

# Bryman

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## COLLEGE

### 2003-2004 CATALOG

NewOrleans 1203

1201 Elmwood Park Boulevard  
Suite 600  
New Orleans, LA 70119  
(504) 733-7117

*This Campus is a Branch of:*  
Bryman College  
22336 Main Street, 1st Floor  
Hayward, CA 94541  
510-582-9500

Accredited by the Accrediting Commission of Career Schools and Colleges of  
Technology (ACCSC) and Licensed by the Louisiana Board of Regents

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*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 will maintain its long-standing reputation for innovation and high-quality private vocational education.

## ***SCHOOL HISTORY AND DESCRIPTION***

The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. The San Jose Campus opened in 1970. National Education Corporation acquired the Bryman Schools in 1975 and in 1983 the school name was changed to National Education Center® - Bryman Campus. In 1989, this school opened its doors as a branch facility of the San Jose Campus, which moved to Hayward California in September 2001. Corinthian Schools, Inc acquired the school in September 1995. The school name was changed to Bryman College on June 30, 1996. The school moved to its present location in July 2001.

The school facility has been designed for training students in the health care field. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

The facility has approximately 20,000 square feet containing twelve classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

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, disability, 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.

This campus is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

## ***ACCREDITATIONS, APPROVALS AND MEMBERSHIPS***

This school voluntarily undergoes periodic accrediting 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 (ACCSCT).
- Medical Assistant Program Accreditation by the Commission on Accreditation of Allied Health Education Programs.
- Licensed by the Louisiana Board of Regents.
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the New Orleans Chamber of Commerce.
- Member of the New Orleans Better Business Bureau.
- Member of the National Association for Health Professionals.

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

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## ADMINISTRATION

Niki Good	School President
Berta Williams	Education Director
Kathy Venable	Finance Director
William House	Placement Director
Mike Darnell	Admissions Director
Evelyn Gaspard	Registrar

## FACULTY

Marvell Alexander, M.A.	Southwest School of Health Careers, New Orleans, LA
Sharon Bastian	Delgado Community College, New Orleans, LA
Lisa A. Batiste, A.A.	Los Angeles City College, Los Angeles, CA
Chandra Berry, M.A.	Bryman College, New Orleans, LA
Malissa Cooper, B.A.	University of New Orleans, New Orleans, LA
Byron Dumas, C.Ph.T.	Occupational Qualifications
Rose Frazier, B.S.	Dillard University, New Orleans, LA
Jacqueline Gilbert, L.P.N.	Bocess Technical, Cheektawago, NY
Karen Grant, B.S.	University of Cincinnati, Cincinnati, Ohio
Necol Guy, A.S., C.Ph.T.	Nunez Community College, Chalmette, LA
Michelle Hammothe, E.D.D.A.	Louisiana State University Dental School, New Orleans, LA
Anthony Hobbs, C.Ph.T.	Xavier University, New Orleans, LA
Jacqueline Lackings, A.S.	Nunez Community College, Chalmette, LA
Kimberly Kaiser, M.A.	National Education Center, New Orleans, LA
Tina Rehman, B.A.	New York University, New York, NY
Linda Sanders, B.S.	Southern University, New Orleans, LA
Loretta K. Scott, D.A.	Trend College, Spokane, WA
Michelle Vicknair, C.Ph.T.	Occupational Qualifications
Annette Wilson, C.M.A.	Occupational Qualifications
Giselle Wilson, B.S.	University of Phoenix, New Orleans, LA
Catina Wright, D.A.	Eastern College of Health Vocations, Metairie, LA

## HOURS OF OPERATION

### Office:

7:30 AM To	8:00 PM	Monday through Thursday
7:30 AM To	6:00 PM	Friday

### School:

6:00 AM To	10:00 AM	Monday through Friday	Morning
8:00 AM To	12:00 PM	Monday through Friday	Morning
10:00 AM To	2:00 PM	Monday through Friday	Morning
12:00 PM To	4:00 PM	Monday through Friday	Afternoon
2:00 PM To	6:00 PM	Monday through Friday	Afternoon
4:00 PM To	8:00 PM	Monday through Thursday	Evening
6:00 PM To	10:00 PM	Monday through Thursday	Evening

