
Everest

COLLEGE

2005-2006 CATALOG

Texas 0805

This is a multiple-campus catalog containing information about the campuses of Everest College in the state of Texas. These campuses are identified on page ii.

2005-2006 CATALOG

Everest COLLEGE
Texas 1210-612-613614

EVEREST COLLEGE

Fort Worth Campus
5237 North Riverside Drive,
Suite 100
Fort Worth, TX 76137
817.838.3000
817.838.2040 (fax)

Arlington Campus
2801 E. Division Street, Suite 250
Arlington, Texas 76011
817.652.7790
817.649.6033 (fax)

A Branch of
Mountain West College
3280 West 3500 South
West Valley City, Utah 84119
801.840.4800

A Branch of
Rochester Business Institute
1630 Portland Avenue
Rochester, NY 14621
716.266.0430

Dallas Campus
6060 North Central Expressway, Suite 101
Dallas, Texas 75206
214.234.4850
214.696.9818 (fax)

A Branch of
Western Business College
425 S.W. Washington Street
Portland, Oregon 97204
503.222.3225

Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education,
Austin, Texas. Accredited by the Accrediting Council for Independent Colleges and Schools to
award diplomas and Associates degrees.

Publishing Date August 1, 2005

Copyright © 2005 by Corinthian Schools, Inc., Santa Ana, California

Effective August 1, 2005 through December 31, 2006

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 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 that 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.

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 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."



President
Arlington Campus



President
Dallas Campus



Carl Jernigan
Fort Worth Campus

TABLE OF CONTENTS

ABOUT EVEREST COLLEGE.....	1
Institutional Mission	1
Objectives.....	1
General Information.....	1
Everest College - Arlington	1
Everest College - Fort Worth.....	1
Everest College - Dallas.....	2
Accreditation and Approvals.....	2
Student Disability Services/ Accommodations	2
ADMISSIONS.....	3
Admission Procedure.....	3
Texas Success Initiative	3
Credit for Previous Education or Training	3
General Education.....	4
Military Training	4
Learning Assessment.....	4
Admission Policy Requirements	4
Admission Inquiries.....	4
ACADEMIC INFORMATION.....	5
Grading	5
GPA and CGPA Calculations	6
Unit of Credit - Academic	6
Online Learning.....	6
Student Awards - Quarter-Based Programs	6
Student Awards - Modular Programs	7
Graduation Requirements.....	7
Proficiency Examination.....	7
SATISFACTORY ACADEMIC PROGRESS FOR QUARTER-BASED PROGRAMS.....	8
Cumulative Grade Point Average (CGPA) Requirements	8
Rate of Progress Toward Completion Requirements.....	8
Maximum Time in Which to Complete.....	8
Graduation.....	8
Academic Probation.....	8
Academic Suspension	9
Readmittance Following Suspension.....	9
Academic Dismissal	9
Appeals Procedures	9
Transfer Credits and Repeated Courses.....	10
Incompletes	10
Drop/ Add Period.....	10
Continuation as a Non-Regular Student	10
Reinstatement as a Regular Student From Non-Regular Status	11
Satisfactory Academic Progress and Financial Aid	11
Satisfactory Academic Progress Requirements.....	11
Satisfactory Academic Progress Tables	12
Financial Aid	12
SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS	12
Requirements	12
Academic Probation.....	13

Reinstatement Policy	13
Incompletes	13
Withdrawals	13
Exit Interviews	14
Repeat Policy	14
Maximum Program Completion Time	14
Classroom Training.....	14
Additional Information on Satisfactory Academic Progress.....	14
Required Study Time	15
Financial Aid	15
ATTENDANCE REQUIREMENTS.....	15
Quarter-Based and Modular Programs.....	15
Percentage of Total Program Hours Missed.....	15
Consecutive Absences	15
Re-instatement	15
Re-entry Following Violation of the Percentage of Total Program Hours Rule.....	15
Quarter-Based Programs	16
Percentage of Classes Missed	16
ADMINISTRATIVE POLICIES.....	16
Health/Medical Care	16
Disabled Students.....	16
Transfer Credits	16
Transferability of Credits.....	16
Transcripts and Diplomas	17
Family Educational Rights and Privacy Act.....	17
Statement of Non-Discrimination	18
Dress Code.....	18
Allied Health Programs.....	18
Clothing and Personal Property	19
Weather Emergencies.....	19
Code of Conduct.....	19
Student Conduct Code	20
Student Conduct Code Violations/Formal Disciplinary Procedure.....	20
Sexual Harassment Policy	20
Termination Procedures	21
Student Complaint/Grievance Procedure	21
Policy and Program Changes.....	21
FINANCIAL INFORMATION.....	22
Tuition and Fees - Quarter-Based Programs.....	22
Tuition and Fees - Modular Programs.....	22
Arrangements for Payment.....	22
Voluntary Prepayment Plan	22
Individual Course Instruction	22
Additional Fees and Expenses.....	23
Cancellation/Refund Policy	23
Cancellations.....	23
Refunds.....	23
Refund Policies	24
Textbook and Equipment Return/Refund Policy	24
Federal Return of Title IV Funds Policy.....	24
Return of Unearned SFA Program Funds.....	25

