

# Olympia

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## COLLEGE

2003-2004 CATALOG

Skokie0803

*Main Campus*

9811 Woods Drive, Suite 200

Skokie, Illinois 60077

(847) 470-0277

(847) 470-0266 (fax)

*Branch Campus:*

6880 N. Frontage Road, Suite 400

Burr Ridge, IL 60527

(630) 920-1102

Accredited by the Accrediting Commission of Career Schools and  
Colleges of Technology.

Certificate Of Approval To Operate Issued By The  
Illinois State Superintendent Of Education  
100 North First Street, Springfield, Illinois 62777.

2003-2004 CATALOG

Olympia COLLEGE  
Skokie0803

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Effective August 6, 2003 through December 31, 2004

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

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## ***About Corinthian Schools, Inc.***

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

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

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

## ***School History and Description***

Olympia College in Skokie, Illinois was originally a member of RETS Electronic Schools and was first licensed by the Michigan Department of Education in 1956. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in September 1995. The name of the school was changed to National Institute of Technology on June 30, 1996. The school was relocated to Skokie, Illinois in April 2001 and the name was changed at that time to Olympia College. A branch campus in Burr Ridge, Illinois was opened in September 2002.

The school is conveniently located on Woods Drive just south of Old Orchard Road and west of I-94. The attractive facility of approximately 20,000 square feet includes computer technology, personal computer, and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas. Ample parking is available adjacent to the school building. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## ***Educational Philosophy***

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

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

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## *Statement of Non-Discrimination*

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

## *Accreditation, Approvals and Memberships*

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Certificate of Approval To Operate issued by the Illinois State Superintendent of Education - 100 North First Street - Springfield, IL 62777.
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study programs.

School accreditation, approvals and memberships are displayed in the lobby. The school president can provide additional information.

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## *Administration*

Louise Stienkeoway	School President	M.B.A., Northwest Nazarene University B.A., Warner Southern College
Mark Sullivan	Director of Admissions	B.S., Central Michigan University
Fredrick Stanley	Director of Education	B.A., Hamilton University
Nicole Montalvo	Director of Placement	M.S., Northwestern University B.S., Northwestern University
Lorie Williams	Director of Finance	B.A., Campbell University

## *Faculty*

### *Allied Health Department*

Kaha Ahmad, M.D.	M.B.B.S., Osmania Medical College
Samuel Botros, M.D.	M.B., B.Ch, Ain Shams University
Cherie Cordova, M.D.	M.D., Perpetual Health College of Medicine
Jeanette Harbin	B.A., National Louis University
Lekosha Ivy	B.A., Governors State University
Julia Harvey	B.A., University of Illinois
Mekhael Fayez, M.D.	Kasr El-Aini Medical School
Angela Jackson	B.S., Robert Morris College
Wafik Kamel	M.D., Ain Shams University
Jacob Nieva	M.D., University of Santo Thomas
Michael Peterson	Illinois Medical Training Center
Isis Sadek, M.D.	Assiut University
Donna Sarvillo	A.S. Westwood College of Technology
Wasif Sheikh, M.D.	Medical School of the Americas
Muhammad Siddiqui	Sindh Board of Technical Education
Robert Tahia, M.D.	Bialystak University

### *Technical Department*

Kenneth Coleman	DeVry Institute of Technology
Marty Williams	IT Education Center

## *Hours of Operation*

### *Office:*

7:00 AM to	to	7:00 PM	Monday through Thursday
8:00 AM to	to	5:00 PM	Friday
8:00 AM to	to	2:00 PM	Most Saturdays

