# Everest College - Reseda
# 2012-2014 catalog, revision date 07/31/12
# Addendum

■ **Addendum, Effective August 1, 2012.** Effective July 1, 2012, the school will stop enrolling new Ability to Benefit (ATB) students and all new students must have attained a high school diploma or equivalent for admission. The limited circumstances under which a continuing ATB student may establish eligibility on or after July 1, 2012 are outlined in the grandfathering policy below. Students wishing to establish eligibility may be required to submit documentation evidencing continuing ATB eligibility under the grandfathering provisions.

**ATB Grandfathering Policy**

Students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student attained a passing score on an independently administered Department of Education (DOE) approved ATB test subject to the limitations set forth below.

**Note:** The number of students enrolled under the Ability To Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

**Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

| ATB Test | CPAt | COMPASS | ASSET | CPT/Accuplacer | Wonderlic |
|---|---|---|---|---|---|
| **Required Passing Scores:** | Language: 42<br>Reading: 43<br>Numerical: 41 | Reading: 62<br>Writing: 32<br>Numerical: 25 | Reading: 35<br>Writing: 35<br>Numerical: 33 | Reading: 55<br>Sentence Skills: 60<br>Arithmetic: 34 | Verbal: 200<br>Quantitative: 210 |

Former CCi ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCi institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCi subject to Test Publisher's retest policies.

**Ability to Benefit Advising**

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM, effective July 1, 2012:** The following highlighted policies have been added to the catalog and would be applicable to students enrolled in clock hour modular programs.

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

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

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

**For clock hour modular programs**, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

**MAXIMUM TIME FRAME TO COMPLETE**

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

**For clock hour modular programs**, a student is not allowed to attempt more than 1.5 times or 150% of the weeks in the program.

# Everest College - Reseda
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**ATTENDANCE POLICY**

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

**In clock hour modular programs**, the student is awarded one hour of attendance for each 50-minute academic hour attended (there is a 10-minute administrative grace period).

**MONITORING STUDENT ATTENDANCE**

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in term/program (the "Percentage Absence Rule").

**In clock hour modular programs**, the "Percentage Absence Rule" (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

**MAKE-UP ATTENDANCE**

**In clock hour modular programs**, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after mod end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

**PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)**

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

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

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

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

**PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)**

| Percentage | Action Taken |
|---|---|
| 10% of the scheduled hours in a module missed | Attendance warning letter sent, make-up attendance recommended |
| 10% of the scheduled hours in a module missed – second occurrence | Attendance warning letter sent, make-up attendance required |
| 10% of the scheduled hours in a module missed – third occurrence | Attendance dismissal letter sent, withdrawn from module and dismissed from school |
| 10% of the scheduled hours in a payment period missed | Attendance dismissal letter sent, withdrawn from module and dismissed from school |

**EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

**In clock hour modular programs**, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

**ATTENDANCE VIOLATIONS**

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

1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

**For clock hour modular programs**, as a condition of granting the appeal, the Committee may require the student to make-up attendance.

■ **ADDENDUM, effective July 1, 2012:** The following tuition for Dental Assistant and Pharmacy Technician has been updated. The books and estimated fees for the diploma programs have been updated.

| Program | Program Length | Credit Units | Tuition[1] | Estimated Books and Equipment | Estimated Total |
|---|---|---|---|---|---|
| **Diploma Programs** | | | | | |
| Dental Assistant | 41 Weeks | 60 | $17,021 | $1,002 | $18,023 |
| Massage Therapy | 36 Weeks | 55 | $17,312 | $1,543 | $18,855 |
| Medical Administrative Assistant | 33 Weeks | 48 | $16,577 | $1,427 | $18,004 |
| Medical Assistant V. 2 | 41 Weeks | 60 | $21,388 | $1,688 | $23,076 |
| Medical Insurance Billing and Coding | 33 Weeks | 48 | $15,866 | $2,098 | $17,964 |
| Pharmacy Technician | 33 Weeks | 48 | $15,500 | $990 | $16,490 |
| Surgical Technologist | 56 Weeks | 76.5 | $34,288 | $1,390 | $35,678 |
| **Degree Programs** | | | | | |
| Business - AS | 104 Weeks | 96 | $38,304 ($399/unit) | $6,302.69 | $44,606.69 |
| Criminal Justice – AS | 104 Weeks | 96 | $38,304 ($399/unit) | $3,386.73 | $41,690.73 |
| Effective starting July 1, 2012 and after. | | | | | |
| [1]For all programs, A STRF fee of $2.50 per $1,000 will be charged. | | | | | |

■ **ADDENDUM, effective July 1, 2012:** The school will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012, are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

**Ability to Benefit Students Enrolling and Attending by June 30, 2012**

Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet

certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student's financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

**Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET and the Wonderlic Basic Skills Test as defined in the table below.

| ATB Test | CPAt | COMPASS | ASSET | Wonderlic |
|---|---|---|---|---|
| **Required Passing scores:** | Language: 45<br>Reading: 45<br>Numerical: 43 | Reading: 65<br>Writing: 35<br>Numerical: 27 | Reading: 36<br>Writing: 35<br>Numerical: 36 | Verbal: 205<br>Quantitative: 215 |

**Re-Entry of ATB Students On or After July 1, 2012**

An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:

- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student's Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

**Note: ATB students are not eligible to re-enter under any circumstances past December 28, 2012, when 180 calendar days from July 1, 2012, would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012, but subsequently dropped.**

**Ability to Benefit Advising**

The school has a regulatory obligation to provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM, effective July 1, 2012:** The Administrative policies below have been updated to pg. 21 of the catalog.

**Disability**

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

**Disability Accommodation Procedure**

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

**Disability Grievance Procedures**

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCi Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCi Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ **ADDENDUM, effective April 27, 2012:** The following statement has been added to the "Accreditation, Approvals, and Memberships" section in the catalog.

- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, 301.657.3000, www.ashp.org.