Remittance to the Federal Government	25
Institutional Refund Calculation.....	25
Texas Workforce Commission, Career Schools and Veterans Education Section Refund Requirements	26
Institutional Refund Calculation for Modular Programs	26
Financial Assistance	26
Federal Pell Grant.....	27
Federal Stafford Loan (FSL).....	27
Federal Supplemental Educational Opportunity Grant (FSEOG).....	27
Federal Parent Loan for Undergraduate Students (FPLUS).....	27
Sallie Mae Alternative Loan Program (SLM)	27
Student Tuition Assistance Resource Loan (STAR Loan).....	27
Imagine America Scholarships.....	27
External Scholarships.....	28
STUDENT SERVICES	28
Placement Assistance	28
Student Activities	28
Transportation Assistance	28
Field Trips.....	28
Special Lectures	28
Drug and Alcohol Abuse Prevention	29
Advising.....	29
PROGRAMS BY LOCATION	30
MODULAR PROGRAMS.....	31
Medical Assisting	31
Medical Insurance Billing/Coding	34
Pharmacy Technician.....	37
QUARTER-BASED PROGRAMS	40
Business Administration	40
Business Administration	41
Criminal Justice.....	42
Medical Assisting	43
Paralegal	44
COURSE DESCRIPTION - QUARTER-BASED PROGRAMS.....	45
RHODES COLLEGES.....	52
APPENDIX A: FACULTY AND STAFF.....	53
Arlington Campus.....	53
Fort Worth Campus.....	53
Dallas Campus	54
APPENDIX B: TUITION AND FEES	55
Arlington Campus.....	55
Fort Worth Campus.....	55
Dallas Campus	55
Additional Fees, All Campuses	55
APPENDIX C: CALENDARS AND SCHEDULES.....	56
Hours of Operation – Quarter-Based Programs.....	56
Hours of Operation – Modular Programs.....	56
Calendar - Quarter-Based Programs.....	58
Calendars - Modular Programs	60



ABOUT EVEREST COLLEGE

INSTITUTIONAL MISSION

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.

OBJECTIVES

In order to carry out our mission, Everest College has developed the following objectives:

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 maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by our state and accrediting bodies;
4. To provide placement assistance to all graduates throughout their careers;
5. The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential;
6. 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.

GENERAL INFORMATION

Everest College - Arlington

Everest College is conveniently located in the Six Flags Mall, at the Division Street exit from U.S. Highway 360 in the city of Arlington, 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 21,000 square feet containing 12 classrooms, administrative offices, student lounge, restrooms and a library containing computers, reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Arlington, Texas, in June 2003 as a branch campus of Rochester Business Institute in Rochester, New York. The name of the institution was changed to Everest College in October, 2003.

Everest College - Fort Worth

Everest College is conveniently located near the intersection of I 35E and Northeast Loop 820 in the city of Fort Worth, Texas. 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 32,000 square feet containing 16 classrooms, administrative offices, student lounge, restrooms and a resource center containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes personal computers; printers; and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

The College opened in August 2004 as a branch of Mountain West College in West Valley City, Utah.

Everest College - Dallas

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 23,000 square feet containing 17 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. Dallas is a branch of Western Business College in Portland, Oregon.

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 Associates degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (<http://www.acics.org>).

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study that 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.

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

Everest College is also approved and regulated by SEVIS to accept international students.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

Everest College 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 College 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.

ADMISSIONS

ADMISSION PROCEDURE

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

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

The 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.

The College does not offer training in English as a Second Language.

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 may 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

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the College. Credit will be accepted into undergraduate programs only for courses that are compatible with the student's program of study at the College and for courses in which a grade of C or higher was earned. Grades earned in allied health courses more than five years ago are not accepted. Grades earned more than 10 years ago are not accepted except to fulfill the general education and college core requirements. Credits submitted for transfer after the first quarter of enrollment may be evaluated for transfer upon the recommendation of the Dean.

Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Students

receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit earned from all schools previously attended.

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. No more than 75% of the required coursework in a program may be accepted as transfer credit.

General Education

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

Military Training

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

Learning Assessment

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

ADMISSION POLICY REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. Students enrolling at Everest College must furnish proof by providing the College with the diploma, official transcript or GED certificate within 30 days after the starting of 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.

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

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

Applicants will complete a standardized, nationally normed test, the COMPASS test. Successful completion of this assessment examination is a prerequisite for admission. Effective July 1, 2005 the minimum composite score for the COMPASS test is 48.

Students should consult with their Admissions Representative for a list of exemptions from taking the COMPASS test, as provided under the Texas Success Initiative.

ADMISSION INQUIRIES

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

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.

The following grading system is used:

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.	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.	Not Calculated

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
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning/Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated

*(Not used in Modular Allied Health Programs)

COURSE REPEAT CODES	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

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 credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

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.

Online Learning

The institution may choose to offer 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 will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- 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.
- Additional attendance requirements may be found in the "Attendance" section of this catalog.

Certain fees may be charged to students registered in online courses. Please refer to the Tuition and Fees schedule in Appendix B for specific charges.

STUDENT AWARDS - QUARTER-BASED 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% will be named to the President's List for that module.
- Students achieving a grade point average of 88.0 – 93.0% 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
4. successfully comply with the Texas Success Initiative.

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive the appropriate degree or diploma based upon the student's program of study.

PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to complete 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 drop/add 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.

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER-BASED 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 drop/add 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 academic 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.

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., that affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

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

Students should contact the Dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

TRANSFER CREDITS AND REPEATED COURSES

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

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

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 order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

INCOMPLETES

For calculating rate of progress, grades of F (failure) and W (withdrawn) 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. Any courses offered as pass/fail remedial courses are not calculated in the grade point average or rate of progress.