## ACADEMIC CALENDARS

### *Dental Assisting, Medical Assisting & Medical Administrative Assisting*

*Day Schedule - Monday through Friday*

2003			
Start Dates		End Dates	
Jan 10	Fri	Feb 7	Fri
Feb 11	Tue	Mar 12	Wed
Mar 14	Fri	Apr 10	Wed
Apr 21	Mon	May 16	Fri
May 20	Tue	Jun 17	Tue
Jun 19	Thu	Jul 23	Wed
Jul 25	Fri	Aug 21	Thu
Aug 25	Mon	Sep 22	Mon
Sep 24	Wed	Oct 21	Tue
Oct 23	Thu	Nov 19	Wed
Nov 20	Thu	Dec 19	Fri

  

2004			
Start Dates		End Dates	
Jan 5	Mon	Feb 2	Mon
Feb 4	Wed	Mar 5	Fri
Mar 9	Tues	Apr 12	Mon

### *Dental Assisting, Medical Assisting, Pharmacy Technician & Medical Insurance Billing /Coding*

*Evening Schedule - Monday through Thursday*

2003			
Start Dates		End Dates	
Jan 9	Thu	Feb 13	Thu
Feb 17	Mon	Mar 25	Tue
Mar 27	Thu	May 7	Wed
May 12	Mon	Jun 16	Mon
Jun 18	Wed	Jul 29	Tue
Jul 31	Thu	Sep 4	Thu
Sep 8	Mon	Oct 9	Thu
Oct 13	Mon	Nov 13	Thu
Nov 17	Mon	Jan 6, '04	Tue

  

2004			
Start Dates		End Dates	
Jan 8	Thu	Feb 12	Thu
Feb 17	Tues	Mar 24	Wed
Mar 29	Mon	May 6	Thu

### *Medical Administrative Assisting*

*Evening Schedule - Monday through Thursday*

2003			
Start Dates		End Dates	
Oct 23	Thu	Dec 1	Mon
Dec 3	Wed	Jan 21	Wed

  

2004			
Start Dates		End Dates	
Oct 23	Thu	Dec 1	Mon
Dec 3	Wed	Jan 21	Wed
Jan 26	Mon	Mar 3	Wed
Mar 8	Mon	Apr 15	Thu
Apr 19	Mon	May 20	Thu

### *Medical Insurance Billing/Coding & Pharmacy Technician*

*Day Schedule - Monday through Friday*

2003			
Start Dates		End Dates	
Jan 29	Wed	Feb 25	Tue
Feb 27	Thu	Mar 28	Fri
Apr 1	Tue	May 5	Mon
May 6	Tue	Jun 3	Tue
Jun 5	Thu	Jul 9	Wed
Jul 11	Fri	Aug 7	Thu
Aug 11	Mon	Sep 8	Mon
Sep 10	Wed	Oct 7	Tue
Oct 9	Thu	Nov 5	Wed
Nov 7	Fri	Dec 8	Mon
Dec 10	Wed	Jan 21 '04	Wed

  

2004			
Start Dates		End Dates	
Jan 23	Fri	Feb 20	Fri
Feb 26	Thu	Mar 24	Wed
Mar 25	Thu	Apr 28	Wed

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## *Student Holidays*

	<i>2003</i>	<i>2004</i>
New Year's Day	Jan 1	Jan 1
Martin Luther King, Jr. Day	Jan 20	Jan 19
Mardi Gras	Mar 3 - 4	Feb 23-24
Spring Recess	Apr 14 - 18	April 5-9
Memorial Day	May 26	May 31
Summer Recess	Jun 30 - Jul 4	July 5 – 9
Labor Day	Sep 1	Sep 6
Thanksgiving (Day Classes)	Nov 27 - 28	Nov 25 – 26
Thanksgiving (Eve. Classes)	Nov 26 – 27	Nov 24 – 25
Winter Recess	Dec 22 - Jan 2 '04	Dec 20 - 31



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## *Academic Programs Offered*

