology 4.0 Quarter Credit Hours

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications4.0 Quarter Credit Hours

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MODULAR PROGRAM

Medical Insurance Billing/Coder Diploma Program- 35 Quarter Credits

The Medical Insurance Billing/Coder 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 *learn* diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students *learn* 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 communication 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 student *does* not complete any portion of 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 practical lab.

Major Equipment

Calculators
Personal Computers

Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS				Quarter Credit Units
		Lec	Lab	Ext	Tot	
Module A	Introduction to Medical Insurance and Managed Care	40	40	0	80	6
Module B	Government Programs	40	40	0	80	6
Module C	Electronic Data Interchange and Modifiers	40	40	0	80	6
Module D	Medical Documentation, Evaluation, and Management	40	40	0	80	6
Module E	Health Insurance Claim Forms	40	40	0	80	6
Module F	MIBC Practical Lab	0	100	0	100	5
Program Totals		200	300	0	500	35

Course Offerings

Modular Based

Module Descriptions

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

Module A 40/40/6.0

Introduction to Medical Insurance and Managed Care - Prerequisite: None *

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). At the end of Module A students will demonstrate proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving the basic skills required to obtain correct ICD-9 and CPT codes. Students will obtain information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Student will answer questions about the basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Finally, students will develop speed and accuracy on the computer keyboard throughout the program and build upon their professional development skills by preparing a resume and completing a job application.

Module B 40/40/6.0

Government Programs - Prerequisite: None *

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. Upon completion of module B, students will process medical claims for Medicare, Medicaid, and TRICARE. They will also demonstrate working knowledge of the responsibilities of a medical insurance specialist and other employment opportunities. Students will answer questions about basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Finally, students will continue to develop speed and accuracy on the computer keyboard throughout the program and build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Module C 40/40/6.0

Electronic Data Interchange and Modifiers - Prerequisite: None *

Module C introduces students to the process of electronic data exchange and interchange (ED). Upon completion of Module C, students will utilize various modifiers work with different types of computer claims systems, such as carrier-direct and clearinghouse. They will perform electronic data interchange working with an outside claims clearinghouse. Students will answer questions about basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Finally, students will continue to develop speed and accuracy on the computer keyboard throughout the program and build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Module D 40/40/6.0

Medical Documentation, Evaluation, and Management - Prerequisite: None *

Module D introduces students to the next step in procedural coding. Upon completion of Module D, the students will explain the importance of documentation, evaluation, and management services, collection strategies and the role it plays in the overall process of billing and coding and work with unlisted procedures and basic life evaluation services. Students will demonstrate *working* knowledge about workers' compensation laws and the necessary requirements for filing a claim. Students will answer questions about basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Finally, students will continue to develop speed and accuracy on the computer keyboard throughout the program and build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Module E 40/40/6.0

Health Insurance Claim Forms - Prerequisite: None *

Module E introduces students to Health Insurance Claim Forms. Upon completion of Module E, the students will complete Health Insurance Claim Form (HCFA-1500) and complete various claim forms in a mock office setting as part of their hands-on experiences. They will describe process of hospital billing and complete and process the UB-92 claim form. They will explain the purpose and function of state and federal disability insurance to begin the steps to filing a claim. Students will answer questions about basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Finally, they will continue to develop speed and accuracy on the computer keyboard throughout the program and build upon their professional development skills by learning how to dress for success.

Module F 0/100/5.0/

Medical Insurance Billing / Coder Practical Lab - Prerequisite: Modules A, B, C, D, and E *

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 100 hour practicum on-campus. This 100-hour course involves the student completing a series of 50 case studies in a Billing/Coding laboratory environment, all of which will necessitate the student using his or her skills and knowledge of coding, billing, and insurance processing. Each case study must be completed in order to receive full credit for the total number of hours of this phase of training. Students are expected to utilize the appropriate coding materials, including, but not limited to billing/coding software, ICD-9 and CPT coding books.