# Everest

COLLEGE

## RESEDA CATALOG

2012-2014

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Everest College does NOT have any pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

# TABLE OF CONTENTS


**ABOUT EVEREST COLLEGE ..... 1**
CORINTHIAN COLLEGES, INC. ..... 1
EDUCATIONAL PHILOSOPHY ..... 1
MISSION STATEMENT ..... 1
OBJECTIVES ..... 1
SCHOOL HISTORY AND FACILITIES ..... 1
LIBRARY ..... 2
ACCREDITATIONS, APPROVALS AND MEMBERSHIPS ..... 2

**ADMISSIONS INFORMATION ..... 2**
REQUIREMENTS AND PROCEDURES ..... 2
ABILITY TO BENEFIT POLICY ..... 2
CAMPUS ATB PASSING TEST SCORES ..... 3
ATB ADVISING ..... 3
ATB DENIAL OF ADMISSION ..... 3
ATB DELAYED ADMISSION ..... 3
ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS ..... 3
PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS ..... 3
ALLIED HEALTH PROGRAMS ..... 3
PHARMACY TECHNICIAN PROGRAM ..... 3
SURGICAL TECHNOLOGIST PROGRAM ..... 3
CRIMINAL BACKGROUND CHECK ..... 4
ACADEMIC SKILLS ASSESSMENT ..... 4

**ACADEMIC POLICIES ..... 4**
EVEREST REGULATIONS ..... 4
DEFINITION OF CREDIT ..... 4
CLASS SIZE ..... 4
OUT OF CLASS ASSIGNMENTS ..... 4
TRANSFER OF CREDIT INTO EVEREST ..... 4
ACADEMIC TIME LIMITS ..... 4
MAXIMUM TRANSFER CREDITS ACCEPTED ..... 5
COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS ..... 5
TRANSFER CREDIT FOR LEARNING ASSESSMENT ..... 5
TRANSFER CREDIT FOR PROFICIENCY EXAMINATION ..... 5
EXPERIENTIAL LEARNING PORTFOLIO ..... 5
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION ..... 5
TRANSFERS TO OTHER EVEREST LOCATIONS ..... 5
TRANSFER CENTER ASSISTANCE ..... 5
EVEREST CONSORTIUM AGREEMENT ..... 5
ARTICULATION AGREEMENT ..... 5
ONLINE PROGRAMS AND COURSE REQUIRMENTS ..... 6
DIRECTED STUDY ..... 6
GRADING SYSTEMS AND PROGRESS REPORTS ..... 6
GPA AND CGPA CALCULATIONS ..... 7
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) ..... 7
EVALUATION PERIODS FOR SAP ..... 8
RATE OF PROGRESS TOWARD COMPLETION ..... 8
MAXIMUM TIME FRAME TO COMPLETE ..... 8
SATISFACTORY ACADEMIC PROGRESS TABLES ..... 8
APPLICATION OF GRADES AND CREDITS TO SAP ..... 9
ACADEMIC AND FINANCIAL AID WARNING ..... 9
NOTIFICATION OF FINANCIAL AID WARNING ..... 10
ACADEMIC AND FINANCIAL AID PROBATION ..... 10
NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION ..... 10
DISMISSAL ..... 10
RETAKING PASSED COURSEWORK ..... 10
RETAKING FAILED COURSEWORK ..... 10
ADD/DROP POLICY (LINEAR PROGRAMS ONLY) ..... 10
FULL TERM COURSES ..... 11
MINI-TERM COURSES ..... 11
EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION ..... 11
ATTENDANCE POLICY ..... 11
ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT ..... 11
MONITORING STUDENT ATTENDANCE ..... 11
CONSECUTIVE ABSENCE RULE ..... 11
PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS). ..... 11
PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS) ..... 12
DATE OF WITHDRAWAL ..... 12
DATE OF DETERMINATION (DOD) ..... 12
ATTENDANCE RECORDS ..... 12
LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY) ..... 12
RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE ..... 12
EXTENSION OF LOA ..... 12
FAILURE TO RETURN FROM A LEAVE OF ABSENCE ..... 12
POSSIBLE EFFECTS OF LEAVE OF ABSENCE ..... 13
EXTERNSHIP TRAINING ..... 13
WITHDRAWAL PROCEDURES ..... 13
MAKE-UP WORK ..... 13
REQUIREMENTS FOR GRADUATION ..... 13
VETERANS' EDUCATION BENEFITS ..... 13
PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES ..... 13
RETROACTIVE VETERANS' BENEFITS ..... 13
PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS) FOR VETERAN STUDENTS ..... 13
SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS ..... 14
APPEALS POLICY ..... 14
STUDENT ACADEMIC APPEALS POLICY ..... 14
ASSIGNMENT/ TEST GRADES ..... 14
FINAL COURSE GRADES ..... 14
ATTENDANCE VIOLATIONS ..... 15
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS. ..... 15

**FINANCIAL INFORMATION ..... 15**
STATEMENT OF FINANCIAL OBLIGATION ..... 15
TUITION AND FEES ..... 15
TUITION CHARGES FOR RE-ENTRY ..... 16
ADDITIONAL FEES AND EXPENSES ..... 16
VOLUNTARY PREPAYMENT PLAN ..... 16
BUYER'S RIGHT TO CANCEL ..... 16
OFFICIAL WITHDRAWALS ..... 16
DATE OF WITHDRAWL VERSUS DATE OF DETERMINATION (DOD) ..... 16
REFUND POLICIES ..... 17
INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY ..... 17
TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY. ..... 17
EFFECT OF LEAVES OF ABSENCE ON REFUNDS ..... 17
TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS ..... 17
FEDERAL FINANCIAL AID RETURN POLICY ..... 17
STUDENT FINANCIAL AID (SFA) ..... 17
RETURN OF TITLE IV FUNDS CALCULATION AND POLICY ..... 17
RETURN OF UNEARNED TITLE IV FUNDS ..... 18
EFFECT OF LEAVES OF ABSENCE ON RETURNS ..... 18
TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS ..... 18
CALIFORNIA LOAN DISCLOSURES ..... 18
STUDENT TUITION RECOVERY FUND ..... 18
STUDENTS CALLED TO ACTIVE MILITARY DUTY ..... 19
NEWLY ADMITTED STUDENTS ..... 19
CONTINUING STUDENTS ..... 19
CONTINUING MODULAR DIPLOMA STUDENTS ..... 19
STUDENT FINANCING OPTIONS ..... 19
FINANCIAL ASSISTANCE ..... 19
STUDENT ELIGIBILITY ..... 19
FEDERAL FINANCIAL AID PROGRAMS ..... 20
ALTERNATIVE LOAN PROGRAMS ..... 20

GRANTS AND SCHOLARSHIPS ..... 20
RENEWAL CAL GRANT REPLACEMENT AWARD ..... 20
WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS ..... 20
DREAM AWARD PROGRAM AND SCHOLARSHIPS ..... 20
IMAGINE AMERICA SCHOLARSHIP ..... 21
MILITARY SCHOLARSHIPS ..... 21

