

1997-98 CATALOG
BLAIR COLLEGE

Blair0598

828 Wooten Road
Colorado Springs, Colorado 80915
(719) 574-1082

Established 1897

Accredited by the Accrediting Council for Independent Colleges
and Schools to award diplomas and associate's degrees.

1997-98 BLAIR COLLEGE GENERAL CATALOG

Volume 18, Number 4

Publishing Date April, 1997

Revised August, 1997

Revised January, 1998

Revised April, 1998

Copyright © 1997 by Rhodes Colleges, Inc., Santa Ana, California

Effective May 1, 1998 through December 31, 1998

This catalog is an official publication of Blair College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Blair College, through appropriate action, reserves the right to change any provision with proper notification and approval.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Statement of Nondiscrimination

Blair College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the President, Blair College, 828 Wooten Road, Colorado Springs, Colorado, 80915.

PRESIDENT'S MESSAGE

As President of Blair College, and on behalf of the entire faculty and staff, it is my pleasure to welcome you to Blair College. Since 1897, Blair College has been committed to providing quality education to help individuals, like yourself, attain their personal and academic goals.

With the talent and care provided by our faculty and staff, you can join over 50,000 skilled and confident graduates of Blair College who have moved on to pursue their personal dreams and career aspirations. You have taken the first step toward preparing yourself for the future, and the faculty and staff at Blair College are here to help you the rest of the way.

As a student of Blair College, you can look forward to developing new and lasting friendships, and gaining the knowledge and skills that will lead to a lifetime of personal achievement and fulfillment. We look forward to helping you reach your goals.

Pat Draper-Hardy
College President

TABLE OF CONTENTS

1997-98 BLAIR COLLEGE GENERAL CATALOG.....	I
STATEMENT OF NONDISCRIMINATION.....	I
PRESIDENT'S MESSAGE	II
ABOUT BLAIR COLLEGE.....	1
MISSION AND OBJECTIVES	1
HISTORY	1
PROFESSIONAL RECOGNITIONS.....	1
ACCREDITATION	2
CAMPUS INFORMATION	2
Facilities and Equipment.....	2
Handicapped Access.....	2
Building Hours	2
GENERAL CONDUCT AND COLLEGE JURISDICTION	3
CAMPUS SECURITY POLICY.....	3
STUDENT RECORDS	4
Family Educational Rights and Privacy Act of 1974, As Amended	4
ADMISSIONS.....	5
ENTRANCE REQUIREMENTS.....	5
FOREIGN STUDENTS.....	5
TRANSFER OF CREDITS	5
FINANCIAL ASSISTANCE INFORMATION.....	5
CONSUMER INFORMATION	6
APPLICATION	6
Need and Cost of Education	6
SATISFACTORY ACADEMIC PROGRESS	6
BORROWER RIGHTS AND BORROWER RESPONSIBILITIES.....	7
POLICIES AND PROCEDURES FOR VERIFICATION	8
FINANCIAL AID TRANSCRIPTS	8
TUITION CHARGES.....	8
FINANCIAL AID PROGRAMS.....	9
Selection of Eligible Applicants.....	9
Description of Programs.....	9
Entrance and Exit Interview/Loan Counseling	12
REFUNDS	12
Cancellations	12
Refund Policies	12
Refunds.....	12
Federal Pro Rata Calculation (For All First Time Students)	12
State Refund Policy (For All Students).....	13
Refund Distribution Policy.....	13
DRUG FREE AWARENESS	13
STUDENT SERVICES	14
ADVISING SERVICES	14
CAREER PLANNING AND PLACEMENT OFFICE	14
HEALTH AND SAFETY.....	14
HOUSING.....	15
MAKE-UP DAYS	15
INFORMATION RESOURCE LIBRARY	15
MILITARY DRILL REGULATIONS.....	15
SPECIAL RECOGNITION.....	15
President's List.....	15

Dean's List	15
Summa Cum Laude Graduates	15
STUDENT PARKING.....	15
STUDENT LOUNGE.....	15
CHILDREN/GUESTS ON CAMPUS.....	15
COMMUNITY RESOURCES	16
ACADEMIC STANDARDS.....	16
GENERAL STANDARDS.....	16
RE-ADMITTANCE POLICY.....	18
VETERANS INFORMATION.....	19
ATTENDANCE POLICY.....	19
CONDUCT STANDARDS.....	19
Conduct Code	19
Sexual Harassment.....	20
Dress Code.....	20
College Grievance Policy.....	20
Due Process and Student Appeal.....	20
PROGRAM REQUIREMENTS.....	21
Requirements for Graduation.....	21
Required Courses for Graduation.....	21
Electives	21
GRADING SYSTEM.....	21
GPA and CGPA Calculations	22
Grade Appeals	22
Medical Assisting Course Grades	22
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....	22
CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS.....	22
RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS.....	23
MAXIMUM TIME IN WHICH TO COMPLETE	23
GRADUATION.....	23
ACADEMIC PROBATION.....	23
ACADEMIC SUSPENSION.....	23
READMITTANCE FOLLOWING SUSPENSION	23
ACADEMIC DISMISSAL	24
APPEALS PROCEDURES	24
APPLICATION OF GRADES AND CREDITS.....	24
CONTINUATION AS A NON-REGULAR STUDENT.....	24
REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:.....	24
SATISFACTORY PROGRESS AND FINANCIAL AID.....	25
SATISFACTORY PROGRESS REQUIREMENTS.....	25
SATISFACTORY PROGRESS TABLE.....	25
PROGRAMS OF STUDY.....	27
ACCOUNTING (BAA)	28
ADMINISTRATIVE ASSISTANT (SEA).....	29
BUSINESS ADMINISTRATION (BBA).....	30
COMPUTER INFORMATION SYSTEMS (ISA).....	31
LEGAL ASSISTANT/PARALEGAL (LPA).....	32
MEDICAL ASSISTING (MAA).....	33
TRAVEL AND TOURISM MANAGEMENT (HTA).....	34
MEDICAL SECRETARY/RECEPTIONIST (SMD).....	35
COURSE OFFERINGS.....	36
COURSE NUMBERING SYSTEM.....	36
COURSE DESCRIPTIONS.....	36

RHODES COLLEGES	45
STATEMENT OF OWNERSHIP.....	45
Officers.....	45
Staff.....	46
Faculty.....	46
ACADEMIC CALENDARS	47
TUITION AND FEES	48
Additional Fees.....	48
INDEX.....	49

NOTES

ABOUT BLAIR COLLEGE

MISSION AND OBJECTIVES

Mission Statement

Blair College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of Colorado Springs and its surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community which it serves.

College Objectives

- To offer one and two-year diploma and degree programs that will help students develop a solid foundation of basic technical and business skills.
- To assist students to achieve a general education background.
- To help students develop attitudes, knowledge and skills that will enhance quality of life and contribute to the community.
- To offer a practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction.
- To provide career-related training based on current industry needs.
- To provide job placement assistance to graduates.

HISTORY

Blair College, Established in 1897

Blair College, Inc. was founded in Pueblo, Colorado as Brown's School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business Colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its associate degree programs by the Division of Private Occupational Schools, Department of Higher Education.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College.

PROFESSIONAL RECOGNITIONS

Blair College is accredited to award diplomas and associate's degrees by:

- the Accrediting Council for Independent Colleges and Schools (ACICS), Suite 980, 750 First Street NE, Washington DC 20002, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation.

Blair College is approved by:

- Colorado State Approval Agency for Veterans and Eligible Dependent Students
- Department of Vocational Rehabilitation
- Immigration and Naturalization Service

Blair College is authorized to grant associate degrees by:

- The Division of Private Occupational Schools, Department of Higher Education, pursuant to the rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1)

Blair College is approved and regulated by:

- The Division of Private Occupational Schools, Department of Higher Education

Blair College Medical Assisting program is accredited by:

- The Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

Blair College Institutional Memberships:

- Better Business Bureau of Southern Colorado
- Colorado Springs Chamber of Commerce
- National Association of Student Financial Aid Administrators
- Rocky Mountain Association of Student Financial Aid Administrators

ACCREDITATION

Accreditation assures students that Blair College is recognized as a qualified institution of higher learning in that it offers approved programs of study meeting recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and recognition in the educational community.

CAMPUS INFORMATION

Facilities and Equipment

Blair College is located on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a modern, attractive building containing 22,300 square feet of space.

There are spacious classrooms; computer, medical and typing laboratories; student smoking and non-smoking lounge; library; and administrative and faculty offices. A large classroom located in the center of the building serves as the auditorium. Ample parking surrounds the Blair College building.

Handicapped Access

The Blair College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

Building Hours

The building is open Monday through Thursday from 8:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. Academic offices are open to accommodate those hours. The Admissions and Student Finance offices are open Monday through Thursday from 8:30 a.m. to 7:30 p.m., on Friday from 9:00 a.m. to 4:30 p.m., and on Saturdays from 9:00 a.m. to 1:00 p.m.

The Career Planning and Placement Office hours vary to accommodate both night and day students and are posted on the office door each quarter. Individuals are encouraged to stop by and visit, or call for an appointment at (719) 574-1082.