*Note about Prerequisites: The modules A-E above are not sequential or linear, and are not prerequisites for each other. They may be completed in any order. Module F - MIBC Practicum, however, requires completion of all other modules A through E as a prerequisite

ACADEMIC INFORMATION

Grading

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

Applies to All Courses Except Modular Programs:

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
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

Modular Programs Only:

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to All Courses:

COURSE REPEAT CODES	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the college. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative Credit Units attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative Credit Units attempted for the GPA.

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

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

Drop/Add Period

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

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

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

Students who withdraw from individual courses during the add/drop period will receive WD for the courses dropped.

Students who withdraw from individual courses or from school after the add/drop period through the ninth week of the term will receive a W in all courses dropped. Students who withdraw from individual courses or from school after the ninth week of the quarter will receive WF in all courses dropped.

Student Awards-Quarter Programs

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

Student Awards-Modular Programs

- Students achieving a grade point average of at least 94.0 percent will be named to the President's List for that module.
- Students achieving a grade point average of 88.0 – 93.0 percent will be named to the Dean's List for that module.
- Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate.

Graduation Requirements

To be eligible for graduation, students must:

1. complete the required number of credits for their program of study with passing grades in all required courses,
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA),
3. complete all externship requirements, and

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive an Associate of Applied Science degree based upon the student's program of study.

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

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 in allied health programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent);
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

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

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. They are required to repeat the failed module or courses during the probationary period unless the module or courses are not offered at that time. In that case, the failed module or courses must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent for the module 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 70 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent 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 Campus 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 70 percent 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" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. 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 grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module 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 who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module or course, the last grade received for that module or course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

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

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an allied health program externship must be made up so that the entire number of required hours are 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 1/2 times the normal time frame. This campus defines the normal time frame

as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 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.

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.

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress

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

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum timeframe that may be attempted. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), WF (withdrawn), WM (withdrawn mitigating circumstances), WZ (withdrawal due to called to Active Military Duty) are counted as hours attempted, but are not counted as hours successfully completed. A grade of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade. A WD (withdrawal during add/drop) is not counted as hours attempted nor is it calculated in the CGPA.

Proficiency Examination

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are \$20 per credit unit. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a PE.

Continuation as a Non-Regular Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement As A Regular Student From Non-Regular Status:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Progress and Financial Aid

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

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

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

Satisfactory Progress Requirements

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college. If an evaluation point occurs during a quarter, the evaluation will be conducted at the end of the prior quarter.

Satisfactory Progress Tables

97 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

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.

Class Size

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

Typical laboratory classes average 20 students. The maximum class size for laboratories is 30 students.

Unit of Credit

Academic

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour 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 hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour for each 20 contact hours of instruction.

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

ATTENDANCE REQUIREMENTS QUARTER PROGRAMS

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.

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 from that course for the day. For students taking Distance Education courses, the student is considered to be in attendance in that course for the week if they "sign-on" to their course(s) at least once during that week. Absences during Add/Drop week, prior to registration in the class, will not count toward the attendance requirements of this section.

Students will be terminated if, prior to their last quarter, the student is absent in excess of 10 consecutive school days or 20% of the total clock hours in the program. Students who exceed 20% of the total program hours will be dropped from school and will be ineligible to appeal to reenter school until after they have been out of school for one grading period. 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 who miss more than 20% of their scheduled classroom hours during any term (quarter) will be placed on attendance probation for the following term. Students who miss more than 20 percent of the scheduled classroom hours during any term in which they are on attendance probation will be advised that they are 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 encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the School.

Tardiness/Early Departure

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

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 have been terminated for violating the attendance policy may apply for reentry to the School through the appeals process. (See Student Appeal 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.

ATTENDANCE REQUIREMENTS MODULAR PROGRAMS

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 will 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 will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

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 are 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 have been 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. Any tests or examinations missed due to absence cannot be made up. The only exception to this policy is a documented compelling reason for the absence (e.g. illness with a doctor's note) and approval of the Education Director.

Academic Advisement and Tutoring

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

Online Learning

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

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

ADMINISTRATIVE POLICIES

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 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.