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 W (withdrawal during drop/add) is not counted as hours attempted nor is it calculated in the CGPA.

DROP/ADD PERIOD

The first 14 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 the College 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.

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 academic 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 student 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 student status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular student 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 ACADEMIC PROGRESS AND FINANCIAL AID

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

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.

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 modular programs must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 (70%);
- 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 2.0 (70%) are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

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

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

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated 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 2.0 (70%) 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 College official. This meeting can help the College correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

REPEAT POLICY

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module 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 clock hours/credit 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 above.

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

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

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.

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

The student's minutes of attendance in each class are recorded and retained as a part of the student record. The College does not separately track tardies or leave earlies, since actual minutes of attendance are recorded. For courses more than 12 months in length, the refund policy is applied to each 12-month period paid, or part thereof, separately. Whether a student must be dismissed for an attendance violation depends on whether a refund is due.

QUARTER-BASED AND MODULAR PROGRAMS

Percentage of Total Program Hours Missed

Students whose absences exceed 15% of the hours in the program will be warned in writing to improve their attendance rate. For students receiving VA benefits or who are funded by an agency that requires the reporting of attendance, attendance warnings will be reported and may result in the termination of benefits. Should a student's absences exceed 20% of the hours in the program, the student will be dismissed, unless the student is in the last quarter of the program and no refund is due.

Consecutive Absences

Students who are absent more than ten consecutive class days within the term will be dismissed, except that students who return on the eleventh class day since the last recorded date of attendance may appeal the dismissal, upon a showing of extenuating or mitigating circumstances.

Re-instatement

A student dismissed for violation of the percentage of total program hours rule may apply for re-instatement after one term or module of non-attendance. The approval of the request for re-instatement in such instances is at the College's discretion.

Re-entry Following Violation of the Percentage of Total Program Hours Rule

When a student has re-entered a program based on an appeal after being dismissed for being absent for more than 20% of the total program hours:

- The student will be placed on probation,
- The student's attendance percentage for the remainder of the program will be based on the hours remaining in the program, and
- If the student again violates the attendance policy as calculated on the basis of the remaining hours of enrollment, the student will be dropped and dismissed from the program without a right to appeal, unless the student is in the last quarter of the program and no refund is due.

Upon return, the student will return to regular enrollment status on probation, which will continue through the next term or module. Should the student fail to maintain an 80% attendance rate in all

classes during the probationary term, the student shall be dismissed without a right to appeal, unless the student is in the final quarter of the program and no refund is due.

QUARTER-BASED PROGRAMS

In quarter-based programs student attendance within the term is monitored on the basis the percentage of classes missed as a percentage of the total hours in a term, in addition to the consecutive absence and absences as a percentage of total program length noted above.

Percentage of Classes Missed

Students enrolled in a quarter-based program who exceed 20% absences in any term are placed on probation during the following term. A student exceeding 20% absences during a probationary term will be dismissed from the program, unless the student is in the last quarter of the program and no refund is due. A student so dismissed may appeal the dismissal on the basis of extenuating or mitigating circumstances.

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 College immediately. All medical and dental appointments should be made after school hours.

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

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 satisfactory academic progress measurements of the new program.

TRANSFERABILITY OF CREDITS

The College President's office provides information on schools that may accept this College's course credits toward their programs. However, this College 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 College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may 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 College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their 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 College 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 College without the consent of the student unless the student specifically requests that the information not be released. The College 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
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

STATEMENT OF NON-DISCRIMINATION

Everest College does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, or citizenship status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or email 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. Open shoes are never permitted in any medical lab class for obvious safety reasons. Also, all allied health students in medical lab classes are required to wear the standard medical uniform for protection.

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 College. 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 to all medical lab classes as described in the College's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available at orientation.

Allied Health Student Disclosure

Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/internships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background

check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services” (CAMH Update 3 August, 2004.)

Students enrolling in an Allied Health program may be subjected to a criminal background check which will include:

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

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

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

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

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

A student’s inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

CLOTHING AND PERSONAL PROPERTY

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

WEATHER EMERGENCIES

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

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

Student Conduct Code

Students must show respect toward and be cooperative with Everest College 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 College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the Everest College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the Everest College 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 College official

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

- First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.
- Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.
- Threats to Health/safety - Immediate dismissal 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 that 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 that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or

posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the 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 College for cause. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

Texas Workforce Commission
Career Schools and Veterans Education Section
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 College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

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

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. Everest College 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 College catalog.

FINANCIAL INFORMATION

The tuition and fees schedule can be found in **Appendix B: Tuition and Fees** in the back of this catalog.

TUITION AND FEES - QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B 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 drop/add period by the then current tuition rate for that number of credit hours.

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all quarter-based program students each quarter. A non-refundable fee of \$20 (per credit hour) is assessed for each special proficiency examination. A \$100 fee will be charged for each online course in addition to tuition. A \$52 fee will be charged for programs requiring a background check.

TUITION AND FEES - MODULAR PROGRAMS

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

ARRANGEMENTS FOR PAYMENT

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.

Distance Education Fees will be charged at the time the student registers for an online course. Distance Education Fees are in addition to the Total Program Cost shown on the Enrollment Agreement

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

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 College. If the agreement is not accepted by the College, 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 College 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 College 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 College's textbook return policy. (See "Textbook and Equipment Return/Refund Policy" below.)

Students who have not visited the College 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 College and inspection of equipment. Students who are unable to complete their program of study due to the College'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 College, or representations by the owner or representatives of the College may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

Refunds

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

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 College of his/her intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the College 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.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the College 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 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 SFA program assistance withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the College 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 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 Program;
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.

