

# Everest

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## INSTITUTE

### DEARBORN CATALOG 2011-2013

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2011-2013 CATALOG

Everest Institute

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## PRESIDENT'S MESSAGE

We would like to welcome you to Everest Institute, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Michigan as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

Sincerely,

A handwritten signature in cursive script that reads "Joe Belliotti".

Joe Belliotti, President  
Dearborn Campus

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# ABOUT EVEREST INSTITUTE

## **CORINTHIAN COLLEGES, INC.**

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

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

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

## **MISSION**

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

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

## **OBJECTIVES**

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

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

## **SCHOOL HISTORY AND DESCRIPTION**

Everest Institute in Dearborn, Michigan, opened in January 2001 as a branch of Everest Institute in Southfield, Michigan. After subsequent expansions, the campus occupies 43,000 square feet. The school is conveniently located in the Village Plaza on Michigan Avenue in the city of Dearborn, Michigan, on the northwest corner of Michigan Avenue and Outer Drive. The attractive facility includes dental assistant, computer, medical assistant, medical billing, patient care technician and massage therapy laboratories; lecture rooms, a student learning center, a student lounge, and administrative areas, as well as ample parking. Public transportation is available at the school location.

Everest Institute, the facility it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

- Everest Institute is accredited by Accrediting Commission of Career Schools and Colleges as a branch of Everest Institute – Southfield, Michigan. The Accrediting Commission of Career Schools and Colleges is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; (703) 247-4212, [www.accsc.org](http://www.accsc.org).
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- The Medical Assistant diploma program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, (703)917-9503.
- Licensed to operate by the Michigan Department of Licensing and Regulatory Affairs
- Member of the Michigan Association of Career Colleges and Schools

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

## **ADMISSIONS INFORMATION**

### **REQUIREMENTS AND PROCEDURES**

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

### **CRIMINAL BACKGROUND CHECK**

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

### **ACADEMIC SKILLS ASSESSMENT**

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

### **ABILITY TO BENEFIT POLICY**

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. 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.

## **CAMPUS ATB PASSING TEST SCORES**

- Passing scores on the **CPAt** are Language Usage 45, Reading 45, and Numerical 43.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 27, Reading 65, and Writing Skills 35.
- Passing scores on the **ASSET** are Reading 36, Writing 35, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (205) and Quantitative (215). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

## **ATB ADVISING**

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period

## **DENIAL OF ADMISSION**

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

## **DELAYED ADMISSION**

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

## **ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS**

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

## **PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS**

### **ALLIED HEALTH PROGRAMS**

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

### **MESSAGE THERAPY PROGRAM**

All applicants for the Massage Therapy program will be required to undergo a background check as noted above. Massage Therapy students will also need to meet their state licensure or certification requirements in order to work as a massage therapist following graduation. As a service to better support our graduates, Everest Institute will assume the cost of the initial National Certification Examination (up to \$225.00) and the Licensing Application Fee (up to \$175.00) given that the graduate meets all the necessary requirements of this offer, and applies for and registers for both within 90 days of graduation.

Students are encouraged to seek licensure or certification as required by State law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility. Be advised that the licensure or certification process can take 10 – 24 weeks to complete after successful completion of the Massage Therapy program. To accelerate the licensure or certification process, students may begin filling out required forms and gathering supporting documentation while still in training.

#### **Massage Therapist Certification Requirements**

Students enrolling into the Massage Therapy program at Everest Institute must complete requirements as outlined in the Massage Licensing Act, Michigan Compiled Laws, Act 368, Section 333.17959, <http://www.legislature.mi.gov>.

#### **Certification Fees**

- National Certification Examination: \$225.00 (NCBTMB) or \$195.00 (MBLEx)
- Licensing Application Fees: \$100.00

All individuals applying for initial licensure as a Massage Therapist in Michigan must submit to a criminal background check. In addition, individual fees may be required for a business license based on city, town, village and county ordinances.



## **ACADEMIC INFORMATION**

### **EVEREST REGULATIONS**

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

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

### **DEFINITION OF CREDIT**

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

### **OUT OF CLASS ASSIGNMENTS**

- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

### **MAXIMUM CLASS SIZE**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 40 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students. The maximum class size for laboratories is 35 students.

### **TRANSFER OF CREDIT—INTO AND OUT OF EVEREST**

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

### **MAXIMUM TRANSFER CREDITS ACCEPTED**

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

### **COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS**

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

### **TRANSFER CREDIT FOR LEARNING ASSESSMENT**

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

### **TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS**

Everest may award some credits toward diploma- level courses for achievement of professional certifications e.g. CMA, CNE, MCSE etc.