All office hours are scheduled to provide adequate services to day and evening students. Other office hours are also available by appointment to accommodate individual student schedules.

GENERAL CONDUCT AND COLLEGE JURISDICTION

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Blair College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Blair College will serve to maintain a campus free from drug and alcohol abuse.

Students and employees are to notify management of Blair College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The College will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Ave. SW, (ROB- 3) Washington, DC 20202, of such violation within ten days after receiving such notice.

Blair College will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

To ensure safety, security and productivity, students and employees are to conduct business with the highest ethical standards and treat all students, co-workers, and business associates with fairness and integrity.

The College reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, conduct detrimental to the College or other students, and absences in violation of the attendance policy as outlined in this catalog.

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the College may be placed on disciplinary probation or may be suspended or expelled from the College. Under this policy, a student may request due process in the form of a grievance hearing by submitting a written request to the College President or Academic Dean for review and consideration.

CAMPUS SECURITY POLICY

It is the responsibility of Blair College to provide a safe environment for study and to prevent crime. The College is concerned about the safety and welfare of the students and employees. Therefore, the following policy is intended to protect students, staff and faculty.

Blair College will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Assistant to the College President, Academic Dean, College President, or other member of the College designated in charge if during the evening.

The incident will be recorded on a Campus Security Incident Form. Blair College will report crimes such as murder, rape, burglary, robbery, aggravated assault, and motor vehicle theft to local authorities.

Blair College is responsible for reporting the number of arrests for liquor law violations, drug abuse violations and weapons possession.

Any student, staff or faculty member involved in any of the above mentioned crimes will be subject to disciplinary action. Such a violation of the College policy could result in suspension or termination, and if municipal laws have been violated, the incident will be reported to the local police.

Information programs available to students and employees on campus security, personal safety and crime prevention will be announced in classes and posted at various locations throughout the school as they are scheduled.

A list of community resources is available elsewhere in this catalog to help students receive professional assistance with a variety of issues. Faculty and staff also have access to an extensive list of community resources to recommend to students who might benefit from outside help.

Blair College has an information packet available which explains the Campus Security policy in detail, including consumer information and a complete log of campus crime. This information is provided upon request.

STUDENT RECORDS

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to designated institutions and individuals upon the written request of the student. For official transcripts to be released, students must be in good financial standing with the institution. Upon completion of their program, students may request one free transcript from the Registrar's Office. Additional copies are available at the charge outlined in the tuition section of this catalog. In-school students may request unofficial transcripts, at no charge, by completing a request form in the Student Finance or Registrar's Office.

Family Educational Rights and Privacy Act of 1974, As Amended

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the 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 education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

ADMISSIONS

Applicants interested in applying for admission may request an appointment for a personal interview with an Admissions Officer of the College. Phone: (719) 574-1082

Entrance Requirements

Graduation from high school or its equivalent (such as the GED) is a prerequisite for admission to the College. Successful completion of an assessment examination is a prerequisite for admission. This standardized, nationally-normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program.

Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

An application fee of \$25.00 must be paid at the time of application for enrollment.

Foreign Students

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

Transfer of Credits

Students with prior college or vocational/occupational education, including military education, may be eligible for transfer credits. Acceptance of such credit remains at the discretion of Blair College and the College does not guarantee early graduation due to acceptance of prior credit.

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Blair College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog.

Blair College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Blair College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and student assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called federal student financial aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan (FFEL) Program (Subsidized and Unsubsidized Stafford Loan and Federal Parent Loans for Undergraduate students). The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for most financial aid programs, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG). Students at less than a half-time status may be eligible for specific programs and should see the Student Finance Office for information;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign the updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges, his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

Need and Cost of Education

Once the application is completed, the information will be used in a formula, established by Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student aid package may not exceed the cost of education.

Satisfactory Academic Progress

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

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress, for purposes of determining continuing federal financial assistance, is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provision, suspension and dismissal procedures, and appeal procedures as outlined elsewhere in this catalog.

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

Borrower Rights and Borrower Responsibilities

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- even if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and receive counseling before leaving school.

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty (20) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to the State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

Financial Aid Transcripts

Federal regulation requires that Federal Family Education Loans (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

TUITION CHARGES

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.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal room and board, and transportation. The amount of personal expenses allowed all students is \$160 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Transportation and room and board costs are based on the recommendations provided by the Colorado Commission on Higher Education in the Colorado Financial Aid Student Expense Budget Parameters for 1995-96. The room and board costs for students without dependents who live with their parents is \$276 per month. The costs for students without dependents who do not live with their parents and students with dependents is \$585 per month. The local transportation portion of the total living costs is \$110 per month. These figures are consistent with existing federal law and Commission policy.

Information on how the average cost was arrived is available in the Student Finance Office.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the Institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 688.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Description of Programs

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College, or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on availability of funds from the U.S. Department of Education.

Colorado Student Grant Program (includes Colorado Part-time State Grant)

The Colorado Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado Student Grant, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements, and have financial need.

Colorado Undergraduate Merit Award

The Colorado Undergraduate Merit Award is a state-wide effort to recognize the undergraduate Colorado resident students for outstanding achievement in academic areas. The Colorado Undergraduate Merit Award is funded by the Colorado General Assembly.

In order to receive an Undergraduate Merit Award, a student must be an undergraduate student, meet satisfactory progress requirements, and be in compliance with the institution's application criteria. Please see the Student Finance Office for the required criteria.

Colorado Student Incentive Grant

The Colorado Student Incentive Grant (CSIG) program is the name given in Colorado to the Federal education grant program known as the State Student Incentive Grant (SSIG) program. The Federal SSIG program makes incentive grants to states to stimulate expansion of grant assistance to undergraduate students with substantial financial need. Student grants made under this program are comprised of equal portions of Federal and non-Federal funds.

To be eligible to receive a Colorado Student Incentive Grant, the student must be a Colorado resident, be an undergraduate student, be enrolled at least half-time, meet satisfactory progress requirements, and show substantial financial need.

Veterans Benefits

The College is approved for veterans training for specific Associate of Applied Science degrees offered at Blair College. Applications for Veterans benefits may be obtained at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Family Educational Loan Program (FFELP)

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on July 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year.
- \$5,000 a year if he/she has completed two years of study, and the remainder of his/her program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans).
- \$7,500 if he/she completed the first year of study, and the remainder of his/her program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study, and the remainder of his/her program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts that can be borrowed will be less than those previously listed. Talk to the Student Finance Office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning his/her loan. Applications can be obtained from the Student Finance Office, or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf of an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the students. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although, the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information contact the Student Finance Office.

Institutional Loan Program

This College offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from \$500 to \$6,000 per academic year with payments ranging from \$45 to \$100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate

multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If a student is unable to meet with the Student Finance Office, an exit interview will be mailed. Global Financial Services will mail all official notifications related to exit interview packets to all withdrawn and graduate students with detail information including any refunds made and an estimated payment schedule.

REFUNDS

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 30 days from the date of determination.

Cancellations

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys will be refunded within 30 days of the date the College becomes aware of the withdrawal.

Refund Policies

Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

Refunds

This College participates in the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the College to offer a refund policy that will provide the most beneficial refund to the students. A refund is the difference of the amount the student paid to the College (including financial aid) and the amount the College can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the College for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

Federal Pro Rata Calculation (For All First Time Students)

The College will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the College is entitled to retain only that portion of College charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the

student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the College charges for the period of enrollment. This amount, plus an administrative fee (which cannot exceed the lesser of \$100 or 5 percent of the tuition, fees, room and board, and other charges assessed the student), may be retained by the College. The College may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

State Refund Policy (For All Students)

If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first charging period, the College will refund all tuition and fees paid for the charging period in accordance with the following schedule:

A STUDENT TERMINATING TRAINING...	IS ENTITLED TO A REFUND OF	THE COLLEGE RETAINS
Within the First 10% of Charging Period	90% Tuition	10% Tuition
After 10% but within first 25% of Charging Period	75% Tuition	25% Tuition
After 25% but within first 50% of Charging Period	50% Tuition	50% Tuition
After 50% but within first 75% of Charging Period	25% Tuition	75% Tuition
Beyond 75% of Charging Period	0	100% Tuition

If the educational program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund.

Refund Distribution Policy

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by State regulations.

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

DRUG FREE AWARENESS

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of the students) and termination (in the case of the employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

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

STUDENT SERVICES

Advising Services

Advising services are available at Blair College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Counseling sessions may be confidential at the student's request.

Student Finance The Student Finance Office provides financial advice to incoming and continuing students to help them find the best program for financing their education. Blair College administers a variety of federal and state assistance programs designed to make an education affordable for students.

Department Advising Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairperson or Academic Dean.

Academic Dean/Evening Coordinator If students have questions regarding changing programs, or class scheduling conflicts, they should consult with the appropriate Academic Dean or Evening Coordinator. If students need further advising of an academic nature, they should consult with the Academic Dean. The Academic Dean can also assist in referring students to community resources to help with problems of a personal nature.