Institutional Refund Calculation

The College 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% of an enrollment period, the College will perform a pro rata refund calculation.

Under a pro-rata refund calculation, the College 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% 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 College 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% of the enrollment period.

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 therefrom 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:

1. The last date of attendance, if the student is terminated by the College;
2. The date of receipt of written notice from the student; or
3. 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 College. For the student who enters a residence course of not more than 12 months in length, terminates, or withdraws, the College may retain \$100 of tuition and fees, and the minimum refund of the remaining tuition and fees will be:

1. During the first week or one-tenth of the course, whichever is less, 90% of the remaining tuition and fees;
2. 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% of the remaining tuition and fees;
3. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75% of the remaining tuition and fees;
4. During the second quarter of the course, 50% of the remaining tuition and fees;
5. During the third quarter of the course, 10% of the remaining tuition and fees; or
6. 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 for Modular Programs

Students enrolled in modular programs are charged tuition by academic year. The refund policy for students enrolled in modular programs is the same as the policy for students enrolled in quarter-based programs, except that the amount due under the institutional refund policy is based on the portion of the academic year completed, rather than the portion of the quarter completed.

FINANCIAL ASSISTANCE

This College 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 College 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 College's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

The following are descriptions of the financial aid programs available at this College. 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 College.

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 50% 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 College 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 College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. All graduating students participate in the following placement assistance activities:

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

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

STUDENT ACTIVITIES

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

TRANSPORTATION ASSISTANCE

The College maintains information on transportation alternatives and students interested in car-pooling.

FIELD TRIPS

The College 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 College for all students and employees.

ADVISING

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

PROGRAMS BY LOCATION

	Arlington	Dallas	Fort Worth
MODULAR PROGRAMS			
Medical Assisting		X	
Medical Insurance Billing/Coding	X	X	X
Pharmacy Technician	X		
QUARTER-BASED PROGRAMS			
Business Administration	X	X	X
Criminal Justice	X	X	
Medical Assisting	X	X	X
Paralegal		X	

MODULAR PROGRAMS

MEDICAL ASSISTING

Diploma Program

Dallas Campus

8 Months (Day)/9-12 Months (Evening) - 47.0 Credit Units

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

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

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

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

Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Manikins
Microscopes	

Program Outline

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

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

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

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

Module C - Medical Insurance, Bookkeeping, and Health Sciences**40/40/6.0**

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

Module D - Cardiopulmonary and Electrocardiography**40/40/6.0**

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

Module E - Laboratory Procedures**40/40/6.0**

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

Module F - Endocrinology and Reproduction**40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural

components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module G - Medical Law, Ethics, and Psychology

40/40/6.0

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

Module X - Externship 0/160/5.0

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

MEDICAL INSURANCE BILLING/CODING

Diploma Program

All Campuses

6 Months/24 weeks - 35 Quarter Credits

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students 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 100-clock-hour practical lab.

Major Equipment

Calculators

Personal Computers

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.

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 Practicum	0	100	0	100	5
Program Totals		200	300	0	500	35

Module A 40/40/6.0

Introduction to Medical Insurance and Managed Care

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. Prerequisite: None *

Module B 40/40/6.0

Government Programs

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. Prerequisite: None *

Module C 40/40/6.0

Electronic Data Interchange and Modifiers

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. Prerequisite: None *

Module D 40/40/6.0

Medical Documentation, Evaluation, and Management

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. Prerequisite: None *

Module E 40/40/6.0
Health Insurance Claim Forms

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. Prerequisite: None *

Module F 0/100/5.0
Medical Insurance Billing / Coder Practical Lab

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. Prerequisite: Modules A, B, C, D, and E *

**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 Practical Lab, however, requires completion of all other modules A through E as a prerequisite.*

PHARMACY TECHNICIAN

Diploma Program

Arlington Campus

8 Months / 32 weeks - 47 Quarter Credits

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

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized, how significant pharmacy technicians have become, upon pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

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

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

PROGRAM OUTLINE		CLOCK HOURS				Quarter Credit Units
Module	Title	Lec	Lab	Ext	Total	
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40	40	0	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40	40	0	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	40	40	0	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40	40	0	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40	40	0	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40	40	0	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40	40	0	80	6.0
Module X	Clinical Externship	0	0	160	160	5.0
Program Total		280	280	160	720	47.0

Module A..... 40/40/6.0

Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

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

Module B..... 40/40/6.0

Aspects of Retail Pharmacy and Pharmacology of the Nervous System

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.

Module C 40/40/6.0

History and Ethics of Pharmacy and Pharmacology of the Respiratory System& Nuclear and Oncology Pharmacy Practice

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

Module D 40/40/6.0

Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

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

Module E 40/40/6.0

Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System

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

Module F 40/40/6.0

Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

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

Module G 40/40/6.0

Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory & Skeletal System

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

Module X 0/160/5.0

Clinical Externship

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

QUARTER-BASED PROGRAMS

BUSINESS ADMINISTRATION

Associate of Applied Science

Fort Worth and Arlington Campuses

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. The Business Administration program prepares the student for entry-level positions, which may lead to office or departmental management.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
COLLEGE CORE REQUIREMENTS		
CGS 2071	Spreadsheets	4
CGS 2167C	Computer Applications	4
OST 1141L	Keyboarding	2
	Total College Core Requirements	10
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introduction to Cost/Managerial Accounting	4
ACG 2021	Introduction to Corporate Accounting	4
BUL 2131	Applied Business Law	4
FIN 1103	Introduction to Finance	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
MAN 2300	Introduction to Human Resources	4
SBM 2000	Small Business Management	4
MAR 1011	Introduction to Marketing	4
MAR 2500	Customer Relations and Servicing	4
MAN 2727	Strategic Planning for Business	4
BCC 2456	Business Capstone Course	6
	Total Major Core Requirements	58
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition 1	4
ENC 1102	Composition 11	4
MAT 1033	College Algebra	4
PHI 2100	Critical Thinking	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
SCI 1001	Environmental Science	4
	Total General Education Requirements	28
HOURS REQUIRED FOR GRADUATION		96

