

Everest

COLLEGE

2010-2011 CATALOG

Santa Ana 070110

www.everest.edu

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Publishing date July 1, 2010

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Effective July 1, 2010, through December 31, 2011

2010-2011 CATALOG

Everest COLLEGE
1214-EVECA

EVEREST COLLEGE

Santa Ana Campus
500 W. Santa Ana Blvd.
Santa Ana, CA 92701
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714.834.0685 (fax)

A Branch of Everest College
1815 Jet Wing Drive
Colorado Springs, CO 80916
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Prospective enrollees are encouraged to visit the physical facilities of the College and to discuss personal educational occupational plans with College personnel prior to enrolling or signing enrollment agreements. This College currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify. Refer to the "Financial Information" section for specific programs.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education or Campus President. Complaints not resolved within 30 days may be directed to: The Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Ste N112, Sacramento, CA 95834, (800) 952-5210. All information in the content of this College catalog is current and correct and is so certified as true by the signatures of the respective Campus Presidents.



Linnea Ray, President

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 574-7720

Fax: (916) 574-8648

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Everest College does NOT have any pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, NOR has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

TABLE OF CONTENTS

<p>EVEREST COLLEGE..... 1</p> <p> ABOUT CORINTHIAN COLLEGES, INC. 1</p> <p> EDUCATIONAL PHILOSOPHY 1</p> <p> MISSION STATEMENT..... 1</p> <p> STATEMENT OF NON-DISCRIMINATION 1</p> <p> OBJECTIVES 1</p> <p> SCHOOL HISTORY AND FACILITIES..... 1</p> <p> ACCREDITATIONS, APPROVALS AND MEMBERSHIPS..... 2</p> <p>ADMISSIONS..... 2</p> <p> ALL PROGRAMS..... 2</p> <p> ENTRANCE TEST..... 2</p> <p> ABILITY TO BENEFIT POLICY 2</p> <p> GED Preparatory Program 3</p> <p> ATB Testing..... 3</p> <p> Retesting Requirements..... 3</p> <p> Retaking the CPA t Test 3</p> <p> Retaking the COMPASS 3</p> <p> Wonderlic 3</p> <p> Retesting Requirements..... 3</p> <p> Retaking the WBST..... 3</p> <p> ATB Advising..... 4</p> <p> Denial of Admission..... 4</p> <p> Delayed Admission 4</p> <p> PROGRAM SPECIFIC ENTRANCE REQUIREMENTS 4</p> <p> Allied Health Programs..... 4</p> <p> Pharmacy Technician Program – this language is from LVN/nursing program, not pharmacy program 4</p> <p> Criminal Justice Program 4</p> <p> ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK 4</p> <p> NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION 5</p> <p>ACADEMIC POLICIES..... 5</p> <p> ACADEMIC UNIT OF CREDIT 5</p> <p> STANDARDIZED TESTING..... 5</p> <p> CREDIT FOR PREVIOUS EDUCATION OR TRAINING 5</p> <p> General Education..... 5</p> <p> Military Training..... 6</p> <p> Advanced Placement..... 6</p> <p> Learning Assessment..... 6</p> <p> Transfer to Other Everest Campus Locations..... 6</p> <p> Experiential Learning Portfolio – Degree Programs..... 6</p> <p> Proficiency Examination – Degree Programs..... 6</p> <p> DIRECTED STUDY..... 6</p> <p> Everest University Consortium Agreement 6</p> <p>TRANSFER OF CREDIT 6</p> <p> Specific Requirements..... 7</p> <p> Accreditation 7</p> <p> Comparability 7</p> <p> Level of Course Work 7</p> <p> Applicability 7</p> <p> Required Grades..... 7</p> <p> Academic Time Limits..... 7</p> <p> Maximum Transfer Credits Accepted 7</p> <p> Coursework Completed at Foreign Institutions..... 7</p> <p> Military Training..... 7</p> <p>GRADING 8</p> <p>ATTENDANCE 8</p>	<p> Establishing Attendance / Verifying Enrollment..... 9</p> <p> Monitoring Student Attendance..... 9</p> <p> Consecutive Absence Rule (All Programs)..... 9</p> <p> Percentage Absence Rule (Modular Programs)..... 9</p> <p> Percentage Absence Rule (Quarter-based Programs)..... 9</p> <p> Date of Withdrawal..... 10</p> <p> Date of Determination (DOD)..... 10</p> <p> Attendance Records..... 10</p> <p>ACADEMIC HONORS..... 10</p> <p> President's List Award..... 10</p> <p> Dean's List Award..... 10</p> <p> Perfect Attendance award..... 10</p> <p> Graduation Honors..... 10</p> <p> Student Awards 10</p> <p>LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY) 10</p> <p> Re-admission Following a Leave of Absence..... 