### *Dental Assisting Program*

Diploma Program -

8 Months (Day)

10 Months (Evening)

720 Clock Hours/47.0 Credit Units

DOT: 079.371.010 Dental Assistant

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into seven learning units called modules. Each module stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 160-clock-hour externship.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

### *PROGRAM OUTLINE*

<i>Module</i>	<i>Module Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
Module A	Administrative Procedures	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Sciences	80	6.0
Module D	Operatory Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Anatomy and Orthodontics	80	6.0
Module G	Dental Health	80	6.0
Module X	Externship	160	5.0
	<b><i>Program Total</i></b>	<b><i>720</i></b>	<b><i>47.0</i></b>

### *MAJOR EQUIPMENT*

Amalgamators	Model Trimmers	Automatic and Manual Processing Equipment
Model Vibrators	Handpieces	Oral Evacuation Equipment
Dental Unit and Chairs	Ultrasonic Units	DXTTR and Typodont Manikins
X-Ray Units	Autoclave	

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## 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, 40 hours of laboratory work/externship, and provides a total of 6.0 credit units.

### *Module A - Administrative Procedures*

40/40/6.0

This module familiarizes students with basic administrative procedures and receptionist duties through structured exercises and role playing. Students are introduced to the legal responsibilities of the dentist and staff, as well as records management for patients and financial records. Students use case histories to obtain information to complete dental records. In addition, students learn about dental specialties and study oral and written communication skills, and dental terminology.

### *Module B - Dental Radiography*

40/40/6.0

In this module, students study basic anatomy of the head and teeth to become familiar with the anatomical structures involved in dental radiographs. Students learn the hazards of X-ray radiation and how to maintain safety while obtaining the best possible quality in dental radiographs. Students practice film exposure and mounting in dental operatories equipped with industry-approved structural and monitoring devices. Exposure techniques including bitewing, bisecting, and parallel techniques, are studied and performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Related dental terminology is also studied.

### *Module C - Dental Sciences*

40/40/6.0

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students also practice step-by-step instrument decontamination using approved sterilization agents and methods. Also studied is cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are also introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Career development instruction focuses on interviewing techniques. Related dental terminology is also studied. Cardiopulmonary resuscitation (CPR) and relief of an obstructed airway are performed on resuscitative training manikins. Students also study dental terminology.

### *Module D – Operatory Dentistry*

40/40/6.0

This module introduces students to chairside assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices; placement of bases and liners; and placement of cement bases and liners on Typodont manikins. Basic concepts of psychology and communication are also discussed, with emphasis being placed on how to help dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pedodontics), as a specialty, is also presented. Students also study related dental terminology.

### *Module E - Laboratory Procedures*

40/40/6.0

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Also studied and practiced is the placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is also presented with instruction in crown and bridge procedures and full partial dentures. Students are introduced to dental implants and the various types of mouth guards such as nightguards, sport guards and bleaching trays. Laboratory safety and infection control are also presented, as is instruction in career development, which focuses on starting a new job. Related dental terminology is studied.

### *Module F – Anatomy and Orthodontics*

40/40/6.0

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands, and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are also presented. In addition, students are required to chart conditions of other students and patients in compliance with state guidelines for mouth mirror inspection

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**Module G – Dental Health****40/40/6.0**

This module is concerned with specialty areas of oral pathology and periodontics. Students study placement of periodontal surgical dressings and practice on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students are also taught how to prepare a resume and complete an employment application. Related dental terminology is also studied. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentists. Completion of the coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only).

**Module X – Externship****0/160/5.0**

Upon successful completion of classroom training, dental 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. Dental assisting students must successfully complete their externship in order to fulfill requirements for graduation.

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## *Medical Assisting Program*

### **DIPLOMA PROGRAM-**

8 Months (Day)

10 Months (Evening)

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 and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

### **PROGRAM OUTLINE**

<i>Module Number</i>	<i>Module Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
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
	<i>Program Total</i>	<b>720</b>	<b>47</b>

### **MAJOR EQUIPMENT**

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

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## 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, and 40 hours of laboratory or externship work. Together, they provide 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.

