Everest
INSTITUTE

CROSS LANES CATALOG
2011-2013

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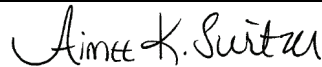
PRESIDENT'S MESSAGE

We would like to welcome you to Everest Institute, 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 postsecondary 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 West Virginia 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."

Aimee Switzer
President, Cross Lanes Campus

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ABOUT EVEREST INSTITUTE

CORINTHIAN COLLEGES, INC.

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

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

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

MISSION

Everest Institute is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the institution is committed to:

- The utilization of modern technology and teaching methods (including distance education and externships where appropriate);
- The provision of innovative educational programs;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

OBJECTIVES

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

- The institution will continually enhance its educational process at all levels and seek to impart essential skills, competencies, and attributes that students need for successful careers and for continued study.
- The institution shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for critical thinking, intelligent decision making, and individual expression of opinions. Ongoing development of communication and interactive skills will further prepare our students to be suitable candidates for positions in their chosen field.
- The institution is committed to quality in teaching and excellence in education and shall seek qualified faculty who will create a facilitative environment that fosters excitement in the classroom and stimulates eagerness for learning.
- The institution will cultivate a strong advisory board from key individuals in the community who can provide visibility, feedback and influence in the quality of education we provide our students.
- The institution shall strive to develop mature citizens who contribute to their communities by providing positive role models, creating opportunities to participate in community service and paving the way to develop new and mutually beneficial relationships.
- The institution is dedicated to assisting graduates in securing career-related employment.

SCHOOL HISTORY AND DESCRIPTION

Everest Institute in Cross Lanes, West Virginia, was originally a member of United Electronics Institute, which was established in 1968. The school was acquired by National Education Corporation in 1981 as a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in July 1995. The name of the school was changed to National Institute of Technology June 30, 1996, and to Everest Institute in October of 2006.

The school is conveniently located just off Interstate 64, ten miles west of Charleston and 35 miles east of Huntington at the Cross Lanes exit. The air-conditioned facility has 26,000 square feet and contains 17 large classrooms designed for theory and laboratory instruction, administrative offices, a library containing reference and reading materials related to the academic programs, study area, public areas and restrooms.

Everest Institute, the facility 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.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Everest Institute is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.
- Authorized to operate by the West Virginia Council for Community and Technical College Education.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Authorized under Federal Law to enroll nonimmigrant, alien students.
- A member of the Charleston Area Alliance, West Virginia Chamber of Commerce, and the American Society for Training and Development.

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

ADMISSIONS INFORMATION

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

CRIMINAL BACKGROUND CHECK

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

ABILITY TO BENEFIT POLICY (RE-ENTRY STUDENTS ONLY)

Students who previously enrolled under the Ability To Benefit (ATB) provision and withdrew may be eligible for re-entry into currently offered programs. Students will not be required to retake and pass the exam prior to re-entry if the original passing test result is in the student's academic file. All ATB re-entry students shall receive academic and career advising during their first and third evaluation periods. Thereafter, ATB re-entry students shall receive academic advising at least every other evaluation period unless the student's CGPA is at or below 3.0, or 80%, in diploma programs.

INTERNATIONAL STUDENTS

Everest Institute is authorized by the Department of Homeland Security to issue the Form I-20 to international students. A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

UNDERGRADUATE ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:

a)   Bank letter verifying student's available funds (self-sponsoring).
b)   Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
c)   Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
d)   If the applicant is sponsored by his/her home country, a statement of sponsorship.

- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  a)   TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  b)   Completion of Level 107 from a designated English Language School Center (ELS);
  c)   Score of 5.0 on the International English Language Testing System exam (IELTS);
  d)   Score of 60 on Michigan English Language Assessment Battery (MELAB);
  e)   A certificate of completion of Intensive English 4;
  f)   Graduation from high school in the United States or an official copy of a GED;
  g)   Graduation from an American high school abroad where curriculum is delivered in English.
- International students must obtain an ACT score of at least 15, an SAT combined score on critical reading and math of at least 700 or a CPAt score of at least 120.
- International students must meet the same programmatic entrance requirements as domestic students.

ACADEMIC INFORMATION

EVEREST REGULATIONS

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

Everest reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subject courses, and programs if registration falls below the required number. The total hours specified in each area of the program total is the minimum requirements for completion.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. A clock hour is defined as 50 minutes of instruction in a 60-minute period. For online learning purposes, one quarter credit is equivalent to a minimum of ten hours of online learning.

MAXIMUM CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 27 students. The maximum class size for the Massage Therapy program is 16 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students in allied health labs and 26 students in electronics labs.