College President Students are encouraged to schedule a meeting with the College President when other services do not appear to resolve their questions or concerns in any area. Students may consult with the College President in a confidential session.

"Quest for Quality" Forms These forms are available in the student lounge and outside the library entrance. These forms are designed to receive any questions or concerns which a student may have when the appropriate person to help may not be available. Students may complete this form, and place it in the Quest for Quality box. The boxes are checked each day and responses are reviewed by the College President. By providing a name and a means of contact, the President, or other appropriate member, will contact the student within 48 hours with a response.

Drug Counseling Blair College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean.

Tutoring The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors, or see the Academic Dean or the Evening Coordinator.

Career Planning and Placement Office

One of the many benefits derived from being a graduate from Blair College is the graduate placement service. The Career Planning and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers. Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Director of the Career Placement and Planning Office.

Students will receive ongoing career development throughout their program which will help prepare and assist students in their job search. Blair College prepares the graduate educationally for employment and assists in their job search, but like all institutions, cannot guarantee employment.

Health and Safety

The College maintains first aid supplies for minor injuries incurred while students are in attendance. Any student seriously injured on the premises will be transported to the nearest hospital with all charges billed to the student. In most instances, the College is not liable for students injured on campus.

Housing

Blair College does not provide housing, although several apartment complexes are within walking distance of the campus. Assistance with housing information may be obtained through the Admissions Department.

Make-Up Days

If the College has to cancel classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

Information Resource Library

The Blair College Library has books and periodicals of interest to students, faculty and staff. An on-line resource system is also available which provides access to thousands of additional sources.

Textbooks are available on reserve for use in the Library. A variety of media, including VCR, television, and overhead projectors, are available for in-school use. In addition, Library patrons have access to the collections of the Pikes Peak Library District. Students may also borrow materials from the Pikes Peak Community College Educational Resources Center. Several other libraries within the Pikes Peak region are also available for use.

Military Drill Regulations

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Academic Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be certain to regularly attend all other classes in order not to violate the attendance policy of the College.

Special Recognition

President's List

Students who complete at least eight (8) credit hours during the quarter and attain a 4.0 grade point average will be named to the President's list.

Dean's List

Students who complete at least eight (8) credit hours during the quarter and attain a 3.5 grade point average or better will be named to the Dean's List.

Summa Cum Laude Graduates

During graduation ceremonies, Blair College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

Student Parking

Blair College provides off-street, lighted, free parking. In addition, there are handicapped spaces available. All persons using the parking lot are requested to be courteous in their parking and to keep posted handicapped spaces and fire lane areas open.

Student Lounge

A smoking and non-smoking lounge is available for student relaxation and socialization. Snack and drink machines are also available. While eating is prohibited in classrooms, drinks in closed containers are allowed.

Children/Guests on Campus

Students need to be aware that children are not permitted in the classrooms under any circumstances. In addition, children are not allowed in the building, unsupervised, for reasons of safety. Guests wishing to visit

classes must receive permission from the instructor and Academic Dean, or arrangements can be made by contacting the Admissions Department or Academic Dean.

Community Resources

EMERGENCY PHONE NUMBERS	
Police Emergency	911
Alcohol Emergency Services	573-5020
24 Hour Crises Line	633-3819
Crisis Center (24 hour)	635-7000
MENTAL HEALTH	
Pikes Peak Mental Health Crisis Center	635-7000
Mental Health Association	633-4601
SPECIALIZED SERVICES	
Alcoholics Anonymous	573-5020
Drug/Alcohol Treatment	578-3150
Bus Service	475-9733
Ride Finders	471-7665
Domestic Violence Prevention Center	633-3819
Day Care Information and Referral	444-5930
American Red Cross	632-3563
Care & Share, Inc.	528-6767
Food Stamps	475-8014
Goodwill	633-8794
Physical Security-Crime Prevention, Ft. Carson	526-2158
Pikes Peak Legal Services	471-0380
Other referral numbers available through the Academic Department, or call 574-1082	

ACADEMIC STANDARDS

General Standards

Academic Session

The academic session for the degree programs at Blair College is based upon a 12-week quarter. A student may begin school in a 6-week mini quarter before proceeding into the regular 12-week quarter. Please consult the Academic Calendar for specific dates.

Full-Time Students

All students should consult with the Academic Dean and the Student Finance Office to take less than a full load. The academic workload is defined as any combination of courses, externship, special studies, that the institution considers sufficient to classify the student as full-time. A student must be enrolled in 12 credit hours per quarter to be considered full-time status. Students who have permission to take less than a full academic workload must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

Single Class Students

Students interested in taking a single class must meet the normal admissions requirements and are not eligible to receive financial aid. For more information, please contact the Admissions Department.

Acceptance of Prior Credit

Blair College may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges or other approved

occupational/vocational programs, including military education. Transfer credits accepted are combined with credits earned in residence at Blair College toward the completion of program requirements.

When requesting credits be transferred into Blair, it is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to Blair College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow-up on the acceptance of prior credit to avoid incurring the additional expense of taking unnecessary classes.

Acceptance of credit is at the discretion of Blair College, and there is no guarantee of early graduation due to acceptance of prior credit. Students are allowed to transfer in, or test out of, up to 50% of their program requirements to be awarded a degree/diploma from Blair College. Not all courses offer a test-out option. Check with the Academic Dean for details. Only course work with a 2.0 grade point average or higher will be considered for evaluation. In most cases, course work taken over ten years prior to admission will not be evaluated.

Proficiency Challenge Examinations and Credits

Students may attempt to challenge certain courses to demonstrate a proficiency level sufficiently high enough to warrant the granting of academic credit for the course through a proficiency challenge exam. Students who wish to challenge a course must do so within the first week of the regular quarter. Students should contact the Academic Office to arrange for a proficiency challenge. There is a fee for each challenge attempt as noted in the tuition and fees schedule.

Multiple Degrees

Blair College offers students the opportunity to earn more than one degree. A student wishing to pursue two degrees must successfully complete all requirements for graduation from one degree prior to being enrolled for the second degree program.

Course Substitution

In unusual circumstances it may be necessary for the College to substitute a course in a student's program of study. Course substitution may be allowed by the Academic Dean to assist a student in meeting required credit hours for graduation from a degree or diploma program. Course substitutions must be recommended by the appropriate Department Chairperson and submitted to the Academic Dean for final approval. It must be determined that this action would advance the student's educational objectives without jeopardizing the academic integrity of the program for approval to be granted.

Class Period

Classes meet for one hour and forty five minutes two times each week, or for three hours and forty minutes once a week, with appropriate breaks.

Class Schedules

Classes may be offered Monday through Saturday from 7:30 a.m. to 9:40 p.m. Full-time students take a course load of twelve credit hours per quarter. Department Chairpersons are available each quarter to assist students in planning their next class schedule. While the Department Chairpersons are available to guide students through their program of study, it is ultimately the students' responsibility to make certain that they meet the requirements for graduation.

Credit Hours

One quarter credit is equal to a minimum of ten theory contact hours, twenty lab contact hours, or thirty externship hours.

Student Load

Twelve or more credit hours during a regular quarter is a full-time course load. Students who complete less than twelve credit hours a quarter may jeopardize their financial aid and graduation date, and are strongly advised to consult with the Student Finance Office first.

Change in Program

After entrance into the College, a student may change his or her program of study upon approval of the Student Finance Department and Academic Dean. A change of program requires completion of appropriate forms for processing. A program change may further delay the student's expected graduation date. When a catalog or program changes, the student will have the option of completing the program he/she is currently enrolled in, or transferring into the newer program. New programs may have increased hours and costs. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. Veterans receiving VA benefits may only change to programs which are VA approved.

Directed Study

A student who has achieved a cumulative GPA of 3.0 or better and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study will be considered for unusual circumstances and generally reserved for those students nearing completion of their program.

Auditing a Course

In certain situations, students may wish to audit a course previously taken. Those wishing to do so must receive written permission from the Academic Dean, the Instructor, and Student Finance Office. Approval will also be contingent on available classroom space. Persons approved to audit a class will not be listed on the roster and attendance will not be taken. There will be no credit earned for an audited course, and no tuition charged.

Registration for Continuing Students

Students will meet with their Program Chairperson to register for their next quarter on a designated registration date prior to the end of the quarter. It is important that all students meet with their Department Chairperson and the Student Finance Office on registration day in order to be scheduled for the next quarter. Students who do not properly register for classes on the designated day may jeopardize their desired class schedule. Schedules will be finalized and made available for students during the 12th week of the quarter. Any changes to the student's schedule should be directed to the Academic Dean prior to the start of the new quarter.

Textbook and Course Materials

Textbook costs per quarter are dependent upon the classes for which the student is registered. Arrangements to cover the cost of books and other fees for required course materials must be completed prior to registration each quarter.

Withdrawal From College

A student who wishes to withdraw from Blair College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must notify the Academic Dean and the Student Finance Office. Students wishing to withdraw must complete an exit interview, beginning with the Academic Dean.

Course Withdrawal

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Student Finance Officer. Withdrawal from one or more courses may affect the student's financial aid eligibility, satisfactory completion rate, and graduation date. In cases of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore other alternatives.