### ***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.

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***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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***Medical Administrative Assistant Program***  
***DIPLOMA PROGRAM***

8 Months (Day) / 10 Months (Evening)

720 Clock Hours/47.0 Credit Units

DOT: Medical Receptionist	237.367 038
Medical Clerk	205.362 018

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, electronic typewriters, calculators, transcription machines and tele-trainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

***PROGRAM OUTLINE***

<i>Module Number</i>	<i>Module Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	<i>Program Total</i>	<i>720</i>	<i>47</i>

***MAJOR EQUIPMENT***

Autoclave  
Calculators  
Patient Examination Table  
Personal Computers  
Sphygmomanometer  
Stethoscopes  
Teletrainer  
Transcription Machine

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## 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, 40 hours of laboratory work, and provides a total of 6.0 credit units.

### ***Module A - Office Finance***

**40/40/6.0**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### ***Module B - Patient Processing and Assisting***

**40/40/6.0**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance is introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### ***Module C - Medical Insurance***

**40/40/6.0**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### ***Module D - Insurance Plans and Collections***

**40/40/6.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, and Champva programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### ***Module E - Office Procedures***

**40/40/6.0**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

### ***Module F - Patient Care and Computerized Practice Management***

**40/40/6.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

### ***Module G - Dental Administrative Procedures***

**40/40/6.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.



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*Module X – Externship*

*0/160/5.0*

Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility gives 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. Students must successfully complete their externship training in order to fulfill requirements for graduation.

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## *Medical Insurance Billing/Coding*

### ***DIPLOMA PROGRAM –***

5 Months (Day)

6 Months (Evening)

480 Clock Hours/29.0 Credit Units

DOT: 214.362-022    Health Claims Examiner/Medical Billing

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into four learning units called modules. Students must complete modules A through D starting with any module and continuing in any sequence until all four modules are completed. Modules A through D stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through D, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

### ***PROGRAM OUTLINE***

<i>Module</i>	<i>Module Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
Module A	Medical Insurance	80	6.0
Module B	Claims Processing and Financial and Legal Management	80	6.0
Module C	Current Procedural Coding/CPT Codes	80	6.0
Module D	Diagnostic Coding/ICD-9 Codes	80	6.0
Module X	Externship	160	5.0
	Program Total	<b>480</b>	<b>29.0</b>

### ***MAJOR EQUIPMENT***

Calculators

Personal Computers

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## 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, 40 hours of laboratory/externship work, and provides a total of 6.0 credit units.

### ***Module A – Medical Insurance***

**40/40/6.0**

Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced and practicing skills in obtaining correct IDC-9 and CPT codes. Students will also practice obtaining information from patient charts, this includes interpretation of physician notations regarding procedures diagnoses relevant to claims completion. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### ***Module B – Claims Processing and Financial and Legal Management***

**40/40/6.0**

Module B prepares the students by identifying information necessary for accurate documentation to patient financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communication skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to FAX and Internet communications. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### ***Module C – Current Procedural Coding / CPT Codes***

**40/40/6.0**

In Module C, students will practice using correct application of CPT codes as they relate to common medical office procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Student will review case studies, preparing insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### ***Module D – Diagnostic Coding / ICD-9***

**40/40/6.0**

Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility between ICD-9 and CPT coding is stressed. DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### ***Module X – Externship***

**0/160/5.0**

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

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## *Pharmacy Technician*

### **DIPLOMA PROGRAM –**

8 months (day)

10 months (evening)

720 Clock Hours/58.0 Credit Units

DOT: Pharmacy Assistant 074-382-010

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many traditional pharmacy functions once performed by pharmacists are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight module units of learning. Seven of these modules are made up of 80 hours of combined theory and laboratory time. The last module, refereed to as an "externship", consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a Diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPht exam.

### **PROGRAM OUTLINE**

<i>Module</i>	<i>Module Title</i>	<i>Clock Hours</i>	<i>Credit Units</i>
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology / Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology / Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
	<i>Program Total</i>	<i>720</i>	<i>58.0</i>

### **MAJOR EQUIPMENT**

Anatomy & Physiology models	Personal Computers
Cash register with tapes	Class A prescription Bottles
Laboratory flow hood	Counter balance
Drug Cabinets	Pharmaceutical weights set
Conical graduates	Cylindrical graduates
Blood pressure monitors	Stethoscopes
Air purifiers	Humidifiers
Blood sugar testing machine	

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## 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, 40 hours of laboratory/externship work, and provides a total of 6.0 credit units.