BUSINESS ADMINISTRATION

Associate of Applied Science

Dallas Campus

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 2167C	Computer Applications	4
OST 1141L	Keyboarding	2
CGS 2080	Applied Spreadsheets	4
	Total College Core Requirements	10
MAJOR CORE REQUIREMENTS		
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
BUL 2100	Applied Business Law	4
MAN 2300	Introduction to Human Resources	4
MAR 1011	Introduction to Marketing	4
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
FIN 1103	Introduction to Finance	4
MAN 2727	Strategic Planning for Business	4
MAR 2305	Customer Relations and Servicing	4
ACG 2021	Introduction to Corporate Accounting	4
SBM 2000	Small Business Management	4
APA 2161	Introductory Cost/Managerial Accounting	4
BCC 2456	Business Capstone Course	6
	Total Major Core Requirements	58
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
SCI 1001	Environmental Science	4
PHI 2100	Critical Thinking	4
	Total General Education Requirements	28
HOURS REQUIRED FOR GRADUATION		96

CRIMINAL JUSTICE

Associate of Applied Science

Arlington and Dallas Campuses

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	CREDIT HOURS
COLLEGE CORE REQUIREMENTS		
BUL 2131	Applied Business Law	4
CGS 2167C	Computer Applications	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
MAR 2500	Customer Relations and Servicing	4
OST 1141L	Keyboarding	2
	Total College Core Requirements	22
MAJOR CORE REQUIREMENTS		
CCJ 1017	Criminology	4
CCJ 1024	Introduction to Criminal Justice	4
CJL 2130	Criminal Evidence	4
CJL 2132	Criminal Procedure	4
CJE 2600	Criminal Investigation and Police Procedures	4
CCJ 2252	Constitutional Law for the Criminal Justice Pro	4
CCJ 2306	Introduction to Corrections	4
CCJ 2358	Criminal Justice Report Writing	4
CCJ 2501	Juvenile Delinquency	4
CJT 2940	Criminal Justice Externship	6
CCJ 2943	Current Issues in Criminal Justice	4
PLA 1023	Legal Ethics and Social Responsibility	4
	Total Major Core Requirements	50
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PHI 2100	Critical Thinking	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
	Total General Education Requirements	24
HOURS REQUIRED FOR GRADUATION		96

MEDICAL ASSISTING

Associate of Applied Science

Fort Worth, Arlington, and Dallas Campuses

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	CREDIT HOURS
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4
MAR 2500	Customer Relations and Servicing	4
OST 1141L	Keyboarding	2
	Total College Core Requirements	10
MAJOR CORE REQUIREMENTS		
MEA 1235	Anatomy and Pathophysiology I	4
MEA 1231	Anatomy and Pathophysiology II	4
MEA 1247	Anatomy and Pathophysiology III	4
MEA 1207	Basic Clinical Procedures	4
MEA 1239	Medical Terminology	4
MEA 1385	Medical Law and Ethics	2
MEA 1226C	Exams and Specialty Procedures	4
MEA 1006C	Therapeutic Communications	2
MEA 2244	Pharmacology	4
MEA 2346C	Medical Computer Applications	2
MEA 1304C	Medical Office Procedures	4
MEA 2332C	Medical Finance and Insurance	4
MEA 2260	Diagnostic Procedures	4
MEA 2561	Professional Procedures	2
MET 2802	Medical Externship	7
MLS 2328	Basic Clinical Procedures (lab)	2
MLS 2329	Exams and Specialty Procedures (lab)	2
MLS 2700	Pharmacology (lab)	2
MLS 2750	Diagnostic Procedures (lab)	2
	Total Major Core Requirements	63
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PHI 2100	Critical Thinking	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
	Total General Education Requirements	24
HOURS REQUIRED FOR GRADUATION		97

PARALEGAL**Associate of Applied Science
Dallas Campus**

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

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
CGS	2167C Computer Applications	4
OST	2725 Applied Word Processing	4
BUL	2100 Applied Business Law	4
TOTAL QUARTER CREDIT HOURS		12
MAJOR CORE REQUIREMENTS		
PLA	1003 Introduction to Paralegal	4
PLA	2160 Criminal Procedure and the Constitution	4
PLA	1105 Legal Research and Writing I	4
PLA	2106 Legal Research and Writing II	4
PLA	2273 Torts	4
PLA	2223 Civil Litigation I	4
PLA	2423 Contract Law	4
PLA	2600 Wills, Trusts, and Probate	4
PLA	2800 Family Law	4
PLA	2763 Law Office Management	4
PLA	2203 Civil Procedure	4
PLA	2460 Bankruptcy	4
PLA	2610 Real Estate Law	4
PLA	2456 Paralegal Capstone Course	4
TOTAL QUARTER CREDIT HOURS		56
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4
ENC	1102 Composition II	4
SPC	2016 Oral Communications	4
SYG	2000 Principles of Sociology	4
MAT	1033 College Algebra	4
PSY	2015 General Psychology	4
PHI	2100 Critical Thinking	4
TOTAL QUARTER CREDIT HOURS		28
HOURS REQUIRED FOR GRADUATION		96

COURSE DESCRIPTION - QUARTER-BASED PROGRAMS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- Lower division (first and second year) courses 1000-2999

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.