### *School:*

5:00 a.m.	to	9:00a.m.	Monday through Friday	Morning
7:00 a.m.	to	12:00p.m.	Monday through Thursday	Morning
7:00 a.m.	to	12:00 p.m.	Wednesday through Saturday	Morning
8:00 a.m.	to	1:00 p.m.	Monday through Thursday	Morning
10:00 a.m.	to	3:00 p.m.	Monday through Thursday	Mid-Morning
12:00 p.m.	to	5:00 p.m.	Monday through Thursday	Afternoon
12:00 p.m.	to	5:00 p.m.	Wednesday through Saturday	Afternoon
5:00 p.m.	to	10:00 p.m.	Monday through Thursday	Evening
5:00 p.m.	to	9:00 p.m.	Monday through Friday	Evening
6:00 p.m.	to	11:00p.m.	Monday through Thursday	Evening

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## Academic Calendars

<b>Medical Assisting Program</b> Monday through Thursday 2003 - 2004 Day and Evening Classes					
Start Dates		End Dates		Holidays	
July 17	Thurs	Aug 13	Wed	Labor Day - Sept 1	
Aug 18	Mon	Sept 15	Mon	Thanksgiving - Nov 26 & 27	
Sept 17	Wed	Oct 14	Tues	Winter Recess - Dec 24-Jan 4	
Oct 16	Thur	Nov 12	Wed	Martin Luther King Jr. - Jan 19	
Nov 17	Mon	Dec 11	Thur	President's Day - Feb 16	
Dec 16	Tues	Jan 22	Thur	Memorial Day - May 31	
Jan 27	Tues	Feb 24	Tues		
Feb 26	Thur	Mar 24	Wed		
Mar 29	Mon	Apr 22	Thur		
Apr 27	Tues	May 24	Mon		
May 26	Wed	Jun 23	Wed		
June 28	Mon	Jul 22	Thur		

<b>Medical Assisting Program</b> Wednesday through Saturday 2003 - 2004 Day and Evening Classes					
Start Dates		End Dates		Holidays	
July 26	Sat	Aug 22	Fri	Labor Day - Aug 30	
Aug 23	Sat	Sept 20	Sat	Thanksgiving - Nov 26-29	
Sept 24	Wed	Oct 18	Sat	Winter Recess - Dec 21- Jan 6	
Oct 22	Wed	Nov 15	Sat	Martin Luther King Jr. - Jan 17	
Nov 19	Wed	Dec 20	Sat	Presidents Day - Feb 14	
Dec.		No Start		Memorial Day - May 31	
Jan 7	Wed	Feb 4	Wed		
Feb 5	Wed	Mar 5	Fri		
Mar 10	Wed	Apr 3	Sat		
Apr 7	Wed	May 7	Fri		
May 12	Wed	Jun 9	Wed		
Jun 11	Fri	July 9	Fri		



<b>Medical Assisting Program</b>		
Monday through Friday		
2003 - 2004		
Day (5:00 am)		
<i>Start Dates</i>	<i>End Dates</i>	<i>Holidays</i>
Jul 31    Thur	Aug 27    Wed	Labor Day - Sept 1
Aug 28    Thur	Sept 25    Thur	Thanksgiving - Nov 27, 28
Sept 26    Fri	Oct 23    Thur	Winter Recess - Dec 23- Jan 4
Oct 24    Fri	Nov 20    Thur	Martin Luther King Jr. - Jan 16 -19
Nov 21    Fri	Dec 22    Mon	Presidents Day - Feb 16
Dec	No start	Memorial Day - May 31
Jan 5    Mon	Feb 3    Tues	
Feb 4    Wed	Mar 3    Wed	
Mar 5    Fri	Apr 4    Thur	
Apr 5    Mon	Apr 30    Fri	
May 4    Tues	June 1    Tues	
June 3    Thur	June 30    Wed	