10</p> <p> Extension of LOA 10</p> <p> Failure to Return from a Leave of Absence..... 11</p> <p> Effects of Leave of Absence on Satisfactory Academic Progress..... 11</p> <p> EXTERNSHIP/CLINICAL TRAINING 11</p> <p> ADD/DROP PERIOD..... 11</p> <p> MAKE-UP WORK..... 12</p> <p> REQUIRED STUDY TIME..... 12</p> <p> GRADUATION REQUIREMENTS – ALL PROGRAMS..... 12</p> <p> GRADUATION REQUIREMENTS – MODULAR ALLIED HEALTH PROGRAMS 12</p> <p> STANDARDS OF SATISFACTORY ACADEMIC PROGRESS..... 12</p> <p> Evaluation Periods for Satisfactory Academic Progress 12</p> <p> GPA and CGPA Calculations..... 12</p> <p> Rate of Progress Toward Completion (ROP) Requirements..... 12</p> <p> Maximum Time in Which to Complete (MTF)..... 12</p> <p> Satisfactory Academic Progress Tables 13</p> <p> Academic Probation..... 13</p> <p> Notification of Probation 13</p> <p> Academic Suspension..... 14</p> <p> Academic Appeals 14</p> <p> Satisfactory Academic Progress (SAP) Appeals..... 14</p> <p> Reinstatement Following Suspension 14</p> <p> Academic Dismissal..... 14</p> <p> Graduation..... 14</p> <p> Application of Grades and Credits..... 14</p> <p> Effect of Transfer Credit On Satisfactory Academic Progress..... 14</p> <p> Satisfactory Academic Progress and Financial Aid..... 15</p> <p>STUDENT ACADEMIC APPEALS POLICY..... 15</p> <p> Assignment/Test Grades 15</p> <p> Final Course Grades..... 15</p> <p> Attendance Violations..... 15</p> <p> Satisfactory Academic Progress (SAP) Appeals..... 16</p> <p>STATEMENT OF ACADEMIC FREEDOM..... 16</p> <p>REPEATING A CLASS..... 16</p>
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ONLINE LEARNING	16	WILLIAM D. FORD FEDERAL DIRECT	
ADMINISTRATIVE POLICIES	17	LOAN PROGRAM	27
STUDENT CONDUCT CODE	17	DREAM AWARD PROGRAM AND	
Background	17	SCHOLARSHIPS	27
Applicability	17	ALTERNATIVE LOAN PROGRAMS	27
Conduct Affecting the Safety of the Campus		GRANTS AND SCHOLARSHIPS	28
Community	17	Cal Grants	28
STUDENT DISABILITY		Imagine America Scholarships	28
SERVICES/ACCOMMODATIONS	19	STUDENT SERVICES	28
ALCOHOL AND SUBSTANCE ABUSE STATEMENT ..	19	PLACEMENT ASSISTANCE	28
DRUG AWARENESS	19	EVEREST CARE PROGRAM	28
SEXUAL HARASSMENT	20	STUDENT ACTIVITIES	28
CAMPUS SECURITY AND CRIME AWARENESS		HOUSING	28
POLICIES	20	TRANSPORTATION ASSISTANCE	28
Statistical Information	20	FIELD TRIPS	28
DRUG AWARENESS	20	SPECIAL LECTURES	28
WEAPONS POLICY	20	DRUG ABUSE PREVENTION	28
CAMPUS COMPLETION RATE REPORTS	20	ADVISING	29
DRESS CODE	21	PROGRAMS OFFERED	30
WEATHER EMERGENCIES	21	DIPLOMA PROGRAMS	31
CLOTHING AND PERSONAL PROPERTY	21	ASSOCIATE OF SCIENCE DEGREE PROGRAMS	45
HEALTH CARE	21	COURSE DESCRIPTIONS FOR QUARTER-BASED	
TERMINATION PROCEDURES	21	PROGRAMS	49
TRANSCRIPTS AND DIPLOMAS	21	COURSE NUMBERING SYSTEM	49
FAMILY EDUCATIONAL RIGHTS AND PRIVACY		CORINTHIAN COLLEGES, INC.	54
ACT	21	STATEMENT OF OWNERSHIP	56
Directory Information	22	APPENDIX A: ADMINISTRATION AND FACULTY	57
RETENTION OF STUDENT RECORDS	22	FACULTY	57
MAXIMUM CLASSROOM SIZE	22	APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS	58
STUDENT COMPLAINT/GRIEVANCE PROCEDURE ..	22	APPENDIX C: START DATES	59
POLICY AND PROGRAM CHANGES	23	MODULAR PROGRAMS	59
FINANCIAL INFORMATION	23	ACADEMIC CALENDAR FOR QUARTER-BASED PROGRAMS	
TUITION AND FEES	23	60
ADDITIONAL FEES AND EXPENSES	23	APPENDIX D: OPERATING HOURS BY CAMPUS	63
VOLUNTARY PREPAYMENT PLAN	23		
STUDENTS RIGHT TO CANCEL	23		
OFFICIAL WITHDRAWALS	23		
REFUND POLICIES	23		
Date of Withdrawal versus Date of			
Determination (DOD)	24		
Effect of Leaves of Absence on Refunds	24		
Federal Return of Title IV Funds Policy	24		
Return of Unearned SFA Program Funds	25		
Textbook and Equipment Return/Refund			
Policy	25		
Pro Rata Refund Calculation	25		
STUDENTS CALLED TO ACTIVE MILITARY DUTY ..	25		
Newly Admitted Students	25		
Continuing Students	25		
Continuing Modular Diploma Students	25		
STUDENT TUITION RECOVERY FUND			
DISCLOSURE	25		
STUDENT FINANCING OPTIONS	26		
FINANCIAL ASSISTANCE	26		
STUDENT ELIGIBILITY	26		
FEDERAL FINANCIAL AID PROGRAMS	26		
Federal Pell Grant	26		
Federal Supplemental Educational			
Opportunity Grant (FSEOG)	26		
Federal Perkins Loan	26		
Federal Work Study (FWS)	26		
Federal Stafford Loans (FSL)	26		
Federal Parent Loan for Undergraduate			
Students (PLUS)	27		
Military Scholarships and Grants, including			
Active Duty, Veterans and Family	27		
Workforce Scholarships and Grants,			
including Youth, Adult and Displaced			
Workers	27		

EVEREST COLLEGE

ABOUT CORINTHIAN COLLEGES, INC.