TRANSFER OF CREDIT—INTO AND OUT OF EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:
- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

MAXIMUM TRANSFER CREDITS ACCEPTED

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

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

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

TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFERS TO OTHER EVEREST LOCATIONS

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

TRANSFER CENTER ASSISTANCE

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

GRADING SYSTEM AND PROGRESS REPORTS

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

NOTE: Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D*	1.0	Poor	69-60
F** or Fail	0.0	Failing	59-0
P or Pass	Not Calculated	Pass (for externship/internship or thesis classes only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer	

* Not used in Allied Health or Trade programs.

** Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, F (failing) is 69-0%.

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

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

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest.
- The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credit hour 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.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

CGPA EFFECT ON SAP

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program. For modular programs, students must pass each module of the program with the minimum required passing grade as stated in the catalog.

RATE OF PROGRESS TOWARD COMPLETION

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

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

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

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.25	66.66%	N/A
31-42	2.0	1.5	66.66%	60%
43-54	2.0	1.75	66.66%	60%
55-66	2.0	1.85	66.66%	66.66%
67-88	N/A	2.0	N/A	66.66%

124 Quarter Credit Hour Program. Total credits that may be attempted: 186 (150% of 124).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-49	2.0	1.2	66.66%	50%
50-66	2.0	1.5	66.66%	58%
67-83	2.0	1.6	66.66%	63%
84-100	2.0	1.7	66.66%	65%
101-117	2.0	1.75	66.66%	66%
118-186	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Courses with grades of P and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers from or completes one program and enrolls in another program, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

ACADEMIC PROBATION

At the end of any evaluation period, when students falls below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the students' academic file.

NOTIFICATION OF PROBATION

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

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

SUSPENSION

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

ACADEMIC APPEALS

Students who successfully appeal a suspension are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Advising Plan
- The student must demonstrate improvement in their CGPA and/or ROP at the end of each subsequent evaluation period

Students who successfully appeal a suspension but whose CGPA and/or ROP is in the suspension range at the end of any subsequent evaluation period must file a new academic appeal.

DISMISSAL

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program unless it is determined that it would take more than one period to meet SAP and the students have made the necessary progress toward achieving the requirements. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

ATTENDANCE POLICY

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

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

ADD/DROP PERIOD

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

At schools that are not required to take attendance, students who enroll in a full term course during the add/drop period must attend class by the end of the enrollment tracking period, or be dropped from the course.

EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Student Finance Office shall process any required adjustments to a student's charges or financing based on the effect of adding or dropping a course.

MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the total program hours (minus externship hours) in modular programs and total course hours in a term for quarter based programs (the "Percentage Absence Rule").

CONSECUTIVE ABSENCE RULE (ALL PROGRAMS)

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

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

For students who **have not** previously violated the attendance policy, the following rule shall apply:

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

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

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

DATE OF WITHDRAWAL
- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

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

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

ATTENDANCE RECORDS
The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)
Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

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

EXTENSION OF LEAVE OF ABSENCE
A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:
- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

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

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

POSSIBLE EFFECTS OF LEAVE OF ABSENCE

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

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

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

WITHDRAWAL PROCEDURES

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

MAKE-UP WORK

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

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. Externship must be successfully completed within 90 days from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who do not start their externship within 14 calendar days following completion of the in-school portion of their program may be dropped from the program. Students must complete a minimum of 15 hours per week at their approved externship site and cannot exceed 40 hours per week on site. Students who do not complete their externship training within the required 90-day completion time may be dropped from the program.

REQUIREMENTS FOR GRADUATION

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

Commencement exercises are held at least once a year. Graduates must be current on all financial obligations, including tuition charges, fees, and other expenses, before the diploma is granted. Diplomas may be awarded in absentia only after Commencement Exercises are held.

VETERANS' EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits.

VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

MAKE-UP ASSIGNMENTS

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

MAXIMUM TIMEFRAME FOR VETERAN STUDENTS

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION

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

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

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

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

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear – first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (suspension/dismissal)
  - Modular – the date of the suspension/dismissal letter
  - Linear – first day of the subsequent term

The appeal must include:
- The specific academic decision at issue
- The date of the decision

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

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect. Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

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

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

ASSIGNMENT/TEST GRADES

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

FINAL COURSE GRADES

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

ATTENDANCE VIOLATIONS

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member
2. An illness or injury suffered by the student

3. Special circumstances of an unusual nature which are not likely to recur

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

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

TUITION AND FEES

Tuition and fee information can be found in "Appendix B: Tuition and Fees" in this catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

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

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

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.

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the Enrollment Agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third business day following the signing of the Enrollment Agreement or any time prior to the first day of class. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided.