Disabled Students

It is the policy of Everest College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the academic dean for an intake interview to assess their needs prior to the first term of enrollment at the College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each term and for notifying the academic dean if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

Transfer Credits

For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

Transferability of Credits

The School President's office provides information on schools that may accept this school's course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution. 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 education 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 School 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 education 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. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the School without the consent of the student unless the student specifically requests that the information not be released. The School requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

Statement of Non-Discrimination

Everest College does not discriminate on the basis of sex, age disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and

employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the 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 at studentrelations@cci.edu.

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 medical 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. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

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. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Clothing and Personal Property

All personal property is the sole responsibility of the student. 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.

Weather Emergencies

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

Code of Conduct

Everest Institute 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 Everest Institute and to prepare for what the student might later expect to find in a professional level work environment. Everest Institutes maintains the right to discipline students found in violation of Everest Institute policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other Everest Institute-related activity.

Student Conduct Code

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

Examples of conduct which 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 Everest Institute property.

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

Student Conduct Code Violations/Formal Disciplinary Procedure

If the Everest Institute has reason to believe that a student has violated the Student Conduct Code, the Everest Institute 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 Everest Institute.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the school 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 Everest Institute deems appropriate. Everest Institute 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.

- First Offense - A written warning. The student shall receive a letter which 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 with dismissal letter

Sexual Harassment Policy

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments

of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

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

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.

Student Complaint/Grievance Procedure

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

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:

Texas Workforce Commission,
Career Schools and Colleges
101 East 15th Street
Austin, TX 78778-0001

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

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

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.

Policy and Program Changes

The School catalog is current as of the time of printing. Everest Institute reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each 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.

FINANCIAL INFORMATION

Tuition and Fees

The tuition and fees listed below will be charged for each quarter (or mid-term quarter start) in attendance. The tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

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

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

QUARTER BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	\$245	\$23,520	\$4,000
Criminal Justice	96	\$245	\$23,520	\$4,000
Medical Assisting	97	\$245	\$23,765	\$3,500

MODULAR PROGRAMS	BASED PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coder	\$8,065	\$400	\$8,465

Proficiency Examination testing fee	\$20 per credit hour	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)
Experiential learning/portfolio evaluation fee	\$20	Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$20 (per credit hour) is assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.) A \$100 fee will be charged for each online course in addition to tuition. Additional fees not included in the above costs may be assessed.

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

Everest College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

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.

Individual Course Instruction

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

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.

Cancellation/Refund Policy

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

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

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the School address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student, all monies paid will be refunded. If a student cancels more than 72 hours after executing the Enrollment Agreement and before the start of classes, the School will refund all monies

paid. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials purchased within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the School's textbook return policy. (See Textbook and Equipment Return/Refund Policy below.)

Students who have not visited the School prior to enrollment may withdraw without penalty within five days (weekends and legal holidays excluded) following either the regularly scheduled orientation or a tour of the School and inspection of equipment. Students who are unable to complete their program of study due to the School's cancellation or discontinuance of the program will receive a refund of all monies paid. Students who enrolled as a result of any misrepresentation in advertising, promotional materials of the School, or representations by the owner or representatives of the School may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

Refunds

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

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

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

In 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.

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the 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 determined by:

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

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

Return of Unearned SFA Program Funds

The institution 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: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Financial Aid Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's

financial aid award(s) (or his or her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Texas Workforce Commission Career Schools and Veterans Education Section Refund Requirements

In the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued there from at any time prior to completion, refunds for resident courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours.

The effective date of the termination for refund purposes in residence schools will be the earliest of the following:

- (A) The last date of attendance, if the student is terminated by the School;
- (B) The date of receipt of written notice from the student; or
- (C) 10 school days following the last date of attendance;

If tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the residence school, not more than \$100 shall be retained by the School. For the student who enters a residence course of not more than 12 months in length, terminates, or withdraws, the School may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:

- (A) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
- (B) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
- (C) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
- (D) During the second quarter of the course, 50 percent of the remaining tuition and fees;
- (E) During the third quarter of the course, 10 percent of the remaining tuition and fees; or
- (F) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

For residence courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately as outlined above.