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. Prerequisite: APA 2121. 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: APA 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: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BCC 2456 Business Capstone Course6.0 Quarter Credit Hours

This course is designed to help students focus on business success skills. Students will apply business skills in hypothetical scenarios (capstone simulations), will create their resume, and do research about business. The course will enhance the student's oral and written communications skills. The course includes presentations and discussions by students, possible guest lectures, and will culminate in the presentation of research findings by the students. Lec. Hrs. 060 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

BUL 2131 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 1017 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 Corrections.....4.0 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. Lec. 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 Justice.....4.0 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 2167C 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 2130 Criminal 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

CJL 2132 Criminal Procedures4.0 Quarter Credit Hours
This course focuses on the constitutional provisions affecting the criminal process and the Texas Rules of Criminal Procedure. 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

CJT 2940 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 the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 120

ENC 1101 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 1102 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 1101. 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

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 2727 Strategic Planning for Business4.0 Quarter Credit Hours
Designed to help students to 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 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
00

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

MAR 2500 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

MAT 1033 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.

MEA 1006C 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 1207 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. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MEA 1226C Exams and Specialty Procedures4.0 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. Corequisite: MLS 2329 Prerequisites: MEA 1207, MLS 2328, MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

-
- MEA 1231 Anatomy and Pathophysiology II.....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 cardiovascular, lymphatic, respiratory, and reproductive systems. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- MEA 1235 Anatomy & 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. Prerequisite: MEA 1239. 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 1243L 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. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.
- MEA 1247 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. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- MEA 1304C 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 1385 Medical Law and Ethics2.0 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 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. Prerequisites: MEA 1235, MEA 1231, MEA 1247, MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- MEA 2260 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. Corequisite: MLS 2750 Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- MEA 2332C 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 2346C 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 010 Lab Hrs. 020 Other Hrs. 000

-
- MEA 2561 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 1207. 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 1226C. Prerequisite: MEA 1207, MEA 1239, MLS 2328. 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 2260. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.
- OST 1141L 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 1003 Introduction to Paralegal 4.0 Quarter Credit Hours**
 This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Legal ethics is discussed in depth. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- 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
- PLA 1105 Legal Research and Writing 4.0 Quarter Credit Hours**
 This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.
- PLA 2106 Legal Research and Writing II 4.0 Quarter Credit Hours**
 This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and draft motions and other pleadings.

Students are introduced to the basics of handling various aspect of discovery including document production and other requests for information. Prerequisite: PLA 1003, PLA 1105, ENC 1101. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

PLA 2160 Criminal Procedure and the Constitution4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2203 Civil Procedure..... 4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Fundamental litigation practices are discussed. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2223 Civil Litigation I.....4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2273 Torts..... 4.0 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2423 Contract Law4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2456 Paralegal Capstone Course4.0 Quarter Credit Hours
This course, available only during students' final quarter, simulates the law office environment and is designed to equip students for transition from matriculation to legal employment. Focus is placed on the assembly of court and client documents using word processing application software. Documents are prepared in the areas of various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. These documents comprise the student portfolio presented for final evaluation. Prerequisite: CGS 2167C, OST 2725, PLA 1105, PLA 2106 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2460 Bankruptcy4.0 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2600 Wills, Trusts, and Probate4.0 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2610 Real Estate Law..... 4.0 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2763 Law Office Management4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic

principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003, CGS 2167C. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2800 Family Law4.0 Quarter Credit Hours
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PSY 2012 General Psychology4.0 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

SBM 2000 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0

SCI 1001 Environmental Science.....4.0 Quarter Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. 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

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Everest College	Dallas, TX
Everest College	Arlington, TX
Everest College	Fort Worth, TX
Florida Metropolitan University	Clearwater (Pinellas), FL
Florida Metropolitan University	Pompano Beach, FL
Florida Metropolitan University	Jacksonville, FL
Florida Metropolitan University	Lakeland, FL
Florida Metropolitan University	Melbourne, FL
Florida Metropolitan University	Orange Park, FL
Florida Metropolitan University	Orlando (North), FL
Florida Metropolitan University	Orlando (South), FL
Florida Metropolitan University	Tampa (Brandon), FL
Florida Metropolitan University	Tampa, FL
Las Vegas College	Las Vegas, NV
Las Vegas College	Henderson, NV
Mountain West College	Salt Lake City, UT
National School of Technology	Hialeah, FL
National School of Technology	Kendall, FL
National School of Technology	Fort Lauderdale, FL
National School of Technology	N. Miami Beach, FL
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	McLean, VA
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA

STATEMENT OF OWNERSHIP

These campuses are 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.