<b>Massage Therapy Program</b>		
Monday through Friday		
2003 - 2004		
Day and Evening		
<i>Start Dates</i>	<i>End Dates</i>	<i>Holidays</i>
July 22    Tues	Aug 18    Mon	Labor Day - Sept 1
Aug 19    Tues	Sept 16    Tues	Thanksgiving - Nov 27, 28
Sept 17    Wed	Oct 14    Tues	Winter Recess - Dec 24- Jan 4
Oct 15    Wed	Nov 11    Tues	Martin Luther King Jr. - Jan 19
Nov 12    Wed	Dec 11    Thur	Presidents Day - Feb 16
Dec 12    Fri	Jan 21    Wed	Memorial Day - May 31
Jan 22    Thur	Feb 19    Wed	
Feb 20    Fri	Mar 18    Thur	
Mar 19    Fri	Apr 15    Thur	
April 16    Fri	May 13    Thur	
May 14    Fri	Jun 11    Fri	
June 14    Mon	Jul 12    Mon	

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**Massage Therapy Program**

Monday through Friday

2003 - 2004

Day and Evening

<i>Start Dates</i>		<i>End Dates</i>		<i>Holidays</i>
July 29	Tues	Aug 25	Mon	Labor Day - Sept 1
Aug 26	Tues	Sept 23	Tues	Thanksgiving - Nov 27, 28
Sept 24	Wed	Oct 21	Tues	Winter Recess - Dec 19- Jan 4
Oct 22	Wed	Nov 18	Tues	Martin Luther King Jr. - Jan 19
Nov 19	Wed	Dec 18	Thur	Presidents Day - Feb 16
Dec		No start		Memorial Day - May 31
Jan 5	Fri	Feb 2	Fri	
Feb 3	Tues	Mar 2	Tues	
Mar 3	Wed	Mar 30	Tues	
Mar 31	Wed	Apr 27	Tues	
Apr 28	Wed	May 25	Tues	
May 28	Wed	Jun 23	Wed	
June 24	Thur	July 21	Wed	

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## ***Modular Program***

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Programs are offered in-residence.

## ***Massage Therapy Program***

*Diploma Program - 9 Months (Day) / 9 Months (Evening)*

720 Clock Hours/57.0 Credit Units

DOT: Massage Therapist                      334.374 010

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

This 720-hour program consists of nine self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

### ***Program Outline***

<b><i>Module</i></b>	<b><i>Module Title</i></b>	<b><i>Clock Hours</i></b>	<b><i>Credit Units</i></b>
Module A	Introduction to Massage Therapy	80	6
Module B	Massage Fundamentals	80	7
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6
Module E	Polarity and Non-Traditional Massage Therapies	80	6
Module F	Anatomy and Physiology for the Massage Therapist	80	6
Module G	Clinical Massage Therapy	80	6
Module H	Business and Success Skills	80	7
Module I	Health and Wellness	80	7
	<b><i>Program Total</i></b>	<b>720</b>	<b>57</b>

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## **Massage Therapy Program**

### **Module A - Introduction to Massage Therapy**

**40/40/6.0**

*In this module, students will be introduced to the basic principles and practices of massage therapy.*

*Subjects covered include:*

- Effects and benefits of massage
- Introduction to massage therapy
- Equipment and products
- Sanitary and safety practices
- The consultation
- Requirements for the practice of therapeutic massage

### **Module B - Massage Fundamentals**

**60/20/7.0**

*In this module, students will gain an understanding of massage fundamentals. Subjects covered include:*

- Basic massage fundamentals
- Contemporary therapeutic massage applications

### **Module C - Swedish Massage, Deep Tissue Massage & Neuromuscular Therapeutic Techniques**

**40/40/6.0**

*In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:*

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

### **Module D - Sports Massage, Reflexology, and Shiatsu Massage**

**40/40/6.0**

*In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:*

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

### **Module E - Polarity and Non-Traditional Massage Therapies**

**40/40/6.0**

*In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:*

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

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**Module F - Anatomy and Physiology for the Massage Therapist**

40/40/6.0

*In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:*

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

**Module G - Clinical Massage Therapy**

40/40/6.0

*In this module students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:*

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

**Module H - Business and Success Skills**

60/20/7.0

*In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:*

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the Internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