Institutional Refund Calculation

The school will calculate refunds using the Texas Workforce Commission Career Schools and Veterans Education Section Refund Requirements and the following Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Institutional Refund Calculation, for students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

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

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

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

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

Financial Assistance

This school 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 institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal 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 federal fund account, or to the lender if they received a federal loan.

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.

Federal Pell Grant

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

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half time status, terminates training or graduates.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

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.

Imagine America Scholarships

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

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

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

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

External Scholarships

Various companies make scholarship donations available to students of Everest College. The scholarship is a \$100 award that students may apply for to use in a given quarter. To apply, students must complete a scholarship application and essay. The institution's scholarship committee reviews the applications and essays and grants the scholarships based upon a point system that includes review of the applicant's grades, attendance, need and essay. Students who are interested in applying for these scholarship funds should get a scholarship application package from the Academic Office.

STUDENT SERVICES

Placement Assistance

The School assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

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. Student involvement is encouraged.

Transportation Assistance

The School maintains information on public transportation and a list of students interested in car-pooling.

Field Trips

The School 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 and Alcohol Abuse Prevention

Information on drug and alcohol 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 problem.

SCHEDULES

Hours of Operation-Quarter Programs

Office:

7:30 AM to 7:00 PM Monday through Thursday
 7:30 AM to 5:00 PM Friday

School:

Morning	Afternoon	Evening
8:00 - 8:50	1:00 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 - 5:00	9:10 - 10:00
12:00 - 12:50*	5:00 - 5:50*	10:00 - 10:50*
Breaks:	Breaks:	Breaks:
8:50 - 9:00	1:50 - 2:00	6:50 - 7:00
9:50 - 10:10	2:50 - 3:10	7:50 - 8:10
11:00 - 11:10	4:00 - 4:10	9:00 - 9:10

Hours of Operation-Modular Programs

Class Hours for Modules A - E: Mondays - Thursdays - 20 hours per week for 20 weeks

Morning Classes	Afternoon Classes	Evening Classes
8:00 - 8:50	12:30 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 - 5:00	9:10 - 10:00
12:00 - 12:50	5:00 - 5:50	10:00 - 10:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 - 2:00	6:50 - 7:00
9:50-10:10	2:50 - 3:10	7:50 - 8:10
11:00-11:10	4:00 - 4:10	9:00 - 9:10

Class Hours for Module F - MIBC Practicum - Mondays - Fridays - 25 hours per week for four weeks

Morning Classes	Afternoon Classes	Evening Classes
8:00 - 8:50	12:30 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 - 5:00	9:10 - 10:00
12:00 - 12:50	5:00 - 5:50	10:00 - 10:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 - 2:00	6:50 - 7:00
9:50-10:10	2:50 - 3:10	7:50 - 8:10
11:00-11:10	4:00 - 4:10	9:00 - 9:10

Extended Daily Class Hours for Module F - MIBC Practicum

When extended daily hours (6.25 class hours) are required because of holidays.

Morning Classes	Afternoon Classes	Evening Classes
8:00 - 8:50	12:30 - 1:50	4:30 - 5:45
9:00 - 9:50	2:00 - 2:50	6:00 - 6:50
10:10 - 11:00	3:20 - 4:00	7:00 - 7:50
11:10 - 12:00	4:10 - 5:00	8:10 - 9:00
12:00 - 12:50	5:00 - 5:50	9:10 - 10:00
1:20 - 2:35	6:00 - 7:05	10:00 - 10:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 - 2:00	5:45 - 6:00
9:50-10:10	2:50 - 3:20	6:50 - 7:00
11:00-11:10	4:00 - 4:10	7:50 - 8:10
12:50 - 1:20	5:50 - 6:00	9:00 - 9:10

ACADEMIC CALENDARS

Quarter Programs

The following Academic Calendars detail the beginning and end dates of individual terms. To determine the projected end date for a program, count down the number of terms in the program from the projected start date. The projected end date assumes uninterrupted attendance, an average credit load of 16 credits per quarter, and full-time externship hours.