### ***Module A - Introduction to Pharmacy***

**80/0/8.0**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, as well as, law and ethics as it relates to the profession of pharmacy.

### ***Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications***

**80/0/8.0**

This course provides students with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is the use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.

### ***Module C - Professional Aspects of Pharmacy Technology***

**80/0/8.0**

This course introduces students to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.

### ***Module D - Pharmaceutical Calculations***

**60/20/7.0**

In this course, students are introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Students will demonstrate how to calculate dosages for adult and pediatric patients and how to correctly interpret a medication order.

### ***Module E - Pharmacy Operations***

**60/20/7.0**

Emphasis in this course is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies in different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Students will demonstrate standard universal precautions.

### ***Module F - Anatomy and Physiology and Pharmacokinetics***

**80/0/8.0**

This course is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Students will be able to identify characteristics and functions of cells, organs and body systems, take a patient's vital signs, and perform cardiopulmonary resuscitation.

### ***Module G - Pharmacology***

**60/20/7.0**

This course is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration. Also covered in this course is drug distribution systems utilized in the pharmacy. Students will demonstrate an understanding of the four major drug distribution systems, dosage forms and routes of administration of drugs, labeling requirements, and giving patient directions with medications.

### ***Module X - Externship***

**0/160/5.0**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in a hospital pharmacy and/or a community (retail) pharmacy. This "on-the-job" experience and training in the pharmacy setting allows students to practice their skills and gain experience in all aspects of drug preparation and distribution at participating sites.

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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 the 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 into 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 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 furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student's file.

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 for the Pharmacy Technician program must have a high school diploma or GED prior to enrolling into the program.

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.

### ***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. Due to regulations regarding X-rays, applicants to the Dental Assisting Program must be at least 17 years old.

### ***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.

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## **ACADEMIC 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:

<i>Grade</i>	<i>Meaning</i>	<i>Percentage</i>
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated

### **STUDENT AWARDS**

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

### **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 must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete a total of 160 clock hours in an approved externship;
- Have their account current;
- Receive satisfactory evaluations from the externship facility; and
- Complete all program requirements.

### **MODULAR PROGRAMS**

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.

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## ***SATISFACTORY ACADEMIC PROGRESS***

### ***Requirements***

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students 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 programs within 1 1/2 times the planned program length.

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

### ***Academic Probation***

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module 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, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent 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 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 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 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.

### ***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. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.



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## ***Withdrawals***

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

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

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

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

## ***Exit Interviews***

Students who want to discontinue their training for any reason are required to schedule an exit interview with a 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 must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module 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 will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module 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 modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

### ***Classroom Training***

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program 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. All students must be available for externship assignment during daytime hours.

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 of justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

### ***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 ACADEMIC CREDIT***

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.

### ***CLASS SIZE***

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 20 students for the Dental Assisting Program and 40 students for the Medical Assisting Program. The maximum class size is 24 students for the Dental Assisting Program and 48 students for the Medical Assisting Program. The maximum class size for the Medical Insurance Billing/Coding program is 24 students.

Laboratory classes enable students to receive hands on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratory classes is 24 students.

### ***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.

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. However, if a student returns on the eleventh day, he/she may appeal the drop.

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.

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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.

## ***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.

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### ***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.

### ***ACTIVATION OF MILITARY RESERVIST***

Students who are called to active military duty which will cause an interruption of training will be accommodated by the school as provided in ACT 9 of the second Extraordinary Session of the Louisiana Legislature. Upon receipt of a copy of official military orders, the school will freeze all charges and grades during the period of activation. All charges and fees required to resume training will be waived. Lenders servicing student loans will maintain the loans in an in-school status for a period of up to three years as provided in the U.S. Department of Education Dear Colleague letter GEN-01-13. Students who are activated prior to their first disbursement of aid will have that aid returned by the school. Copies of the governing regulations cited above are available by contacting the Finance Director.