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

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal

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

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

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

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

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

FEDERAL FINANCIAL AID REFUND POLICY

STUDENT FINANCIAL AID (SFA)

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

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

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

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

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

The School must return the Title IV funds for which it is responsible in the following order:

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

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

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

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

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds and the student would be required to return a portion of the funds. Because federal Return policy differs from the Institutional Refund Policy, the student borrower may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to the institution.

RETURN OF UNEARNED TITLE IV FUNDS

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

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

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

TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

EFFECT OF LEAVES OF ABSENCE ON RETURNS

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

INSTITUTIONAL REFUND POLICY

PRO RATA REFUND CALCULATION AND POLICY

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

The School will perform a Pro Rata Refund calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

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

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

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

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Pursuant to West Virginia State Rules, The School is required to issue refunds within 20 days after the DOD.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

NEWLY ADMITTED STUDENTS

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

CONTINUING STUDENTS

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

CONTINUING MODULAR DIPLOMA STUDENTS

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

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:
1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;

7.   not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

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

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

* Federal Pell Grant
* Federal Supplemental Educational Opportunity Grant (FSEOG)
* Federal Perkins Loan
* Federal Work Study (FWS)
* Federal Direct Stafford Loans (DL)
* Federal Direct Parent Loan for Undergraduate Students (PLUS)
* Academic Competitiveness Grant (ACG)

ALTERNATIVE LOAN PROGRAMS

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

GRANTS AND SCHOLARSHIPS

WEST VIRGINIA HIGHER EDUCATION GRANT

The West Virginia Higher Education Grant is designed to assist West Virginia resident undergraduate students with demonstrated financial need to attend eligible post-secondary schools and colleges, and universities in West Virginia.

All students must complete the Free Application for Federal Student Aid between January 1st and March 31st of the calendar year. The West Virginia Higher Education Policy Commission will determine the students eligibility and award amount. Funds for this grant are normally awarded in August of the current calendar year. Official notice of the award is issued by the state agency.

WEST VIRGINIA HEAPS GRANT

The West Virginia HEAPS Grant are available through the West Virginia Higher Education Policy Commission for West Virginia residents that demonstrate financial need. All students must be enrolled in a pre-approved program of study lasting nine months and must complete the HEAPS Grant application in order to determine eligibility.   Official notice of the award is issued by the state agency.

WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS

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

MILITARY SCHOLARSHIPS AND GRANTS, INCLUDING ACTIVE DUTY, VETERANS AND FAMILY

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

MILITARY SCHOLARSHIPS

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
Veteran – veteran using VA or other military education benefits	10% of tuition
Military Spouse – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
Military spouse or dependent – spouse or dependent using military education benefits	10% of tuition
Other – service member, veteran or family member not listed above and using military education benefits	10% of tuition

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

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

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

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

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

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 October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

HIGH SCHOOL SCHOLARSHIP PROGRAM

Up to ten $2,000 scholarships are available to be awarded to graduating high school seniors. Winners may choose any of the curricula offered by the school. High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be received or turned in by the end of March or by the designated deadline.

All applicants must take the Career Program Assessment Test (CPAt), which measures competency in reading, language and mathematics. Applicants may take the test at their convenience with a scheduled appointment and after completing the application. Tests should be taken by the end of April. The top 15 scores will become the finalists.

A panel of outside school officials and/or representatives of local employers will select winners by vote and rank all finalists. Scholarships will be awarded annually. They are not transferable and cannot be exchanged for cash. Scholarships are good from June through August of the year awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by Everest Institute.

PRESIDENT'S SCHOLARSHIPS

Up to four $1,500 President's Scholarships are available during a calendar year. One scholarship is available each quarter (three month period). Winners may apply the award to any program. All applicants must complete the quarter for the award with a minimum of 95% attendance and a 3.4 or higher GPA. Qualifying applicants will write an essay of not more than 250 words describing their career goals and their motivation to complete their existing program. A panel of community representatives, school officials and representatives of local employers will interview and read the essays in order to select the winner.

The President's Scholarships are to be used only at this school toward tuition. The scholarships are non-transferable and cannot be exchanged for cash. The scholarship must be used within two months of receipt of said scholarship. Only one President's Scholarship can be won by each student and cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

CODE OF STUDENT CONDUCT

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

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

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained

herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

OTHER PROHIBITED CONDUCT

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

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

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

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the School President.