The number of terms for each program is as follows:

- Medical Assisting 6 Quarters
- Business Administration 6 Quarters
- Criminal Justice 6 Quarters

2004 CALENDAR				
EVENT		Month	Day	Year
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004
Winter Term Starts	1/12	to	1/16	2004
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts	2/23	to	2/27	2004
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts	4/12	to	4/16	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts	5/24	to	5/28	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	5	2004
Summer Vacation	From:	7	6	2004
	To:	7	10	2004
Summer Term Starts	7/12	to	7/16	2004
Mini-Term Starts	8/23	to	8/27	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start	10/11	to	10/22	2004
Mini-Term Starts	11/22	to	11/24	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	26	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	14	2005

2005 CALENDAR

EVENT

Christmas Holidays	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005
Winter Term Starts	1/18	to	1/28	2005
M.L. King Jr. Birthday Holiday		1	17	2005
Presidents' Day		2	21	2005
Mini-Term Starts	2/28	to	3/4	2005
Winter Term Ends		4	9	2005
Spring Vacation	From:	4	11	2005
	To:	4	16	2005
Spring Term Starts	4/18	to	4/29	2005
Memorial Day Holiday		5	30	2005
Mini-Term Starts	5/31	to	6/3	2005
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
Summer Term Starts	7/18	to	7/29	2005
Mini-Term Starts	8/29	to	9/2	2005
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
Fall Term Start	10/17	to	10/28	2005
Mini-Term Starts	11/28	to	12/2	2005
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	26	2005
	To:	1	2	2006
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006

Academic Calendar

Modular Programs

Medical Insurance Billing/ Coder Program

2004	
Start Dates	End Dates
March 15, 2004	April 9, 2004
April 12, 2004	May 7, 2004
May 10, 2004	June 4, 2004
June 7, 2004	July 2, 2004
July 12, 2004	August 6, 2004
August 9, 2004	September 3, 2004
September 6, 2004	October 1, 2004
October 11, 2004	November 5, 2004
November 8, 2004	December 3, 2004
December 6, 2004	January 14, 2005
2005	
Start Dates	End Dates
January 17, 2005	February 11, 2005
February 14, 2005	March 11, 2005
March 14, 2005	April 8, 2005
April 18, 2005	May 13, 2005
May 16, 2005	June 10, 2005
June 13, 2005	July 8, 2005
July 18, 2005	August 12, 2005
August 15, 2005	September 9, 2005
September 12, 2005	October 7, 2005
October 17, 2005	November 11, 2005
November 14, 2005	December 9, 2005
December 12, 2005	January 13, 2006

For Modules A - E

Classes normally run Monday - Thursday inclusive. On the weeks that there is a holiday on Monday (marked with an * below), classes will be held the following Friday. In November, classes will be held on Friday, November 13 and Friday, November 20th, in lieu of Thanksgiving Holidays.

For Module F - MIBC Practicum

Classes normally run Monday - Friday inclusive. On the weeks that there is a holiday on Monday (marked with an * below), classes will run 6.25 hours per day Monday - Thursday. When Module F is held in November, classes will run 6.25 hours per day for the week prior to and the week of Thanksgiving. (Students will have Thanksgiving and the day after Thanksgiving off.) The daily schedule for Module F - MIBC Practicum will appear as follows during these extended days.

Student Holidays

	2004	2005
M.L. King Jr. Birthday Holiday*	January 19	
President's Day*	February 16	
Memorial Day Holiday*	May 31	
Independence Day	July 4	
Summer Break	July 5 - 9	July 11-15
Labor Day Holiday*	September 6	
Fall Break	October 4 - 8	October 10-14
Thanksgiving Holiday	November 25-26	
Christmas Holiday	December 18- January 2, 2005	December 24- January 1, 2006

* MIBC students attend classes the Friday following this holiday.