Directors

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

Officers

David G. Moore
Jack D. Massimino
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

Title

Chairman of the Board
Chief Executive Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND STAFF

ARLINGTON CAMPUS

ADMINISTRATIVE STAFF

Name	Position	Degrees Earned
Cindy Gordon	President	M.Ed., University of North Texas, Denton, Texas B.B.A., University of Texas at Arlington
Jaymi Benjamin	Academic Dean	M.A., University of North Texas, Denton, TX B.B.A., University of North Texas, Denton, TX
Bruce Schlee	Director of Admissions	B.S., St. John's University, Queens, NY
Debra Knighten	Finance Director	B.B.A., Delta State University, Cleveland, MI
Mary Ann Bolton	Librarian	M.L.I.S., University of Minnesota B.A., University of Northern Iowa

FACULTY*

Name	Discipline	Degrees Earned
Bobby Holloway	Business Dept. Chair	B.B.A., Prairie View A&M University
Dr. Rickey Watson	Medical Dept. Chair	D.P.M., Ohio College of Podiatric Medicine
Edna Jackson	Criminal Justice Instructor	M.S., Dallas Baptist University, Dallas, TX B.A., Northwood University, Cedar Hill, TX
Dr. William Morris	Medical Instructor	Ph.D., Shelburne University, Ireland M.S.C., West Weilehelm University, Germany M.D.A.M., Dogliotti College of Medicine, Italy
Linda Jones	MIBC Instructor	B.S., Southwestern Oklahoma State University, Weatherford, OK
Peggy Smith	Business Instructor	M.S., Amber University, Garland, TX B.A., Stockton State College, New Jersey
Cathryn Baker	Medical Instructor	B.A., Dallas Baptist University
Gary Dodd	MIBC Instructor	B.S., University of Houston

FORT WORTH CAMPUS

ADMINISTRATIVE STAFF

Name	Position	Degrees Earned
Carl Jernigan	College President	B.S.B.A., University of Louisiana at Lafayette M.B.A., University of Louisiana at Lafayette
Crystal Carter	Academic Dean	M.A., Webster University, Springfield, MO B.A., Southwest Baptist College
Rick Brewer	Director of Financial Aid	M.S., University of Phoenix B.S., University of Phoenix
Katy Foster	Librarian	M.S., University of North Texas B.A., University of Texas at Arlington

FACULTY*

Name	Discipline	Degrees Earned
Julieta Kearney	Medical	B.S.N., Lloilo Doctors
Stephen	Business	M.B.A., University of Texas at Arlington
Nieswiadomy		B.A., Texas Christian University
Benjamin Newsome, Jr.	Medical	M.A., Webster University B.S., Creighton University
Pamela Talley	Medical Insurance Billing/Coding	B.B.S., Dallas Baptist University

DALLAS CAMPUS

ADMINISTRATIVE STAFF

Name	Position	Degrees Earned
Darla P. Chin	President	M.Ed., Northwestern State University
Albert Frazier	Director of Admissions	
Richard G. Benedetto	Academic Dean	M.S.Ed., Old Dominion University
Dolores Raivzee-Bell	Director of Career Services	B.A., University of Texas
Randy Ingersoll	Director of Financial Aid	B.S., Letoureau University
Bonnie Thomas	Business Manager	A.A., Florida Metropolitan University
Yusondera Berry	Associate Academic Dean	M.B.A., American College, London England
Naana Gyamfi	Librarian	M.S., Library and Information Sciences, Texas Womens University
Lisa Johnson-Hannah	Student Success Coordinator	J.D., Detroit College of Law
Dale Moon	Training Service Rep	M.F.A., University of North Carolina

FACULTY*

Department Chairs

Adela Hernandez	Medical Assisting Medical Insurance Billing /Coding	B.S., University of Texas San Antonio
Montina Hollins	Business Administration	M.S.J., Northwestern University
Stacy Page	Criminal Justice	M.A., University of Phoenix
Chasisty Garrett	Acting Paralegal Studies	J.D., Southern University Law Center
Sandra Lacer	Acting General Education	M.A., University of Arkansas, Little Rock

Full Time Faculty

Jane Corley	Criminal Justice	J.D., Texas Tech University
Christopher Hughes	Medical Assisting	B.S., Bristol University
Reginald Dunn	Business Administration	B.S., California State University
April Nickleberry	Criminal Justice	B.S., Grambling State University
Mark Shealy	Composition	M.S., University of North Texas M.A., Mississippi State University
Monica Wagner	Medical Billing	A.S., Central Missouri State University A.S., St. Mary of the Plains
Andrea Williams	Medical Billing	A.S., Coahoma Community College

*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.

APPENDIX B: TUITION AND FEES

ARLINGTON CAMPUS

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-BASED PROGRAMS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	\$8,065	\$400	\$8,465
Pharmacy Technician	\$10,825.00	\$500	\$11,325.00

FORT WORTH CAMPUS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	\$225	\$21,600	\$4,000
Medical Assisting	97	\$225	\$21,825	\$3,500

MODULAR-BASED PROGRAMS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	\$7,400	\$400	\$7,800

DALLAS CAMPUS

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
Paralegal	96	\$245	\$23,520	\$4,000

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

ADDITIONAL FEES, ALL CAMPUSES

Registration Feed	\$24/quarter	For quarter-based students
Proficiency Examination testing fee	\$20/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
Background Check	\$52	For programs requiring a background check

Additional fees not included in the above costs may be assessed.

APPENDIX C: CALENDARS AND SCHEDULES

HOURS OF OPERATION - QUARTER-BASED 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

* Certain classes meet for five hours per week.

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	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

*At the Dallas campus, this afternoon class is from 12:30 - 1:50.

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

For Modules A - E

Classes normally run Monday - Thursday inclusive. On the weeks that there is a holiday on Monday, classes will be held the following Friday.