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

INQUIRY BY THE SCHOOL PRESIDENT

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

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to $150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

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

SANCTIONS

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

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

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

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

APPEAL PROCESS

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:
- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

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

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

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

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

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

STUDENT COMPLAINT PROCEDURE

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

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a

response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President. Please direct all inquiries to:

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

Students may also contact and file a complaint with the state's agency at the following mailing address:

West Virginia Council for Community and Technical College Education
1018 Kanawha Blvd. E, Suite 700
Charleston, West Virginia 25301

Note: The school being investigated must respond to any inquiry relating to the investigation within ten (10) work days of its receipt of the inquiry. Upon completion of the investigation, the school will receive by certified mail a written report of the findings and any proposed corrective action. The school will have twenty (20) days to reply to the report before any action may be taken.

DRESS CODE

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

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

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

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

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

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

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

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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

TRANSCRIPTS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

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

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

DRUG AWARENESS

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

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

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

STUDENT ADVISING

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

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

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

PROGRAMS OFFERED

Program	Credential
Massage Therapy	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Electronics, Computer and Communications Technology	Occupational Associates Degree

MASSAGE THERAPY
Diploma program
9 months – 750 hours – 55 credit units

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

The 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice.

Massage Therapists may be employed in urban, suburban, and rural areas.

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

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

MTD100 – Introduction to Massage Therapy	**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD201 – Business and Ethics	**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system.   Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD263 – Eastern Theory and Practice	**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. Prerequisite: MTD100. Lecture

Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch   **6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD246 – Clinical and Sports Massage   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD295 – Health and Wellness   **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. This module presents the students with information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD278 – Massage Therapy Clinic   **1.0 Quarter Credit Hour**

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

MEDICAL ASSISTANT
Diploma program
10 months – 880 hours – 59 credit units

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

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

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

Note: Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Course Number	Course Title	Clock Hours Lec/Lab/Extern	Quarter Credit Units
Module MAINTRO	Introduction to Medical Assisting	80 40/40/0	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80 40/40/0	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80 40/40/0	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80 40/40/0	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80 40/40/0	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80 40/40/0	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80 40/40/0	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80 40/40/0	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80 40/40/0	6.0
Module X	Medical Assistant Diploma Program Externship	160 0/0/160	5.0
	TOTAL	**880**	**59.0**

Module Descriptions

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

MODULE MAINTRO - Introduction to Medical Assisting   **6.0-Quarter Credit**

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

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication
6.0-Quarter Credit

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

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology
6.0-Quarter Credit

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

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid   **6.0-Quarter Credit**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active

reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

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

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

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

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0-Quarter Credit
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the

physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) [Prerequisite: MAINTRO]

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing
6.0-Quarter Credit

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

MODULE X - Medical Assistant Diploma Program Externship   **5.0-Quarter Credit**
Upon successful completion of all modules, medical assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 80-hour and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 160 [Prerequisite: MAINTRO, Modules A-H]

MEDICAL INSURANCE BILLING AND CODING
Diploma program
8 months – 720 hours – 47 credit units

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

Course Number	Course Title	Total Contact Hours	Total Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumetary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculosketal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum **OR**	160	5.0
MIBE	Externship		
	Program Totals	**720**	**47.0**

Major Equipment: Calculators, Personal Computers

Module MEDINTRO Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel
6.0 Quarter Credit Hours
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBCL Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems   **6.0 Quarter Credit Hours**
This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including

medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBGU   Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System   6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBIE   Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Integumetary and Endocrine Systems, and Pathology   6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBMS   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**
                        Musculosketal System   **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBRG   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**
                        Respiratory and Gastrointestinal Systems   **6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBSN   **Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural**
                        Sensory and Nervous Systems, and Psychology   **6.0 Quarter Credit Hours**

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

and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

Module MIBP   Practicum   5.0 Quarter Credit Hours
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

Module MIBE   Externship   5.0 Quarter Credit Hours
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80-hour and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

ELECTRONICS, COMPUTER AND COMMUNICATIONS TECHNOLOGY

Occupational Associate's Degree

19 months – 1,540 hours – 124 credit units

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The electronics industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental electronic and computer principles. The Electronics, Computer and Communications Technology (ECCT) program teaches these skills by exploring electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, computer technology, and communications. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, electronic communication systems technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, preventive maintenance and repair technicians, computer service and repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer, electronics, and communication fields.

Upon successful completion of all areas of the program, students will be awarded an occupational associate's degree.