Everest colleges are a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1995 to own and operate colleges 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 colleges 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 College maintains its long-standing reputation for innovation and high-quality private education.

EDUCATIONAL PHILOSOPHY

The Everest College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

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

MISSION STATEMENT

Everest College is an independent, private, degree and diploma-granting school of Allied Health, Business, Justice and Technical Education. The College is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements, and it encourages lifelong learning and growth both on the job and in life.

STATEMENT OF NON-DISCRIMINATION

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

OBJECTIVES

In order to ensure continued fulfillment of its mission, the College has established the following goals:

- The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
- The College will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
- The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
- The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
- The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

See appendices for faculty and administration, tuition and fees, academic calendars and operating hours.

SCHOOL HISTORY AND FACILITIES

The Santa Ana campus opened in 2010 and is a branch of Everest College located in Colorado Springs, Colorado. The campus is located in downtown Santa Ana in the attractive Civic Center Professional Plaza and occupies 37,116 square feet. School facilities have been designed for training students in a variety of programs. Everest College, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

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

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

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

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

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

ADMISSIONS

ALL PROGRAMS

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

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

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

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

- Administration and evaluation of applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Verification that the student meets the admission requirements for a specific program, if any (see below).
- The College reserves the right to reject students if the items listed above are not successfully completed.
- These campuses do not offer training in English as a Second Language.

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

1. Furnish proof by providing the College with the diploma, official transcript, GED certificate or other equivalent documentation, a copy of which will be placed in the student file; and
2. Achieve a minimum cumulative score of 120 on the CPA^t, a nationally standardized test. Applicants who fail the test can be re-tested within the period specified by the test developer or one week, whichever is longer.

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

NOTE: All applicants for the Pharmacy Technician diploma program must have a high school diploma or a recognized equivalency certificate (GED). Students may not apply for this program under the Ability to Benefit Provision.

ENTRANCE TEST

All applicants are required to successfully complete a standardized, nationally standardized assessment examination. See chart below for list of tests by program.

High school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited post-secondary institution will not be required to complete the above-referenced test unless required for admission into a specific program. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Program	Test
Ability to Benefit Students	Refer to the Ability to Benefit Policy section later in this manual.
Associate's Degree programs	Career Programs Assessment Test (CPA ^t) offered by ACT, Inc. (Minimum score: 120)
All other programs	CPA ^t (Minimum score: 120)

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma and associate degree programs at the school, as long as noted in the catalog. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the school make the ability to benefit determination on the basis of the applicant's score on an ATB exam. The school will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores

as specified in the federal register on the CPAT, COMPASS, or Wonderlic. See ATB Testing section below. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

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

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt), the computer-based COMPASS/ESL test by ACT, and Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 of the Wonderlic Basic Skills Test (WBST) have been approved by the U. S. Department of Education for the assessment of ATB students. The COMPASS test is a computer-based test that does not rely on specific forms.

- Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.
- Passing scores on the Wonderlic test are: Verbal (200) and Quantitative (210).

Students must achieve a passing score on all parts of the skill assessment in a single testing session to be considered as passing. Everest will accept test score reports from tests taken at any Everest location or an Assessment Center.

Retesting Requirements

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

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

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

Retaking the CPAt Test

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

Retaking the COMPASS

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time. The student may retake the exam up to three (3) times (4 times total) before being denied admission.

Wonderlic

The Wonderlic Basic Skills Test (WBST) is also used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from the program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Retesting Requirements

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. If there is any reason to doubt the accuracy of a test administration, the applicant should be retested. In addition, when an applicant's test score falls within the ranges shown in the table below, which is less than the ATB minimum score, the student may be asked to retest.

SUGGESTED SCORE RANGES FOR WBST RETESTING	
Verbal Skills	Quantitative Skills
170 to < 200	180 to < 210

Before retesting, the problem that caused the need for retesting should be fixed, if possible.

Retaking the WBST

Retests should be conducted on an alternative test form. To qualify for Title IV federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing score for both the verbal and quantitative test sections in the same retest administration. Retest administrations using an alternative form may be conducted with a half hour waiting period between administrations.

When an applicant has already taken both verbal and quantitative forms 1 and 2 of the WBST, the student may be retested with the following rules:

1. The applicant must have already taken both forms of the WBST once.
2. The applicant may be retested on the same form once, in the same 12 month period
3. The applicant may be retested on the same form only if at least 60 days have passed since the previous test.

ATB Advising

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

Pre-Enrollment

Prior to enrollment, all ATB students shall:

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

Post-Enrollment

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

Denial of Admission

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

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

PROGRAM SPECIFIC ENTRANCE REQUIREMENTS

Allied Health Programs

Students entering an allied health program may be required to complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College.

Pharmacy Technician Program

In order to be admitted into the Pharmacy Technician program, applicants must:

1. Be a high school graduate or have a GED
2. Pass the CPAT entrance examination
3. Be in good health
4. Pass a mandatory criminal background check and drug screen
5. Applicants must be at least 18 years old on or before the expected graduation date

Criminal Justice Program

Students who are applying to the Criminal Justice program need to be aware that some criminal convictions may preclude them from employment in certain occupations. To obtain employment in the Criminal Justice field, the student may be required to submit to the following by a prospective employer: a criminal history check from the Police department or Sheriff's office in the jurisdiction where student resides; an FBI background report.

The student must understand that employers in many public safety organizations, as well as other employers, may require applicants to undergo a series of applicant screening processes that may include a background investigation, physical agility test, and/or psychological examination. Some career areas, such as social services, may not have the same requirements.