Re-Admittance Policy

Re-admittance into the College following dismissal or withdrawal for any reason will be at the discretion of the College. Any re-admitted student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Blair College students. Re-entering students must meet all the current entrance requirements as part of the re-admission process.

Applicants must apply for re-admittance to the Academic Dean prior to the desired date of re-entry. The applicant will be required to meet with the Department Chair to review the student's academic status and account with the school and determine eligibility to re-enter. A student suspended from Blair College may be readmitted upon the recommendation of the Department Chair and/or Academic Dean through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following re-entrance. A student placed on Academic dismissal from Blair College will be considered terminated. The decision of the Academic Dean and College President in these cases will be final. Students may be re-admitted to the College twice during their matriculation. Students who withdraw from College a third time may be ineligible to re-apply.

Veterans Information

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Registrar's Office upon enrolling for school. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar's Office of any change in their schedule or program of study so that the Veterans Administration can be properly notified.

Not all programs are approved for Veterans training. Students should check with the Registrar or the State Approving Agency for Veterans and Eligible Dependents for approved program information.

ATTENDANCE POLICY

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Academic Dean to discuss the reason for the absence.

Should a student's absences exceed 15 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a student's absences exceed 20 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation, the student is to meet with the Academic Dean or designee to discuss his/her attendance and academic progress in an effort to develop a plan to improve the student's overall performance. Should a student's absences exceed 25 percent of the total hours scheduled for a class or classes, the student may be withdrawn from the class or classes if the instructor(s) and the Academic Dean concur that the student's academic performance is below the level to pass the course.

Students who fail to contact the Academic Dean to discuss reasons for prolonged absence will be withdrawn from all classes if his/her class instructors and the Academic Dean concur that the student's academic performance is below the level required to pass the course.

Conduct Standards

Conduct Code

At the time a person becomes a Blair College student, he or she is subject to the rules and regulations of the institution. The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty.

The College reserves the right to place on conduct probation, suspend, or expel from the institution any student who willfully violates any rule or regulation of Blair College, or otherwise interferes with the College's ability to maintain an appropriate environment conducive to learning for students and faculty.

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 Blair 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 constitutes 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 control 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 Affirmative Action Office (College President). Please be reminded that this policy applies to students as well as employees.

Dress Code

Students are expected to dress appropriately for classes. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.

College Grievance Policy

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved, the individual should try to resolve the issue through the next level supervisor(s) before meeting with the College President.
3. If the matter is still not resolved, the individual should request a grievance hearing, in writing, and submit it to the Academic Dean for issues of an academic nature, or the College President for all other issues.

It is the philosophy of the College that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Rhodes Colleges Student Help Line at (800) 874-0255.

The accrediting body that accredits the College, the Accrediting Council for Independent Colleges and Schools (ACICS), provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, NE, Washington, DC 20202, (202) 336-6780.

The Division of Private Occupational Schools, Department of Higher Education provides a two year limitation from the date a student ceases to attend to take action on a student complaint.

Due Process and Student Appeal

Blair College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request his/her grievance be heard by a Grievance Committee.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, a written statement of appeal must be submitted to the Academic Dean or College President within 15 days of the issue in question.

The Academic Dean/College President will consider the request for a hearing and if approved, will schedule a grievance hearing in a timely manner.

Program Requirements

Requirements for Graduation

Blair College offers two-year Associate of Applied Science Degrees and one year Diploma programs. Each program has specific requirements that must be fulfilled in order to graduate. Course completion requirements are listed in the appropriate sections of this catalog. Students who have successfully completed all program requirements for graduation are eligible to participate in the graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Blair College.

All eligible students must complete an application for graduation during their final quarter. If all financial obligations are not met, students will be ineligible to receive a copy of their diploma and official transcript. Students are responsible for meeting the requirements for graduation.

Required Courses for Graduation

Specific courses in each program will be required for graduation and may not be waived by challenge examination procedures. These courses represent classes felt to be beneficial to each and every student in their success in college as well as in preparing them for their future career.

Electives

Courses designed as electives are provided in specific academic programs. The choice of electives is determined by demand and availability within the schedule. Department Chairs may recommend appropriate electives for students in each program.

Grading System

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated

T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
Course Repeat Codes		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

GPA and CGPA Calculations

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

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

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

Medical Assisting Course Grades

Students taking courses listed as "Major Core Courses" in the Medical Assisting program will not be awarded a grade of "D" for those courses. Students in Medical Assisting major core courses must receive a grade of "C" or above to be considered to have passed the course.

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.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

(Percentage Successfully Completed)

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

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

ACADEMIC PROBATION

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

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

ACADEMIC SUSPENSION

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

READMITTANCE FOLLOWING SUSPENSION

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

ACADEMIC DISMISSAL

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

APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

APPLICATION OF GRADES AND CREDITS

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

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

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

CONTINUATION AS A NON-REGULAR STUDENT

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

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length, 24 credits attempted for degree programs students and 15 credits attempted for diploma program students.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a Non-Regular Student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of

completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

SATISFACTORY PROGRESS REQUIREMENTS

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

SATISFACTORY PROGRESS TABLE

97 Quarter Credit Hours

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

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	N/A
17 - 32	2.0	1.0	66%	N/A
33 - 48	2.0	1.2	66%	50%
49 - 60	2.0	1.3	66%	60%
61 - 72	2.0	1.5	66%	65%
73 - 95	2.0	1.75	N/A	66%
96 - 145	N/A	2.0	N/A	66%

96 Quarter Credit Hours

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

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.00	66%	N/A
33-48	2.0	1.20	66%	50%
49-60	2.0	1.30	66%	60%
61-72	2.0	1.50	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.00	N/A	66%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

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	NA	66%	N/A
17 - 28	2.0	1.00	66%	N/A
29 - 40	2.0	1.25	66%	50%
41 - 52	2.0	1.50	66%	60%
53 - 64	2.0	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

PROGRAMS OF STUDY

DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE:

ACCOUNTING

ADMINISTRATIVE ASSISTANT

BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS

LEGAL ASSISTANT/PARALEGAL

MEDICAL ASSISTING

TRAVEL AND TOURISM MANAGEMENT

DIPLOMA PROGRAM:

MEDICAL SECRETARY/RECEPTIONIST

Accounting (BAA)
Associate of Applied Science Degree
Credit Hours Required: 96

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients which provide students with a broad and diverse background in professional accounting. A variety of positions are available to graduates in business, industrial and governmental accounting fields.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
ACG 2045	Corporate Accounting	40		4
ACC XXX	Accounting Elective	40		4
ACC 207	Computerized Accounting	20	40	4
ACC 208	Income Tax Accounting	40		4
ACC 217	Spreadsheet Applications	20	40	4
ACC 218	Computerized Payroll Accounting	20	40	4
FIN 1100	Introduction to Finance	40		4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
CSD XXX	Computer Elective	20	40	4
ELE XXX	Elective	*		4
MAN 2021	Principles of Management	40		4
BUL 2100	Applied Business Law	40		4
PAR 210	Business Law II	40		4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENC 1104	College English I	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
HUM 100	Humanities	40		4
MAC 2104	College Algebra	40		4
SLS 1120	Strategies for Success	40		4
PSY 2014	General Psychology	40		4
Program Total				96
ACCXXX ACCOUNTING ELECTIVE (Choose 1)				
ACG 2013	Introductory Cost/Managerial Accounting	40		4
ACC 220	Fund and Non-Profit Accounting	40		4
CSD XXX COMPUTER ELECTIVE (Choose 1):				
CSD 246	Database Management	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
ELE XXX ELECTIVE (Choose 1):				
MGT 220	Business Ethics	40		4
ACC 285	Accounting Externship		120	4

Administrative Assistant (SEA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Administrative Assisting Degree program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, transcription, word processing and desktop publishing.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
CSD 160	Desktop Publishing	20	40	4
CSD 242	Network Administration	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
MAN 2021	Principles of Management	40		4
SEC 103	Introduction to Office Technology	40		4
SEC 203	Office Management	40		4
ELE XXX	Elective	*		4
TYP 101	Keyboarding for Computers I	20	40	4
TYP 201	Keyboarding for Computers II	20	40	4
TYP 202	Keyboarding for Computers III	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENC 1104	College English I	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
HUM 100	Humanities	40		4
MAC 2104	College Algebra	40		4
SLS 1120	Strategies for Success	40		4
PSY 2014	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVE (Choose 1):				
CSD 246	Database Management	20	40	4
SEC 285	Administrative Assistant Externship		120	4