**Module I - Health and Wellness**

60/20/7.0

*In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:*

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

*Exercises, stretching, and breathing and relaxation techniques*

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## ***Medical Assisting Program***

### ***Diploma Program - 8 Months***

720 Clock Hours/47.0 Credit Units

DOT: 079.367-010: Medical Assistant

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

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

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

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

### ***Program Outline***

<b><i>Module</i></b>	<b><i>Module Title</i></b>	<b><i>Clock Hours</i></b>	<b><i>Credit Units</i></b>
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	<b><i>Program Total</i></b>	<b>720</b>	<b>47</b>

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## **Major Equipment**

Autoclave	Microscopes
Blood Chemistry Analyzer	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Mayo Stands	Training Manikins

## **Module Descriptions**

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 30 hours of laboratory work or externship work and provides a total of 6.0 credit units.

### **Module A - Patient Care and Communication**

**40/40/6.0**

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

### **Module B - Clinical Assisting and Pharmacology**

**40/40/6.0**

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

### **Module C - Medical Insurance, Bookkeeping, and Health Sciences**

**40/40/6.0**

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

### **Module D - Cardiopulmonary and Electrocardiography**

**40/40/6.0**

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

### **Module E - Laboratory Procedures**

**40/40/6.0**

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

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***Module F - Endocrinology and Reproduction***

***40/40/6.0***

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

***Module G – Medical Law, Ethics, and Psychology***

***40/40/6.0***

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

***Module X – Externship***

***0/160/5.0***

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



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## *Network Systems Support*

*Diploma Program - 9 Months*

720 Clock Hours/55.0 Credit Units

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

The Network Systems Support program helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

*Program Outline*

<i>Course Number</i>	<i>Course Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
CT01	Introduction to Computer Technology	120	9
CT02	Computer Hardware and Operating Systems	120	9
NC01	Networking Concepts	120	10
NC02	Network Routing	120	9
NS01	Network Operating Systems	120	9
NS02	Network Management	120	9
	<i>Program Total</i>	<i>720</i>	<i>55.0</i>

### *Course Descriptions*

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

*CT01 Introduction to Computer Technology*

*60/60/9.0*

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers.

*CT02 Computer Hardware and Operating Systems*

*60/60/9.0*

This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01.

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**NC01 Networking Concepts****80/40/40.0**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CT01.

**NC02 Network Routing****60/60/9.0**

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01.

**NS01 Network Operating Systems****60/60/9.0**

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment. Prerequisite: NC01.

**NS02 Network Management****60/60/9.0**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role. Students will develop a current resume and practice interviewing techniques. Prerequisite: NS01.

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## *Admissions*

### *Requirements and Procedures*

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

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

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

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

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

The school reserves the right to reject students if the items listed above are not successfully completed.

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

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

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

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Applicants to the Network Support program are not eligible to enroll under the Ability to Benefit provision.

***Allied Health Programs***

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

***Credit for Previous Education or Training***

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

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## ***Administrative Policies***

### ***Grading***

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

<b><i>Business and Technical Programs</i></b>				<b><i>Allied Health Programs</i></b>		
<b><i>Grade</i></b>	<b><i>Meaning</i></b>	<b><i>Percentage</i></b>	<b><i>Point Value</i></b>	<b><i>Grade</i></b>	<b><i>Meaning</i></b>	<b><i>Percentage</i></b>
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

*Key to Transcript Symbols*

- 1 *May need to repeat a class*
- 2 *Class has been repeated*
- R *Class is currently being repeated*
- W *Repeat is Waived*

Transcripts for work completed may be requested from the School Registrar. One copy will be provided upon graduation. Additional copies will be provided for a fee of \$5.00.

### ***Student Awards***

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

### ***Graduation Requirements***

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

To be eligible for graduation, students in allied health programs must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Complete all the required externship hours; and
- Complete all program requirements.

To be eligible for graduation, students in the technical programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0; and
- Complete all program requirements.