## ACADEMIC CREDIT TRANSFER POLICY FOR ABHES-APPROVED MEDICAL ASSISTANT PROGRAM

In order for a student to transfer credit into an ABHES-accredited Medical Assistant program, the receiving campus must follow guidelines established by MAERB. Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

### PROFICIENCY EXAMINATION

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

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

### TRANSFERS TO OTHER EVEREST LOCATIONS

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

### TRANSFER CENTER ASSISTANCE

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

### GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

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

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

### **GPA AND CGPA CALCULATIONS**

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

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

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

### **EVALUATION PERIODS FOR SAP**

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

### **RATE OF PROGRESS TOWARD COMPLETION**

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

### **MAXIMUM TIME FRAME TO COMPLETE**

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

## SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

51 Quarter Credit Hour Modular Program. Total credits that may be attempted: 76 (150% of 51)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-21	2.0	N/A	66.66%	N/A
22-27	2.0	1.0	66.66%	20%
28-33	2.0	1.2	66.66%	30%
34-39	2.0	1.4	66.66%	40%
40-46	2.0	1.6	66.66%	50%
47-52	2.0	1.8	66.66%	60%
53-76	N/A	2.0	N/A	66.66%

54 Quarter Credit Hour Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-55	2.0	1.3	66.66%	55%
56-66	2.0	1.65	66.66%	64%
67-81	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1	66.66%	30%
25-54	2.0	1.5	66.66%	60%
55-66	2.0	1.7	66.66%	64%
67-88	N/A	2.0	N/A	66.66%

### APPLICATION OF GRADES AND CREDITS TO SAP

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

### ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

## **ACADEMIC AND FINANCIAL AID PROBATION**

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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

## **NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION**

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

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

## **ACADEMIC APPEALS**

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

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

Appeals will only be granted for the following reasons:

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

Appeals must include a detailed statement of the reason why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, doctor's note, law enforcement report, loss of employment confirmation, etc.

## **DISMISSAL**

Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

## **RETAKEING PASSED COURSEWORK**

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

## **RETAKEING FAILED COURSEWORK**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

## ATTENDANCE POLICY

This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

## ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

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

## MONITORING STUDENT ATTENDANCE

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

## CONSECUTIVE ABSENCE RULE

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

## PERCENTAGE ABSENCE RULE

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

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

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

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

## DATE OF WITHDRAWAL

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

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

## DATE OF DETERMINATION (DOD)

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

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

## ATTENDANCE RECORDS

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

## LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be

granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

### **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

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

### **EXTENSION OF LOA**

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

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

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

### **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

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

### **POSSIBLE EFFECTS OF LEAVE OF ABSENCE**

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

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

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

### **WITHDRAWAL PROCEDURES**

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

### **MAKE-UP WORK**

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

## **EXTERNSHIP TRAINING**

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

Students who do not start their externship for more than 14 calendar days (excluding holidays and regularly scheduled breaks) may be dropped from the program. Students who do not complete their externship training within the required three month completion time may be dropped from the program.

## **REQUIREMENTS FOR GRADUATION**

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

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

## **VETERANS' EDUCATION BENEFITS**

### **PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES**

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

### **RETROACTIVE VETERANS' BENEFITS**

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

### **ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS**

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

### **VETERANS' LEAVE OF ABSENCE**

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

### **MAKE-UP ASSIGNMENTS**

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

### **MAXIMUM TIME FRAME FOR VETERAN STUDENTS**

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

### **SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS**

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

### **VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION**

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



## **APPEALS POLICY**

### **STUDENT ACADEMIC APPEALS POLICY**

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

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

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

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

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

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

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

### **ASSIGNMENT/TEST GRADES**

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

### **FINAL COURSE GRADES**

In modular programs, appeals of final course grades must be made by the fifth (5<sup>th</sup>) calendar day after the date the grades are mailed from the school. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

### **ATTENDANCE VIOLATIONS**

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

1. Attend school:
  - The next scheduled class period (Consecutive Absence Rule violations)
  - Within five (5) calendar days of the violation (Percentage Absence Rule violations)

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

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

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

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

### **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS**

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

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

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

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

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

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

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

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

### **TUITION AND FEES**

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

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

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

### **ADDITIONAL FEES AND EXPENSES**

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

### **VOLUNTARY PREPAYMENT PLAN**

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

## **BUYER'S RIGHT TO CANCEL**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted, all monies paid will be refunded.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the third business day following the signing of the Enrollment Agreement, whichever is longer, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Enrollment Agreement but have not yet visited The School may also cancel within three business days following either The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided.

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

## **OFFICIAL WITHDRAWALS**

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

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

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

## **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

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

## **FEDERAL FINANCIAL AID RETURN POLICY**

### **STUDENT FINANCIAL AID (SFA)**

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

### **RETURN OF TITLE IV FUNDS CALCULATION AND POLICY**

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or

2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50. Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Finance Office will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.

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

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

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

### **TITLE IV CREDIT BALANCES**

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

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

### **EFFECT OF LEAVES OF ABSENCE ON RETURNS**

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

### **TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS**

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

### **REFUND POLICIES**

If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, the student will be given the benefit of the refund policy that results in the larger refund to the student.

### **INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY**

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

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

period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

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

### **TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

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

### **EFFECT OF LEAVES OF ABSENCE ON REFUNDS**

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

### **TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS**

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

#### **NEWLY ADMITTED STUDENTS**

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

#### **CONTINUING STUDENTS**

Continuing students called to active military duty are entitled to the following:

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

#### **CONTINUING MODULAR DIPLOMA STUDENTS**

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

### **STUDENT FINANCING OPTIONS**

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

### **FINANCIAL ASSISTANCE**

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

### **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;

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

### **FEDERAL FINANCIAL AID PROGRAMS**

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

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

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

### **ALTERNATIVE LOAN PROGRAMS**

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

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

### **GRANTS AND SCHOLARSHIPS**

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

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

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

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

#### **MILITARY SCHOLARSHIPS**

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

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

with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

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

**Payment Schedule:**

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

**DREAM AWARD PROGRAM AND SCHOLARSHIPS**

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

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

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

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

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

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

**IMAGINE AMERICA SCHOLARSHIP**

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

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

### **HIGH SCHOOL SCHOLARSHIP PROGRAM**

Scholarships are awarded annually to graduating high school seniors, age 17 or older as follows:

- Six \$1,000 scholarships will be awarded.

Winners may choose any of the curricula offered by the school.

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the Career Programs Assessment Test (CPAT), which measures competency in reading, language and mathematics. The top 15 scorers will become the finalists.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered, but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

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

### **CODE OF STUDENT CONDUCT**

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

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

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

### **CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY**

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

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

### **OTHER PROHIBITED CONDUCT**

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

- Cheating, plagiarism, or other forms of academic dishonesty



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

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

### **LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS**

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

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

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

### **INQUIRY BY THE SCHOOL PRESIDENT**

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

### **CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL**

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

### **CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL**

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

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

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

### **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;

- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

### **COPYRIGHT POLICY**

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

### **SEXUAL HARASSMENT POLICY**

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

### **SANCTIONS**

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

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

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

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

### **APPEAL PROCESS**

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

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

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

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

The Student Conduct Committee shall:

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

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

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

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

## **RECORD OF DISCIPLINARY MATTER**

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

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

## **STUDENT COMPLAINT PROCEDURE**

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 ACCSC Complaint Form is available at the school and may be obtained by contacting the School President or online at [www.accsc.org](http://www.accsc.org). Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Commercial Services  
Enforcement Division  
PO Box 30018  
Lansing, MI 48909  
Ph: (517) 241-9202  
Fx: (517) 241-9280  
[www.michiganps.net](http://www.michiganps.net)  
[bcsinfo@michigan.gov](mailto:bcsinfo@michigan.gov)

Office of the Attorney General  
Consumer Protection Division  
P. O. Box 30213  
Lansing, MI 48909-7713  
Ph: 517-373-1140  
Toll Free in Michigan: 877-765-8388  
Fax: 517-241-3771

## **DRESS CODE**

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

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

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

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

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

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

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

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

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

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

## **STUDENT RECORDS**

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

training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

### **TRANSCRIPT AND DIPLOMA RELEASE**

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

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

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

### **DRUG AWARENESS**

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

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

### **STATISTICAL INFORMATION**

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

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students

approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

## **STUDENT SERVICES**

### **ORIENTATION**

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

### **HEALTH SERVICES**

Everest does not provide health services.

### **HOUSING**

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

### **STUDENT ADVISING**

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

### **EVEREST CARE PROGRAM**

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

### **PLACEMENT ASSISTANCE**

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

## PROGRAMS OFFERED

<b>Program</b>	<b>Credential</b>
Dental Assistant	Diploma
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Patient Care Technician	Diploma



**DENTAL ASSISTANT**  
*Diploma Program*  
 8 Months – 720 Hours – 47 Credit Units

V 1

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of this program is to provide graduates with the skills and knowledge that will qualify them for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

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

**Note:** Dental Assistant graduates who have completed 3500 hours as a dental assistant working under a licensed dentist from the state of practice can sit for the Certified Dental Assistant (CDA) exam, under Pathway II through the Dental Assisting National Board (DANB).

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assistant Externship	160	5.0
<b>Program Totals:</b>		<b>720</b>	<b>47.0</b>

Major Equipment			
Amalgamators	Model Vibrators	Handpieces	Oxygen Tank
Oral Evacuation Equipment	Model Trimmers	TV/DVD/VCR	DXTTR and Typodont Manikins
Dental Unit and Chairs	Personal Computers	Autoclave	X-Ray Units
Automatic and Manual Processing Equipment	Ultrasonic Units		CPR Mannequins

Module A – Dental Office Emergencies and Compliance	6.0 Quarter Credit Hours
<p>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 practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	



<b>Module B – Dental Radiography</b>	<b>6.0 Quarter Credit Hours</b>
<p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are 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. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module C – Dental Specialties</b>	<b>6.0 Quarter Credit Hours</b>
<p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are 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. Children’s dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module D – Operatory Dentistry</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module introduces students to chair-side 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 cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module E – Laboratory Procedures</b>	<b>6.0 Quarter Credit Hours</b>
<p>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. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module F – Dental Anatomy and Orthodontics</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module G – Dental Health</b>	<b>6.0 Quarter Credit Hours</b>
<p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module X – Dental Assistant Externship</b>	<b>5.0 Quarter Credit Hours</b>
<p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of Dental Assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0</p>	



**MASSAGE THERAPY**  
*Diploma Program*  
 9 Months – 750 Hours – 55 Credit Units

V 3

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

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

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

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

Major Equipment			
Massage Tables	DVD/VCR	Paraffin Wax Heater	Hot Stone Heater
Massage Chairs	SMART Boards		

<p><b>MTD100 – Introduction to Massage Therapy</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD201 - Business and Ethics</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is the ranges of motion for hips, pre-natal, post-natal, infant &amp; elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD263 – Eastern Theory and Practice</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems.</p>

For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD282- Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD246 - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD295 – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD278 – Massage Clinic</b>	<b>1.0 Quarter Credit Hour</b>
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6 <sup>th</sup> module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	



**MEDICAL ADMINISTRATIVE ASSISTANT**  
*Diploma Program*  
 8 Months – 720 Hours – 47 Credit Units

V 1

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

**Note:** Medical Administrative Assistant graduates are eligible to sit for the National Center for Competency Testing (NCCT) exam, National Association for Health Professionals exam and American Medical Technologists exam.

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

Major Equipment			
Computers	Transcribing Machines	Projectors	CPR Mannequins

<p><b>Module A: Office Finance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module B: Patient Processing and Assisting</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module C: Medical Insurance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module D: Insurance Plans and Collections</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span>            Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and</p>

<p>ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	
<p><b>Module E: Office Procedures</b></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Dental Administrative Procedures</b></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>



## MEDICAL ASSISTANT

*Diploma program*

10 Months – 880 Hours – 59 Credit Units

V 2

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

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

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

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

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

Major Equipment			
Digital Sphygmomanometers	Centrifuges	Autoclave	Urine Analyzer
SMART Boards w/Computer and Cart	Microscopes	Scales	Otoscopes/Ophthalmoscope
Venipuncture Chairs	Exam Tables	EKG	Computers
Training Arms	Glucose Analyzers	Digital BP	Anatomy Model

### Module MAINTRO - Introduction to Medical Assistant

**6.0-Quarter Credit Units**

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

**Module A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication****6.0-Quarter Credit Units**

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

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

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

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

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) purchase Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

**Module D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR****6.0-Quarter Credit Units**

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

**Module E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures****6.0-Quarter Credit Units**

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

**Module F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics****6.0-Quarter Credit Units**

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



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

Module G covers the history and science of the medical field, as well as the Medical Assistant profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

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

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

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

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



## MEDICAL INSURANCE BILLING AND CODING

*Diploma Program*

8 Months – 720 Hours – 47 Credit Units

V 2

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

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

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

Upon successful completion of all program courses, students will be awarded a diploma.

**Note:** The Medical Insurance Billing and Coding graduates are eligible to sit for the Certified Coding Associate exam, Certified Coding Specialist – Physician based exam and the Certified Professional Coder exam.

Course	Course Title	Total Contact Hours	Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBE	Externship	160	5.0
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>47.0</b>

Major Equipment			
Computers	Transcribing Machines	Projectors	CPR Mannequins

<b>Module MEDINTRO</b>	<b>Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBCL</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBGU</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the genitorurinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBIE</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as</p>		

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

**Module MIBMS      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System      6 Quarter Credit Hours**

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

**Module MIBRG      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems      6 Quarter Credit Hours**

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

<b>Module MIBSN</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p><b>Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</b></p>		
<b>Module MIBE</b>	<b>Externship</b>	<b>5 Quarter Credit Hours</b>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, 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. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		



**PATIENT CARE TECHNICIAN**  
*Diploma Program*  
 8 Months - 720 Hours - 51 Credit Units

V 2

The Patient Care Technician program is designed to train students to function safely and effectively as integral members of the health care delivery team. The program combines basic knowledge with applied skills mastered in both the classroom and the laboratory. In this multi-occupational program, students are cross-trained to perform any number of clinical skills from performing basic patient care skills, to performing electrocardiograms, as an EKG Technician, to collecting laboratory specimens as a Phlebotomist, or to assisting a patient to walk for the first time, as a physical therapy aide.

The Patient Care Technician can expect to find employment opportunities in hospitals, rehabilitation centers, specialty and urgent care centers, long-term and skilled nursing facilities, and staffing agencies. In addition to being qualified to work as a Patient Care Technician, graduates of this program are also qualified to work as Physical Therapy and Occupational Therapy Aides, EKG Technician and may take the CNA exam to become a Certified Nursing Assistant.

The program is comprised of seven modular units of learning which are made up of 80 hours of combined theory and laboratory time and one module which is referred to "clinical rotation," for a total 160 hours. During this rotation, which is completed after all theory modules, students are given the opportunity to observe and become part of the health care team as they gain hands-on experience working side-by-side with other health care practitioners.

Completion of the Patient Care Technician program is acknowledged by the awarding of a diploma.

**Note:** The Patient Care Technician graduates are able to sit for the Certified Patient Care Technician exam, Certified Phlebotomy Technician exam, Certified EKG Technician exam, Certified Nursing Assistant exam, Health Unit Coordinator national certification exam and Certified Nursing Assistant exam.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Basic Healthcare Concepts and Clerical Skills	60	20	0	80	7.0
MODULE B	Anatomy & Physiology and Medical Terminology	80	0	0	80	8.0
MODULE C	Patient Care Skills for NA and PCT	40	40	0	80	6.0
MODULE D	Advanced Patient Care Skills and Home Health	40	40	0	80	6.0
MODULE E	Electrocardiography and CPR	40	40	0	80	6.0
MODULE F	Phlebotomy and Basic Laboratory Skills	40	40	0	80	6.0
MODULE G	Physical Therapy and Occupational Therapy and Advanced Clerical Skills	60	20	0	80	7.0
MODULE X	Clinical Rotations I & II	0	0	160	160	5.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>200</b>	<b>160</b>	<b>720</b>	<b>51.0</b>

Major Equipment			
Pediatric Scale	Anatomy Model	Gurney	Hospital Beds
Wall Mounted Exam Units	Hospital Chairs	Hydrocollator	Life-Size Patient Mannequin
CPR Mannequins	Feeding Chair	EKG	Venipuncture Chairs
SMART Boards	Glucose Analyzer	Hemocues	X-ray Viewbox

**Module A – Basic Healthcare Concepts and Clerical Skills** **7.0 Quarter Credit Hours**  
 Module A provides the student with an overall understanding to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. At the end of the module, students will be able to discuss the various fields of healthcare, infection control, legal and ethical responsibilities, communication and interpersonal skills. Students will be able to identify and explain safety procedures, and skills involved in observations, recording and reporting. In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Prerequisite: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000

<p><b>Module B – Anatomy and Physiology and Medical Terminology</b></p> <p>Module B focuses on the study of anatomy and physiology and its associated terminology. At the end of the module, students will be able to identify the various body systems and through discussions, use the terminology associated with these systems. Students will be able to identify and discuss common disorders and diseases affecting each system. Prerequisite: None. Lec Hrs: 080, Lab Hrs: 000, Other Hrs: 000</p>	<p><b>8.0 Quarter Credit Hours</b></p>
<p><b>Module C – Patient Care Skills for NA and PCT</b></p> <p>Module C provides the student with the theory and hands-on application involved in providing basic patient care as would be required by a certified nursing assistant and/or patient care technician. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients' physical and psycho-social needs. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D – Advanced Patient Care Skills and Home Health</b></p> <p>Module D provides the student with the theory and hands-on skills involved in providing advanced patient and home health care. Students will acquire the skills to determine and discuss therapeutic diets, examine various methods to control infections, identify the components and functions of body mechanics, and simulate caring for the client/patient in the home care setting. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E – Electrocardiography and CPR</b></p> <p>Module E will provide the student with the theory and hands-on skills involved in electrocardiography and explore the profession. Students will perform the procedures and record electrocardiographs and demonstrate how to interpret basic EKG's for possible abnormalities. This module will provide the student with skills required for CPR certification. CPR Course Certification will be campus specific. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F – Phlebotomy and Basic Laboratory Skills</b></p> <p>Module F will provide the student with the theory and hands-on skills involved in phlebotomy and basic lab procedures. Students will explore the profession of phlebotomy and perform basic laboratory skills. Students will draw blood samples, collect non-blood specimen samples and perform simple laboratory procedures. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – Physical Therapy and Occupational Therapy and Advanced Clerical Skills</b></p> <p>Module G will provide the student with the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Students will perform basic procedures required of physical and occupational therapy aides and identify various therapeutic modalities used in both physical therapy and occupational therapy. In this module students prepare medical chart forms, transcribe physician orders and performed computer based advanced clerical skills. Prerequisite: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	<p><b>7.0 Quarter Credit Hours</b></p>
<p><b>Module X – Clinical Rotations I &amp; II</b></p> <p>Upon the completion of Modules A-G, students will be given the opportunity to complete their clinical rotations. The first portion of this rotation will meet the minimum state requirements for certification as a nursing assistant, under the direct supervision of a qualified instructor. During the second portion of the rotation, the student will apply what they have learned in the classroom and laboratory to "real-life" clinical facility tasks. Students may rotate through various departments within the clinical facility to perform tasks and observe, as appropriate, patient care units, physical therapy, cardiology, laboratory, central service, admitting and the business office areas. Students will work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the half-way point and the conclusion of the clinical experience. Patient care technicians must complete both clinical rotations in order to fulfill their requirements for graduation. Prerequisite: Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>

## CORINTHIAN SCHOOLS, INC.

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

<p><b>Everest College</b>  Alhambra, CA (main campus)  Anaheim, CA (main campus)  Arlington, TX (additional location of Everest Institute, Rochester, NY)  Arlington, VA (additional location of Everest College, Thornton, CO)  Aurora, CO (additional location of Everest College, Thornton, CO)  Atlanta West, GA (branch of Everest College, Reseda, CA)  Bedford Park, IL (branch of Everest College, Alhambra, CA)  Bremerton, WA (main campus)  Burr Ridge, IL (branch of Everest College, Skokie, IL)  Chesapeake, VA (additional location of Everest College, Newport News, VA)  Chicago, IL (branch of Everest College, San Francisco, CA)  City of Industry, CA (branch of WyoTech, Long Beach, CA)  Colorado Springs, CO (main campus)  Dallas, TX (additional location of Everest College, Portland, OR)  Everett, WA (additional location of Everest College, Bremerton, WA)  Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)  Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)  Gardena, CA (main campus)  Hayward, CA (main campus)  Henderson, NV (main campus)  Los Angeles (Wilshire), CA (main campus)  McLean, VA (additional location of Everest College, Colorado Springs, CO)  Melrose Park, IL (branch of Everest College, Skokie, IL)  Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)  Milwaukee, WI (branch of Everest University, Tampa, FL)  Newport News, VA (main campus)  North Aurora, IL (branch of Everest Institute, Brighton, MA)  Ontario, CA (main campus)  Ontario (Metro), CA (additional location of Everest College, Springfield, MO)  Portland, OR (main campus)  Renton, WA (main campus)  Reseda, CA (main campus)  Salt Lake City, UT (main campus)  San Bernardino, CA (main campus)  San Francisco, CA (main campus)  San Jose, CA (main campus)  Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)  Seattle, WA (main campus)  Skokie, IL (main campus)  Springfield, MO (main campus)  St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)  Tacoma, WA (additional location of Everest College, Bremerton, WA)  Thornton, CO (main campus)  Torrance, CA (main campus)  Vancouver, WA (additional location of Everest College, Portland, OR)  Vancouver, WA (additional location of Everest College, Seattle, WA)  West Los Angeles, CA (main campus)  <b>Everest College Phoenix</b>  Phoenix, AZ (main campus)  Mesa, AZ (branch of Everest College Phoenix, AZ)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI)  Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)  Gahanna, OH (branch of Everest College, Ontario, CA)  Grand Rapids, MI (main campus)  Hialeah, FL (additional location of Everest Institute, Miami, FL)  Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  Jonesboro, GA (branch of Everest College, Ontario, CA)  Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  Marietta, GA (branch of Everest College, Reseda, CA)  Miami (Kendall), FL (main campus)  Miami, FL (main campus)  Norcross, GA (branch of Everest College, Gardena, CA)  Pittsburgh, PA (main campus)  Portland (Tigard), OR (additional location of Everest College, Seattle, WA)  Rochester, NY (main campus)  San Antonio, TX (main campus)  Southfield, MI (main campus)  South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  Silver Spring, MD (additional location of Everest College, Portland, OR)  <b>Everest University</b>  Tampa (Brandon), FL (additional location of Everest University Tampa, FL)  Jacksonville, FL (additional location of Everest University, Largo, FL)  Lakeland, FL (additional location of Everest University, Largo, FL)  Largo, FL (main campus)  Melbourne, FL (additional location of Everest University, North Orlando, FL)  North Orlando, FL (main campus)  Orange Park, FL (additional location of Everest University, Tampa, FL)  Pompano Beach, FL (main campus)  South Orlando, FL (additional location of Everest University, North Orlando, FL)  Tampa, FL (main campus)  <b>WyoTech</b>  Blairsville, PA (branch of WyoTech, Laramie, WY)  Daytona Beach, FL (main campus)  Fremont, CA (main campus)  Laramie, WY (main campus)  Long Beach, CA (main campus)  Sacramento, CA (branch of WyoTech, Laramie, WY)  <b>Heald College</b>  Concord, CA (main campus)  Fresno, CA (main campus)  Hayward, CA (main campus)  Honolulu, HI (branch of Heald College, San Francisco)  Modesto, CA (branch of Heald College, Hayward)  Portland, OR (branch of Heald College, San Francisco)  Rancho Cordova, CA (main campus)  Roseville, CA (main campus)  Salinas, CA (main campus)  San Francisco, CA (main campus)  San Jose, CA (Milpitas) (main campus)  Stockton, CA (main campus)</p>
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<p><b>Everest Institute</b>  Austin, TX (branch of Everest Institute, Southfield, MI)  Bensalem, PA (additional location of Everest College, Seattle, WA)  Brighton, MA (main campus)  Chelsea, MA (branch of Everest College, Alhambra, CA)  Cross Lanes, WV (main campus)  Dearborn, MI (branch of Everest Institute, Southfield, MI)  Decatur, GA (branch of Everest Institute, Cross Lanes, WV)</p>	
<p><b>The following schools in Canada are owned by Corinthian Colleges, Inc.:</b></p>	
<p><b>Everest College of Business, Technology, and Healthcare</b>  All Canadian locations listed below are branches of Everest College Canada, Inc.  Barrie, Ontario  Brampton, Ontario  Hamilton City Centre, Ontario  Hamilton Mountain, Ontario  Kitchener, Ontario  London, Ontario  Mississauga, Ontario</p>	<p>Nepean, Ontario  New Market, Ontario  North York, Ontario  Ottawa-East, Ontario  Scarborough, Ontario  Sudbury, Ontario  Thunder Bay, Ontario  Toronto College Park (South), Ontario  Windsor, Ontario</p>

## STATEMENT OF OWNERSHIP

Everest Institute in Dearborn is owned and operated by Corinthian Schools, Inc. Corinthian Schools, Inc., 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.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul St. Pierre	Robert Bosic	Executive Vice President, Operations
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Tim Sullivan	David Poldoian	Executive Vice President, New Ventures
John Dionisio	Robert Owen	Executive Vice President and Chief Financial Officer
Sharon P. Robinson	Anna Marie Dunlap	Senior Vice President, Investor and Public Relations
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President and Chief Academic Officer
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	Kim Dean	Senior Vice President, Student Financial Services
	Melissa Flores	Division President, Everest Florida
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	Mark Ferguson	Division President, Everest Central
	Nikee Carnagey	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Eeva Deshon	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, WyoTech
<b>CORINTHIAN SCHOOLS, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Chief Accounting Officer, Treasurer and Assistant Secretary

## ADMINISTRATION

<b>ADMINISTRATION</b>	
Joe Belliotti	School President
Beth Akers, RN	Director of Education
Lori White	Director of Admissions
Sara Tiszai	Admissions Manager
Benny Allen	High School Director of Admissions
Coleen Puckett	Director of Student Finance
Jennifer Jones	Director of Career Services

## CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

## TUITION AND FEES

<b>Program</b>	<b>Credit Hours</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total</b>
Dental Assistant	47	\$16,516	\$911	\$17,427
Massage Therapy	54	\$16,516	\$1,405	\$17,921
Medical Administrative Assistant	47	\$16,516	\$1,467	\$17,983
Medical Assistant	59	\$17,506	\$1,572	\$19,078
Medical Insurance Billing and Coding	47	\$16,516	\$1,944	\$18,460
Patient Care Technician	51	\$16,516	\$946	\$17,462
Effective for programs starting October 1, 2011 and after				

## CALENDARS

<b>Medical Assistant, Dental Assistant, Patient Care Technician Weekday Schedule 2011 - 2013</b>	
Start Date	End Date
10/17/11	11/14/11
11/16/11	12/15/11
12/19/11	1/24/12
1/26/12	2/23/12
2/27/12	3/23/12
3/26/12	4/27/12
4/30/12	5/25/12
5/30/12	6/26/12
6/28/12	7/27/12
7/30/12	8/24/12
8/28/12	9/25/12
9/27/12	10/24/12
10/26/12	11/26/12
11/28/12	1/4/13
1/7/13	2/4/13
2/6/13	3/6/13
3/11/13	4/15/13
4/17/13	5/14/13
5/16/13	6/13/13
6/17/13	7/16/13
7/18/13	8/14/13
8/15/13	9/12/13
9/16/13	10/11/13
10/14/13	11/8/13
11/11/13	12/10/13
12/12/13	1/16/14

<b>Massage Therapy, Medical Insurance Billing and Coding and Medical Administrative Assistant Weekday Schedule 2011 - 2013</b>	
Start Date	End Date
10/31/11	11/30/11
12/5/11	1/9/12
1/11/12	2/8/12
2/13/12	3/12/12
3/13/12	4/16/12
4/18/12	5/15/12
5/17/12	6/14/12
6/18/12	7/16/12
7/18/12	8/14/12
8/16/12	9/13/12
9/17/12	10/12/12
10/15/12	11/9/12
11/13/12	12/12/12
12/17/12	1/23/13
1/25/13	2/22/13
2/25/13	3/22/13
3/25/13	4/29/13
4/30/13	5/28/13
5/30/13	6/26/13
6/28/13	7/29/13
7/31/13	8/27/13
8/29/13	9/26/13
9/30/13	10/25/13
10/28/13	11/22/13
11/25/13	1/3/14

<b>Medical Assistant, Dental Assistant, Patient Care Technician Weekend Schedule 2011 - 2013</b>	
Start Date	End Date
10/22/11	11/13/11
11/19/11	12/18/11
1/7/12	1/29/12
2/4/12	2/26/12
3/3/12	3/25/12
3/31/12	4/29/12
5/5/12	5/27/12
6/2/12	6/24/12
6/30/12	7/22/12
7/28/12	8/19/12
8/25/12	9/16/12
9/22/12	10/14/12
10/20/12	11/11/12
11/17/12	12/16/12
12/22/12	1/20/13
1/26/13	2/17/13
2/23/13	3/17/13
3/23/13	4/21/13
4/27/13	5/19/13
5/25/13	6/16/13
6/22/13	7/14/13
7/20/13	8/11/13
8/17/13	9/15/13
9/21/13	10/13/13
10/19/13	11/10/13
11/16/13	12/15/13
12/21/13	1/19/14

<b>Holidays/Student Breaks All Weekday Programs 2011 - 2013</b>		
Holidays/Student Breaks	Start Date	End Date
In-service	11/9/11	11/9/11
Thanksgiving	11/24/11	11/25/11
Winter Recess	12/23/11	1/1/12
Martin Luther King's Day	1/16/12	1/16/12
President's Day	2/20/12	2/20/12
Spring Break	4/7/12	4/13/12
Memorial Day	5/28/12	5/28/12
Independence Day	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving	11/23/12	11/24/12
Winter Recess	12/22/12	1/1/13
Martin Luther King's Day	1/21/13	1/21/13
President's Day	2/18/13	2/18/13
Spring Break	3/29/13	4/7/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/5/13
Labor Day	9/2/13	9/2/13
Thanksgiving	11/28/13	11/29/13
Winter Recess	12/21/13	1/1/14

<b>Holidays/Student Breaks All Weekend Programs Weekend Schedule 2011 - 2013</b>		
Holidays/Student Breaks	Start Date	End Date
Thanksgiving	11/21/11	12/2/11
Winter Recess	12/19/11	1/6/12
Spring Break	4/2/12	4/13/12
Thanksgiving	11/19/12	11/30/12
Winter Recess	12/23/12	1/4/13
Spring Break	3/25/13	4/5/13
Summer Recess	8/26/13	9/6/13
Thanksgiving	11/25/13	12/6/13
Winter Recess	12/23/13	1/3/14

## HOURS OF OPERATION

<b>Office:</b>			
8:00 AM to	8:00 PM	Monday - Thursday	
8:00 AM to	5:00 PM	Friday	
10:00 AM to	2:00 PM	Saturday	
<b>School: Monday through Thursday</b>		<b>Weekend</b>	
7:00 AM to	11:00 AM	7:00 AM to	5:00 PM
11:00 AM to	3:00 PM		
3:00 PM to	7:00 PM		
7:00 PM to	11:00 PM		