Course Number	Course Title	Total Clock Hours	Total Quarter Credit Hours
Module 1: Direct Current (DC)			
ECC1000	Direct Current (DC)	60	6.0
ECC1050	Direct Current (DC) Laboratory	60	3.0
ECC1075	Direct Current (DC) Mathematics	30	3.0
	Total	150	12.0
Module 2: Alternating Current (AC)			
ECC1100	Alternating Current (AC)	60	6.0
ECC1150	Alternating Current (AC) Laboratory	60	3.0
ECC1175	Alternating Current (AC) Mathematics	30	3.0
	Total	150	12.0
Module 3: Electronic Devices			
ECC1200	Electronic Devices	90	9.0
ECC1250	Electronic Devices Laboratory	60	3.0
	Total	150	12.0
Module 4: Integrated Circuits			
ECC1300	Integrated Circuits	90	9.0
ECC1350	Integrated Circuits Laboratory	60	3.0
	Total	150	12.0
Module 5: Introduction to Digital Electronics			
ECC2000	Introduction to Digital Electronics	60	6.0
ECC2050	Introduction to Digital Electronics Laboratory	60	3.0
ECC2075	Digital Electronics Mathematics	30	3.0
	Total	150	12.0
Module 6: Advanced Digital Electronics			
ECC2100	Advanced Digital Electronics	90	9.0
ECC2150	Advanced Digital Electronics Laboratory	60	3.0
	Total	150	12.0
Module 7: Fundamentals of Computer Technology			
CTT1000	Fundamentals of Computer Technology	90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory	60	3.0
	Total	150	12.0
Module 8: Computer Hardware and Operating Systems			
CTT2000	Computer Hardware and Operating Systems	90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	60	3.0
	Total	150	12.0

Module 9: Introduction to Networking			
NCC1000	Introduction to Networking	60	6.0
NCC1050	Introduction to Networking Laboratory	60	3.0
SLS1335	Strategies for Professionals	30	3.0
	Total	**150**	**12.0**
Module 10: Electronic Communications			
ECC2200	Electronic Communications	90	9.0
ECC2250	Electronic Communications Laboratory	60	3.0
	Total	**150**	**12.0**
Additional Applied General Education Course			
TWE1000	Writing for Technicians	40	4.0
	Occupational Associate's Degree Total	**1540**	**124.0**

Major Equipment

Analog/Digital Trainers, Oscilloscopes, Computers, Logic Analyzers, Frequency Counters, Digital Multimeters, Printers, Function Generators, Power Supplies

COURSE DESCRIPTIONS

Students enrolled in Associate's Degree program take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MEDD = medical and LEGG = legal. The numbers that follow the course prefix increase in sequence and normally indicate a more in-depth and complex level of the particular subject area.

CTT1000 Fundamentals of Computer Technology	**9 Quarter Credit Hours**

This course introduces the students to the personal computer and the Windows desktop environment. It also introduces the students to common types of software, desktop applications, graphics, utilities, and operating systems. Basic computer system architecture and end-user Internet skills will be discussed. Prerequisite: None. Lecture hours: 90. Lab hours: 0.

CTT1050 Fundamentals of Computer Technology Laboratory	**3 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

CTT2000 Computer Hardware and Operating Systems	**9 Quarter Credit Hours**

This course focuses on the software operating systems and hardware that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components, peripherals, and their related functions. Other topics include installing, troubleshooting, and repairing hardware and operating systems. Prerequisite: CTT1000, CTT1050. Lecture hours: 90. Lab hours: 0.

CTT2050 Computer Hardware & Operating Systems Laboratory	**3 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. It provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computers. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

ECC1000 Direct Current (DC)	**6 Quarter Credit Hours**

This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.

ECC1050 Direct Current (DC) Laboratory	**3 Quarter Credit Hours**

In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

ECC1075 Direct Current (DC) Mathematics	**3 Quarter Credit Hours**

This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

ECC1100 Alternating Current (AC)	**6 Quarter Credit Hours**

This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series- parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.

ECC1150 Alternating Current (AC) Laboratory	**3 Quarter Credit Hours**

In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.

ECC1175 Alternating Current (AC) Mathematics	3 Quarter Credit Hours

This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students will learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisite: ECC1000, ECC1050. Lecture hours: 30. Lab hours: 0.

ECC1200 Electronic Devices	9 Quarter Credit Hours

This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECC1100, ECC1150. Lecture hours: 90. Lab hours: 0.

ECC1250 Electronic Devices Laboratory	3 Quarter Credit Hours

This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. Prerequisite: ECC1100, ECC1150. Lecture hours: 0. Lab hours: 60.

ECC1300 Integrated Circuits	9 Quarter Credit Hours

This course introduces students to the operation of linear and digital integrated circuits. Operational amplifiers will be discussed in depth as well as voltage regulators, waveform generators, function generators, timers, FSK and PLL circuits. Prerequisite: ECC1200, ECC1250. Lecture hours: 90. Lab hours: 0.