For Module F - MIBC Practicum

Classes normally run Monday - Friday inclusive. On the weeks that there is a holiday on Monday, 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.

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	1:00 - 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

**At the Dallas campus, this afternoon class is from 12:30 - 1:50.*

Class Hours for Pharmacy Technician Modules A - G: Mondays-Thursday-20 hours per week for 28 weeks

Morning Classes	Afternoon Classes	Evening Classes
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 - 4:00	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

For Modules A - G

Classes normally run Monday - Thursday inclusive. On the weeks that there is a holiday on Monday, classes will be held with the following Friday.

Pharmacy Technician Module X - Externship

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

CALENDAR - QUARTER-BASED PROGRAMS

Students carrying a credit load of 16 credits per quarter would typically attend school four days per week. Actual days and hours may vary depending on the schedule of classes for which the student registers. Scheduled hours for externship courses will be determined by the site and the student in consultation with the Department Chair and/or Externship Coordinator.

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 12-16 credits per quarter, and full-time externship hours.

The number of terms for each program is as follows:

- Medical Assisting 7 Quarters
- Business Administration 7 Quarters
- Criminal Justice 7 Quarters
- Paralegal 7 Quarters

2005-2006 CALENDAR				
EVENT				
Spring Term Starts	From:	April	18	2005
	To:	April	30	2005
Spring Term Add/Drop Deadline		April	30	2005
Memorial Day Holiday		May	30	2005
Mini-Term Starts	From:	May	31	2005
	To:	June	4	2005
Mini-Term Add/Drop Deadline		June	4	2005
Spring Term Ends		July	9	2005
Independence Day Holiday		July	4	2005
Summer Vacation	From:	July	11	2005
	To:	July	16	2005
Summer Term Starts	From:	July	18	2005
	To:	July	30	2005
Summer Term Add/Drop Deadline		July	30	2005
Mini-Term Starts	From:	August	29	2005
	To:	September	3	2005
Mini-Term Add/Drop Deadline		September	3	2005
Labor Day Holiday		September	5	2005
Summer Term Ends		October	8	2005
Fall Break	From:	October	10	2005
	To:	October	15	2005
Fall Term Start	From:	October	17	2005
	To:	October	29	2005
Fall Term Add/Drop Deadline		October	29	2005
Mini-Term Starts	From:	November	28	2005
	To:	December	3	2005
Mini-Term Add/Drop Deadline		December	3	2005

Thanksgiving Day Holiday	From:	November	24	2005
	To:	November	25	2005
Christmas Holiday	From:	December	23	2005
	To:	January	2	2005
Classes Resume		January	3	2006
Fall Term Ends		January	14	2006
M.L. King Jr. Birthday Holiday		January	16	2006
Winter Term Starts	From:	January	17	2006
	To:	January	28	2006
Winter Term Add/Drop Deadline		January	28	2006
Presidents' Day		February	20	2006
Mini-Term Starts	From:	February	27	2006
	To:	March	4	2006
Mini-Term Add/Drop Deadline		March	4	2006
Winter Term Ends		April	8	2006
Spring Vacation	From:	April	10	2006
	To:	April	15	2006
Spring Term Starts	From:	April	17	2006
	To:	April	29	2006
Spring Term Add/Drop Deadline		April	29	2006
Memorial Day Holiday		May	29	2006
Mini-Term Starts	From:	May	30	2006
	To:	June	3	2006
Mini-Term Add/Drop Deadline		June	3	2006
Spring Term Ends		July	8	2006
Independence Day Holiday		July	4	2006
Summer Vacation	From:	July	10	2006
	To:	July	15	2006

CALENDARS - MODULAR PROGRAMS

**MEDICAL INSURANCE BILLING / CODING PROGRAM
ARLINGTON/FORT WORTH
PHARMACY TECHNICIAN PROGRAM - ARLINGTON**

Start Dates	End Dates
2005	
June 28 (Ft. Worth only) July 5, 2005	July 26 (Ft. Worth only) July 28, 2005
July 28 (Ft. Worth only) August 1, 2005	August 24 (Ft. Worth only) August 26, 2005
August 29, 2005	September 23, 2005
September 26, 2005	October 21, 2005
October 24, 2005	November 18, 2005
November 21, 2005	December 23, 2005
January 3, 2006	January 27, 2006
January 30, 2006	February 24, 2006
February 27, 2006	March 24, 2006
March 27, 2006	April 21, 2006
May 1, 2006	May 26, 2006
May 29, 2006	June 23, 2006

**MEDICAL INSURANCE BILLING/ CODING
PROGRAM - DALLAS**

Start Dates	End Dates
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 20, 2006
2006	
January 23, 2006	February 18, 2006
February 20, 2006	March 18, 2006
March 20, 2006	April 15, 2006
April 20, 2006	May 13, 2006
May 15, 2006	June 10, 2006
June 12, 2006	July 8, 2006

Student Holidays for Arlington, Dallas, and Fort Worth

Holiday	Dates
Independence Day	July 4, 2005
Summer Break	July 11-15, 2005
Labor Day Holiday*	September 9, 2005*
Fall Break	October 10-14, 2005
Thanksgiving Holiday	November 24-25, 2005
Christmas Holiday	December 23, 2005- January 2, 2006
M.L. King Jr. Birthday Holiday*	January 16, 2006*
President's Day*	February 20, 2006*
Memorial Day Holiday*	May 29, 2006*
Independence Day	July 4, 2006
Summer Break	July 10-15, 2006

* MIBC students attend classes the Friday following this holiday.