A person with the following background may be disqualified from employment in the Criminal Justice field: extensive history of drug abuse; bad credit history; arrests and convictions; felonies; crimes of violence; drug-related crimes; domestic violence; association with criminal street gangs; association with known felons; association with extremist groups and/or terrorists. Students who have the above listed issues in their backgrounds may face difficulty finding employment and may not be eligible for employment in certain career positions.

Students who are convicted of crimes of violence, drug-related crimes, or felonies while enrolled at the College may become ineligible for certain career positions in the field for which the student is in training. The student shall remain responsible for any and all financial obligations to the College.

Students may not apply for the Criminal Justice degree program under the Ability to Benefit provision at the City of Industry and West Los Angeles campuses.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

Students, including re-entry students, enrolling in the Massage Therapy, Pharmacy Technician, Vocational Nursing, and Surgical Technologist programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)

- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

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

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

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Everest College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Everest College to determine if your credits or degree, diploma or certificate will transfer.

ACADEMIC POLICIES

ACADEMIC UNIT OF CREDIT

The institution uses a quarter hour credit unit system. One quarter credit hour corresponds to 10 lecture hours, 20 laboratory hours, or 30 externship hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DAN TES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the College of attendance.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Director of Education.

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

General Education

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

Military Training

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

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

Learning Assessment

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

Transfer to Other Everest Campus 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 degree 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. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

Experiential Learning Portfolio – Degree Programs

Undergraduate students in degree programs may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the office of the Director of Education. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Credits earned through the Prior Learning Assessment program in conjunction with successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. A reduced credit fee is charged for life experience credit. See "Tuition and Fees" in Appendix B for details.

Proficiency Examination – Degree Programs

Undergraduate students in degree programs 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 Director of Education. Proficiency Examinations are not available for all courses, nor will they be approved for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Administrative and credit fees for Proficiency Examinations are noted in the tuition and fees schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with the Prior Learning Assessment Program may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C or better will be posted to the academic transcript as PE.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through directed study may be applied to the major core of any Associate's degree. No more than sixteen (16) quarter credit hours earned through directed study may be applied to the major core of any Bachelor's degree. In addition, students may not take more than one directed study course in a single academic term without approval from the Academic Dean or College President.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

Everest University Consortium Agreement

The Everest Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest University, Institute, or Online campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest location, students must receive written approval from the Academic Deans at both campuses. Complete details on the Everest Consortium Agreement are available in the Academic Dean's office.

TRANSFER OF CREDIT

Everest acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, 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, a 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 of Education (ACE).

Specific Requirements

Accreditation

Everest will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

Everest has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit Everest awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.
- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere.

Required Grades

A letter grade of C (70%) or better is required for transfer credit to be awarded.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Maximum Transfer Credits Accepted

Students 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 Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

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). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Military Training

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

GRADING

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

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

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

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D**	1.0	Poor	69-60
F*** or Fail†	0.0	Failing	59-0***
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)	
I	Not Calculated	Incomplete	
IP	Not Calculated	In Progress (for externship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	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	
CR	Not Calculated	Credit for Advanced Placement	
TR	Not Calculated	Transfer (Modular Programs and CampusVue)	

** Not used in Allied Health Programs.

*** For all 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
W	Repeat is Waived

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

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

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present when in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class. However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session.

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

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

Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the first scheduled class session or be withdrawn.

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

Monitoring Student Attendance

Faculty monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the term/module (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must:
 1. Attend their next scheduled class session
 2. File an appeal within five (5) calendar days of the violation
 3. Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

Percentage Absence Rule (Modular Programs)

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

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

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

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

Percentage Absence Rule (Quarter-based Programs)

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

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

Note: For linear programs, the consecutive absence rule is applied to days missed in the term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

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). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

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

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

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

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

Attendance Records

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

ACADEMIC HONORS

President's List Award

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 4.0 (A) grade point average for the term.

Dean's List Award

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term.

Perfect Attendance award

The College recognizes the achievement of perfect attendance. Students whose attendance record reflects no incidence of absence, tardiness, or early departure from class during the quarter or module will be recognized. No exceptions will be made regardless of reason.

Graduation Honors

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

Student Awards

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

Extension of LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed **LOA Extension Request Form** before the end date of the current leave

- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module. Students in the Surgical Technologist program must pass a drug test before starting the externship.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The College recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation. Modular students in programs that contain an externship are subject to the school academic calendar until they have started on their externship assignment. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that makes it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

ADD/DROP PERIOD

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

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

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

There is no add/drop period for modular classes or micro terms.

MAKE-UP WORK

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

REQUIRED STUDY TIME

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

GRADUATION REQUIREMENTS – ALL PROGRAMS

To be eligible for graduation, students must:

- Successfully complete all required classroom courses with a minimum cumulative grade point average of 2.0;
- Successfully complete all required clinical/externship clock hours, if applicable;
- Receive satisfactory evaluations from the externship/clinical facility, if applicable;
- Be current on all financial and administrative obligations to the school;
- Complete all required exit interviews; and
- Complete all program-specific graduation requirements.

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

GRADUATION REQUIREMENTS – MODULAR ALLIED HEALTH PROGRAMS

In addition to the requirements for graduation given above, students enrolled in modular allied health programs must meet the additional graduation requirements given below:

Complete all required classroom modules with a grade of at least 70% or 2.0;

Meet the grade requirements for the module components, if applicable.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term for modular programs, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program.