ECC1350 Integrated Circuits Laboratory	3 Quarter Credit Hours

This laboratory course provides hands-on support for the concepts learned in Integrated Circuits. Students will construct many of the building block circuits covered in Integrated Circuits and learn step-by-step troubleshooting and repair techniques. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.

ECC2000 Introduction to Digital Electronics	6 Quarter Credit Hours

This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits containing logic gates, display devices and counters. Prerequisite: ECC1100, ECC1150, ECC1175. Lecture hours: 60. Lab hours: 0.

ECC2050 Introduction to Digital Electronics Laboratory	3 Quarter Credit Hours

This laboratory course provides hands-on support for the concepts learned in Introduction to Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operation of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECC1100, ECC1150, ECC1175. Lecture hours: 0. Lab hours: 60.

ECC2075 Digital Electronics Mathematics	3 Quarter Credit Hours

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students will practice addition and subtraction in all numbering systems, and multiplication and division in binary. In addition, students will learn to convert numbers from decimal to binary, hexadecimal, and octal systems. Students will utilize Boolean algebra and computer math in the design and simplification of logic circuits. Prerequisites: ECC1100, ECC1150, 1175. Lecture hours: 30. Lab hours: 0.

ECC2100 Advanced Digital Electronics	9 Quarter Credit Hours

This course expands upon the topics covered in Introduction to Digital Electronics. It enables students to gain knowledge and experience with microprocessors, bus systems, display circuitry, clocks, and LCD displays. Students will also gain an in-depth look at the interfacing of analog devices to digital systems. Prerequisite: ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

ECC2150 Advanced Digital Electronics Laboratory	3 Quarter Credit Hours

This laboratory course provides hands-on support for the concepts learned in Advanced Digital Electronics. Students will construct projects utilizing medium and large scale digital integrated circuits while using test equipment to analyze and troubleshoot the circuits. Students will also demonstrate their knowledge of basic electrical and electronic circuitry to construct a combined analog and digital system. Prerequisite: ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

ECC2200 Electronic Communications	9 Quarter Credit Hours

This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

ECC2250 Electronic Communications Laboratory	**3 Quarter Credit Hours**
This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.	
NCC1000 Introduction to Networking	**6 Quarter Credit Hours**
Students will be introduced to the terminology, operating systems, hardware, and administration of networking technology. These topics will include network topology, TCP/IP, the OSI reference model, and security. Students will also learn and perform basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT1000, CTT1050. Lecture hours: 60. Lab hours: 0.	
NCC1050 Introduction to Networking Laboratory	**3 Quarter Credit Hours**
This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.	
SLS1335 Strategies for Professionals	**3 Quarter Credit Hours**
This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	
TWE1000 Writing for Technicians	**4 Quarter Credit Hours**
This course provides instruction and practice in technical writing and communication. Emphasis is placed on listening, speaking, and study skills, writing clear sentences and paragraphs, and using technical literature. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	

CORINTHIAN COLLEGES, INC.

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

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

Everest Institute
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Hialeah, FL (branch of Everest Institute, Miami, FL)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest College, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)
Everest University
 Tampa (Brandon), FL (branch of Everest University, Tampa, FL)
 Jacksonville, FL (branch of Everest University, Largo, FL)
 Lakeland, FL (branch of Everest University, Largo, FL)
 Largo, FL (main campus)
 Melbourne, FL (branch of Everest University, North Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)
WyoTech
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Sacramento, CA (branch of WyoTech, Laramie, WY)
Heald College
 Concord, CA (main campus)
 Fresno, CA (main campus)
 Hayward, CA (main campus)
 Honolulu, HI (branch of Heald College, San Francisco)
 Modesto, CA (branch of Heald College, Hayward)
 Portland, OR (branch of Heald College, San Francisco)
 Rancho Cordova, CA (main campus)
 Roseville, CA (main campus)
 Salinas, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (Milpitas) (main campus)
 Stockton, CA (main campus)

The following schools in the Canada are owned by Corinthian Colleges, Inc.:	
Everest College of Business, Technology and Healthcare All Canadian locations listed below are branches of Everest College Canada, Inc. 　Barrie, Ontario 　Brampton, Ontario 　Hamilton City Centre, Ontario 　Hamilton Mountain, Ontario 　Kitchener, Ontario 　London, Ontario 　Mississauga, Ontario	Nepean, Ontario New Market, Ontario North York, Ontario Ottawa-East, Ontario Scarborough, Ontario Sudbury, Ontario Thunder Bay, Ontario Toronto College Park (South), Ontario Windsor, Ontario

STATEMENT OF OWNERSHIP

The Cross Lanes campus is owned and operated by Titan Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