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## ***Satisfactory Academic Progress***

### ***Requirements***

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress.

In order to maintain satisfactory academic progress, students in allied health programs must:

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

In order to maintain satisfactory academic progress, students in technical programs must:

- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0 or be on academic probation);
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent in allied health or below 2.0 in technical programs are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

### ***Academic Probation***

The initial probationary period covers the module or quarter that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module or courses during the probationary period unless the module or courses are not offered at that time. In that case, the failed module or courses must be repeated at the earliest possible date.

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

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

### ***Reinstatement Policy***

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

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### ***Incompletes***

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

### ***Withdrawals***

To withdraw from a module or course, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship or immediate call to active duty military service (WZ) is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module/course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module/course grade or cumulative GPA.

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

- The entire scheduled length of the module or course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

### ***Exit Interviews***

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

### ***Repeat Policy***

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

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

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

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training; however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

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### ***Maximum Program Completion Time***

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

### ***Externship Training***

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

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

### ***Additional Information on Satisfactory Academic Progress***

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the education director.



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## ***Student Appeal Process***

Students are required to adhere to all of the policies and procedures of the school. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for re-admittance to the school president. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

## ***Required Study Time***

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

## ***Unit of Credit***

### ***Academic***

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

### ***Financial Aid***

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

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

## ***Class Size***

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum lecture class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the student-teacher ratio for laboratory classes is a maximum of 24:1.

## ***Attendance Requirements***

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

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Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student find that he/she will unavoidably absent, he/she should notify the school.

### ***Tardiness/Early Departure***

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

### ***Reentry Policy***

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

### ***Make-up Work***

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

### ***Veteran Students***

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

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## ***Leave of Absence Policy***

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation – will be placed in the student’s file.

### ***Re-admission Following a Leave of Absence***

Upon the student’s return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student’s request for an LOA will have to be denied.

### ***Failure to Return from a Leave of Absence***

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

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

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

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

### ***Effects of Leave of Absence on Satisfactory Academic Progress***

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

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

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## ***Weather Emergencies***

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

## ***Clothing and Personal Property***

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

## ***Conduct Code***

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

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

### ***Student Conduct Code***

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

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of college property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

### ***Student Conduct Code Violations/Formal Disciplinary Procedure***

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

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

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

#### ***First Offense***

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

#### ***Second Offense***

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

#### ***Threats to Health/safety***

Immediate dismissal with dismissal letter

#### ***Appeals***

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

#### ***Alcohol and Substance Abuse Statement***

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

#### ***Dress Code***

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts and open shoes - are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. . Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

#### ***Allied Health Programs***

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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## ***Academic Advisement and Tutoring***

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

## ***Health/Medical Care***

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

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

## ***Student Disability Services/Accommodations***

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

## ***Termination Procedures***

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

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

Students to be terminated are notified in writing and may appeal to the school president.

## ***Information Technology Program Student Disclosure***

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.



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## *Transcripts and Diplomas*

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

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

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

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

### *Family Educational Rights and Privacy Act*

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

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



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3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

### ***Policy and Program Changes***

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

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## ***Financial Information***

### ***Tuition and Fees***

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

<b><i>Program</i></b>	<b><i>Program Length</i></b>	<b><i>Credit Units</i></b>	<b><i>Lab Fee</i></b>	<b><i>Textbooks and Equipment (Estimated)</i></b>	<b><i>Tuition</i></b>
Massage Therapy	9 Modules	57	\$25	\$833	\$9,450
Medical Assisting	8 Modules	47	\$25	\$526	\$8,888
Network Systems Support	3 Quarters	55	N/A	\$830	\$12,600

Students may make payments using VISA, MasterCard, or Discover cards.

### ***Additional Fees and Expenses***

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

### ***Voluntary Prepayment Plan***

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

### ***Cancellation and Refund Policy***

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

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

### ***Cancellations***

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded. Students have the right to cancel the Enrollment Agreement until midnight of the sixth business day after the date of enrollment. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

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The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all monies paid within 30 days of cancellation. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid.