**ADMINISTRATIVE POLICIES ..... 21**
STATEMENT OF NON-DISCRIMINATION ..... 21
DISABILITY ..... 21
DISABILITY ACCOMMODATION PROCEDURE ..... 22
DISABILITY GRIEVANCE PROCEDURE ..... 22
CODE OF STUDENT CONDUCT ..... 22
CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY ..... 22
OTHER PROHIBITED CONDUCT ..... 22
LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS ..... 23
INQUIRY BY THE CAMPUS PRESIDENT ..... 23
CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL ..... 23
CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL ..... 23
ALCOHOL AND SUBSTANCE ABUSE STATEMENT ..... 23
STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY ..... 23
COPYRIGHT POLICY ..... 23
SEXUAL HARASSMENT POLICY ..... 24
SANCTIONS ..... 24
APPEAL PROCESS ..... 24
RECORD OF DISCIPLINARY MATTER ..... 24
STUDENT COMPLAINT PROCEDURE ..... 25
DISCRIMINATION COMPLAINT AND INVESTIGATION PROCEDURE FOR STUDENTS ..... 25
DRESS CODE ..... 25
NOTIFICATION OF RIGHTS UNDER FERPA ..... 26
STUDENT RECORDS ..... 26
TRANSCRIPT AND DIPLOMA RELEASE ..... 26
CAMPUS SECURITY AND CRIME AWARENESS POLICIES ..... 26
DRUG-FREE SCHOOLS POLICY ..... 27
STATISTICAL INFORMATION ..... 27
CAMPUS COMPLETION RATE REPORTS ..... 27

**STUDENT SERVICES ..... 27**
ORIENTATION ..... 27
HEALTH SERVICES ..... 27
HOUSING ..... 27
STUDENT ADVISING ..... 27
EVEREST CARE PROGRAM ..... 28
PLACEMENT ASSISTANCE ..... 28

**PROGRAMS OFFERED ..... 29**

**DIPLOMA PROGRAMS ..... 30**
DENTAL ASSISTANT ..... 30
MASSAGE THERAPY ..... 33
MEDICAL ADMINISTRATIVE ASSISTANT ..... 35
MEDICAL ASSISTANT ..... 37
MEDICAL INSURANCE BILLING AND CODING ..... 40
PHARMACY TECHNICIAN ..... 44
SURGICAL TECHNOLOGIST ..... 46

**DEGREE PROGRAMS ..... 48**
BUSINESS ..... 48
CRIMINAL JUSTICE ..... 50

**COURSE DESCRIPTIONS FOR QUARTER-BASED PROGRAMS ..... 51**

**CORINTHIAN COLLEGES, INC. ..... 55**

**STATEMENT OF OWNERSHIP ..... 57**

**ADMINISTRATION ..... 57**

**CATALOG SUPPLEMENT ..... 57**

**TUITION AND FEES ..... 58**

**ACADEMIC CALENDARS ..... 59**

**OPERATING HOURS ..... 63**

# ABOUT EVEREST COLLEGE

## CORINTHIAN COLLEGES, INC.

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

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

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

## EDUCATIONAL PHILOSOPHY

The Everest College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

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

## MISSION STATEMENT

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

## OBJECTIVES

In order to ensure continued fulfillment of its mission, the College has established the following goals:

- The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
- The College will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
- The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
- The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
- The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

## SCHOOL HISTORY AND FACILITIES

The Reseda campus was among the original Bryman Schools founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. The Bryman Schools were acquired by National Education Corporation in 1975. In 1983, the schools' name was changed to National Education Center® Bryman Campus. Corinthian Schools, Inc. acquired the schools in July 1995. The name was changed to Bryman College in June 1996 and later changed to Everest College in April of 2007.

The Reseda campus opened in Canoga Park in 1970. In 1988, the city of Canoga Park reorganized its postal boundaries and the College's address fell within the city limits of Winnetka. A decade later in August 1998, the College moved to its present

address, conveniently located near public transportation including the new Orange Line bus route, and it is easily accessible from three major freeways, I-405, US-101 and SR-118. The Reseda campus is also a main campus for Marietta Georgia's Everest Institute and the Everest College in Atlanta, Georgia.

The College is located on the third, fourth and fifth floors of the five story Kaiser Medical Building. Its 37,500 square feet contain 22 classrooms furnished with laboratory, office, and SMART board® interactivity machines, faculty and administrative offices, a monitored testing room, student and staff lounges, student bookstore and Learning Resource Center. The Learning Resource Center contains reference and reading materials related to the academic programs offered, dedicated computer space, printer/copier access and a private study room.

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

### LIBRARY

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, audio-visual materials and digital resources to support its curriculum. The library is staffed with librarian(s) or other trained professionals to assist in the research needs of students and faculty, and is conveniently open to meet class schedules.

### ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.
- Everest College is a private institution approved to operate by the California Bureau of Private Postsecondary Education.
- The Dental Assistant program has been approved by the Dental Board of California (DBC). Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).
- The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354.
- Approved School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

## ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the CPAt assessment exam, and if they score below 40 in any of the three sections of the test which cover mathematics and language comprehension, it is recommended that they attend tutoring to strengthen their skills in the requisite area. No English as a second language courses are offered by the campus.

### REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED, unless eligible under the Ability to Benefit Policy below.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

### ABILITY TO BENEFIT POLICY

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

- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

**Note**: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

## CAMPUS ATB PASSING TEST SCORES

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

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

## ATB ADVISING

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

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

## ATB DENIAL OF ADMISSION

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

## ATB DELAYED ADMISSION

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

## ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

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

## PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

## ALLIED HEALTH PROGRAMS

Students entering in allied health programs may be required to complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the college.

## PHARMACY TECHNICIAN PROGRAM

- High school graduate or have a GED.
- Complete and pass a criminal background check.
- Complete and pass a drug screening which shows no evidence of illegal drug usage.
- Complete an interview with the Program Director.
- Applicants must be at least 18 years old on or before the expected graduation date.

## SURGICAL TECHNOLOGIST PROGRAM

- High School graduate or have a GED.
- Achieve a minimum score above 25% on each test **with the exclusion of spelling** of the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination. The combined score required for admission into the program is 40% or above.
- Prospective students are allowed to re-test once per enrollment period. The score in at least two (2) of the five (5) sections of the test must be above the 25$^{th}$ percentile to be eligible for re-testing. Candidates who fail to meet the minimum score in the required sections will be referred for remediation. Once the remediation is completed this candidate can take the PSB again. If the score in the skill area falls below the minimal on the second attempt the applicant can re-apply for the next available enrollment period.
- Complete a personal interview with the Surgical Technologist Director or designee.
- Complete and pass a criminal background check.
- Complete and pass a drug screening which shows no evidence of illegal drug usage.