Business Administration (BBA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Business Administration program is designed to provide the student with a foundation in business management. The student is given a broad academic background including computer science and accounting principles. This degree program is recommended for those who aspire to positions in business, industry, and government.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
ACG 2013	Introductory Cost/Managerial Accounting OR			
ACG 2045	Corporate Accounting	40		4
BUL 2100	Applied Business Law	40		4
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
MGT 220	Business Ethics	40		4
Major Core Requirements:				
MAN 1011	Introduction to Business Enterprise	40		4
MAR 1011	Introduction to Marketing	40		4
MAN 2021	Principles of Management	40		4
FIN 1100	Introduction to Finance	40		4
MAR 2500	Customer Relations and Servicing	40		4
MAN 2101	Introduction to Human Resources	40		4
BSA 215	Small Business Management	40		4
MGT 285	Business Administration Externship		120	4
CSD XXX	Computing Electives (Choose 2)	40	80	8
General Education Requirements:				
ENC 1104	College English I	40		4
ENC 1105	College English II	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
	Program Total			96
Business Administration Electives:				
CSD XXX Computing Electives (Choose 2):				
ACC 217	Spreadsheet Applications	20	40	4
CSD 160	Desktop Publishing	20	40	4
CSD 246	Database Management	20	40	4
CSD 280	Advanced Micro Applications	20	40	4

Computer Information Systems (ISA)

Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to prepare students as qualified entry-level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, data control clerk, computer operator, data librarian, and operations manager.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
ACC 217	Spreadsheet Applications	20	40	4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
CSD 160	Desktop Publishing	20	40	4
CSD 220	Programming I	20	40	4
CSD 230	Programming II	20	40	4
CSD 235	Programming III	20	40	4
CSD 240	Systems Analysis & Design	20	40	4
CSD 242	Network Administration	20	40	4
CSD 246	Database Management	20	40	4
CSD 247	Operating Systems	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
ELE XXX	Elective	40		4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENC 1104	College English I	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
HUM 100	Humanities	40		4
MAC 2104	College Algebra	40		4
SLS 1120	Strategies for Success	40		4
PSY 2014	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVE (Choose 1):				
MAN 2021	Principles of Management	40		4
MGT 220	Business Ethics	40		4
CSD 285	CIS Externship		120	4

Legal Assistant/Paralegal (LPA)
Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, insurance, or real estate.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
ACO 1910	Office Accounting	40		4
PLA 1003	Introduction to Legal Assisting	40		4
PLA 1023	Legal Ethics and Social Responsibility	40		4
CSD 160	Desktop Publishing	20	40	4
WDP 105	Word Processing I	20	40	4
Major Core Requirements:				
PLA 2223	Civil Procedure	40		4
PLA 2803	Family Law	40		4
PLA 2423	Contract Law	40		4
PLA 2273	Torts	40		4
PLA 1106	Legal Research and Writing I	40		4
PLA 2116	Legal Research and Writing II	40		4
PLA 2607	Wills, Trusts and Probate	40		4
PLA 2940	Paralegal Externship		120	4
PLA 2303	Criminal Procedure	40		4
PAR 204	Trial Preparation & Procedure	40		4
General Education Requirements:				
ENC 1104	College English I	40		4
ENC 1105	College English II	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
Total Program				96

Medical Assisting (MAA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Medical Assisting program prepares the graduate to assist the physician and allied health personnel in both administrative and clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures, and current medical office management.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
College Core Requirements:				
ACO 1910	Office Accounting	40		4
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
Major Core Requirements:				
APB 1100	Anatomy & Physiology I	40		4
APB 1110	Anatomy & Physiology II	40		4
HSC 2603	X Ray Fundamentals	40		4
HSC 2941	Medical Externship		160	5
HSC 1531	Medical Terminology	40		4
HSC 1561	Medical Law & Ethics	20		2
MEA 1671	Patient Interpersonal Relations	20		2
MEA 2455	Clinical Lecture A	40		4
MEA 2456	Clinical Lecture B	40		4
MEA 2457	Clinical Lecture C	40		4
MEA 2714	Medical Insurance Billing	40		4
MLS 2325	Clinical Lab A		40	2
MLS 2326	Clinical Lab B		40	2
MLS 2327	Clinical Lab C		40	2
OST 2301	Medical Office Practice	40		4
OST 2614	Medical Transcription		40	2
PHA 2245	Pharmacology & Medical Math	40		4
General Education Requirements:				
ENC 1104	College English I	40		4
ENC 1105	College English II	40		4
ENG 201	English Literature	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SPC 2602	Oral Communications	40		4
	Program Total			97

Travel and Tourism Management (HTA)

Associate of Applied Science Degree

Credit Hours Required: 96

The Travel and Tourism Management program is designed to provide the student with the fundamental knowledge of travel in an operational and management capacity. The program exercises fundamentals of passenger handling, travel and tourism procedures, and current management principles. The program prepares the student for employment in a variety of career choices in the travel and tourism industry.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACG 2001	Principles of Accounting I	40		4
MAN 1011	Introduction to Business Enterprise	40		4
CGS 2110	Computer Applications	30	20	4
TMM 101	Domestic Travel	40		4
TMM 103	Reservations and Sales	40		4
TMM 104	Ticketing and Tariffs	40		4
TMM 106	International Travel I	40		4
TMM 107	International Travel II	40		4
TMM 201	Group Tourism and Management	40		4
TMM 202	Travel Agency Management	40		4
TMM 203	Airline Management	40		4
TMM 204	Airport Management	40		4
TMM 205	Travel Law and Ethics	40		4
TMM 206	Computerized Reservations Systems	20	40	4
ELE XXX	Elective	*		4
TYP 101	Keyboarding for Computers I	20	40	4
GENERAL EDUCATION				
ENC 1104	College English I	40		4
ENG 201	English Literature	40		4
SPC 2602	Oral Communications	40		4
HUM 100	Humanities	40		4
LAN 101	Conversational Spanish	40		4
MAC 2104	College Algebra	40		4
SLS 1120	Strategies for Success	40		4
PSY 2014	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVES (Choose 1)				
CSD 160	Desktop Publishing	20	40	4
BSA 215	Small Business Management	40		4
MAN 2021	Principles of Management	40		4
MAR 1011	Introduction to Marketing	40		4
TMM 285	Travel Externship		120	4

Medical Secretary/Receptionist (SMD)

Diploma

Credit Hours Required: 60

The Medical Secretary/Receptionist Diploma program will provide a graduate with the essential skills and knowledge needed for an entry-level medical secretary/receptionist position.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACO 1910	Office Accounting	40		4
CGS 2110	Computer Applications	30	20	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
HSC 1531	Medical Terminology	40		4
OST 2301	Medical Office Practice	40		4
MEA 2714	Medical Insurance Billing	40		4
MED 236	Human Relations/Telephone Medicine	40		4
MED 240	Medical Transcription	20	40	4
SEC 103	Introduction to Office Technology	20	40	4
TYP 101	Keyboarding for Computers I	20	40	4
ELEC XXX	Elective	*		4
GENERAL EDUCATION				
ENC 1104	College English I	40		4
MAC 2104	College Algebra	40		4
SLS 1120	Strategies for Success	40		4
Program Total				60
ELE XXX ELECTIVE (Choose 1)				
CSD 280	Advanced Micro Applications	20	40	4
SMD 285	Medical Secr/Recpt. Externship		120	4

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division.

COURSE DESCRIPTIONS

- ACC 207 Computerized Accounting** **4 Credit Hours**
Prerequisite: ACG 2001, ACG 2011, & CGS 2110. This course is designed to give students an accounting background familiarity with computers and their role in the business environment. The course also gives students hands-on time with automated accounting procedures.
- ACC 208 Income Tax Accounting** **4 Credit Hours**
Prerequisite: ACG 2001, ACG 2011 & ACG 2045. This course will explain the procedures needed to prepare income tax returns for individuals, partnerships and corporations, using the most commonly used tax forms and tables.
- ACC 217 Spreadsheet Applications** **4 Credit Hours**
Prerequisite: ACG 2001 & CGS 2110. This course expands on the student's basic knowledge of Lotus 1-2-3 and applies that knowledge to solving common financial problems.
- ACC 218 Computerized Payroll Accounting** **4 Credit Hours**
Prerequisite: ACG 2001, ACG 2011, ACC 207 & CGS 2110. This course is designed to provide the accounting student with working knowledge of federal and state laws, along with methods for effecting payroll practices and procedures. Students will utilize computerized payroll accounting software.
- ACC 220 Fund and Non-Profit Accounting** **4 Credit Hours**
Prerequisite: ACG 2001, ACG 2011 & ACG 2045. Fund and Non-Profit Accounting introduces the unique nature of governmental and non-profit accounting. Specific topics will include budgeting, reporting procedures and auditing requirements of such agencies.
- ACC 285 Accounting Externship (Elective)** **4 Credit Hours**
Prerequisite: Completion of all course work; recommended for the last quarter of associate program. The students will work in an accounting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by the department chair.
- ACG 2001 Principles of Accounting I** **4 Credit Hours**
Prerequisites: None. 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.
- ACG 2011 Principles of Accounting II** **4 Credit Hours**
Prerequisite: ACG 2001 Principles of Accounting I. 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.
- ACG 2013 Introductory Cost/Managerial Accounting** **4 Credit Hours**
Prerequisite: ACG 2011 Principles of Accounting II. 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.