GPA and CGPA Calculations

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

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

Rate of Progress Toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

Maximum Time in Which to Complete (MTF)

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

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

Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program with letter grades. 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%

49 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 73 (150% of 49).				
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%
49-73	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). 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	66.7%

59 Quarter Credit Hour Modular Program (Medical Assistant). 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%	60%
67-77	2.0	2.0	N/A	66.7%
78-88	N/A	2.0	N/A	66.7%

96 Quarter Credit Hour Quarter-Based Program (Criminal Justice). Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

Academic Probation

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

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

Notification of Probation

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

For programs with an Add/Drop period;

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

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

Academic Suspension

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

Academic Appeals

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

Reinstatement Following Suspension

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

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

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

Academic Dismissal

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

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

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

Effect of Transfer Credit On Satisfactory Academic Progress

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 47-credit-hour program (with a maximum time frame of 70 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who has completed 18 credits in the program at the end of the first term.

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken

in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

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

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

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

STUDENT ACADEMIC APPEALS POLICY

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

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

- The specific academic decision at issue
- The date of the decision
- The reasons the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought
- The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

Attendance Violations

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

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

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

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

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

Satisfactory Academic Progress (SAP) Appeals

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

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that 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.

STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructor's privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. The College recognizes, however, that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be calculated with the higher of the two grades. All repeats will be charged at the student's current tuition rate.

Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

ONLINE LEARNING

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

To maximize success within the online courses, students must:

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

Windows Systems

Windows 2000, XP, or Vista

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

or ...

Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 3.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0

Supported Browser: Mozilla Firefox 3.0

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

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

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

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

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

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

Applicability

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

Generally

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

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

Conduct Affecting the Safety of the Campus Community

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 (see below)

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

Violations of Local, State, Provincial, or Federal Law

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

Limitations on Students with Pending Disciplinary Matters

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

- Enroll or attend classes at another Everest location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

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

Inquiry by the School President

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

Conduct Which Does Not Warrant a Suspension or Dismissal

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

Conduct Which Warrants a Suspension or Dismissal

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

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

Sanctions

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

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

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

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

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

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

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

Academic Dishonesty

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

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

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

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President,

the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction
 - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
 - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

Record of Disciplinary Matter

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

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

Everest College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, Everest College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodation must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

DRUG AWARENESS

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

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

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

SEXUAL HARASSMENT

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

Sexual harassment of employees or students at the College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

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 College has established policies regarding campus security.

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

The College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on College campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College 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 College 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 College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off College premises or during any school activities.

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

Statistical Information

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

CAMPUS COMPLETION RATE REPORTS

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

available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRESS CODE

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

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

WEATHER EMERGENCIES

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

CLOTHING AND PERSONAL PROPERTY

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

HEALTH CARE

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

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

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:

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

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

TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written

permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

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

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

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

Directory Information

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

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

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

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

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

MAXIMUM CLASSROOM SIZE

To provide meaningful instruction and training, classes are limited in size. Following are the maximum class sizes by campus for both lecture and laboratory classes:

Campus	Maximum class size
Santa Ana	30 students in lecture and laboratory classes. The maximum size for Massage Therapy laboratory classes is 24 students.

STUDENT COMPLAINT/GRIEVANCE 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 student.services@cci.edu.

Students who feel that the school has not adequately addressed a complaint may consider contacting the accrediting agency. All complaints submitted to the agency must be in written form and directed to:

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

FINANCIAL INFORMATION

Tuition and fee information for each campus can be found in "Appendix B: Tuition and Fees" in this catalog.

TUITION AND FEES

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.

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

Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of each quarter.

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

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

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

STUDENTS RIGHT TO CANCEL

A student has the right to cancel the Enrollment Agreement until midnight of the seventh calendar day after enrollment or through attendance at the first class session, whichever is later. The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School and in inspection of the equipment.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

REFUND POLICIES

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

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

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

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

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

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

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

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

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 45 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

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

Federal Return of Title IV Funds Policy

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

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

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

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

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

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

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

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

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.

9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 45 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Pro Rata Refund Calculation

The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of 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.

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 TUITION RECOVERY FUND DISCLOSURE

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of our tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:

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

FEDERAL FINANCIAL AID PROGRAMS

The following describes 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

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

Military Scholarships and Grants, including Active Duty, Veterans and Family

The campuses are 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.

Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

The campuses are 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.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Loans made through this program are referred to as **Direct Loans**. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. *You repay these loans directly to the U.S. Department of Education.*

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

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

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.

- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

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

GRANTS AND SCHOLARSHIPS

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Imagine America Scholarships

Everest College participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

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

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The field of training is listed in each program description and includes the DOT code, which is derived from the U.S. Department of Labor Dictionary of Occupational Titles. The DOT can also be cross-referenced with O*NET Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. All graduating students participate in the following placement assistance activities:

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

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Department. Graduates may continue to utilize the College's placement assistance program at no additional cost.

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.

STUDENT ACTIVITIES

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

HOUSING

While the school does not offer housing, information on a wide variety of housing options is available from the Coordinator of Student Services.

TRANSPORTATION ASSISTANCE

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

FIELD TRIPS

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

SPECIAL LECTURES

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

DRUG ABUSE PREVENTION

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

ADVISING

The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information regarding community resources that are available upon request from the Campus President.