**Prior to clinical the following need to be completed:**

- Meet the outlined Essential Skills and Functional Ability Standards and have physical examination clearance by a physician.

- Provide proof of current immunizations as required by clinical affiliates.
- Provide proof of current or complete CPR/Choking training that includes infant, child and adult with AED as required by clinical affiliates (this will be completed in class).

**Note:** The policies in the Surgical Technologist Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

### CRIMINAL BACKGROUND CHECK

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- Students who have been out of school for more than 180 days and are requesting to re-enter a program that requires a criminal background screening must undergo a new criminal background screening prior to re-entry.

### ACADEMIC SKILLS ASSESSMENT

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

## ACADEMIC POLICIES

### EVEREST REGULATIONS

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

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

### DEFINITION OF CREDIT

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

### CLASS SIZE

30 students in lecture and lab classes; 24 students in Massage Therapy and Pharmacy Technician lecture and lab classes; 20 students in Dental Assistant lab classes with two instructors; 12 students in Surgical Technologist Mock Surgery.

### OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

### TRANSFER OF CREDIT INTO EVEREST

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

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

### ACADEMIC TIME LIMITS

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

**Note**: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

## MAXIMUM TRANSFER CREDITS ACCEPTED

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

## COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

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

## TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

## TRANSFER CREDIT FOR PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

## EXPERIENTIAL LEARNING PORTFOLIO

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

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

The transferability of credits you earn at Everest College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Everest College to determine if your credits or degree, diploma or certificate will transfer.

## TRANSFERS TO OTHER EVEREST LOCATIONS

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

## TRANSFER CENTER ASSISTANCE

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

## EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

## ARTICULATION AGREEMENT

Everest College has an articulation agreement with Kaplan University under which students completing a diploma, certificate or degree program at Everest College may be eligible to transfer into Kaplan University bachelor degree program.

Students may also be eligible for a limited tuition discount. Students should contact their Everest College campus Director of Education for additional information on articulation agreement transfer terms and conditions.

## ONLINE PROGRAMS AND COURSE REQUIRMENTS

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students should have a computer with a system profile that meets or exceeds the following:

**Windows Systems**
Windows 2000, XP, or Vista, or 7
64 MB Ram
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Microsoft Internet Explorer 9.0
Recommended Browser: Mozilla Firefox 8.0
Supported Browser: Microsoft Internet Explorer 8.0
Supported Browser: Mozilla Firefox 7.0

**Mac Systems**
Mac OS X or higher (in classic mode)
32 MB RAM (64 recommended)
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Safari 5.0
Recommended Browser: Mozilla Firefox 8.0
Supported Browser: Safari 4.0
Supported Browser: Mozilla Firefox 7.0

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and activities weekly throughout the course.

## DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study
- Please see the Academic Dean/Director of Education for further information.

## GRADING SYSTEMS AND PROGRESS REPORTS

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

| Grade | Point Value | Meaning | Percentage Scale |
|---|---|---|---|
| A | 4.0 | Excellent | 100-90 |
| B | 3.0 | Very Good | 89-80 |
| C | 2.0 | Good | 79-70 |
| D* | 1.0 | Poor | 69-60 |
| F** | 0.0 | Failing | 59-0 |
| Fail | Not Calculated | Fail (for externship/internship) | |
| Pass | Not Calculated | Pass (for externship/internship or thesis classes only) | |
| PF | Not Calculated | Preparatory Class Failed | |
| PP | Not Calculated | Preparatory Class Passed | |
| IP | Not Calculated | In Progress (for linear externship/internship/modular clinic courses or thesis courses only) | |
| L | Not Calculated | Leave of Absence (allowed in modular programs only) | |
| EL | Not Calculated | Experiential Learning Credit | |
| PE | Not Calculated | Pass by Proficiency Exam | |
| W | Not Calculated | Withdrawal | |
| WZ | Not Calculated | Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress | |
| TR | Not Calculated | Transfer Credit | |

* Not used in Allied Health.

** Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Dental Assistant program below 70% is a failing. For all other Allied Health Programs, F (failing) is 69-0%.

| Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation | | | |
|---|---|---|---|
| Grade | Included in GPA calculation? | Counted as attempted credits? | Counted as earned credits? |
| A | Y | Y | Y |
| B | Y | Y | Y |
| C | Y | Y | Y |
| D | Y | Y | Y |
| F | Y | Y | N |
| Fail | N | Y | N |
| Pass | N | Y | Y |
| PF | N | N | N |
| PP | N | N | N |
| IP | N | Y | N |
| L | N | N | N |
| EL | N | Y | Y |
| PE | N | Y | Y |
| W | N | Y | N |
| WZ | N | N | N |
| TR | N | Y | Y |

## GPA AND CGPA CALCULATIONS

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

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

- The student's cumulative grade point average (CGPA)

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

## EVALUATION PERIODS FOR SAP

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

## RATE OF PROGRESS TOWARD COMPLETION

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

## MAXIMUM TIME FRAME TO COMPLETE

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

## SATISFACTORY ACADEMIC PROGRESS TABLES

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.1 | 66.66% | 55% |
| 43-48 | 2.0 | 1.25 | 66.66% | 60% |
| 49-72 | N/A | 2.0 | N/A | 66.66% |

49 Quarter Credit Hour Program. Total credits that may be attempted: 73 (150% of 49).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.4 | 66.66% | 60% |
| 43-48 | 2.0 | 1.7 | 66.66% | 63% |
| 49-73 | N/A | 2.0 | N/A | 66.66% |

55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-24 | 2.0 | 1.0 | 66.66% | 25% |
| 25-54 | 2.0 | 1.5 | 66.66% | 55% |
| 55-66 | 2.0 | 1.8 | 66.66% | 64% |
| 67-82 | N/A | 2.0 | N/A | 66.66% |

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).

| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
|---|---|---|---|---|
| 1-12 | 2.0 | N/A | 66.66% | N/A |
| 13-24 | 2.0 | 1.0 | 66.66% | 30% |
| 25-54 | 2.0 | 1.5 | 66.66% | 60% |
| 55-66 | 2.0 | 1.7 | 66.66% | 64% |
| 67-88 | N/A | 2.0 | N/A | 66.66% |

| 60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60). | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-18 | 2.0 | N/A | 66.66% | N/A |
| 19-24 | 2.0 | 0.5 | 66.66% | 25% |
| 25-30 | 2.0 | 0.75 | 66.66% | 40% |
| 31-36 | 2.0 | 1.0 | 66.66% | 50% |
| 37-42 | 2.0 | 1.1 | 66.66% | 55% |
| 43-48 | 2.0 | 1.25 | 66.66% | 60% |
| 49-72 | 2.0 | 1.5 | 66.66% | 65% |
| 73-90 | N/A | 2.0 | N/A | 66.66% |

| 76.5 Quarter Credit Hour Program. Total credits that may be attempted: 115 (150% of 76.5). | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-16 | 2.0 | N/A | 66.66% | N/A |
| 17-28 | 2.0 | 1.0 | 66.66% | N/A |
| 29-40 | 2.0 | 1.25 | 66.66% | 50% |
| 41-52 | 2.0 | 1.5 | 66.66% | 60% |
| 53-64 | 2.0 | 1.75 | 66.66% | 65% |
| 65-115 | N/A | 2.0 | N/A | 66.66% |

| 96 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 144 (150% of 96). | | | | |
|---|---|---|---|---|
| Total Credits Attempted | SAP Advising if CGPA is below | SAP Not Met if CGPA is below | SAP Advising if Rate of Progress is Below | SAP Not Met if Rate of Progress is Below |
| 1-24 | 2.0 | N/A | 66.66% | N/A |
| 25-36 | 2.0 | 0.25 | 66.66% | 10% |
| 37-48 | 2.0 | 0.5 | 66.66% | 20% |
| 49-60 | 2.0 | 1.1 | 66.66% | 30% |
| 61-72 | 2.0 | 1.5 | 66.66% | 40% |
| 73-84 | 2.0 | 1.8 | 66.66% | 50% |
| 85-96 | 2.0 | 2.0 | 66.66% | 55% |
| 97-108 | 2.0 | 2.0 | 66.66% | 60% |
| 109-120 | 2.0 | 2.0 | 66.66% | 63% |
| 121-144 | N/A | 2.0 | N/A | 66.66% |

## APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses are not offered.

## ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial

Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

## NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- For programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3rd) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

## ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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

## NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

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

- For programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

**Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3rd) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

## DISMISSAL

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

## RETAKING PASSED COURSEWORK

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

## RETAKING FAILED COURSEWORK

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

## ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a

course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

## FULL TERM COURSES

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

## MINI-TERM COURSES

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

## EFFECTS OF ADD/DROP ON FINANCIAL AID CALCULATION

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

## ATTENDANCE POLICY

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

## ESTABLISHING ATTENDANCE/ VERIFYING ENROLLMENT

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

## MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in term/program (the "Percentage Absence Rule").

## CONSECUTIVE ABSENCE RULE

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

For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

## PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

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

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

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

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

## PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)

The following rule shall apply:

| Percentage | Action Taken |
|---|---|
| 25% of the total hours for all courses in a term | Attendance warning letter sent |
| 40% of the total hours for all courses in a term | Withdrawn from all courses and dismissed from school |

## DATE OF WITHDRAWAL

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

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

## DATE OF DETERMINATION (DOD)

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

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

## ATTENDANCE RECORDS

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

## LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form by the 10th calendar day of the leave to the Academic Dean/Director of Education.

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

## RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

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

## EXTENSION OF LOA

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

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

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

## FAILURE TO RETURN FROM A LEAVE OF ABSENCE

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

## POSSIBLE EFFECTS OF LEAVE OF ABSENCE

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

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

## EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has 90 days to complete their externship. Any modular student who does not complete externship training within 90 days will fail the externship. If a student is expected to successfully complete the externship with less than 16 hours remaining, the Academics Department can approve an extension past 90 days. Quarter-based students who do not complete within 90 days can be given an "IP" if they are expected to complete in an additional 14 days from the end of the term if approved by the Academics Department.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

## WITHDRAWAL PROCEDURES

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

## MAKE-UP WORK

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

## REQUIREMENTS FOR GRADUATION

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

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

## VETERANS' EDUCATION BENEFITS

## PRIOR CREDIT FOR VETERANS AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly. Students must submit official transcript within the first term of enrollment and prior credit must be considered and evaluated within the first two terms of the enrollment period.

## RETROACTIVE VETERANS' BENEFITS

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

## PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS) FOR VETERAN STUDENTS

| Percentage | Action Taken |
|---|---|
| 15% of the cumulative hours attempted | Attendance warning letter sent |
| 20% of the cumulative hours attempted | Dismissed from the program |

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student's enrollment status changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

## SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- Veteran students who fail to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

## APPEALS POLICY

## STUDENT ACADEMIC APPEALS POLICY

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

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

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation or SAP Not Met 2nd consecutive term):
  - Modular – third calendar day of the subsequent module
  - Linear - first day of the subsequent term

**Note**: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

  - Online - first day of the subsequent term

**Note**: In the case of terms without a break week, the student must receive the notification within the first day of the second week of the term start.

The appeal must include:

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

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

**Note**: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

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

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

## ASSIGNMENT/ TEST GRADES

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

## FINAL COURSE GRADES

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

### ATTENDANCE VIOLATIONS

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

1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

### SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth ($6^{th}$) calendar day of the subsequent term.

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

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

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

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

## FINANCIAL INFORMATION

### STATEMENT OF FINANCIAL OBLIGATION

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

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

### TUITION AND FEES

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

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

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

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

## TUITION CHARGES FOR RE-ENTRY

- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- Students re-entering a modular program within 180 days will be charged tuition at the original tuition rate reflected on the original enrollment agreement. Students re-entering a modular program outside of 180 days will be charge current tuition rate.
- If the student is entering into a modular program that charges tuition by the academic year and is re-entering in the second academic year, no tuition increase is applied to the first academic year, since that year has already been completed. The tuition increase will be calculated for the second academic year as follows:
    - Tuition increase divided by the number of academic credits in the program equals to cost per credit. Cost per credit multiplied by the number of credits in the second academic year equals the amount of tuition increase.

**Note**: Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

## ADDITIONAL FEES AND EXPENSES

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

## VOLUNTARY PREPAYMENT PLAN

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

## BUYER'S RIGHT TO CANCEL

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

A student has the right to cancel the Agreement and receive a full refund of all monies paid if notice of cancellation is made through attendance at the first class session, or by midnight of the seventh day after enrollment, whichever is later. Applicants who have signed the Agreement but have not yet visited the school may also cancel within three business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

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

## OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal may be documented in writing or may also be effectuated by the student's conduct, including, but not limited to, a student's lack of attendance. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

## DATE OF WITHDRAWL VERSUS DATE OF DETERMINATION (DOD)

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

## REFUND POLICIES

### INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

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

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid funds.

The school will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

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

### TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

### EFFECT OF LEAVES OF ABSENCE ON REFUNDS

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

### TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Institutional policy is to issue refunds no later than 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

## FEDERAL FINANCIAL AID RETURN POLICY

### STUDENT FINANCIAL AID (SFA)

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

### RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

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

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required

6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

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

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

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

## RETURN OF UNEARNED TITLE IV FUNDS

The school must return the lesser of:

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

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

## EFFECT OF LEAVES OF ABSENCE ON RETURNS

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

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

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

## CALIFORNIA LOAN DISCLOSURES

1. If the student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
2. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
   a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
   b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans*, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**STRF Calculation**: An assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars will be collected. For institutional charges of one thousand dollars ($1,000) or less, the assessment is two dollars and fifty cents ($2.50).

*** If you prepay using Veterans Affairs benefits, you also must pay the STRF assessment.**

## STUDENTS CALLED TO ACTIVE MILITARY DUTY

### NEWLY ADMITTED STUDENTS

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

### CONTINUING STUDENTS

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

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

### CONTINUING MODULAR DIPLOMA STUDENTS

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

### STUDENT FINANCING OPTIONS

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

### FINANCIAL ASSISTANCE

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

### STUDENT ELIGIBILITY

To receive financial assistance, you must have the following:

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

## FEDERAL FINANCIAL AID PROGRAMS

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

http://studentaid.ed.gov/students/publications/student_guide/index.html

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

## ALTERNATIVE LOAN PROGRAMS

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

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

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

## GRANTS AND SCHOLARSHIPS

## RENEWAL CAL GRANT REPLACEMENT AWARD

Students who attended a Cal Grant eligible Everest school in 2010-2011 and will be returning for the 2011-2012 academic year, and are eligible to receive a Renewal Cal Grant Award, will be eligible to receive the Everest Cal Grant Replacement Grant in an amount equal to the 20% reduction in their Renewal Cal Grant. This is a one-time award and does not have any cash value.

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

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

## DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

### IMAGINE AMERICA SCHOLARSHIP

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program three $1,000 Imagine America scholarships are available at each participating high school and can be awarded to three 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 Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

### MILITARY SCHOLARSHIPS

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

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

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

**Payment Schedule:**

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

## ADMINISTRATIVE POLICIES

### STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

### DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504 Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at 18040 Sherman Way, Suite 400, Reseda, CA 91335, (Tel) 818-774-0550.

## DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504 Coordinator. The student will meet with the Section 504 Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504 Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504 Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary step to file a grievance.

## DISABILITY GRIEVANCE PROCEDURE

A student initiates the Disability Grievance Procedure by contacting the Section 504 Coordinator. The Section 504Coordinator will explain the complaint procedures and assist the complainant in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the complainant believes can support the allegations. A complaint should be made as soon as the complainant believes he/she has been discriminated against, but no later than within 180 days of the date the alleged discrimination occurred, or the date on which the complainant could reasonably have learned of the discrimination.

If the 504/ADA Coordinator is the subject of the grievance, the student would be instructed to contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

## CODE OF STUDENT CONDUCT

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

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

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

## CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

## OTHER PROHIBITED CONDUCT

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

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

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

## LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

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

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

## INQUIRY BY THE CAMPUS PRESIDENT

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

## CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

## CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

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

## ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

## STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCi logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

## COPYRIGHT POLICY

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

## SEXUAL HARASSMENT POLICY

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

## SANCTIONS

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

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

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

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

## APPEAL PROCESS

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

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

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

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

The Student Conduct Committee shall:

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

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

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

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

## RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

## STUDENT COMPLAINT PROCEDURE

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

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

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Students may also file a complaint with the state's Attorney General at the following address:

Public Inquiry Unit
Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244-2550
Ph: 916-322-3360
Toll Free in California: 800-952-5225
TTY/TDD: 800-735-2929
http://www.ag.ca.gov/

## DISCRIMINATION COMPLAINT AND INVESTIGATION PROCEDURE FOR STUDENTS

Any student who believes that he or she has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age in any of the College's programs or activities may file a complaint with the Campus President. The Campus President can explain the complaint procedures and assist the complainant in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the complainant believes can support the allegations. A complaint should be made as soon as the complainant believes he/she has been discriminated against, but no later than within 180 days of the date the alleged discrimination occurred, or the date on which the complainant could reasonably have learned of the discrimination.

When a complaint is filed, the Campus President or designee begins an investigation within 14 days. The complainant, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Campus President or designee informs the complainant and accused in writing that there was sufficient or insufficient evidence to confirm complainant's allegations, states the key facts and reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The complainant is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Regional Vice President within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Regional Vice President reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the College may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

## DRESS CODE

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

## NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

## STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

## TRANSCRIPT AND DIPLOMA RELEASE

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

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

## CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

### DRUG-FREE SCHOOLS POLICY

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

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution.

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

### STATISTICAL INFORMATION

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

### CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

## STUDENT SERVICES

### ORIENTATION

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

### HEALTH SERVICES

Everest does not provide health services.

### HOUSING

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

### STUDENT ADVISING

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

## EVEREST CARE PROGRAM

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

## PLACEMENT ASSISTANCE

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

# PROGRAMS OFFERED

| Program | Credential |
|---|---|
| Dental Assistant | Diploma |
| Massage Therapy | Diploma |
| Medical Administrative Assistant | Diploma |
| Medical Assistant V2 | Diploma |
| Medical Insurance Billing and Coding | Diploma |
| Pharmacy Technician | Diploma |
| Surgical Technologist | Diploma |
| Business | Associate of Science Degree |
| Criminal Justice | Associate of Science Degree |

# DIPLOMA PROGRAMS

**DENTAL ASSISTANT**
*Diploma Program*
41 weeks – 920 hours – 60 credit units

V 2

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

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

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

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

**Note**: The Dental Assistant program is approved by the Dental Board of California. Upon successful completion of the program, students will be able to sit for the Registered Dental Assistant examination provided by the Dental Board of California.

| Module Number | Module Title | Clock Hours | Quarter Credit Units |
|---|---|---|---|
| Module A | Dental Office Emergencies and Compliance | 80 | 6.0 |
| Module B | Dental Radiography | 80 | 6.0 |
| Module C | Dental Specialties | 80 | 6.0 |
| Module D | Operatory Dentistry | 80 | 6.0 |
| Module E | Laboratory Procedures | 80 | 6.0 |
| Module F | Dental Anatomy and Orthodontics | 80 | 6.0 |
| Module G | Dental Health | 80 | 6.0 |
| Module H | Modern Concepts in Dental Assisting | 80 | 6.0 |
| Module I | Administrative Dentistry | 80 | 6.0 |
| Module X | Dental Assistant Externship | 200 | 6.0 |
| | **Program Totals:** | **920** | **60.0** |

**Major Equipment**: Air Compressor, Amalgamators, Autoclave, Automatic and Manual Processing Equipment, Dental Unit and Chairs, DXXTR radiographic Manikins, Handpieces, Model Trimmers, Vibrators, Oral Evacuation Equipment, Ultrasonic Units, X-ray Units, Water Retrieval Manikins, Digital X-ray System Software, Intra-Oral Camera equipment, Extraoral Digital Camera, Cavity Detection Device, Automated Blood Pressure Unit, Facebow, EKG Machine, Pulse Oximeter, Capnograph, Typodonts regular and orthodontic.

**Module A – Dental Office Emergencies and Compliance** **6.0 Quarter Credit Hours**

In this module, students will complete board approved training in infection control. Students are introduced to Cal-DOSH (California Only) regulations and guidelines and Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods.. Methods for taking and recording vital signs and blood pressure are introduced. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Students are also introduced to basic anatomy of the head and teeth. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B – Dental Radiography** **6.0 Quarter Credit Hours**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of

film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist (California and Florida States Only). Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Students are introduced to basic anatomy of the head and teeth as it relates to dental radiographs. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C – Dental Specialties** **6.0 Quarter Credit Hours**

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for oral evacuation and rubber dam isolation are learned. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D – Operatory Dentistry** **6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodonts manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – Laboratory Procedures** **6.0 Quarter Credit Hours**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F – Dental Anatomy and Orthodontics** **6.0 Quarter Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G – Dental Health** **6.0 Quarter Credit Hours**

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Students will learn pit and fissure sealants. Theory, laboratory skills and clinical practice meet state guidelines for a Pit and Fissure Sealant Certificate and comply with programmatic regulations for certifying students. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist (California and Florida States Only). Completion of Coronal Polish and Pit and Fissure Sealants requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication Prerequisite: Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module H – Modern Concepts in Dental Assisting** **6.0 Quarter Credit Hours**

This module will focus on the additional skills and duties allowed to a dental assistant and registered dental assistant. Students will complete training on the California Dental Practice Act. Students will learn intra and extraoral photography as it relates to dentistry. Face bow transfer and light cured isolation techniques will also be learned. Students will learn duties in patient monitoring using EKG and sedation equipment, the use of automated caries detection devices, and learn the use of computer aided design (CAD) machines. Students will learn provisional fabrication. A review of dental anatomy and morphology is presented and related spelling and terminology is studied throughout the module. Students are introduced to Occupational Safety and Health Administration (OSHA), standards for infection control and hazard communication. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

| **Module I – Administrative Dentistry** | **6.0 Quarter Credit Hours** |
|---|---|
| This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. They also work with a pegboard system to accomplish tasks in daily posting, cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Students are introduced to basic anatomy of the head and teeth, Occupational Safety and Health Administration (OSHA), standards for infection control and hazard communication. Essential dental terminology is also studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. | |
| **Module X – Dental Assistant Externship** | **6.0 Quarter Credit Hours** |
| This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0 | |

## MASSAGE THERAPY

*Diploma program*
36 weeks - 750 hours – 55 credit units

V 3

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

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

**MTD100 – Introduction to Massage Therapy** **6.0 Quarter Credit Hours**
This module is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD201 – Business and Ethics** **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage** **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**MTD263 – Eastern Theory and Practice** **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR** **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

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

## MEDICAL ADMINISTRATIVE ASSISTANT

*Diploma program*
33 weeks – 760 hours – 48 credit units

V 1

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

The Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

| Module | Module Title | Total Clock Hours | Quarter Credit Units |
|---|---|---|---|
| Module A | Office Finance | 80 | 6.0 |
| Module B | Patient Processing and Assisting | 80 | 6.0 |
| Module C | Medical Insurance | 80 | 6.0 |
| Module D | Insurance Plans and Collections | 80 | 6.0 |
| Module E | Office Procedures | 80 | 6.0 |
| Module F | Patient Care and Computerized Practice Management | 80 | 6.0 |
| Module G | Dental Administrative Procedures | 80 | 6.0 |
| Module X | Medical Administrative Assistant Externship | 200 | 6.0 |
| | **TOTAL** | **760** | **48.0** |

**Major Equipment:** Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

**Module A: Office Finance** **6.0 Quarter Credit Hours**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self–directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Lab Hours: 40.0

**Module B: Patient Processing and Assisting** **6.0 Quarter Credit Hours**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Lab Hours: 40.0

**Module C: Medical Insurance** **6.0 Quarter Credit Hours**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Lab Hours: 40.0

**Module D: Insurance Plans and Collections** **6.0 Quarter Credit Hours**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Lab Hours: 40.0

| | |
|---|---|
| **Module E: Office Procedures** | **6.0 Quarter Credit Hours** |
| In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Lab Hours: 40.0 | |
| **Module F: Patient Care and Computerized Practice Management** | **6.0 Quarter Credit Hours** |
| Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Lab Hours: 40.0 | |
| **Module G: Dental Administrative Procedures** | **6.0 Quarter Credit Hours** |
| Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Lab Hours: 40.0 | |
| **Module X – Medical Administrative Assistant Externship** | **6.0 Quarter Credit Hours** |
| Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200 | |

## MEDICAL ASSISTANT

*Diploma program*
41 weeks – 920 hours – 60 credit units

V 2

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims. In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services. The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant and medical receptionist.