ACG 2045 Corporate Accounting	4 Credit Hours
Prerequisite: ACG 2011 Principles of Accounting II. This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced.	
ACO 1910 Office Accounting	4 Credit Hours
Prerequisites: None. This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.	
APB 1100 Anatomy & Physiology I	4 Credit Hours
Prerequisite: None. This course is a scientific study of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems.	
APB 1110 Anatomy & Physiology II	4 Credit Hours
Prerequisite: None. This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems.	
BSA 215 Small Business Management	4 Credit Hours
Prerequisite: MAN 1011. This course gives a comprehensive overview of the theory behind the management of a small business, and the practical concerns of the manager of a small business.	
BUL 2100 Applied Business Law	4 Credit Hours
Prerequisite: None. 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.	
CGS 2110 Computer Applications	4 Credit Hours
Prerequisite: None. 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 business and personal use.	
CSD 160 Desktop Publishing	4 Credit Hours
Prerequisite: CGS 2110. This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative.	
CSD 220 Programming I	4 Credit Hours
Prerequisite: CGS 2110. This course is designed to be an introduction to programming concepts and, for example, the pascal programming language. Students will gain familiarity with sequence selection, iteration structures, and modular programming procedures.	
CSD 230 Programming II	4 Credit Hours
Prerequisite: CGS 2110 & CSD 220. This course teaches the additional concepts and techniques for writing programs.	
CSD 235 Programming III	4 Credit Hours
Prerequisite: CGS 2110, CSD 220 & 230. This is an advanced course. Students will develop further skills and techniques to employ more complex practical applications of a programming language.	
CSD 240 Systems Analysis and Design	4 Credit Hours
Prerequisite: CGS 2110. The course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implementation. Students will get practical experience through use of the case method of analysis.	
CSD 242 Network Administration	4 Credit Hours
Prerequisite: CGS 2110. This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security.	

- CSD 246 Database Management** 4 Credit Hours
 Prerequisite: CGS 2110. This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on database software development.
- CSD 247 Operating Systems** 4 Credit Hours
 Prerequisite: CGS 2110. This course provides students with the concepts and principles behind the design and functioning of the modern operating systems.
- CSD 248 Voice/Data Communications** 4 Credit Hours
 Prerequisite: CGS 2110. This course introduces the basic concepts of voice and data telecommunications. The scope includes public and private telephone and data networks, data transmission methods, and Digital Data Services for voice and data communication. Future technologies impacting business communications are covered.
- CSD 280 Advanced Micro Applications** 4 Credit Hours
 Prerequisite: CGS 2110. This course introduces the student to basic concepts of computer networking, Microsoft (MS) Windows, and a Windows-based spreadsheet. Students will understand network protocols, architecture and functions. Using computers, the student will learn MS Windows operations, functions and applications, including spreadsheets.
- CSD 285 Computer Information System Externship (Elective)** 4 Credit Hours
 Prerequisite: Completion of all other course work; recommended for last quarter of associate program. Students will work in a computer environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by department chair.
- ECO 102 Economics** 4 Credit Hours
 Prerequisite: None. This is a survey course including an introduction to principles of macro and micro economics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.
- ENC 1104 College English I** 4 Credit Hours
 Prerequisite: None. This course is designed to develop effective written communication skills which include grammar; syntax, punctuation, sentence structure, and the parts of speech, in the development of sentences and paragraphs.
- ENC 1105 College English II** 4 Credit Hours
 Prerequisite: ENC 1104. This course builds on the foundation of the written communication skills developed in College English I. It further develops the students' written communication skills including essay writing. Students will produce a significant quantity of written words.
- ENG 201 English Literature** 4 Credit Hours
 Prerequisite: ENC 1104. An extension of skills obtained in ENC 1104, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary & classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation.
- FIN 1100 Introduction to Finance** 4 Credit Hours
 Prerequisite: None. This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning.
- HSC 1531 Medical Terminology** 4 Credit Hours
 Prerequisite: None. This course is designed to provide an understanding of the meanings of a variety of medical word element (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession.
- HSC 1561 Medical Law & Ethics** 2 Credit Hours
 Prerequisite: None. This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.

HSC 2603 X-Ray Fundamentals	4 Credit Hours
Prerequisite: None. This course assists the student in preparing for certification for basic x-ray machine operator. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered.	
HSC 2941 Medical Externship	5 Credit Hours
Prerequisite: All classes required for Medical Core Requirements must be completed prior to enrollment. This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.	
HUM 100 Humanities	4 Credit Hours
Prerequisite: None. This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society.	
LAN 101 Conversational Spanish	4 Credit Hours
Prerequisite: None. This course is designed as an introduction to the Spanish language, peoples and customs. It will familiarize the students with basic grammar, conjugation, vocabulary and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.	
MAC 2104 College Algebra	4 Credit Hours
Prerequisite: None. The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.	
MAN 1011 Introduction to Business Enterprise	4 Credit Hours
Prerequisite: None. 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.	
MAN 2021 Principles of Management	4 Credit Hours
Prerequisite: None. This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.	
MAN 2101 Introduction to Human Resources	4 Credit Hours
Prerequisite: MAN 2021 Principles of Management. 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.	
MAR 1011 Introduction to Marketing	4 Credit Hours
Prerequisite: None. 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.	
MAR 2500 Customer Relations and Servicing	4 Credit Hours
Prerequisite: None. This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer.	
MAT 0024 Basic Studies in Mathematics	0 Credit Hours
Prerequisite: None. This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.	
MEA 1671 Patient Interpersonal Relations	2 Credit Hours
Prerequisite: None. This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.	

MEA 2455 Clinical Lecture A**4 Credit Hours**

Prerequisite: Medical Terminology, Anatomy and Physiology I and II, or with the approval of the Program Director or Academic Dean. This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures.

MEA 2456 Clinical Lecture**4 Credit Hours**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to present the theories and principles of patient care, including: vital signs, physical and specialty exams, and electrocardiograms.

MEA 2457 Clinical Lecture C**4 Credit Hours**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include: CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection.

MEA 2714 Medical Insurance Billing**4 Credit Hours**

Prerequisite: Medical Terminology or with the approval of the Program Director or the Academic Dean. This course will train the student in the major medical insurance and claims forms processing. 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.

MED 236 Human Relations/Telephone Medicine**4 Credit Hours**

Prerequisite: None. This course addresses principles of human relations skills. The student will attain a better understanding of human behavior, interpersonal relations and communication skills. The student will also be exposed to phone triage and recording phone messages. Practical time will be spent on these elements through prepared vignettes.

MED 240 Medical Transcription**4 Credit Hours**

Prerequisite: CGS 2110, ENC 1104, HSC 1531, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms.

MGT 220 Business Ethics**4 Credit Hours**

Prerequisite: MAN 1011. Designed to address ethical management issues, this course will provide case study analysis of prior ethical issues raised on both a national and global scale. Individual ethics will be introduced to show how they ultimately impact management decisions.

MGT 285 Business Administration Externship (Elective)**4 Credit Hours**

Prerequisite: Completion of all other course work; recommended for last quarter of associate program. The students will work in a business environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by the Department Chair.

MLS 2325 Clinical Lab A**2 Credit Hours**

Prerequisite: Medical Terminology, Anatomy and Physiology I and II, or with the approval of the Program Director or Academic Dean. This course is designed to put into practice the materials discussed in Clinical Lecture A.

MLS 2326 Clinical Lab B**2 Credit Hours**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to put into practice the skills discussed in Clinical Lecture B.

MLS 2327 Clinical Lab C**2 Credit Hours**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to acquire and practice the skills discussed in Clinical Lecture C.

OFT 1141 Keyboarding**2 Credit Hours**

Prerequisite: None. This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.

OST 2301 Medical Office Practice**4 Credit Hours**

Prerequisite: None. This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records documentation, and filing. In addition, telephone techniques, and manual and computerized bookkeeping will be covered.

OST 2614 Medical Transcription (Lab)**2 Credit Hours**

Prerequisite: Medical Terminology, Keyboarding and Computer Applications or with the approval of the Program Director or Academic Dean. This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries.

PAR 210 Business Law II**4 Credit Hours**

Prerequisite: BUL 2100. This course is a continuation of BUL2100 and emphasizes technical and practical areas of business law. Business relevance of judicial and legislative law are discussed. Emphasis is made on the interaction of business and the law.

PAR 204 Trial Preparation and Procedure**4 Credit Hours**

Prerequisite: PLA 1003, PLA 1106, PLA 2116 and PLA 2223. This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class.

PHA 2245 Pharmacology & Medical Math**4 Credit Hours**

Prerequisite: College Mathematics and Anatomy and Physiology I and II or with the approval of the Program Director or Academic Dean. This course will include a study of the various medications prescribed for the treatment of illness and diseases, including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration.

PLA 1003 Introduction to Legal Assisting**4 Credit Hours**

Prerequisite: None. Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course.

PLA 1023 Legal Ethics and Social Responsibility**4 Credit Hours**

Prerequisite: PLA 1003. This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

PLA 1106 Legal Research and Writing I**4 Credit Hours**

Prerequisite: PLA 1003. The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.

PLA 2116 Legal Research and Writing II**4 Credit Hours**

Prerequisite: PLA 1106. This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching.

PLA 2223 Civil Procedures**4 Credit Hours**

Prerequisite: PLA 1003. This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleadings, motions, discovery, trial practice, post-trial motions and other issues.

PLA 2273 Torts**4 Credit Hours**

Prerequisite: PLA 1003. 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. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process.

PLA 2303 Criminal Procedures**4 Credit Hours**

Prerequisite: PLA 1003. This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment.

PLA 2423 Contract Law**4 Credit Hours**

Prerequisite: PLA 1003. 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.

PLA 2607 Wills, Trusts and Probate**4 Credit Hours**

Prerequisite: PLA 1003. This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate.

PLA 2803 Family Law**4 Credit Hours**

Prerequisite: PLA 1003. In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics.

PLA 2940 Paralegal Externship**4 Credit Hours**

Prerequisite: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course. This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours.

PSY 2014 General Psychology**4 Credit Hours**

Prerequisite: None. This course is designed to provide students with a general understanding of psychology. Additional time is allotted to psychotherapy, abnormal, and physiological psychology.

SEC 103 Introduction to Office Technology**4 Credit Hours**

Prerequisite: None. This course will present an overview of office technology with an emphasis on records management and electronic calculators.

SEC 203 Office Management**4 Credit Hours**

Prerequisite: None. This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel.

SEC 285 Administrative Assistant Externship (Elective)**4 Credit Hours**

Prerequisite: Completion of all other course work; recommended for the last quarter of associate program. The student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Approval is required by the Department Chair.

SLS 1120 Strategies for Success**4 Credit Hours**

Prerequisite: None. Through discussion and application, this course is designed to promote proper study habits and skills which will enable the student to compete successfully in the higher education environment.

SLS 1320 Career Skills**2 Credit Hours**

Prerequisite: None. This course is designed to assist the student 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.

SMD 285 Medical Secr./Recpt. Externship (Elective)	4 Credit Hours
Prerequisite: Completion of all other course work; recommended for last quarter of diploma program. The students will work in a medical secretary/receptionist environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Approval is required by the Department Chair.	
SPC 2602 Oral Communications	4 Credit Hours
Prerequisite: None. This course is designed to develop the art of communicating ideas verbally. The essentials of the basic elements of the communication process are stressed in order to enhance interpersonal and professional relationships.	
TMM 101 Domestic Travel	4 Credit Hours
Prerequisite: None. This course is designed to introduce students to the great variety of natural, cultural and man-made attractions that exist in the United States. A comprehensive study of each state highlights the history, geology, wildlife, terrain, shorelines, and sightseeing that is unique to each area. Maps, charts, event calendars, and vacation planning articles are provided to present all the essential details a student needs to plan a memorable vacation.	
TMM 103 Reservations and Sales	4 Credit Hours
Prerequisite: None. This course includes operating instructions and use of major reference guides. This course is designed to increase the student's knowledge of procedures for itinerary planning and sales, and to develop good communication skills.	
TMM 104 Ticketing and Tariffs	4 Credit Hours
Prerequisite: None. This course will help the student attain knowledge in determining domestic and international air fares through the use of published tariffs and become fluent in writing manual and automated tickets.	
TMM 106 International Travel I	4 Credit Hours
Prerequisite: None. This course familiarizes the student with the cultural, historical, scenic and recreational sites of interest to the consumer traveling to Canada, Mexico, the Caribbean, Central America, South America, and Africa. Maps, videos and guest speakers are utilized to help these destinations come alive. An emphasis is placed on matching client needs to appropriate destinations.	
TMM 107 International Travel II	4 Credit Hours
Prerequisite: None. This destination sales course covers Europe, Asia, Australia and the Pacific. The focus is on points of interest to the leisure traveler to include culture, history, scenery, wildlife, and recreation. Transportation issues are discussed as well as the crucial skill of recommending destinations and activities based upon client needs.	
TMM 201 Group Tourism and Management	4 Credit Hours
Prerequisite: None. This course is designed to introduce students to group travel. Differences between handling individual clients and handling group clients are explored. Expanding the knowledge of potential retail travel group counselors is achieved by emphasizing research, design, pricing, and managing special tour projects.	
TMM 202 Travel Agency Management	4 Credit Hours
Prerequisite: None. This course introduces the student to the travel agency market. Specifically, its creation, problem solving techniques, promotion of the travel product, and managing an on-site agency.	
TMM 203 Airline Management	4 Credit Hours
Prerequisite: None. The major focus of this course is on the management functions and organizations of major airlines and general aviation. Important subjects, such as marketing, pricing, scheduling, flight planning, growth strategies and market segmentation are valuable in understanding the industry and major management functions. It also encourages the student to explore and keep abreast of current world events.	
TMM 204 Airport Management	4 Credit Hours
Prerequisite: None. This course is designed to make the student aware of airport administrative responsibilities.	
TMM 205 Travel Law and Ethics	4 Credit Hours
Prerequisite: None. This course introduces travel students to the law and why it is important for business persons to understand it. Covered topics include constitutional law, the court system, criminal and tort law. The student is introduced to the fundamental principals of aviation law to include security, antitrust and predatory pricing issues, as well as federal aviation regulations. Students will discuss the ethical dilemma faced by travel agents of serving customers or suppliers. An emphasis is also placed on current world political and health advisories.	

TMM 206 Computerized Reservation Systems**4 Credit Hours**

Prerequisite: TMM 104. This course takes the student from the first elementary steps in building a "Passenger Name Record" to the complicated entries associated with extensive travel itineraries. The major concentration highlights Sabre Reservations, as well as a review of other airline systems to include Apollo, System One, and Worldspan.

TMM 285 Travel Externship (Elective)**4 Credit Hours**

Prerequisite: Completion of all other course work; recommended for last quarter of associate program. This course is designed to assist the travel student in making the transition from student to the work place by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting. Approval is required by the travel Department Chair.

TYP 101 Keyboarding for Computers I**4 Credit Hours**

Prerequisite: CGS 2110. This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 45 words per minute.

TYP 201 Keyboarding for Computers II**4 Credit Hours**

Prerequisite: CGS 2110 & TYP 101. This course is designed to develop high-level document production skill with an emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 55 words per minute.

TYP 202 Keyboarding for Computers III**4 Credit Hours**

Prerequisite: CGS 2110, TYP 101 & 201. This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 65 words per minute.

WDP 105 Word Processing I**4 Credit Hours**

Prerequisite: CGS 2110. This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with an emphasis on WordPerfect.

WDP 107 Word Processing II**4 Credit Hours**

Prerequisite: CGS 2110, TYP 101 & WDP 105. This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced WordPerfect features.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE

Blair College
Parks College
Parks College
Las Vegas College
Western Business College
Western Business College
Mountain West College
Rochester Business Institute
Springfield College
Duff's Business Institute
Florida Metropolitan University - Fort Lauderdale College
Florida Metropolitan University - Orlando College, North
Florida Metropolitan University - Orlando College, South
Florida Metropolitan University - Orlando College, Melbourne
Florida Metropolitan University - Tampa College
Florida Metropolitan University - Tampa College, Brandon
Florida Metropolitan University - Tampa College, Pinellas
Florida Metropolitan University - Tampa College, Lakeland

LOCATION

Colorado Springs, CO
Denver, CO
Aurora, CO
Las Vegas, NV
Portland, OR
Vancouver, WA
Salt Lake City, UT
Rochester, NY
Springfield, MO
Pittsburgh, PA
Fort Lauderdale, FL
Orlando, FL
Orlando, FL
Melbourne, FL
Tampa, FL
Tampa, FL
Clearwater, FL
Lakeland, FL

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

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

Officers

(Rhodes Colleges, Inc. and Corinthian Colleges, Inc.)

David G. Moore	President
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Lloyd Holland	Vice President and Assistant Treasurer
Dennis Devereux	Vice President and Assistant Secretary

Staff

College Administration

Pat Draper-Hardy	M.A.	College President
Diane Manos	B.A.	Director of Admissions
George Evans	B.A.	Director of Career Planning and Placement
Carol Carmichael	A.A.S.	Director of Student Finance Services
Robert Chambers	M.B.A.	Dean of Academics
Roxanne Mack		Executive Assistant to President

Student Finance Services

Carol Carmichael	A.A.S.	Director of Student Finance Services
Karen Fischer		Student Finance Officer
Sheila Martin	A.A.S.	Student Finance Officer

Academic Administration

Robert Chambers	M.B.A.	Dean of Academics
Jean Goodall	A.A.S., B.A., M.A.	Legal Assistant/Paralegal Department Chair
Stephen Davies	M.Sc., B.Sc., P.G.C.S.E., A.A.S.	Computer and Administrative Assistant Department Chair
Pat Vidic	L.P.N., C.M.A.	Medical Assisting Department Chair
Jerry Pace	B.A., M.A.	Business, Accounting and Travel & Tourism Department Chair
John Haines	B.A., M.A., M.Ed.	Registrar

Career Planning and Placement

George Evans	B.A.	Director of Career Planning and Placement
--------------	------	---

Admissions Staff

Diane Manos	B.A.	Director of Admissions
Jane Radcliffe	B.S.	Admissions Representative
Karen Cummings	Diploma	Admissions Representative
Jennifer Day		Admissions Representative
Scott Prester	B.A., M.Ed.	Admissions Representative

Faculty

Full Time Faculty

Stephen Davies	Computers & General Education	M.Sc., University of Salford B.Sc., University of London P.G.C.S.E., Swansea University A.A.S., Denver Technical College
Jean Goodall	Legal Assistant/Paralegal	M.A., Webster University B.A., University of Colorado A.A., Pikes Peak Community College
Pat Vidic	Medical Assisting	L.P.N., New Hampshire State Board of Nursing C.M.A., Certifying Board of A.A.M.A.
Jerry Pace	Business	M.A., Webster University B.A., Brigham Young University

Academic Calendars

1997-1998

1997	1998
<p style="text-align: center;">WINTER TERM</p> <p>January 13 Classes Begin January 20 Martin Luther King February 24 Mini-Qtr Classes Begin March 24-28 Spring Vacation April 12 Quarter Ends</p> <p style="text-align: center;">SPRING TERM</p> <p>April 14 Classes Begin May 26 Memorial Day Holiday May 27 Mini-Qtr Classes Begin July 3 Quarter Ends July 4 Independence Day</p> <p style="text-align: center;">SUMMER TERM</p> <p>July 7-11 Summer Vacation July 14 Classes Begin August 25 Mini-Qtr Classes Begin September 1 Labor Day Holiday October 4 Quarter Ends</p> <p style="text-align: center;">FALL TERM</p> <p>October 6 Classes Begin November 17 Mini-Qtr Classes Begin November 27 Thanksgiving Holiday December 22 Christmas Vac Begins January 4, '98 Christmas Vacation Ends January 5 Classes Resume January 10 Quarter Ends</p>	<p style="text-align: center;">WINTER TERM</p> <p>January 12 Classes Begin January 19 Martin Luther King February 23 Mini-Qtr Classes Begin March 23-28 Spring Vacation April 11 Quarter Ends</p> <p style="text-align: center;">SPRING TERM</p> <p>April 13 Classes Begin May 25 Memorial Day Holiday May 26 Mini-Qtr Classes Begin July 2 Quarter Ends July 3 Independence Day</p> <p style="text-align: center;">SUMMER TERM</p> <p>July 7-11 Summer Vacation July 13 Classes Begin August 24 Mini-Qtr Classes Begin September 7 Labor Day Holiday October 3 Quarter Ends</p> <p style="text-align: center;">FALL TERM</p> <p>October 5 Classes Begin November 16 Mini-Qtr Classes Begin November 26-27 Thanksgiving Holiday December 21 Christmas Vac Begins January 10, '98 Christmas Vacation Ends January 11 Classes Resume January 16 Quarter Ends</p>

TUITION AND FEES

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that 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.

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
All Programs	1 through 11	\$175
	12 through 15	\$160
	16 or more	\$140

Mid-term start tuition per credit hour (Mid-term start quarter only)

All Programs	per credit	\$140
--------------	------------	-------

A \$25 Application Fee is charged to all applicants. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the catalog section labeled "Additional Fees."

Additional Fees

Application Fee	\$25.00
Transcript Fee (first copy free)	\$2.00
Proficiency Challenge Fee	\$25.00
Replacement for Diploma/Degree	\$20.00
Medical Assistant Uniform (required of Medical Students only)	\$125.00

INDEX

—A—

ACADEMIC CALENDARS	47
ACADEMIC DISMISSAL	24
ACADEMIC PROBATION	23
ACADEMIC SESSION	16
ACADEMIC STANDARDS	16
ACADEMIC SUSPENSION	23
ACCEPTANCE OF PRIOR CREDIT	16
ACCOUNTING (BAA)	28
ACCREDITATION	2
ADDITIONAL FEES	48
ADMINISTRATIVE ASSISTANT (SEA)	29
ADMISSIONS	5
ADVISING SERVICES	14
APPEALS PROCEDURES	24
APPLICATION	6
APPLICATION OF GRADES AND CREDITS	24
ATTENDANCE POLICY	19
AUDITING A COURSE	18

—B—

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES	7
BUILDING HOURS	2
BUSINESS ADMINISTRATION (BBA)	30

—C—

CAMPUS INFORMATION	2
CAMPUS SECURITY POLICY	3
CAREER PLANNING AND PLACEMENT OFFICE	14
CHANGE IN PROGRAM	18
CLASS PERIOD	17
CLASS SCHEDULES	17
COLLEGE GRIEVANCE POLICY	20
COLORADO STUDENT GRANT PROGRAM	9
COLORADO STUDENT INCENTIVE GRANT	10
COLORADO UNDERGRADUATE MERIT AWARD	10
COMPUTER INFORMATION SYSTEMS (ISA)	31
CONDUCT CODE	19
CONDUCT STANDARDS	19
CONSUMER INFORMATION	6
CONTINUATION AS A NON-REGULAR STUDENT	24
COURSE DESCRIPTIONS	36
COURSE NUMBERING SYSTEM	36
COURSE OFFERINGS	36
COURSE SUBSTITUTION	17
COURSE WITHDRAWAL	18
CREDIT HOURS	17
CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS	22

—D—

DEAN'S LIST	15
DIRECTED STUDY	18

DRESS CODE	20
DRUG FREE AWARENESS	13
DUE PROCESS AND STUDENT APPEAL	20

—E—

ELECTIVES	21
ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING	12
ENTRANCE REQUIREMENTS	5

—F—

FACILITIES AND EQUIPMENT	2
FACULTY	46
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED	4
FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)	10
FEDERAL PELL GRANT	9
FEDERAL PLUS LOANS	11
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)	9
FEDERAL WORK-STUDY PROGRAM (FWS)	9
FINANCIAL AID PROGRAMS	9
FINANCIAL AID TRANSCRIPTS	8
FINANCIAL ASSISTANCE INFORMATION	5
FOREIGN STUDENTS	5

—G—

GENERAL CONDUCT AND COLLEGE JURISDICTION	3
GPA AND CGPA CALCULATIONS	22
GRADE APPEALS	22
GRADING SYSTEM	21
GRADUATION	23

—H—

HANDICAPPED ACCESS	2
HEALTH AND SAFETY	14
HISTORY	1
HOUSING	15

—I—

INFORMATION RESOURCE LIBRARY	15
INSTITUTIONAL LOAN PROGRAM	11

—L—

LEGAL ASSISTANT/PARALEGAL (LPA)	32
---------------------------------------	----

—M—

MAKE-UP DAYS	15
MAXIMUM TIME IN WHICH TO COMPLETE	23
MEDICAL ASSISTING COURSE GRADES	22
MEDICAL ASSISTING (MAA)	33
MEDICAL SECRETARY/RECEPTIONIST (SMD)	35
MILITARY DRILL REGULATIONS	15
MISSION AND OBJECTIVES	1

MULTIPLE DEGREES 17

—N—

NEED AND COST OF EDUCATION 6

—P—

POLICIES AND PROCEDURES FOR
VERIFICATION 8
PRESIDENT'S LIST 15
PRESIDENT'S MESSAGE II
PROFESSIONAL RECOGNITIONS 1
PROFICIENCY CHALLENGE EXAMINATIONS 17
PROGRAM REQUIREMENTS 21
PROGRAMS OF STUDY 27

—R—

RATE OF PROGRESS TOWARD COMPLETION
REQUIREMENTS 23
READMITTANCE FOLLOWING SUSPENSION 23
RE-ADMITTANCE POLICY 18
REFUND DISTRIBUTION POLICY 13
REFUNDS 12
REGISTRATION FOR CONTINUING STUDENTS 18
REINSTATEMENT AS A REGULAR-STUDENT
FROM NON-REGULAR STATUS: 24
REQUIRED COURSES FOR GRADUATION 21
REQUIREMENTS FOR GRADUATION 21

—S—

SATISFACTORY ACADEMIC PROGRESS 22
SATISFACTORY ACADEMIC PROGRESS 6

SATISFACTORY PROGRESS AND FINANCIAL
AID 25
SATISFACTORY PROGRESS TABLE 25
SELECTION OF ELIGIBLE APPLICANTS 9
SEXUAL HARASSMENT 20
SINGLE CLASS STUDENTS 16
SPECIAL RECOGNITION 15
STAFF 46
STATEMENT OF NONDISCRIMINATION I
STUDENT LOAD 17
STUDENT LOUNGE 15
STUDENT PARKING 15
STUDENT RECORDS 4
STUDENT SERVICES 14
SUMMA CUM LAUDE GRADUATES 15

—T—

TABLE OF CONTENTS III
TEXTBOOK AND COURSE MATERIALS 18
TRANSFER OF CREDITS 5
TRAVEL AND TOURISM MANAGEMENT (HTA) 34
TUITION AND FEES 48
TUITION CHARGES 8

—V—

VETERANS BENEFITS 10
VETERANS INFORMATION 19

—W—

WITHDRAWAL FROM COLLEGE 18