PROGRAMS OFFERED

Diploma Programs
Massage Therapy
Medical Administrative Assistant
Medical Assistant
Medical Insurance Billing and Coding
Pharmacy Technician
Associate of Science Degree Programs
Accounting
Business
Criminal Justice
Paralegal

DIPLOMA PROGRAMS



Massage Therapy
Diploma program
 9 months - 750 hours – 55 credit units

V 3

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which 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 With Clinic:		750	55.0

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

<p>MTD100 – Introduction to Massage Therapy 6.0 Quarter Credit Hours This module is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>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, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and 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.</p>
<p>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.</p>
<p>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. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>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.</p>

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 signs 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 of 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. 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 Administrative Assistant
 Diploma program
 8 months – 720 hours – 47 credit units

V1

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

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

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

Module E: Office Procedures**6.0 Quarter Credit Hours**

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

Module F: Patient Care and Computerized Practice Management**6.0 Quarter Credit Hours**

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

Module G: Dental Administrative Procedures**6.0 Quarter Credit Hours**

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

Module X – Medical Administrative Assistant Externship**5.0 Quarter Credit Hours**

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



Medical Assistant

Diploma program

10 months – 880 hours – 59 credit units

V 2

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, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies are seeking their services. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

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. Students study 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.

Course Number	Course Title	Clock Hours	Quarter Credit Units
Module MA INTRO	Introduction to Medical Assisting	080	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	080	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	080	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	080	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	080	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	080	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	080	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	080	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	080	6.0
Module X	Externship	160	5.0
	Program Total	880	59.0

MODULE MA INTRO - Introduction to Medical Assisting**6.0-Quarter Credit Units**

Module MA INTRO 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 Units**

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: MA INTRO

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

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: MA INTRO

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

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 Units**

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 Units**

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 Units**

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: MA INTRO

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures**6.0-Quarter Credit Units**

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: MA INTRO

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

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 medical 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: MA INTRO

MODULE X - Medical Assistant Diploma Program Externship**5.0 Quarter Credit Hours**

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 Assistant 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- 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: MA INTRO, Modules A-H



Medical Insurance Billing and Coding

Diploma program

8 months – 720 hours – 47 credit units

V 2

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 Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills 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.

The Medical Insurance Billing and Coding Program is a 720 clock hour /47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	Credit Units
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 Genitourinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal 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 TOTAL		720	47.0

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, 6.0 Quarter Credit Hours Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel

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 are covered 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: 40 Lab Hrs: 40 Other Hrs: 0

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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary 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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary 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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal 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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Respiratory and Gastrointestinal Systems

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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Sensory and Nervous Systems, and Psychology

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: 40 Lab Hrs: 40 Other Hrs: 0 Once a student has completed all modules, he or she will be placed in his or her 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: 0 Lab Hrs: 0 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 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: 0 Lab Hrs: 0 Other Hrs: 160



Pharmacy Technician
Diploma program
 8 months– 720 hours – 49 credit units

V1

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

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

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

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G. I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE H	PTCB Review, Professional Development, and the CA Pharmacy Technician Registration Process	40	3.0
MODULE X	Clinical Externship	120	4.0
PROGRAM TOTAL:		720	49.0

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems 6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses **6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System **6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System **6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy /E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module H – PTCB Review, Professional Development, and the CA Pharmacy Technician Registration Process **3.0 Quarter Credit Hours**

This 40-hour module is designed to provide the student with an understanding of the history of Pharmacy Technicians and pharmacy related Professional Associations. Students will be familiarized with the California State Board of Pharmacy registration and PTCB certification exam. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 40.0.

Module X - Clinical Externship **4.0 Quarter Credit Hours**

This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 120.0.

ASSOCIATE OF SCIENCE DEGREE PROGRAMS



Accounting
Associate of Science Degree program
 24 months – 96 credit units

V1

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

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

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



Business
Associate in Science Degree
 24 months – 96 credit units

V 5

The Associate of Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting. Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associate's degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development	2.0	
SLSP	1103	Strategy & Critical Thinking	2.0	
OST	2335	Business Communications	4.0	
TOTAL COLLEGE CORE CREDIT HOURS				12.0
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
BUL	2131	Business Law	4.0	
FIN	1103	Introduction to Finance	4.0	
GEBP	2430	Business Ethics: Main St to Wall St	4.0	
MAN	1030	Introduction to Business	4.0	
MAN	2021	Principles of Management	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MANP	2582	Introduction to Project Management	4.0	
MAN	2727	Strategic Planning for Business	4.0	
MAR	1011	Introduction to Marketing	4.0	
MAR	2305	Customer Relations & Servicing	4.0	
SBM	2000	Small Business Management	4.0	
MAN	2946	Business Internship*	4.0	
TOTAL MAJOR CORE CREDIT HOURS				56.0
GENERAL EDUCATION REQUIREMENTS				
ECOP	1021	General Economics	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
EVS	1001	Environmental Science	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
TOTAL GENERAL EDUCATION CREDIT HOURS				28.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

*Online students must take MAR 2721 Marketing on the Internet



Criminal Justice
Associate of Science Degree program
 24 months – 96 credit units

V 2

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

Course Code		Course Title	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			10.0
MAJOR CORE REQUIREMENTS			
CCJ	2501	Juvenile Justice	4.0
CCJ	1017	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CCJ	1610	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CJD	2250	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
CCJ	2929	Criminal Justice Capstone Project	4.0
TOTAL QUARTER CREDIT HOURS			44.0
The students will take 8.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional *	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS			8.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications **	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS			34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0

*Spanish for the Criminal Justice Professional is not available for online students

**Online students must take SPCP 2300 Fundamentals of Interpersonal Communication



Paralegal
Associate of Science Degree program
 24 months – 96 credit units

V1

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

Course Code		Course Title	Associates Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
OST	2725	Applied Word Processing	4.0	
TOTAL QUARTER CREDIT HOURS				14.0
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
Students will take 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
TOTAL QUARTER CREDIT HOURS				8.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