### ***Refunds***

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

### ***Refund Policies***

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

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

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

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### ***Textbook and Equipment Return/Refund Policy***

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

### ***Federal Return of Title IV Funds Policy***

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

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

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

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

### ***Return of Unearned SFA Program Funds***

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

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***Return of SFA Funds***

If it is determined that SFA funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program; and
10. Other grant or loan assistance authorized by Title IV of the HEA.

***Illinois Department of Education Refund Policy***

The school will calculate refunds using the Illinois Department of Education Refund Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Illinois Department of Education Refund Policy computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<i>A Student Who Withdraws or Is Terminated...</i>	<i>Is Entitled to a Refund of...</i>	<i>The Institution is Eligible to Retain...</i>
After sixth day following enrollment, but prior to end of student's first day of class attendance	100% of Tuition	0% of Tuition
After first day of class attendance, but prior to 5% of the enrollment period	90% of Tuition	10% of Tuition or \$300, whichever is less, plus the cost of books or materials provided by the school
After 5% of the enrollment period, but within the first 4 weeks	80% of Tuition	20% of Tuition
During the first 25% of the enrollment period	55% of Tuition	45% of Tuition
After 25% through 50% of the enrollment period	30% of Tuition	70% of Tuition
After 50% of the enrollment period	0% of Tuition	100% of Tuition

For programs longer than one year (12 consecutive months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be cancelled and/or refunded when students terminate during the first year.

***Institutional Refund Calculation***

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

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

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

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

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

#### ***Veteran Students***

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

### ***Financial Assistance***

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

#### ***Federal Pell Grant***

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

#### ***Federal Perkins Loan***

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

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### ***Federal Work Study (FWS)***

The purpose of the Federal Work-Study (FWS) Program - formerly called the College Work-Study (CWS) Program - is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

### ***Sallie Mae Alternative Loan Program (SLM)***

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### ***Student Tuition Assistance Resource Loan (STAR Loan)***

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

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## ***Student Services***

### ***Placement Assistance***

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

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

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

### ***Student Activities***

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

### ***Housing Assistance***

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance.

### ***Transportation Assistance***

The school maintains information on public transportation.

### ***Field Trips***

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

### ***Special Lectures***

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

### ***Drug Abuse Prevention***

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

### ***Advising***

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



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## ***Corinthian Schools, Inc.***

*The following schools are owned and operated by Corinthian Schools, Inc.:*

### ***Bryman College***

Anaheim, CA	El Monte, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	Lynnwood, WA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Bernardino, CA	San Francisco, CA
San Jose, CA	Torrance, CA	West Los Angeles, CA
Whittier, CA		

### ***Bryman Institute***

Brighton, MA

### ***Georgia Medical Institute***

Atlanta, GA	DeKalb, Atlanta, GA	Jonesboro, GA
Marietta, GA	Norcorss, GA	

### ***Kee Business College***

Chesapeake, VA	Newport News, VA
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### ***National Institute of Technology***

Austin, TX	Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX	Houston (Hobby), TX
Long Beach, CA	San Antonio, TX	San Jose, CA
Southfield, MI		

### ***National Institute of Technology***

Hialeah, FL	Miami, FL (Kendall)	North Miami Beach, FL
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### ***Olympia Career Training Institute***

Grand Rapids, MI	Kalamazoo, MI
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### ***Olympia College***

Burr Ridge, IL	Chicago, IL	Merrillville, IN
Skokie, IL		

### ***Wyo-Tech Acquisition Corporation***

Laramie, WY	Blairsville, PA
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## ***Statement of Ownership***

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

### ***Directors***

David G. Moore  
Dennis L. Devereux

### ***Officers***

David G. Moore	Chairman of the Board and Chief Executive Officer
Bruce Deyong	President and Chief Operating Officer
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary