

Eton | TECHNICAL INSTITUTE

2004-2005 CATALOG

ETON 0304

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(360) 473-1120

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Federal Way, WA 98003
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Everett
906 SE Everett Mall Way, Suite 600
Everett, WA 98208
(425) 353-4888

Tacoma
2156 Pacific Avenue
Tacoma, WA 98402
(253) 207-4000

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and degrees. Approved and regulated by the Washington Higher Education Coordinating Board.

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

A Message from the Presidents

We'd like to personally welcome you to Eton Technical Institute and congratulate you on your decision to invest in your future through education. We hope you will find our quality programs, outstanding faculty, and "we care" attitude, the right combination to help you succeed. Your success will depend, in large part, on your approach to learning. We encourage you to make the most of your education. Go beyond what is required and really take the time to develop new skills, try out new ideas, and challenge yourself to reach beyond what you thought was possible for yourself.

Being successful at Eton Technical Institute, and in the world of work, may require you to step outside your comfort zone and try new things or adopt new habits. Adjusting to new experiences can make you feel uneasy and insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." We encourage you to meet your challenges with courage, to put all of your effort into becoming the best you can be at Eton Technical Institute, we consider ourselves your partner in success. We care about your success and will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in the workplace. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and help you as you take this important step toward creating a better future for yourself.

We look forward to working together to enable you to realize your dream.

Kim Lothyan, Everett School President

Shelly Williams, Federal Way School President

Robert Nodolf, Port Orchard School President

Timothy E. Allen, Tacoma School President

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About Corinthian Colleges, Inc.

This School 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 and specialized skills. CCI is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

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

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

School Facilities

The Everett campus facilities consist of a 19,800 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

The Federal Way campus consists of a 15,000 square foot training facility on 2+ acres. It consists of lecture classrooms, clinical laboratories and computer labs.

The Port Orchard campus occupies approximately 30,000 square feet of instructional space on 5+ acres. It consists of lecture classrooms, clinical laboratories and computer labs.

The Tacoma campus consists of a 22,000 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

Mission Statement and Objectives

Mission Statement

Eton Technical Institute is an independent, private, diploma-granting school. The school is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

Objectives

1. To be an effective contributing member to Washington state's workforce development efforts.
2. To encourage our students to become contributing members in their communities.
3. To provide job-relevant career training to all qualified students.
4. To provide technical skills to assist the student with lifelong learning skills on the job and in life.
5. To provide the community with specialized personnel for employment in entry-level and related career path positions.
6. To provide placement assistance to all graduates in the field for which they were trained.
7. To maintain our faculty, equipment, and teaching methods within the standards set forth by the Department of Education, the State of Washington, the Accrediting Council for Independent Colleges and Schools (ACICS), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
8. To continually provide professional development training for faculty and staff members.

School History and Description

- 1922 Eton was founded by W.B. Barger, and established as Bremerton Business College to serve the Bremerton and Kitsap Peninsula area.
- 1962 Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.
- 1985 Joseph W. Edmonds acquired Bremerton Business College and changed the school name to Eton Business College in July of 1985.
- 1986 The main campus of Eton moved to new facilities in Port Orchard. Eton acquired Puget Sound Institute of Technology and Travel Central and moved to its present campus in Federal Way.
- 1987 Eton opened the doors at its campus in Everett. Eton Business College was renamed Eton Technical Institute.
- 1999 In December 1999, Eton was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.
- 2000 Eton's Everett campus moved to its spacious facility in the Everett Mall Office Park.
- 2003 Eton opened its new Tacoma Facility.
- 2003 Eton opened a new campus in Tacoma. In August 2003 Career Choices, Inc. was purchased by Corinthian Colleges, Inc. as a wholly owned subsidiary.

Accreditation

Eton Technical Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas in Dental Assisting, Medical Assisting, Medical Billing and Pharmacy Technician. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Any questions can be directed to:

ACICS
750 First Street NE, Suite 980
Washington, DC 20002-4241

The Medical Assisting program is also accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The American Association of Medical Assistants (AAMA) is a member of CAAHEP.

CAAHEP
35 East Wacker Drive, Suite 1970
Chicago, Illinois 60601-2208
(312) 553-9355

Eton Technical Institute is a qualified school of higher learning with approved programs of study that meet recognized academic standards. Accreditation means a school employs a professional staff, has adequate facilities and equipment, and has stability and permanence within the educational community.

* CAAHEP accreditation for the Tacoma campus is currently pending approval.

Memberships

Bremerton Chamber of Commerce
Federal Way Chamber of Commerce
Everett Chamber of Commerce
Port Orchard Chamber of Commerce
Northwest Private Career Schools Association (NPCSA)
National Association of Health Career Schools (NAHCS)
National Association of Student Financial Aid Administrators (NASFAA)
Washington Association of Financial Aid Administrators (WAFAA)
Western Association of Student Financial Aid Administrators (WASFAA)
Washington Federation of Private Career Schools and Colleges (WFPCS)
Better Business Bureau

Approvals

United States Department of Justice (Immigration and Naturalization Division)
Washington State Board of Pharmacy
Approved for the Training of Veterans.
Recognized for training by State of Washington Workforce Training & Education Coordinating Board

Licensure

Eton Technical Institute is licensed as a private vocational school under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
Olympia, WA 98504-3105
(360) 753-5673

and/or

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

Advisory Boards

Eton Technical Institute's advisory boards ensure that educational activities are consistent with the community's business and professional skills needs. Advisory board meetings are held on each Eton Technical Institute campus to advise, counsel, and share information with staff members, practitioners, and other interested parties. The advisory boards evaluate curriculum, procedures, policies, and facilities to continuously strengthen curriculum in order to support both student and business occupational objectives.

Disclaimer

This catalog provides required information about Eton Technical Institute. However, in a continual effort to maintain the highest educational standards, Eton Technical Institute reserves the right to make appropriate operational and policy modifications at any time. Such modifications will maintain compliance with all accrediting, state, federal, and licensing/certification agencies. When appropriate, Eton Technical Institute will notify students, staff, regulatory agencies and other interested third parties of changes prior to application.

Admissions

Contact Admissions

Prospective students may apply to the school at any of four locations:

Port Orchard 3649 Frontage Road Port Orchard, WA 98367 (360) 473-1120	Federal Way 31919 Sixth Avenue South Federal Way, WA 98003 (253) 941-5800	Everett 906 SE Everett Mall Way, Suite 600 Everett, WA 98208 (425) 353-4888	Tacoma 2156 Pacific Avenue Tacoma, WA 98402 (253) 207-4000
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Admissions Procedures

A prospective student begins by scheduling a campus tour and admissions conference with an Admission Representative of Eton Technical Institute. This allows the candidate to learn about career program choices available and view the facilities and equipment.

If Eton Technical Institute's training programs will meet the prospective student's goals, an Application for Admission and an Enrollment Agreement are completed. Candidates then meet with a Financial Aid Officer to arrange for the funding of their education.

Admission Requirements

1. Admission to Eton Technical Institute is based on an assessment that determines readiness to engage the training program selected by a prospective student. Potential students are asked to take the Wonderlic Test and must pass with a score of at least 10 except students entering the Pharmacy Technician program who must pass with a score of at least 15.
2. All applicants are required to provide a copy of their high school diploma or GED certificate. Applicants who have not yet completed high school or received their GED may apply for conditional acceptance prior to completion. Proof of high school graduation or GED must be provided before a student begins school if conditionally accepted. Eton Technical Institute does not currently accept ability to benefit students.
3. Applicants to the Medical and Dental Assisting programs are strongly encouraged to complete a Hepatitis B immunization and present official documentation of series prior to externship. Students are responsible for fees associated with all immunizations.
4. Washington State conducts a background check on all Pharmacy Technician License applicants. An adverse criminal background may result in the denial of a PHT license. Applicants to Eton Technical Institute's Pharmacy Technician program may request a background check prior to enrolling for a \$10 fee. Applicants to the Pharmacy Tech program must sign a form acknowledging the implications of an adverse criminal background.

School Policies

Statement of Non Discrimination

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

Student Grievance Policy

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

Additional inquires can be directed to the Accrediting Council for Independent Colleges and Schools (ACICS) at: 750 First St. N.E., Suite 980 Washington, D.C. 20002-4241 or (202) 336-6780.

Student Disability Services/Accommodations

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

Student Records

In compliance with Public Law 93-380 of 1974, the Family Educational Rights and Privacy act, Eton Technical Institute has adopted policies and procedures that permit students the opportunity to review their educational records upon request. Educational records refer to the records, files, documents, and other material containing information directly related to the student. Educational records do not include working papers concerning students such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff. These items are not accessible or revealed to any other individuals. Eton Technical Institute will not permit access to or release of educational records without the written consent of the student.

Drug Awareness

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

Eton Technical Institute 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 a student suspects someone to be under the influence of any drug (or alcohol) they should immediately bring this concern to the attention of the education director or school president. Violation of Eton Technical Institute's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

Crime Awareness

Eton Technical Institute, in compliance with the Crime Awareness and Campus Act of 1990, monitors, reports, and provides yearly statistical information involving campus crimes. The most current statistics are posted on each campus. If you would like further information, please contact the school president.

Weapons Policy

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

Personal Property

Eton Technical Institute assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Attendance/Academic Probation Periods

Students are allowed two incidents of probation, academic and/or attendance per program.

Student Attendance Policy

Eton Technical Institute is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All course work must be completed to Eton Technical Institute's standards. The student is responsible for initiating procedures to make up any coursework missed.

The instructor is responsible for recording attendance daily at the beginning of each class and after each break. Absences are recorded in 15-minute increments (rounded up). Hours absent will be used to track attendance as follows:

Attendance Requirements

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

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

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

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

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

Tardiness/Early Departure

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

Reentry Policy

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

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

Make up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make up work to be completed for each absence. Any tests or examinations missed due to absence cannot be made up. The only exception to this policy is a documented compelling reason for the absence (e.g. illness with a doctor's note) and approval of the Education Director.

Leave of Absence Policy

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

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

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Weather Emergencies

The school reserves the right to close during weather emergencies or other "acts of god." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program For information regarding school closure, tune into KOMO (4) or KIRO (7) news.

Conduct

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

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

First Offense

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

Second Offense

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

Threats to Health/safety

Immediate dismissal with dismissal letter.

Appeals

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

Dress Code

Eton Technical Institute prepares students for employment in the allied health industry. In order to effectively assist students for employment in these highly professional fields, an appropriate appearance is very important. The following items are not in compliance with our professional standards: beach clothing, sports apparel (sweats, warm-ups, etc.), shorts or cutoffs, tank or halter tops, torn, soiled, or frayed clothing, message shirts. Open-toed shoes are not permitted while a student is in lab.

All apparel must be neat, clean, wrinkle free and in good repair. Skirts should be no higher than two inches above the knee and capri pants should be shin length. Jeans are acceptable for students unless a uniform is required in the program specified below. All jeans and/or pants will have no holes or frayed edges. Clothing should fit properly and not be tight, body conforming, see-through or revealing. Bare midriffs and undergarments that are visible are not acceptable. Personal cleanliness and good hygiene are required at all times. It is expected that all individuals come to school clean and free of body odor. Piercings, other than ears, that are visible (including tongue rings) may not be worn in the laboratory/clinic setting.

Medical Assisting and Dental Assisting

Students in the Medical Assisting and Dental Assisting programs will receive one (1) uniform set.

Medical Billing

Students are not issued uniforms. These students are required to dress professionally, as described in the dress code policy above. However, should the student choose to purchase their own uniform, they may be worn as long as it is in good repair. Clean, professional appearing shoes are required.

Pharmacy Technician

Students will receive a consultation jacket (uniform) to wear over their professional attire on lab days as specified on the student syllabus. Students are required to dress professionally, as described in the dress code policy. However, should the student choose to purchase their own uniform, they may be worn as long as it is in good repair. Clean, professional appearing shoes are required.

Satisfactory Academic Progress

Students enrolled at Eton Technical Institute are required to meet the following minimum standards to achieve academic progress toward course completion. Students not meeting these standards will be considered as failing to make satisfactory academic progress. They will proceed through the probationary stages and may become ineligible to remain in school. These standards apply to all students enrolled at Eton Technical Institute.

The following standards encompass all the attributes by which a student's academic progress is measured. Students on probation are considered to be making satisfactory progress for financial aid eligibility:

Evaluation and Standards

Students must complete the educational program within one and one half times the published program length measured in credit hours.

Evaluation of academic process will occur at the following points in the student's program (% refer to maximum timeframe completion). To be considering making satisfactory academic progress towards completion, a student must successfully complete the following credit hours.

Program	25% Evaluation Point Occurs After Module	Required Credits	Cumulative GPA	50% Evaluation Point Occurs After Module	Cumulative GPA	Required Credits	100% Module	Required Credits	Cumulative GPA
Medical Assisting	2	*6.6	*1.25	5	**1.50	**18	9	**41.3	**2.00
Dental Assistant	2	*6.6	*1.25	5	**1.50	**18	9	**41.3	**2.00
Pharmacy Technician	2	*6.6	*1.25	5	**1.50	**18	9	**44	**2.00
Medical Billing	2	*6.6	*1.25	4	**1.50	**14.4	9	**36.0	**2.00

* Students not meeting this standard will be placed on probation

**Students not meeting this standard will be terminated.

If required to disburse financial aid, Eton Technical Institute may evaluate progress at additional points.

Re-establishing Satisfactory Academic Progress

A student may re-establish satisfactory progress at Eton Technical Institute by meeting the following requirements. The student must successfully retake courses previously failed or upgrade the skills applicable to the student's educational objective so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements.

Some form of academic evaluation must be conducted by the institution to determine that the student has the desire and the academic ability to progress satisfactorily in the program.

The student must be placed on academic probation for a predetermined period of time after reestablishing satisfactory progress.

Academic Probation

Students who do not meet the minimum standards of satisfactory academic progress will be directed through the probation stages. Students are allowed two incidents of probation, academic and/or attendance per program.

Course Exemption

Students with experience or previous training may request and take a one-time challenge examination during the first week of each class. Students may not challenge more than 15% of their required credits. Students must attain 90% or better on the examination. If the challenge is successful, students receive an "E" grade on their transcript which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Program/Course Withdrawal

Students who want to discontinue their training for any reason should schedule an exit interview with a school official to discuss withdrawal from Eton Technical Institute. Students who withdraw in the progression of a module will receive a "W" with a credit value of zero. These credits are not considered "successfully completed" but do count as credits attempted.

Re-admittance After Termination

Students who have been terminated are eligible to reapply to the school six weeks from their last date of attendance or at the discretion of the school president.

Student Academic Appeal Process

Students who have not maintained satisfactory academic progress or who feel there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory academic progress may appeal by requesting, in writing, a review of their situation. The school president will conduct the review process. Any decision resulting from the review is final.

Transfer Credit

Eton Technical Institute can accept a maximum of 15% of the total credits required to complete a program as transfer credits. Eton Technical Institute reserves the right to accept or reject any or all credit units earned at another institution at its own discretion.

In the case of veterans, Eton Technical Institute will review previous education and training and adjust credit and tuition where appropriate, in accordance with the Department of Veteran's Affairs Regulations CFR 21.4253 (d) (3).

The information below describes the process at Eton Technical Institute for transferring credits. At any time during the enrollment process the student can request through the Director of Education to have his/her transcript reviewed for transfer of credit.

Students are asked to provide the Director of Education a copy of or a request for his/her transcript as well as a course description of transferable courses (preferably a school catalog) if requested by Eton Technical Institute. In addition, students may be asked to take a test to demonstrate competency.

The Director of Education reviews applicable courses as they pertain to the student's program of study and fills out the transfer credit form. If any credits are accepted by Eton Technical Institute through the Director of Education, the Director of Education will notify the student regarding which credits were accepted and transferred.

The Director of Education will work with the Registrar/school president and Financial Aid to complete the enrollment process based on the student's revised schedule and any tuition adjustments.

The student will receive an "E" grade on his/her transcript for credits transferred which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Transferring Credits Earned at Eton Technical Institute to Other Institutions

Each school reserves the right to evaluate credits earned at other institutions for awarding credit for previous training. Eton Technical Institute cannot guarantee the transferability of credit earned in Eton Technical Institute's programs to other institutions. Accepting transfer credits is always at the sole discretion of the receiving institution.

Grading System

Grades are earned in each course and are recorded on the student's academic transcript. Evaluation of a student's achievement is made in relation to the attainment of the specific course competencies. Instructors provide a detailed syllabus at the beginning of each class that explains course objectives and the criteria upon which grades are determined.

Grading Scale

Core Module

40%	Assignments
50%	Tests & Quizzes
10%	Participation
100%	

Grading Scale

Modules 2-6

20%	Assignments
70%	Tests & Quizzes
10%	Participation
100%	

Grade definitions are as follows:

4.0	A	100-93%
3.7	A-	92-90%
3.4	B+	89-88%
3.0	B	87-83%
2.7	B-	82-80%
2.4	C+	79-78%
2.0	C	77-75%
0.0	F	74-0%
0.0	P/E	0%

E=Exempt/Transfer; R=Retake; P=Pass; W=Withdraw; I=Incomplete

Grade Point Average

A student's cumulative grade point average (CGPA) is calculated on credit hours earned at Eton Technical Institute. The CGPA is computed by taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of "F" is counted as hours attempted, but not credit hours successfully completed.

Any courses for which an "F" grade is earned must be successfully completed in order to graduate. See Repeat Credits and Evaluation Standards.

CGPA necessary for graduation from individual programs as well as National and State Certification CGPA requirements may vary.

Marks of Progress

Pass/Fail

Eton Technical Institute offers select courses on a pass/fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass the courses in order to graduate. Fees to repeat credits will apply.

The following is a list of courses at Eton Technical Institute that require a pass grade:

Number	Course Name	Credits
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
EX195	Dental Assisting Program	5.3
EX196	Medical Assisting Externship	5.3
EX197	Medical Billing Externship	6.0
EX198	Retail Externship	4.0
EX199	Hospital Externship	4.0

A "P" grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Repeat Credits

Any course for which an “F” grade is earned must be successfully completed in order to graduate. Failed courses are not considered “completed” but do count toward credits attempted. Repeat credits incur an additional charge and will require the student to complete an addendum to his/her Enrollment Agreement. A letter grade of “R” will replace the “F” on the student transcript when the student repeats the course. The letter grade “R” has a credit value of zero.

Incomplete

An incomplete is given to students who do not complete all course requirements due to illness or legal difficulties. These extenuating circumstances are documented in the student’s academic file. Students must clear their incomplete letter grade within seven school days (excluding weekends and holidays) from the end of the module in which the incomplete was given.

For determining progression toward completion a grade of “I” is counted as attempted and not counted as hours successfully completed..

However, when the “I” is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on the new letter grade.

Administrative Withdrawal

Students who withdraw in the progression of a module will receive a “W” with a credit value of zero. These credits are not considered “successfully completed” and do count toward credits attempted.

Grade Changes

Grades may be changed by instructors only in cases of clerical errors or subsequent completion of coursework. It is the student’s responsibility to initiate a grade change with the appropriate instructor. A grade change form must be completed, signed by the instructor, and submitted to the Director of Education before a grade change becomes official. Grade changes must be completed within two weeks following the end of the module in which the grade was posted. In the event a student wants to appeal a grade they have until the Friday of the fourth week of the next module to appeal the grade.

Graduation Requirements

Students must successfully complete the required number of credit hours listed for their program of study as well as:

1. Complete the program of study with a minimum cumulative grade point average of 2.0.
2. Attain required competency or speed levels in all courses.
3. Fulfill all clinical and externship requirements.
4. Satisfy all other academic requirements for graduation.

Student Services

Counseling Services

The school staff, advisors, and faculty are available to offer vocational counseling to students and prospective students.

Student Services Advisor

Eton Technical Institute’s programs are designed with the adult learner in mind. For this reason, each Eton Technical Institute campus has a Student Services Advisor on staff to assist students in overcoming obstacles to their success. For example, Student Services Advisors can often help with transportation, childcare, or personal issues. Ultimately, however, a student’s individual success or satisfaction is not guaranteed because it is dependent upon the student’s personal efforts, abilities, and attention to coursework. Eton Technical Institute’s staff and faculty are available to assist students with educational, career, or personal needs to help students successfully complete their career training.

Student Council and Activities

Eton Technical Institute has an active Student Council, which serves as a bridge between students, faculty and the administration. Students provide input to decisions that affect the institution and themselves to improve the quality of education. Student Council members learn leadership, become involved in student activities, contribute to the quality of life at the institution, participate in a professional meeting environment, and benefit from the opportunities the Student Council offers. Most employers also desire these qualifications and positions held on the council can be a valuable addition to any student's resume.

Tutoring

Faculty members are available to provide additional academic help to students. Students may schedule appointments with their instructors during their regular weekly office hours to arrange for additional academic assistance. Individual peer tutoring in many of the basic courses may also be available and can be arranged through the student's instructor and/or the Student Services Advisor.

Dean's List

Students who achieve a grade point average of 3.7 to 4.0 and a 90 to 100 percent attendance at the end of the module are placed on the Dean's List. Student's who maintain the above status throughout their program of study will graduate with honors.

Student Honor Society

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits may be nominated for membership into the National Vocational-Technical Honor Society.

Graduate Services

The placement assistance program is a very important component of Eton Technical Institute's offerings, since our mission is to train graduates for success in the working world. Eton Technical Institute provides students with training and skill development for effective job search and career improvement.

The Graduate Services Advisor at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities. Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Eton Technical Institute.

Eton Technical Institute's comprehensive placement assistance program contains the following elements:

Job Search Skill Development

Career development sessions, offered throughout each program of study, prepare the student for the job search process. These sessions focus on developing effective job search skill using the Internet for research, resume writing, dressing for success, and sharpening interviewing skills. Individuals receive help with resume preparation.

Contact with Employers

The Graduate Service Advisor contacts employers who advertise and list job openings and works with employers to match students to jobs. The Graduate Services office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings.

Many student externships lead to employment. Externship sites are often excellent sources of employment for Eton Technical Institute graduates. The Graduate Services Advisor helps to schedule interviews for the students and provides coaching and guidance. This helps students perfect their interview techniques for future interviews.

Follow-up with Graduates and Employers

Graduate Services keeps in contact with graduates after they leave Eton Technical Institute and are on the job. Students are encouraged to keep in touch with Eton Technical Institute as they progress in their career. Eton Technical Institute sends a survey to employers of Eton Technical Institute graduates to learn more about their satisfaction with the graduate's performance and to receive their suggestions for program enrichment. This enables Eton Technical Institute to keep current with employer needs.

Eton Technical Institute does not guarantee employment or starting salaries and is not obligated to provide placement services to students who do not complete their program of study. Placement and advancement in the workforce depends on personal initiative. While Eton Technical Institute's programs offer superb training, the utilization of the training is the responsibility of the graduate.

Modular Programs

Modular Schedule

Eton Technical Institute offers its programs on a six-week modular basis consisting of lecture, laboratory work, and an externship period. Students may start programs at Eton Technical Institute every six weeks. All students begin their training with the module called the “Core Module.” Next, students attend four to five specialty modules. Finally, students participate in an externship where additional hands-on and professional level experience is provided. This externship lasts 6-8 weeks depending upon the program in which a student enrolls.

During a module, students may take up to six individual courses. Classes are offered in four-hour blocks during the morning session and four-hour or five-hour blocks during the afternoon and evening sessions. The length in hours for each course varies according to its credit value.

Modular Approach

The modular system uses a spiral approach to learning, which has been found to be very effective with adult learners. In the modular system, students have many opportunities to revisit and review concepts that are repeated and reinforced.

New students study courses in the same classroom with continuing students. This is advantageous for new students because they benefit from interaction with more experienced students, who help them to adjust and guide them along.

Advanced students benefit from assisting new students through review of essential material. Students form strong bonds with one another as they work closely together in the classroom. No student is alone, and each student learns teamwork.

Students, who have benefited from Eton Technical Institute’s modular system, note that the close friendships they make, the supportive atmosphere, and constant review and introduction of new material are instrumental to their success both in school and after graduation.

Scope and Sequence

After the Core Module, students engage in specialty courses. The specialty curriculum is presented in a continuous rotation. Within specialty modules except core mod, all courses are offered as stand-alone components of curriculum. These specialty modules do not require prerequisites.

Similarly, courses are designed to be self-contained units. Each specialty module brings together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry, and progress in order, as each module is self-contained. Thus, specialty curriculum is open entry, open exit in design. Each course within a specialty module begins with fundamentals then builds to the presentation of more advanced material that students need to successfully meet course objectives.

Modular Classroom

Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students. Instructors use a variety of approaches to teaching, such as lecture, demonstration, hands-on exercises, guest speakers, working with partners, group study, self-directed learning, and tutoring outside class, to address the needs of the beginner, the experienced, and the expert student.

Class Sizes

Eton Technical Institute’s classes are small, with an average class ratio of 15 students to one instructor for lab and 30 students to one instructor for lecture. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students if requested. Lecture and lab sizes can go higher depending on the facility and the subject being taught.

Prerequisites

Students must pass all of the Core Module courses before continuing into the second module.

Dental Assisting Diploma Program

Diploma - 11 Months

880 Clock Hours / 41.3 Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

The Dental Assisting program is designed to prepare the student for a career as a dental assistant.

Students learn theory and skills from classroom lectures, laboratory and hands-on practice in Eton Technical Institute's dental clinic. Additional experience is gained in private dental practices as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Core Module		Credit Hours
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC151A	Endodontics, Orthodontics, Oral Surgery, Pharmacology, Oral Pathology	2.4
BU152A	Special Needs Patient & AIDS	1.2
DA154A	Specialties Clinic	2.4
Module 2		
SC151B	Dental Anatomy, Periodontics, Embryology & Histology, Microbiology, Microbiology, Tooth Morphology	2.7
BU153A	Office Administration	0.9
DA154B	Periodontic Clinic	2.4
Module 3		
SC151C	Operative Dentistry	2.4
BU156A	Law & Ethics	1.2
DA154C	Operative Dentistry Clinic	2.4
Module 4		
SC151D	Fixed & Removable Prosthetics	2.4
BU153B	Office Dynamics	1.2
DA154D	Crown & Bridge Clinic	2.4
Module 5		
SC151E	Prevention, Nutrition, Radiology Office Emergencies, CPR	2.4
SC159A	OSHA/WISHA	1.2
DA154E	Radiology Clinic	2.4
Externship		
EX195	Dental Assisting Externship	5.3
Total Credit Hours		41.3
Lecture/Lab Hours		880

Medical Assisting Diploma Program

Diploma - 11 Months

880 Clock Hours / 41.3 Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

The Medical Assisting program is designed to prepare the student for a career as a medical assistant.

Students learn theory and skills from classroom lectures, laboratory and hands-on practice in Eton Technical Institute's medical clinic. Additional experience is gained in private medical practices as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Core Module		Credit Hours
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC131C	Anatomy & Physiology: Neurology, Musculoskeletal	2.4
CA132A	Office Billing	1.2
MA134C	Orthopedic, Eye & Ear Clinic	2.4
Module 2		
SC131D	Anatomy & Physiology: GI, Urinary, Integumentary	2.4
BU130C	Financial Management	1.2
MA134D	Physical Exam & Urinalysis Clinic	2.4
Module 3		
SC131E	Anatomy & Physiology: Immunology, Oncology, Microbiology	2.4
PH153A	Pharmacology	1.2
MA134E	Asepsis & Surgery Clinic	2.4
Module 4		
SC131A	Anatomy & Physiology: Reproductive, Endocrine, Life Stages	2.4
BU130A	Medical Law, Ethics, & Records	1.2
MA134A	OB/GYN, Pediatrics, CPR Clinic	2.4
Module 5		
SC131B	Anatomy & Physiology: Cardiology, Hematology, Respiratory	2.4
BU130B	Office Standards	1.2
MA134B	Hematology & EKG Clinic	2.4
Externship		
EX196	Medical Assisting Externship	5.3
Total Credit Hours		41.3
Lecture/Lab Hours		880

Medical Billing Diploma Program

Diploma - 9 Months

780 Clock Hours / 36 Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

The Medical Billing program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in the medical billing profession. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice applications. Additional experience is gained in private practices as part of the 180-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Core Module		Credit Hours
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC125A	Essential Body Systems	2.4
CA126A	Medical Office Transcription	1.2
SC121A	ICD-9 Coding	2.4
Module 2		
BU124A	Health Insurance Processing	2.4
SC127A	Health Ins. Claims & Forms	2.4
SC121B	Third Party Reimbursement	1.2
Module 3		
SC125B	Body System Fundamentals	2.4
BU124B	Customer Service	1.2
SC121C	CPT Coding	2.4
Module 4		
CA126B	Computer Billing	2.4
BU129A	Medical Law & Ethics	1.2
SC127B	Health Care Billing	2.4
Externship		
EX197	Medical Billing Externship	6.0
Total Credit Hours		36.0
Lecture/Lab Hours		780

Pharmacy Technician Diploma Program

Diploma - 11 Months

960 Clock Hours / 44 Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

The Pharmacy Technician program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in a retail or hospital pharmacy practice. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in Eton Technical Institute's pharmacy lab. Additional experience is gained in pharmacies as part of the 240-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Core Module		Credit Hours
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC131F	Anatomy & Physiology: Musculoskeletal, Integumentary	0.9
BU140A	Federal Law	0.6
PH148A	Pharmacology & Drug Class: Musculoskeletal, Integumentary	0.9
SC141A	Basic Chemistry	0.9
PT144A	Pharmacy Compounding Lab	2.1
BU143A	Compounding & Manufacturing	0.6
Module 2		
SC131G	Anatomy & Physiology: Nervous, Psychiatry, Oncology	0.9
BU140B	Washington State Retail Law	0.6
PH148B	Pharmacology & Drug Class: Nervous, Psychiatry, Oncology	0.9
BU142A	Retail & Records Management	0.9
PT144B	Pharmacy Retail Lab	2.1
MH145A	Pediatric Dosage Calculations	0.6
Module 3		
SC131H	Anatomy & Physiology: Pharmacology, Digestive, Reproductive	0.9
BU140C	Washington State Institutional Law	0.6
PH148C	Pharmacology & Drug Class: Pharmacology, Digestive, Reproductive	0.9
PH135B	Basic Pharmacology	0.9
PT144C	Pharmacy Institutional Lab	2.1
MH145B	Dosage Calculations	0.6
Module 4		
SC131I	Anatomy & Physiology: Urinary, Cardiovascular, Respiratory	0.9
BU140D	Washington State Hospital Law	0.6
PH148D	Pharmacology & Drug Class: Urinary, Cardiovascular, Respiratory	0.9
SC147A	Hospital & Parenteral Admix	0.9
PT144D	Pharmacy Hospital Lab	2.1
MH145C	IV Solutions Calculations	0.6
Module 5		
SC131J	Anatomy & Physiology: Blood, Immune, Lymphatic, Endocrine	0.9
SC146A	Pharmacy Ethics & HIV/AIDS	0.6
PH148E	Pharmacology & Drug Class: Blood, Immune, Lymphatic, Endocrine	0.9
SC149A	Basic Microbiology	0.9
PT144E	Pharmacy Chemo Lab	2.1
MH145D	IV Flow Rate Calculations	0.6
Externship		
EX198	Retail Externship	4.0
EX199	Hospital Externship	4.0

Total Credit Hours	44.0
Lecture/Lab Hours	960

Financial Information

Tuition and Fees

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

Program	Program Length	Credit Units	Tuition	Registration
Dental Assisting	11 months	41.3	\$10,567.00	\$100
Medical Assisting	11 months	41.3	\$10,567.00	\$100
Medical Billing	9 months	36	\$9,627.00	\$100
Pharmacy Technician	11 months	44	\$10,567.00	\$100

Additional Expenses

Textbooks are included in the above tuition.

Voluntary Prepayment Plan

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

Cancellation/Refund Policy

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

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

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by this Enrollment Agreement. Students will receive a full refund of all money paid if they withdraw no later than the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.

Students that have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following a tour of the school facilities. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

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

Refunds

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

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

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

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

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

Return of Unearned SFA Program Funds

The school must return the lesser of:

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

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

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

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

Remittance to the Federal Government

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

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;

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

Workforce Training and Education Coordinating Board Refund Requirements

The school will calculate refunds using the Workforce Training and Education Coordinating Board Refund Requirements and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Workforce Training and Education Coordinating Board Refund Requirements, refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
During the first week or 10% of the contracted instructional time, whichever is less	90% of Tuition	10% of Tuition
After the first week or 10%, but prior to completion of 25% of the contracted instructional time	75% of Tuition	25% of Tuition
After the first 25%, but within 50% of the contracted instructional time	50% of Tuition	50% of Tuition
After completion of more than 50% of contracted instructional time	0	100% of Tuition

Institutional Refund Calculation

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

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

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

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

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

Veteran Students

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

Financial Assistance

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

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

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

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half time status, terminates training or graduates.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Sallie Mae Alternative Loan Program (SLM)

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

Student Tuition Assistance Resource Loan (STAR Loan)

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

Imagine America Scholarships

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

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

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

Course Descriptions

BU124A Health Insurance Processing 2.4

This course is designed to acquaint the student with the basic steps in processing an insurance claim and the principles, eligibility guidelines, and billing procedures for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation, state and federal disability and other private insurance.

BU124B Customer Service 1.2

This course covers the importance of the use of positive customer service techniques when dealing with clients in the medical office. Personality types, nonverbal communication, skills for explaining and persuading and handling challenging clients will be discussed.

BU129A Medical Law & Ethics 1.2

This course provides an overview of legal and ethical issues relevant to medical careers. Issues such as contracts, professional liability, medical malpractice, consent, workplace legalities and social issues will be explored.

BU130A Medical Law, Ethics, & Records 1.2

This class will cover a brief overview of medical history; discuss medical practice systems, medical ethics, and medical law and its impact upon the practice and the duties of the MA. Also covered will be filing methods, record keeping and health information management.

BU130B Office Standards 1.2

Because of the importance for a Medical Assistant to be cross-trained for front office duties in addition to the clinical duties, time is devoted to the principles of Office Standards (Transcription / Correspondence, Mailing / Scheduling / Travel Planning / Computer Transcribing). This course assists the MA with the procedures and preparations to be an efficient cross-trained employee in a medical facility.

BU130C Financial Management 1.2

This class will cover an overview of the financial aspects of the medical office. Subjects to be covered will include management of practice finances, banking procedures, facility environment and management responsibilities.

BU140A Federal Law 0.6

In this course, the students will learn the responsibilities, requirements, and standards mandated by the federal government pertaining to the practice of pharmacy. This course will also cover how these laws impact the practice of pharmacy, pharmacist, and pharmacy technician.

BU140B Washington State Retail Law 0.6

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of retail pharmacy and the pharmacy assistant. Each course will apply to a specific set of WAC and RCW laws.

BU140C Washington State Institutional Law 0.6

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of institutional pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU140D Washington State Hospital Law 0.6

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of hospital pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU142A Retail & Records Management 0.9

Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions, and retrieving and interpretation of prescriptions, and an introduction to legal requirements, common medication errors, and third party billing.

BU143A Compounding & Manufacturing 0.6

The focus of this course is to provide the student with manufacturing and repackaging techniques, regulations, and knowledge on the equipment used in compounding pharmaceuticals.

BU152A Special Needs Patient & AIDS**1.2**

The purpose of this course is to focus on the groups of patients who present special challenges and rewards to the dental health team. There is particular emphasis on the needs of children and the elderly. The students will learn various methods of dealing with the psychological and physical needs of various types of special needs patients. In addition, this course focuses on the two infectious diseases that are the greatest concern both for the patient and the health care worker. The student will study AIDS in depth and learn how the disease is transmitted, the statistics of transmission for the health care worker, how to work on an AIDS patient safely, and develop a compassionate understanding of the AIDS patient. The student will learn about the 5 different types of hepatitis, the immunizations available, and what to do if exposed to the disease. The student will become aware of basic oral manifestations of AIDS. This class is empowering to the students as they learn that they can indeed protect themselves and their patient from the effects of cross contamination.

BU153A Office Administration**0.9**

This course offers the chair side assistant an introduction to a manager's position. This knowledge supports the team approach in that it gives the chair side assistant a greater appreciation of the office manager's responsibilities. It also provides the chairside assistant with rudimentary knowledge of forms, scheduling, and reception skills to support the office manager when schedule needs arise.

BU153B Office Dynamics**1.2**

This course focuses on communication skills between the patient and practitioner as well as between the practitioner and staff. This will include instruction on how to handle the various types of patients encountered in the dental practice.

BU156A Law & Ethics**1.2**

The study of ethics and jurisprudence allows the student an opportunity to review ethical and legal standards practiced in their personal and professional lives. This course will also offer the students an overview of the risk management issues found in dentistry and how they affect their professional decisions in the dental environment.

CA101 Computer Applications**1.2**

This course is designed to develop basic skills used in today's professional environment. The student will learn proper finger placement and ten-key techniques in keyboarding and ten-key as well as computer operations and terminology in Microsoft Word and Microsoft Excel.

CA126A Medical Office Transcription**1.2**

This course is designed to help the student develop transcribing speed and accuracy, gain skills in proofreading and correcting documents and increase their knowledge of medical terminology. Experience in transcribing dictated medical documents including chart notes, history and physical reports, consultations, office progress notes, and correspondence will be provided.

CA126B Computer Billing**2.4**

This course is an introduction to current medical software used in the medical office. Emphasis will be placed on patient billing, claims submission, scheduling maintenance of financial records and health information on the computer.

CA132A Office Billing**1.2**

This class will cover a brief overview of the procedural steps in performing the administrative functions in a medical facility, from the role of receptionist to the responsibilities of office management. Special attention will be directed to the evolution of managed care and the changes that are taking place in the administrative aspects of medical assisting.

DA 154A Specialties Clinic**2.4**

This course focuses on the set up, instrumentation, and procedures dealing with the specialties of Endodontics, Orthodontics and Oral Surgery.

DA154B Periodontic Clinic**2.4**

This clinic focuses on Periodontics, Preventive Dentistry, Microbiology, and OSHA/WISHA guidelines. The student will study the long term effects of periodontal disease and how to avoid its debilitating effects. The student will also study OSHA/WISHA and will learn the necessary regulations that are mandated for the dental office. The student will also learn the requirements for an office Hazardous Materials and Infection Control Program. He/she will combine this knowledge with his/her ability to efficiently practice infection control measures in all aspects of the role as a chairside assistant.

DA154C Operative Dentistry Clinic**2.4**

This clinic concentrates on the study of the types, function and materials of restorative procedures in the dental office. The students will practice what they have learned about assisting the doctor when cavity preparations are accomplished in the clinic setting.

DA154D Crown & Bridge Clinic	2.4
This clinic concentrates on the study of the types, function and materials of fixed and removable prosthodontics. The students will practice what they have learned about assisting the doctor when prosthodontics are accomplished in the clinic setting.	
DA154E Radiology Clinic	2.4
This clinic focuses on the set up and procedures relating to radiology and management of office emergencies. All aspects of radiology and office emergencies are practiced until competencies are met. The student is also encouraged to continue practicing previously acquired skills. Prerequisite: all program coursework must be completed.	
EX195 Dental Assisting Externship	5.3
Upon successful completion of the Dental Assisting, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.	
EX196 Medical Assisting Externship	5.3
Upon successful completion of the Medical Assisting program, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.	
EX197 Medical Billing Externship	6.0
Upon successful completion of the Medical Billing each student is required to complete a 180-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.	
EXT198 Retail Externship	4.0
Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a retail externship of 120 hours. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.	
EXT199 Hospital Externship	4.0
Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a hospital externship of 120 hours. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.	
GE102 Master Student I	0.9
The Student Survival Course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include: Time Management, Memory Skills, Communication Skills, Reading Techniques, Note-taking Techniques, Test-taking Techniques, Diversity Critical Thinking, and Writing.	
GE103 Master Student II	0.6
Upon completion of this course students will be able to: (1) review basic labor market information and be able to provide facts supporting the advantages of going to school beyond high school, (2) list the three major factors that employers use in screening out prospective employees, (3) list several basic skills employers want people hired, (4) develop a self-concept inventory then discuss awareness, (5) challenge negative thoughts and replace them with action and positive changes, which enhance self-esteem, (6) enhance their intrapersonal and interpersonal competence in communication and conflict resolution, (7) handle personal and work challenges in a satisfying way, while building esteem in self and others, (8) recognize psychological changes during conflict, and (9) recognize the reasons for conflict as well as essential rules for open communication. Students will participate in small group activities, which will reinforce the training.	
LB105 Open Lab	0.9
The open lab allows the student the opportunity to practice on areas in which the student may be having difficulty. The open lab also provides the student with the opportunity to work on any course material the student may have.	
LB106 Program Orientation	0.3
This course allows the student the opportunity to visit his/her program of study. The visit also provides the student with the opportunity to meet with his/her future instructor(s) and classmates.	

MA134A OB/GYN, Pediatrics, CPR Clinic	2.4
The student practices applications of various tests and skills relating to the reproductive systems including urinalysis, pregnancy testing, pelvic exam preparations, and how to assist in the pediatric examinations. The student will train in adult, child, and infant cardiopulmonary resuscitation (CPR) and foreign body airway obstruction (FBAO). This also includes vital signs, injections, and venipuncture.	
MA134B Hematology & EKG Clinic	2.4
Skills practiced include phlebotomy, blood pressure readings, EKG testing, sedimentation rate testing, blood glucose levels, mono spot testing, vital signs, injections, venipuncture, and other circulatory system lab procedures.	
MA134C Orthopedic, Eye & Ear Clinic	2.4
Procedures relating to the eye and ear are practiced. Orthopedic procedures are performed including ambulatory aids and bandaging of various musculoskeletal injury sites. Assisting with diagnostic x-rays and hot and cold therapies are also discussed. This class also includes vital signs, injections, and venipuncture.	
MA134D Physical Exam & Urinalysis Clinic	2.4
Urinalysis, complete physical examination set up, patient assessment and hemocult are covered. This class also includes injections, vitals, and venipuncture.	
MA134E Asepsis & Surgery Clinic	2.4
Instrument identification, sterile trays, asepsis, cold chemical disinfecting, and sterilizing with the autoclave are covered. Strep testing and administering oral medications are also performed. This class also includes injections, vitals, and venipuncture.	
MH107 Math	1.2
This course will provide the student with the skills necessary to complete calculations that will be pertinent to their chosen field of study. Topics in this course include: Fractions, Decimals, Percentages, the Metric System, the Apothecary and Household Systems, Roman Numerals, and Ratio and Proportion.	
MH145A Pediatric Dosage Calculations	0.6
In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to pediatric calculations and body surface area calculations.	
MH145B Dosage Calculations	0.6
In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to calculation of medication dosaging for retail and hospital prescriptions.	
MH145C IV Solutions Calculations	0.6
In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solutions and pure solution preparations.	
MH145D IV Flow Rate Calculations	0.6
In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to IV flow rates and specialty calculations.	
PH135B Basic Pharmacology	0.9
This course provides an introduction to pharmacology. Topics include but are not limited to: drug history, sources, dosage forms, routes of administration, therapeutic uses and classifications, drug mechanisms of action, drug effects, toxic and adverse reactions, metabolism, and an overview of drug dependence.	
PH148A Pharmacology & Drug Class: Musculoskeletal, Integumentary	0.9
This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Musculoskeletal and Integumentary.	
PH148B Pharmacology & Drug Class: Nervous, Psychiatry, Oncology	0.9
This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Nervous, Psychiatry and Oncology.	

PH148C Pharmacology & Drug Class: Pharmacology, Digestive, Reproductive	0.9
This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Pharmacology, Digestive, and Reproductive.	
PH148D Pharmacology & Drug Class: Urinary, Cardiovascular, Respiratory	0.9
This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Urinary, Cardiovascular, Respiratory.	
PH148E Pharmacology & Drug Class: Blood, Immune, Lymphatic, Endocrine	0.9
This course will introduce the drug studies projects (long sheets). The student will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers, and basic pharmacology for the following systems: Blood, Immune, Lymphatic, Endocrine.	
PH153A Pharmacology	1.2
Because of the profound impact medications have upon the practice of medicine, time is devoted to a study of the principles of pharmacology as it relates to the Medical Assistant. This course assists the MA with systems and procedures for handling the various medications.	
PT144A Pharmacy Compounding Lab	2.1
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on pharmaceutical compounding.	
PT144B Pharmacy Retail Lab	2.1
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on retail pharmacy.	
PT144C Pharmacy Institutional Lab	2.1
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on institutional pharmacy.	
PT144D Pharmacy Hospital Lab	2.1
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on hospital pharmacy.	
PT144E Pharmacy Chemo Lab	2.1
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on chemotherapy and student will be trained in CPR.	
SC109 Program Terminology	0.9
(Medical Billing, Medical Assisting, Pharmacy Technician) This course will provide an explanation of medical terminology with which the health care professional will use on a daily basis in the work force. This course will also provide the student with an overview of the body systems. This will help the student gain a better understanding of how the body works.	
The Dental Assisting program terminology will provide an explanation of terminology, which the student will use on a daily basis in the work force. Topics covered include the terminology associated with basic facial structure, tooth composition and location within the mouth and basic equipment of the dental clinic.	
SC121A ICD-9 Coding	2.4
Students will utilize the ICD-9 coding manual to translate verbal descriptions of diseases, injuries, and conditions into numerical designations. The course will stress using the medical dictionary, PDR, and Merck Manual as a resource. Proper use of E-codes and V-codes will be included. Students will also learn correct sequencing on claim forms for optimal reimbursement.	

SC121B Third Party Reimbursement	1.2
This course will address ICD-9 and CPT coding and the key role they play in reimbursement to the providers of patient health care services. Students will be introduced to DRGs, MDCs, PROs, RBRVS, APGs, APCs, and the Correct Coding Initiative. Emphasis will be placed on how these items impact coding done by medical billing specialists.	
SC121C CPT Coding	2.4
Students will utilize the CPT manual to properly code procedures and services performed in outpatient settings. Students will learn HCPCS coding and be introduced to procedural coding for inpatient settings. Correct utilization of modifiers will be stressed. Emphasis will be placed on transferring codes to claim forms and reviewing them to ensure all procedures are supported by diagnosis codes.	
SC125A Essential Body Systems	2.4
This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for	
completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Circulatory, Respiratory, Digestive, and Nervous Systems, and the Special Senses.	
SC125B Body System Fundamentals	2.4
This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Musculoskeleton, Reproductive, Urinary, Endocrine and Integumentary Systems.	
SC127A Health Ins. Claims & Forms	2.4
This course is designed to acquaint students with the ICD-9 and CPT manuals used for coding diseases and procedures and proper completion of the HCFA 1500 and UB 92 billing forms. Students will become familiar with claim submission requirements for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation and other private insurance carriers.	
SC127B Health Care Billing	2.4
This course covers the legal issues affecting insurance claims and medical records, the basics of health insurance, tracing delinquent claims, insurance problem solving, as well as collection strategies.	
SC131A Anatomy & Physiology: Reproductive, Endocrine, Life Stages	2.4
The basic structures, functions and pathological conditions of the male and female reproductive systems are studied. Stages of human life from fetal development progressing through the pediatric years to adulthood are also studied. The field of endocrinology studies hormones, which act as regulators in the body, and are dependent upon the circulatory system for transportation through the body.	
SC131B Anatomy & Physiology: Cardiology, Hematology, Respiratory	2.4
The main route by which nutrients are distributed to the body, waste products are removed from the cells, and the organs communicate with each other in the form of hormonal control is via the blood stream of the body. The cardiovascular system (both the heart and vascular components) by which the blood is disseminated to the body is investigated. The body's ability to exchange carbon dioxide with oxygen at both an environmental and a cellular level will also be discussed.	
SC131C Anatomy & Physiology: Neurology, Musculoskeletal	2.4
The bony structure called the skeleton and its movement abilities by the muscles will be studied. The nervous system acts as a communication and control center for the body. The special senses and nervous system are presented in this course. The following special senses will be studied: vision, hearing, and balance.	
SC131D Anatomy & Physiology: GI, Urinary, Integumentary	2.4
The digestive system brings various foods and nutrients to the body where they are broken down into usable forms. The selection of appropriate dietary items to optimize the body's functional status is the study of nutrition in this class. The filtration of the blood will be studied in the urinary system as well as the process of the elimination of wastes.	
SC131E Anatomy & Physiology: Immunology, Oncology, Microbiology	2.4
The defense of our body from a continuous barrage of potential disease causing sources is the immune system. How infecting agents cause the disease process and what is the outcome, are also studied in this class. An introduction to the Federal and State regulations relating to blood-borne pathogens and other OSHA standards as they relate to the role of the Medical Assistant. A seven-hour AIDS orientation required by the State of Washington is also included.	

SC131F Anatomy & Physiology: Musculoskeletal, Integumentary	0.9
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Musculoskeletal, Integumentary (skin), Sense Organs (Eye and Ear), and Radiology-Nuclear Medicine.	
SC131G Anatomy & Physiology: Nervous, Psychiatry, Oncology	0.9
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Nervous System, Psychiatry, and Oncology.	
SC131H Anatomy & Physiology: Pharmacology, Digestive, Reproductive	0.9
This course will focus on the anatomy, physiology, laboratory tests, and clinical procedures that are pertinent to the following systems: Pharmacology, Male and Female Reproductive systems, and the Digestive system.	
SC131I Anatomy & Physiology: Urinary, Cardiovascular, Respiratory	0.9
This course will focus on the anatomy, physiology, laboratory tests, and clinical procedures that are pertinent to the following systems: Urinary, Cardiovascular, and Respiratory.	
SC131J Anatomy & Physiology: Blood, Immune, Lymphatic, Endocrine	0.9
This course will focus on the anatomy, physiology, laboratory tests and clinical procedures that are pertinent to the following systems: Endocrine, Blood, and Lymphatic & Immune systems.	
SC141A Basic Chemistry	0.9
The student will be able to identify the most common elements utilized in pharmaceutical preparations and chemical reactions. The student will learn the difference between ionic and covalent bonds and how to calculate basic atomic weights.	
SC146A Pharmacy Ethics & HIV/AIDS	0.6
This course focuses on dealing with issues within the work environment, patient confidentiality, and professional ethics. Emphasis is given to telephone etiquette, verbal and written communication, customer service, and pharmacy ethics. This course also satisfies the Washington State Board of Pharmacy requirements for HIV/AIDS awareness training. A certificate will be issued to the student upon successful completion.	
SC147A Hospital & Parenteral Admix	0.9
The student will learn the principals of asepsis as it applies to the preparation of intravenous medications, parenteral nutrition products, and chemotherapy preparations. Topics include administration profiles, drug distribution systems, administration records, types of IV administration supplies and equipment, antineoplastic preparations, and safety procedures.	
SC149A Basic Microbiology	0.9
In this course, the student will be introduced to basic Microbiology. Topics and 12 lectures will include history, bacterial and viral forms of infections, hygiene, immunity and prevention, infectious diseases, and OSHA standards.	
SC151A Endodontics, Orthodontics, Oral Surgery, Pharmacology, Oral Pathology	2.4
This course concentrates on the set-up, instrumentation, and procedures dealing with the specialty of endodontics, orthodontics, and oral surgery and provides a basic understanding of dental pharmacology and pain control. In addition, students will gain an understanding of normal and abnormal conditions of the mouth.	
SC151B Dental Anatomy, Periodontics Embryology & Histology, Microbiology, Tooth Morphology	2.7
The student will be introduced to the concept periodontal disease and the treatments available to reverse the process. Students will learn the principles of head and neck anatomy, which includes the basic understanding of muscles, nerves, and bones in the head and neck. The student will also learn about the major body systems and how they relate to dentistry. Students are introduced to oral embryology and histology. In conjunction with a working knowledge of the stages of tooth development, the student will gain skills in identifying and charting tooth morphology. The student will be introduced to microbiology in order to gain a better understanding of how diseases occur in the oral cavity.	
SC151C Operative Dentistry	2.4
This course will concentrate on the various aspects of restorative dentistry, dental materials, and dental instrumentation in restorative dentistry. The dental assisting student will demonstrate the ability to facilitate proper use of the necessary materials, equipment, and instruments during chairside restorative procedures.	

SC151D Fixed & Removable Prosthetics**2.4**

The student will study the types, functions, purposes, and materials of Fixed & Removable Prosthetics.

SC151E Prevention, Nutrition, Radiology Office Emergencies, CPR**2.4**

The students will be introduced to the concept of preventive dentistry and patient education in personal oral hygiene. They will learn the theory behind coronal polishing and prophylaxis procedures. The students will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies and life threatening situations. They will also learn what items are needed in the office first aid box, and what OSHA expects as documentation for any office emergency. In addition, the student will concentrate on the principles of dental radiography, which include why, when, and how to expose dental X-rays and how to develop dental X-rays.

SC159A OSHA/WISHA**1.2**

This course teaches the principles of infection control, and why it is important in today's dental office. The student will gain an understanding of how to prevent cross contamination. It covers handling of infectious waste, accident prevention, hazardous material protocol, and how to organize an MSDS book.

Port Orchard Campus Administration

Robert Nodolf, BS, MA
School President

Linda Roberts, BA, MA
Director of Education

Sheila Austin
Director of Admissions

Jeanette McClellan
Director of Finance

Cathi Morgan
Bookkeeper

Laurie Evarts
Career Services Representative

Alicia Anderson
Financial Aid Representative

Katina Moore
Financial Aid Representative

Brooke Weber
Associate Admissions Representative

Susan White
Financial Aid Representative

Lucinda Duehn
Campus Admissions Representative

Scott Saario
Associate Admissions Representative

Lori Bartlett
Administrative Assistant

Vicki Peters
Administrative Assistant

Port Orchard Faculty

Adcock, Ernest
BS City University
MDiv Diocesan School of Theology Core Module Instructor

Ballard, JoAnne CPhT
AA North Seattle Community College
Pharmacy Technician Instructor

Beeman, Andrew, RN
Washington State University
Medical Assisting Instructor

Binney, Jerien CDA
National Education Center
Dental Assisting Instructor

Born, Tina NCDA
Southern CA Regional Occupational Center
Dental Assisting Instructor

Calderon, Dolores MA, EMT
USN Hospital Corpsman School
Medical Assisting Instructor

Claire, Jennifer, MA
BA, Trinity College
Medical Assisting Instructor

Cook, Lisa RMA, CMA
Apollo College
Medical Assisting Instructor

Davis, Cheryl
Olympic College
Dental Assisting Instructor

DeSchryver, Janet
BS Southern Illinois University
Dental Assisting Instructor

Evans, Drake
BS Southern Illinois University
Core Module Instructor

Klinger, Doreen MA
USAF Medical Service Technician School
Medical Assisting Instructor

LaBoy, Juan
BS Southern Illinois University
Medical Assisting Instructor

Lippert, George, DDS
University of Washington
Dental Assisting Specialized Program Instructor

McKee, Brianne
Eton Technical Institute
Medical Billing Instructor

Murray, Keisha CPC
Eton Technical Institute
Medical Billing Instructor

Parker, Barbara CMA-AC, RICS
BS University of Arizona
Medical Billing Instructor

Pilger, Robert DDS
Georgetown University
Dental Assisting Specialized Program Instructor

Powell, Tamara, CPC
Health Education Systems
Medical Billing Instructor

Riebli, Beth
BA University of Puget Sound
Core Module Instructor

Smith, Julie, RN
Olympic College
Medical Assisting Instructor

VanCleave, Cheryl PhT
USN Hospital Corpsman School
USN School of Health Sciences
Pharmacy Technician Instructor

Federal Way Campus Administration

Shelly Williams, BA, MS
President

Gerry Landes, CMA
Director of Education

Peg Bulger, BA
Student Services Advisor

Susan Jensen, BA
Director of Finance

James Guynn, BA
Director of Admissions

James Naeher, BS, MS
Graduate Services Advisor

Nancy McDonough, BA
Registrar

Deann Merkel, BBA
Financial Aid Officer

Anna Nelson, BA
Financial Aid Officer

Johanna Dwyer, BA
Bookkeeper

Shannon Mitchell, BA
Admissions Representative

Laura Parker, BA
Admissions Representative

Valerie Slyter
Front Office Administrator

Danielle Tudor
Front Office Administrator

Laura Pinnell
Front Office Administrator

Federal Way Faculty

Davis Doreen
BA Eastern Washington University
MEd. City University
Core Module Instructor

Glover, Manda BS, ATA, MA
Clark College
University of Puget Sound
Medical Assisting Instructor

Houle, Jennifer PhT
Pharmacy Technician Instructor

Klingensmith, Kris
Medical Billing Instructor

Lanuto, Ann MA
New York School for Medical and Dental Assistants
Medical Assisting Instructor

Lee, Cleta
Medical Billing Instructor

LaFave, Roxanne DA
Dental Assisting Instructor

Nelson, Jaenette BA, DA MA
Bates Technical College
Dental Assisting Instructor

Naeher, Jim
BS University of Maryland
MS Chapman University
Graduate Services Advisor/Core Module Career Development
Instructor

Parsons, Renee MA
Puget Sound Institute of Technology
Medical Assisting Instructor

Sanchez, Frank CPhT
Academy of Health Sciences
Pharmacy Technician Instructor

Sharma, Avis BDS
Fiji School of Medicine
Dental Assisting Instructor

Sprayberry, Chawalit AA
Victor Valley College
USAF Medical MSS
Medical Assisting Instructor

Taylor, Ted AA, CNA
Pierce College
Columbia College
Core Module Instructor

Everett Campus Administration

Kimberly Lothyan, BS, MBA
School President

Cari Crabtree, BS, M.Ed
Director of Education

David Bowman, BA
Director of Admissions

Michael Hargrave
Director of Finance

Stacey Lillquist
Senior Registrar

Jeri Anderson, BS, MSW
Student Services Counselor

Nyeva Bembry
Career Services Representative

Celeste Allen
Senior Externship Coordinator

Rachelle Marion
Associate Instructor

Heather Berkeley, BA
Financial Aid Representative

Ellie Gregory
Financial Aid Representative

Miiko McCreary
Financial Aid Representative

Anna Ivanov
Student Accounts Representative

Shelley Anderson
Senior Admissions Representative

Brigid Kilker
Campus Admissions Representative

Victoria Sadoff
Admissions Representative

Shane Makanani
Associate Admissions Representative

Sharon Windsor
Senior Admissions Representative

Tara Williams
Senior Administrative Assistant

Patty Hollers
Administrative Assistant

Everett Faculty

Allen, Shannon
Ashmead College
Core Module Instructor

Ancheta, Samuel PhT
BS Far Eastern University
Pharmacy Technician Instructor

Atienza, Renato PhT
BS Ateneo de Manila University
MA Webster University
Pharmacy Technician Instructor

Anderson, Jeri
BS Portland State University
MSW Portland State University
Core Mode Instructor