Corporate offices of Corinthian College, Inc., are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth S. Ord	Executive Vice President, Chief Financial Officer and Chief Administrative Officer
Paul St. Pierre		
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane		
Robert Lee	William Buchanan	Executive Vice President, Marketing
Tim Sullivan	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
John Dionisio		
Sharon Robinson	Robert Bosic	Executive Vice President, Operations
	Robert Owen	Senior Vice President, Chief Accounting Officer
	David Poldoian	Chief Compliance Officer
	Steve Quattrociocchi	Group President, Online
	Mike Benvenuti	Group President, Everest East
	Eeva Deshon	President of Heald College
	Dave Whiteford	Division President, Everest South
	Rupert Altschuler	Division President, Everest Canada
	Gary Gruber	Division President, Everest Central
	Melissa Flores	Division President, Everest Florida
	Anna Marie Dunlap	Senior Vice President, Investor Relations and Corporate Communications
	Rick Simpson	Senior Vice President and Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Roger Van Duinen	Senior Vice President, Marketing
TITAN SCHOOLS, INC. (formerly known as Wyotech Acquisition Corp.)		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord		
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Chief Accounting Officer, Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION		
Aimee Switzer	President	BS, M.Ed., University of Rio Grande
Richard Rhodes	Director of Education	BS, West Virginia Institute of Technology
William (Matt) Lane	Director of Student Finance	BS, West Virginia State University
Karen Wilkinson	Director of Admissions	
Jennifer Whittington	Director of Career Services	BA, West Virginia University
Christie Craddock	Director of Student Services	BA, Marshall University
DEPARTMENT CHAIRS		
Melesa Haynes	Massage Therapy	BA, Marshall University MBA, University of Charleston LMT, Mountain State School of Massage National Certification
Barbara Collison	Medical Assistant	Diploma, National Institute of Technology
David Woodruff	Electronic, Computer & Communications Technology	AAS, National Institute of Technology
MASSAGE THERAPY INSTRUCTORS		
Danett Erlewine	LMT, Virginia School of Massage National Certification	
MEDICAL ASSISTANT INSTRUCTORS		
Kathryn Cremeans	BS, Florida Metropolitan University, AS, WV Junior College, RHE, CCMA	
Tonia Kelemen	Diploma, Bryman Medical	
Debbie Blake	Diploma, National Institute of Technology, NRCMA	
Dawn Cullen	Diploma LPN, Central Georgia Technical College	
Clarissa Clair	Diploma, National Institute of Technology	
Pamela McCauley	AS, West Virginia State Community and Technical College, NRCMA	
Lora Matthews	NRCMA	
Melanie Bailey	Diploma, National Institute of Technology, NRCMA	
MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS		
Kristy Saunders	AAS, Marshall University RHIT and CCS Certified	
Robin Thornton	BA, Colorado Technical College	
ELECTRONIC, COMPUTER AND COMMUNICATIONS TECHNOLOGY INSTRUCTORS		
Joseph Green	AAS, National Institute of Technology	
Paul Kiser	BS, Southern Illinois University	
Phillip Mangus	AAS, National Institute of Technology	
ADMISSIONS DEPARTMENT		
Jennifer Bailey	Admissions Representative	
Amy Bee	Admissions Representative	
Lauren Day	Admissions Representative	
John Good	Admissions Representative	
Kellie Moore	Admissions Representative	
Kim Hill	High School Presenter	
Gigi Ward	High School Admissions Representative	
CAREER SERVICES DEPARTMENT		
Elaine Perkins	Career Representative	
Lindsay Roberts	Career Representative	
Brian Felker	Account Representative	
Victoria Hopkins	Externship Administrator	
EDUCATION DEPARTMENT		
Melissa Caldwell	Registrar	
Crystal Bartram	GED Coordinator	
STUDENT FINANCE DEPARTMENT		
Betsy Blatt	Student Finance Planner	
Gina Ford	Student Loan Specialist	
Jesse Holston	Student Finance Representative	

Joyce Kirkendall	Student Finance Planner
Julie Miller	Student Loan Specialist
Crissy Walker	Student Account Representative
GENERAL ADMINISTRATION	
Judy Thomas	Receptionist – Evening
Sandra Tinsley	Receptionist – Day
Shawn Whittington	Custodian

APPENDIX B: TUITION AND FEES

Program	Program Length	Credit Hours	Tuition	Books and Equipment (Estimated)	Total (estimated)
Electronics & Computer Communication Technology	19 Months	124	$31,112	$4,558.05	$35,670.05
Medical Assistant v2	10 Months	59	$17,876	$1,499.17	$19,375.17
Medical Insurance Billing and Coding	8 Months	47	$15,340	$1,858.10	$17,198.10
Massage Therapy	9 Months	55	$15,340	$1,358.63	$16,698.63
Effective for programs starting April 1, 2011 and after. Tuition includes all program-related supplies.					