COURSE DESCRIPTIONS FOR QUARTER-BASED PROGRAMS

COURSE NUMBERING SYSTEM

Everest College uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

ACG 2021 Introduction to Corporate Accounting	4.0 Quarter Credit Units
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2178 Financial Statement Analysis	4.0 Quarter Credit Units
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2551 Non-Profit Accounting	4.0 Quarter Credit Hours
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	4.0 Quarter Credit Hours
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AML 2000 Introduction to American Literature	4.0 Quarter Credit Units
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2111 Principles of Accounting I	4.0 Quarter Credit Units
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
APA 2121 Principles of Accounting II	4.0 Quarter Credit Units
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
APA 2141 Computerized Accounting	4.0 Quarter Credit Hours
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2161 Introductory Cost/Managerial Accounting	4.0 Quarter Credit Units
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
BUL 2131 Applied Business Law	4.0 Quarter Credit Units
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ1017 Criminology	4.0 Quarter Credit Units
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ1024 Introduction to Criminal Justice	4.0 Quarter Credit Units
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ1610 Criminal Investigations	4.0 Quarter Credit Units
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ1910 Career Choices in Criminal Justice	4.0 Quarter Credit Units
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credit Units
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Units
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Units
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credit Units
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Units
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CGS 2167C Computer Applications	4.0 Quarter Credit Units
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2501 Applied Word Processing	4.0 Quarter Credit Units
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Units
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	
CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Units
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4.0 Quarter Credit Units
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4.0 Quarter Credit Units
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Units
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Units
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECOP 1021 General Economics	4.0 Quarter Credit Hours
This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1101 Composition I	4.0 Quarter Credit Units
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credit Units
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
EVS 1001 Environmental Science	4.0 Quarter Credit Units
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

FIN 1103 Introduction to Finance	4.0 Quarter Credit Units
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
GEBP 2430 Business Ethics: Main St to Wall St	4.0 Quarter Credit Units
This course is a survey of different origins of ethics and value systems and their influence on business and cultural development. Comparison of different ethical values and their probable impact in American business will be explored. Students will also explore the different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values in their professional careers. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Units
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	
MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Units
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAN 2021 Principles of Management	4.0 Quarter Credit Units
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hours
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Units
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000.	
MAN 2946 Business Internship	4.0 Quarter Credit Units
As part of the preparation for a career in management, the Sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 40.0 Lab Hours: 0.0.	
MANP Introduction to Project Management	4.0 Quarter Credit Units
This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to project management software. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Units
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MAT 1033 College Algebra	4.0 Quarter Credit Units
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MTB 1103 Business Math	4.0 Quarter Credits Units
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
OST 1141L Keyboarding	2.0 Quarter Credit Units
Designed to familiarize the student with basic key boarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
OST 2335 Business Communications	4.0 Quarter Credit Units
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
PLA 1003 Introduction to Paralegal	4.0 Quarter Credit Hours
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hours
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hours
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer-assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2203 Civil Procedure	4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2273 Torts	4.0 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2363 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2423 Contract Law	4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2433 Business Organizations	4.0 Quarter Credit Hours
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2460 Bankruptcy	4.0 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4.0 Quarter Credit Hours
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2600 Wills, Trusts, and Probate	4.0 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships; analysis of client needs; drafting of simple wills; and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4.0 Quarter Credit Hours
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2763 Law Office Management	4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2800 Family Law	4.0 Quarter Credit Hours
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4.0 Quarter Credit Hours
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
POS 2104 American National Government	4.0 Quarter Credit Units
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000.	

PSY 2012 General Psychology This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
SBM 2000 Small Business Management This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0.	4.0 Quarter Credit Units
SCC 1102 Business & Ethics for Security Specialists This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
SLS 1105 Strategies for Success This course is designed to equip students for transitions in their education and life. Includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
SLS 1321 Career Skills A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	2.0 Quarter Credit Units
SLS 1341 Career Skills & Portfolio Development A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	2.0 Quarter Credit Units
SLS 1392 Workplace Relationships This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	2.0 Quarter Credit Hours
SLS 1505 Basic Critical Thinking This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	2.0 Quarter Credit Units
SPC 2016 Oral Communications This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
SPCP 2300 Fundamentals of Interpersonal Communication The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
STA 2014 Statistics This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	4.0 Quarter Credit Units
SYG 2000 Principles of Sociology A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
TAX 2000 Tax Accounting This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hours

CORINTHIAN COLLEGES, INC.

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

Everest College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 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, 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)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 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)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 Santa Ana, CA (branch of Everest College, Colorado Springs, CO)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 Vancouver, WA (branch of Everest College, Seattle, WA)
 West Los Angeles, CA (branch of Wyotech, Long Beach, CA)

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)
 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)

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, 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)
 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 Central, Ontario
- Toronto College Park (South), Ontario
- Windsor, Ontario

STATEMENT OF OWNERSHIP

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

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

APPENDIX A: ADMINISTRATION AND FACULTY

SANTA ANA	
Linnea Ray	Campus President
Open	Director of Education
Sam Ortiz	Director of Student Finance
Open	Director of Student Accounts
Penny Foye	Director of Admissions
Open	Director of Career Services
Open	Registrar

FACULTY

SANTA ANA		
Department Chairs		
Medical Assistant	Open	
Medical Insurance Billing and Coding	Open	
Massage Therapy	Open	

APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

SANTA ANA					
Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Massage Therapy* **	9 months	54	\$15,142	\$1422.09	\$16,564.09
Medical Assistant	10 months	59	\$17,944	\$1414.86	\$19,358.86
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1868.63	\$15,746.63
Pharmacy Technician*#	10 months	49	\$14,141	\$878.27	\$15,019.27
Medical Administration Assistant	8 months	47	\$15,097	\$1421.31	\$16,518.31
Degree Programs					
Accounting	24 months	96	\$350/credit hr	\$1650	\$35,250
Business	24 months	96	\$350/credit hr	\$1650	\$35,250
Criminal Justice	24 months	96	\$350/credit hr	\$2937	\$36,537
Paralegal	24 months	96	\$350/credit hr	\$3440	\$37,040
†An STRF fee of \$2.50 per \$1,000 will be charged. *For programs requiring a background check, \$38 will be charged. **A \$255 fee for the National Licensing Exam will be charged. # \$25 CPR, \$76 Live Scan and \$50 State Board of Pharmacy License Application fee will be charged Effective: July 1, 2010					

APPENDIX C: START DATES

MODULAR PROGRAMS

SANTA ANA

Modular Programs Day and Eve Schedule 2010	
Start Dates	End Dates
09/20/10	10/15/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	01/24/11

Break Schedule 2010	
Break	Dates
Thanksgiving	11/25/10 – 11/28/10
Winter Break	12/23/10 – 01/03/11

Modular Programs Day and Eve Schedule 2011	
Start Dates	End Dates
12/15/10	01/24/11
01/26/11	02/23/11
02/24/11	03/23/11
03/28/11	04/22/11
04/25/11	05/20/11
05/24/11	06/21/11
06/23/11	07/21/11
07/25/11	08/19/11
08/23/11	09/20/11
09/22/11	10/19/11
10/20/11	11/16/11
11/17/11	12/16/11
12/19/11	01/25/12

Break Schedule 2011	
Break	Dates
Winter Break	12/23/10 – 01/03/11
Martin Luther King Jr. Day	01/15/11 – 01/17/11
Mod Break	01/25/11
President's Day	02/19/11 – 02/21/11
Spring Break	03/24/11 – 03/27/11
Mod Break	05/23/11
Memorial Day Break	05/28/11 – 05/30/11
Mod Break	06/22/11
Independence Day Break	07/02/11 – 07/04/11
Summer Break	07/22/11 – 7/24/11
Mod Break	08/20/11 – 08/22/11
Labor Day Break	09/03/11 – 09/05/11
Mod Break	09/21/11
Thanksgiving Break	11/24/11 – 11/27/11
Winter Break	12/23/11 – 02/02/12

ACADEMIC CALENDAR FOR QUARTER-BASED PROGRAMS

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

FY 2011 – 2012 Academic Calendar				
Summer Term Starts		July	18	2011
Summer Term Drop/Add Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Drop/Add Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From:	October	10	2011
	To:	October	16	2011
Fall Term Start		October	17	2011
Fall Term Drop/Add Deadline		October	30	2011
Thanksgiving Day Holiday	From:	November	24	2011
	To:	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Drop/Add Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From:	December	23	2011
	To:	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Drop/Add Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Drop/Add Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From:	April	9	2012
	To:	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Drop/Add Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Drop/Add Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

FY 2013 Academic Calendar				
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

FY 2014 Academic Calendar				
Summer Term Starts		July	15	2013
Summer Term Drop/Add Deadline		July	28	2013
Mini-Term Starts		August	26	2013
Mini-Term Drop/Add Deadline		September	1	2013
Labor Day Holiday		September	2	2013
Micro-Term Starts		September	16	2013
Summer Term Ends		October	6	2013
Fall Break	From:	October	7	2013
	To:	October	13	2013
Fall Term Start		October	14	2013
Fall Term Drop/Add Deadline		October	27	2013
Mini-Term Starts		November	25	2013
Thanksgiving Day Holiday	From:	November	28	2013
	To:	November	29	2013
Mini-Term Drop/Add Deadline		December	3	2013
Micro-Term Starts		December	16	2013
Winter Holiday	From:	December	23	2013
	To:	January	1	2014
Classes Resume		January	2	2014
Fall Term Ends		January	12	2014
Winter Term Starts		January	13	2014
M.L. King Jr. Birthday Holiday		January	20	2014
Winter Term Drop/Add Deadline		January	27	2014
Presidents' Day		February	17	2014
Mini-Term Starts		February	24	2014
Mini Term Drop/Add Deadline		March	2	2014
Micro-Term Starts		March	17	2014
Winter Term Ends		April	6	2014
Spring Vacation	From:	April	7	2014
	To:	April	13	2014
Spring Term Starts		April	14	2014
Spring Term Drop/Add Deadline		April	28	2014
Memorial Day Holiday		May	26	2014
Mini-Term Starts		May	27	2014
Mini Term Drop/Add Deadline		June	2	2014
Micro-Term Starts		June	16	2014
Independence Day Holiday		July	4	2014
Spring Term Ends		July	6	2014
Summer Vacation	From:	July	7	2014
	To:	July	13	2014

FY 2015 Academic Calendar				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
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Summer Term Ends		October	5	2014
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	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	16	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	15	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

APPENDIX D: OPERATING HOURS BY CAMPUS

Santa Ana	
Office:	
8:00 am – 8:00 pm	Monday – Thursday
8:00 am – 6:00 pm	Friday
School:	
6:00 am – 10:00 am	Monday – Friday Early Morning Modular
10:20 am – 2:20 pm	Monday – Friday Day Modular
2:30 pm – 6:30 pm	Monday – Friday Afternoon Modular
6:00 pm – 10:00 pm	Monday – Friday Evening Modular
8:30 am – 4:30 pm	Monday – Thursday Quarterly Day /Afternoon
6:00 pm – 10:00 pm	Monday – Thursday Quarterly Evening