Baller, Dan
BS Central Washington University
Core Module Instructor

Bembry, Nyeva
Core Module Instructor

Calipes, Rey MA
Bryman College
Medical Assisting Instructor

Carlson, Lacey MA
Eton Technical Institute
Medical Assisting Instructor

Cole, Cathi CDA
ATA Edmonds Community College
Dental Assisting Instructor

Dennis, Katie DA
Eton Technical Institute
Dental Assisting Instructor

Kildahl, Nora
AA Edmonds Community College
BA Western Washington University
Core Module Instructor

Lipp, Barbara CPhT
AAS Erie Community College
Eton Technical Institute
Pharmacy Technician Instructor

McKinney, Bobbie Jo
American Business College
Medical Billing Instructor

O'Donnell, Jeffery DA
ATA Skagit Valley College

AA Spokane Falls Community College
Dental Assisting Instructor

Payton, Christine
AAS Edmonds Community College
Core Module Instructor

Redwine, Mike
BS University of Washington
Medical Billing Instructor

Rickard, Linda MA
Eton Technical Institute
Medical Assisting Instructor

Simmons, Anne MA
Puget Sound Institute of Technology
Medical Assisting Instructor

Spangler, LaVada MA
Eton Technical Institute
Medical Assisting Instructor

Vera, Taesha MA
Eton Technical Institute
Medical Assisting Instructor

Williams, Anne MA
Eton Technical Institute
Core Module Instructor

Wilson, Susan PhT
BA University of Washington
AAS Pierce College
AA University of Maryland
Pharmacy Technician Academy of Health Sciences
Pharmacy Technician Instructor

Tacoma Campus Administration

Timothy E. Allen, BS CPhT
Director of Administration

Gary McMillion
Director of Education

Lynette Rickman
Director of Admissions

Natalie Graham
Director of Finance

Anaya Thompson
Registrar

Daniel Sims, BA
Financial Aid Administrator

Shamra Ness
Financial Aid Administrator

Cindy Eiseman
Career Service Representative

Andrea Andrews
Bookkeeper

Joseph Hayward
Admissions Representative

Karli McIver
Admissions Representative

Tiffany Britt
Admissions Representative

Matt Krachunis
Admissions Representative

Susan Thomas
Front Office Administrator

Kathleen Davis
Front Office Administrator

Tacoma Faculty

Bayard, Kyndall
Eton Technical Institute
Pharmacy Technician Instructor

Brandon, Paula
Eton Technical Institute
Medical Assisting Instructor

Frank, Bobbie
Bates Technical College
Dental Assisting Instructor

Gonzales, Erin
Eton Technical Institute
Medical Assisting Instructor

Killmer, Jennifer
Bryman College
Medical Assisting Instructor

Melendez, Alicia
Dental Assisting Instructor

Rhodes, Ginger
BS Central Washington University
Medical Assisting Instructor

Wright, Stacey
Bryman College
Medical Assisting Instructor

Loosveldt, Alisa CMA
Clover Park Vocational College
Medical Assisting Instructor

Bartlett, Susan
BA Cal State Long Beach
MBA Pacific Lutheran University
Core Module Instructor

Ruth, Doris CPhT
Clover Park Technical College
Pharmacy Technician Instructor

Thomas, Cynthia CDA
Dental Assistant School of America
Dental Assisting Instructor

Kirkpatrick, Kathleen
Dental Assisting Instructor

Estrada, Deena
Medical Billing Instructor

Sitko, Barbara
Medical Billing Instructor

Ray, Stephen
BS CA State University Chico
Core Module Instructor

Hours of Operation

Facilities and Offices

7:30 a.m. to 10:30 p.m. (Monday-Thursday)

7:30 a.m. to 5:00 p.m. (Friday)

Class Times

Morning Session

8:00 a.m. to 12:00 p.m. (Monday-Friday)

Afternoon Session

Port Orchard and Federal Way

1:00 p.m. to 5:00 p.m. (Monday-Friday)

Everett

12:10 p.m. to 5:10 p.m. (Monday-Thursday)

Evening Session

5:30 p.m. to 10:30 p.m. (Monday-Thursday)

Academic Calendar 2004 and 2005

Eton Technical Institute's academic calendar is based on a six-week modular system. Courses are offered continuously throughout the calendar year.

2004

Start Date

February 17, 2004

March 29, 2004

May 10, 2004

June 21, 2004

August 2, 2004

September 13, 2004

October 25, 2004

December 8, 2004

End Date

March 26, 2004

May 7, 2004

June 18, 2004

July 30, 2004

September 10, 2004

October 22, 2004

December 7, 2004

January 28, 2005

2005

Start Date

January 31, 2005

March 16, 2005

April 28, 2005

June 13, 2005

July 27, 2005

September 9, 2005

October 24, 2005

End Date

March 14, 2005

April 26, 2005

June 9, 2005

July 25, 2005

September 7, 2005

October 20, 2005

December 6, 2005

Student Holidays

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Winter Break

2004

January 1, 2004

February 16, 2004

May 31, 2004

July 5, 2004

September 6, 2004

November 25-26, 2004

December 21, 2004-January 2, 2005

2005

January 1, 2005

February 21, 2005

May 31, 2005

July 4, 2005

September 5, 2005

November 24-25, 2005

December 26, 2004-January 2, 2006

2004 Make up Classes

Early Morning: 8:00 am-11:50 am
10:00 am-11:50 am

Morning: 12:30 pm-4:20 pm

Afternoon: 12:10 pm-5:00 pm

Evening: 5:30 pm-10:20 pm

Memorial Day

6/2/04

6/4/04

6/4/04

6/11/04

6/11/04

4th of July Day

7/7/04

7/9/04

7/9/04

7/16/04

7/16/04

Labor Day

9/8/04

9/10/04

9/10/04

9/3/04

9/3/04

Ownership

Career Choices, Inc. a wholly owned subsidiary of Corinthian Colleges, Inc. Sequoia Education, Inc., Eton Education, Inc., and Ashmead Education, Inc. are wholly owned subsidiaries of Career Choices, Inc.

DIRECTORS

David G. Moore
Anthony Digiovanni
Dennis L. Devereux

OFFICERS

David G. Moore
Dennis N. Beal
Dennis L. Devereux
Beth Wilson
Stan A. Mortensen

TITLE

Chairman of the Board and Chief Executive Officer
Executive Vice President, Chief Financial Officer and Treasurer
Executive Vice President, Administrative Services and Assistant Secretary
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary

CORPORATE OFFICE

Corinthian Colleges, Inc.
6 Hutton Centre Drive, Suite 400
Santa Ana, CA 92707
(714) 427-3000 FAX: (714) 427-5111

Terminology

Academic Year

A period of enrollment that begins on the first day of classes and ends on the last day of classes and is a minimum of 30 weeks of instructional time in length. Regular students must complete at least 36 quarter-credit hours.

Award Year

A time period that begins on July 1 of one year and ends on June 30 of the next year for awarding Title IV financial aid.

Course Challenge Credits

Credit units earned by challenging a course. A student takes an examination created and monitored at Eton Technical Institute during the first week of a course.

Module (Mod)

An academic period six weeks in length.

New Student

A student who has not previously attended classes at Eton Technical Institute or who re-enters after a one-year (or greater) period of absence.

Non-Regular Student

Any student who does not meet the definition of a regular student. These students are not eligible for Federal Student Aid.

Probationary Status

A conditional status for students who are being monitored for failure to meet academic standards, conduct regulations, attendance standards, or other criteria.

Program of Study

A total set of academic course requirements which must be met to earn a diploma.

Quarter-Credit Hour

Eton Technical Institute uses the quarter-credit hour practice for calculating academic credit for all courses. One clock hour is based on one actual hour of attendance, which is equivalent to 50 minutes. One instructional/lab credit hour is defined as a class session of 50 minutes and a 10-minute break.

All courses except externships are assigned credits based upon the following: One credit = 20 hours of instruction or lab to determine the number of credit hours in a program for a Federal Student. Externships are assigned credits based upon the following: One credit = 30 hours of externship to determine the number of credit hours in an externship for a Federal Student.

Re-entry Student

A student that has previously attended Eton Technical Institute within one calendar year of his or her last date of attendance.

Regular Student

A student that is enrolled in an eligible program leading to a diploma and is maintaining satisfactory progress toward program completion in compliance with the standards of satisfactory progress.

Student-Teacher Ratio

Eton Technical Institute generally follows the guidelines of our accrediting bodies in establishing the maximum number of students for lecture and lab classes. The following ratios are not usually exceeded:

Lecture: 30:1

Laboratories: 15:1

When the class size exceeds these guidelines, the instructor is provided with additional resources.

Transfer Credit

Refers to credit units earned through another institution that will be applicable toward a diploma at Eton Technical Institute.

Week of Instruction

Includes 20 hours of instruction, examinations, or preparation for examination.