APPENDIX C: CALENDARS

Electronics, Computer, and Communication Technology Day & Evening Schedule Five-Day Week (Monday through Friday) 2011 - 2013	
Start Dates	End Dates
1/3/11	2/25/11
2/28/11	4/20/11
5/2/11	6/23/11
6/27/11	8/18/11
8/29/11	10/20/11
10/24/11	12/16/11
1/3/12	2/27/12
3/5/12	4/25/12
5/1/12	6/28/12
7/2/12	8/23/12
8/27/12	10/18/12
10/22/12	12/14/12
1/2/13	2/26/13
3/4/13	4/24/13
5/1/13	6/24/13
6/26/13	8/19/13
8/26/13	10/17/13
10/23/13	12/17/13

Electronics, Computers and Communication Technology Day & Evening Schedule Five-Day Week (Monday through Friday) English Class Only 2011 - 2013	
Start Date	End Date
01/04/11	01/18/11
03/01/11	03/14/11
05/03/11	05/16/11
06/28/11	07/12/11
08/30/11	09/13/11
10/25/11	11/07/11
1/4/12	1/18/12
3/6/12	3/19/12
5/2/12	5/15/12
7/3/12	7/17/12
8/28/12	9/11/12
10/23/12	11/5/12
1/3/13	1/16/13
3/5/13	3/18/13
5/2/13	5/15/13
6/27/13	7/11/13
8/27/13	9/10/13
10/24/13	11/6/13

Massage Therapy, Medical Assistant, Medical Insurance Billing and Coding Day & Evening Schedule Five-Day Week (Monday through Friday) 2011 - 2013	
Start Dates	End Dates
2/25/11	3/24/11
3/28/11	4/22/11
4/26/11	5/23/11
5/31/11	6/27/11
6/28/11	7/26/11
7/27/11	8/23/11
8/25/11	9/22/11
9/26/11	10/21/11
10/24/11	11/18/11
11/21/11	12/20/11
12/21/11	1/26/12
1/30/12	2/27/12
2/29/12	3/27/12
3/29/12	4/25/12
4/27/12	5/24/12
5/29/12	6/25/12
6/27/12	7/25/12
7/27/12	8/23/12
8/24/12	9/21/12
9/24/12	10/19/12
10/22/12	11/16/12
11/19/12	12/18/12
12/20/12	1/28/13

Student Breaks 2011-2013		
Holidays/Student Breaks	Start Date	End Date
Electronics, Computer, and Communication Technology Spring Break	4/21/11	5/1/11
Medical Assistant, Medical Insurance Billing and Coding, Massage Therapy Spring Break	5/24/11	5/30/11
Electronics, Computer, and Communication Technology Summer Break	8/19/11	8/28/11
Electronics, Computer, and Communication Technology Winter Break	12/17/11	1/2/12
Medical Assistant, Medical Insurance Billing and Coding, Massage Therapy Winter Break	12/24/11	1/2/12
Medical Assistant, Medical Insurance Billing and Coding, Massage Therapy Spring Break	5/25/12	5/28/12
Electronics, Computer, and Communication Technology Spring Break	5/26/12	6/3/12
Electronics, Computer and Communication Technology Winter Break	12/15/12	1/1/13
Medical Assistant, Medical Insurance Billing and Coding, Massage Therapy Winter Break	12/22/12	1/1/13

Holiday Schedule (All Programs) 2011 - 2012		
Holidays/Student Breaks	Start Date	End Date
Independence Day Break	7/2/11	7/4/11
Labor Day Break	9/3/11	9/5/11
Thanksgiving Break	11/24/11	11/27/11
Martin Luther King Day Break	1/14/12	1/16/12
President's Day Break	2/18/12	2/20/12
Independence Day Break	7/4/12	7/4/12
Labor Day Break	9/1/12	9/3/12
Thanksgiving Break	11/22/12	11/25/12

APPENDIX D: OPERATING HOURS

Office:			
8:00 AM to	8:00 PM	Monday through Thursday	
8:00 AM to	5:00 PM	Friday	
School:			
6:00 AM to	10:00 AM	Monday through Friday	Early Morning
10:00 AM to	2:00 PM	Monday through Friday	Morning
2:00 PM to	6:00 PM	Monday through Friday	Afternoon
6:00 PM to	10:00 PM	Monday through Friday	Evening