### ***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, including a student's vehicle on or off of school 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.

### ***BACKGROUND***

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.

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## ***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.

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.

## ***DRESS CODE***

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. Uniforms will be issued to the students at the school. 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.

## ***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.

## ***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 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.

## ***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.

## ***TRANSFERABILITY OF CREDITS***

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

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## ***STUDENT COMPLAINT/GRIEVANCE PROCEDURE***

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the school president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Requests for further action should be made to:

Proprietary School Bureau  
Louisiana Board of Regents  
1201 North Third Street, Suite 6-200  
Baton Rouge, LA 70802  
(225) 342-4253

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president. Please direct all inquiries to:

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



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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.
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.

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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>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Textbooks and Equipment (Estimated)</b>	<b>Tuition</b>
Dental Assisting	8 Modules	47	\$233	\$9,300
Medical Assisting	8 Modules	47	\$591	\$9,300
Medical Insurance Billing/Coding	5 Modules	29	\$495	\$5,800
Medical Administrative Assistant	8 Modules	47	\$571	\$9,300
Pharmacy Technician	8 Modules	58	\$429	\$9,300

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

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

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

The 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/REFUND POLICY***

### ***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 will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

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## ***Refunds***

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

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

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

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

### ***Refund Policies***

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the 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 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 (not to exceed 180 days) 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 cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

### ***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 statutory schedule to determine the amount of SFA funds a student has earned when he or she ceases to attend, which is based on the period of time the student was in attendance. If a recipient of SFA program assistance withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the school 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.

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The percentage of the payment period or period of enrollment completed is determined by:

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

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

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

The College must return the lesser of:

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

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

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will advise the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

#### ***Remittance to the Federal Government***

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan 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;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

#### ***Louisiana Board of Regents Refund Policy***

The school will calculate refunds using the Louisiana Board of Regents 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 Louisiana Board of Regents Refund Policy, computations will be based on total weeks of 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. Louisiana Board of Regents Refund calculations 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>
During the first week of program	100% of Tuition	0% of Tuition
After the first week and through the next three weeks of the program	75% of Tuition	25% of Tuition
After the first four weeks of the course, but within the first 25% of the program	55% of Tuition	45% of Tuition
After 25% through 50% of the program	30% of Tuition	70% of Tuition
After 50% of program is completed	0% of Tuition	100% of Tuition

#### ***Institutional Refund Calculation***

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

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## ***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. Because 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 is a description 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 Supplemental Educational Opportunity Grant (FSEOG)***

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

### ***Federal Family Education Loan Program***

The FFEL program offers low-interest loans with generous repayment terms to assist students and/or parents in meeting the costs of education. In general, a student must be enrolled at least half-time as a regular student and must maintain satisfactory academic progress in order to be eligible. Specific information regarding the loan limits and interest rates may be obtained from the financial aid office. Loan applications are available through the financial aid office.

### ***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.

### ***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.

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### ***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.

### ***Imagine America Scholarships***

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

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

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



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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 for a reasonable time following the completion of the 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.

### ***STUDENT DISABILITY SERVICES/ACCOMMODATIONS***

The 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 Service Coordinator.

### ***TRANSPORTATION ASSISTANCE***

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

### ***FIELD TRIPS***

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

### ***SPECIAL LECTURES***

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

### ***DRUG ABUSE PREVENTION***

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

### ***HOUSING ASSISTANCE***

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

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### ***PARKING***

There is ample parking available surrounding the building and on the side streets. However, students must make sure to display a school permit tag in their car. Tags are free of charge and will be made available to all students requesting them.

### ***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**

*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	Atlanta (DeKalb), GA	Jonesboro, GA
Marietta, GA	Norcross, GA	

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

Chesapeake, VA      Newport News, VA

### ***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 School 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	Merrillville, IN	Skokie, IL
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### ***Wyoming Technical Institute***

Blairsville, PA	Wyoming Technical Institute
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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.

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David G. Moore  
Dennis L. Devereux

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