**Note:** While Everest maintains national accreditation for the institution as a whole, the Medical Assistant program is not programmatically accredited by Accrediting Bureau of Health Education Schools (ABHES) or Commission on Accreditation of Allied Health Education Programs/Medial Assisting Education Review Board (CAAHEP/MAERB). Without this programmatic accreditation, Medical Assistant graduates will not be eligible to take the Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants (AAMA). However, upon graduation, students will be eligible to take the Registered Medical Assistant exam (RMA) administered by the American Medical Technologists (AMT) and the NCMA exam administered by the National Center for Competency Testing (NCCT).

| Course Number | Course Title | Clock Hours | Quarter Credit Units |
|---|---|---|---|
| Module MAINTRO | Introduction to Medical Assisting | 080 | 6.0 |
| Module A | Integumentary, Sensory, and Nervous Systems, Patient Care and Communication | 080 | 6.0 |
| Module B | Muscular System, Infection Control, Minor Office Surgery, and Pharmacology | 080 | 6.0 |
| Module C | Digestive System, Nutrition, Financial Management, and First Aid | 080 | 6.0 |
| Module D | Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR | 080 | 6.0 |
| Module E | Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures | 080 | 6.0 |
| Module F | Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics | 080 | 6.0 |
| Module G | Medical Law and Ethics, Psychology, and Therapeutic Procedures | 080 | 6.0 |
| Module H | Health Insurance Basics, Claims Processing, and Computerized Billing | 080 | 6.0 |
| Module X | Medical Assistant Diploma Program Externship | 200 | 6.0 |
| | **Program Total** | **920** | **60.0** |

**Major Equipment:** Autoclave, Microscopes, Calculators, Personal Computers, Electrocardiography Machine, Sphygmomanometers, Examination Tables, Stethoscopes, Hematology Testing Equipment, Surgical Instruments, Mayo Stands, Training Manikins

**MODULE MAINTRO - Introduction to Medical Assisting** **6.0 Quarter Credit Units**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MODULE X - Medical Assistant Diploma Program Externship 6.0 Quarter Credit Hours**

Upon successful completion of all modules, medical assistant students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assistant diploma program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100 and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 200 Prerequisite: MAINTRO, Modules A-H

## MEDICAL INSURANCE BILLING AND CODING

*Diploma program*
33 weeks – 760 hours – 48 credit units

V 2

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

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

The Medical Insurance Billing and Coding program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

| Course Number | Course Title | Clock Hours | Credit Units |
|---|---|---|---|
| MEDINTRO | Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel | 80 | 6.0 |
| MIBCL | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems | 80 | 6.0 |
| MIBGU | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System | 80 | 6.0 |
| MIBIE | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology | 80 | 6.0 |
| MIBMS | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System | 80 | 6.0 |
| MIBRG | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems | 80 | 6.0 |
| MIBSN | Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology | 80 | 6.0 |
| MIBPC | Practicum **–OR–** | 200 | 6.0 |
| MIBXT | Externship | | |
| | **Program Totals:** | **760** | **48.0** |

**Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 6.0 Quarter Credit Hours**

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building

systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0 Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

| **Module MIBPC – Practicum** | **6.0 Quarter Credit Hours** |
|---|---|
| Upon successful completion of Modules MEDINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 100 and 200 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 200 | |
| **Module MIBXT – Externship** | **6.0 Quarter Credit Hours** |
| Upon successful completion of Modules MEDINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100 and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 200 | |

## PHARMACY TECHNICIAN

*Diploma program*
33 weeks – 760 hours – 48 credit units

V 1

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

**Note**: Pharmacy technicians are required to be licensed by the California State Board of Pharmacy prior to obtaining employment as a pharmacy technician in the State of California. The Pharmacy Technician program at Everest College meets requirements as established by the California State Board of Pharmacy. Upon successful completion of the program, students will be able to apply to the California Board of Pharmacy to become Licensed Pharmacy Technicians.

| Module Number | Module Title | Clock Hours | Quarter Credit Units |
|---|---|---|---|
| Module A | Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems | 80 | 6.0 |
| Module B | Aspects of Retail Pharmacy and Pharmacology of the Nervous System | 80 | 6.0 |
| Module C | History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice | 80 | 6.0 |
| Module D | Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses | 80 | 6.0 |
| Module E | Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System | 80 | 6.0 |
| Module F | Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System | 80 | 6.0 |
| Module G | Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System | 80 | 6.0 |
| Module X | Clinical Externship | 200 | 6.0 |
| | **Program Total:** | **760** | **48.0** |

**Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems**
**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System** **6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice** **6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses** **6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System** **6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System** **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System** **6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module X - Clinical Externship** **6.0 Quarter Credit Hours**

This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

## SURGICAL TECHNOLOGIST

*Diploma program*
56 weeks – 1220 hours – 76.5 credit units

V 1

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today's Certified Surgical Technologist and ARC-ST.

Students must document a total of eighty (80) procedures in the first scrub solo role or with assist, and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty-five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th ed. Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

The objective of the Surgical Technologist program is to provide the student with the appropriate didactic theory and hands-on skills in required and necessary to prepare them for entry-level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry-level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

| Module | Module Name | Total Contact Hours | Quarter Credit Units |
|---|---|---|---|
| Module A | Principles & Practices of Surgical Technology | 80 | 8.0 |
| Module B | Anatomy & Physiology I | 80 | 8.0 |
| Module C | Anatomy II & Microbiology | 80 | 8.0 |
| Module D | Surgical Technology Clinical I-A: Asepsis & Patient Care Skills | 80 | 5.0 |
| Module E | Surgical Pharmacology | 80 | 8.0 |
| Module F | Surgical Technology Clinical I-B: Instrumentation & Equipment | 80 | 5.0 |
| Module G | Clinical Rotation I – Central Supply | 80 | 2.5 |
| Module H | Surgical Procedures I: Mock Surgery Practicum I | 80 | 6.0 |
| Module I | Surgical Procedures II: Mock Surgery Practicum II | 80 | 6.0 |
| Module J | Surgical Procedures III: Mock Surgery Practicum III | 80 | 6.0 |
| Module X | Clinical Rotation II ** | 420 | 14.0 |
| | **Program Totals:** | **1220** | **76.5** |

**This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.**

**Major Equipment:** Operating Tables with Standard Attachments; Gowns, Gloves, Masks, Caps, and Sheets; Anesthesia (Gas) Machine; Recovery Room Table; Intravenous Pole; Catheters; Basic Surgical Instruments (Major and Minor Surgical Set-Ups); Skeleton, Head and Torso, and Heart; Instructional Aids; Antiseptic Soap and Soap Dispensers; Draping Materials; Brushes; Blood Pressure Devices; Scrub Sinks; Sitting Stool; Mayo Stand and Prep Stand; Sutures and Needles

**Module A -- Principles and Practices of Surgical Technology** **8.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

**Module B -- Anatomy and Physiology I** **8.0 Quarter Credit Hours**
This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

**Module C -- Anatomy II and Microbiology** **8.0 Quarter Credit Hours**
This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

**Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills** **5.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0

| | |
|---|---|
| **Module E -- Surgical Pharmacology** | **8.0 Quarter Credit Hours** |
| This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0 | |
| **Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment** | **5.0 Quarter Credit Hours** |
| This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0 | |
| **Module G -- Clinical Rotation I – Central Supply** | **2.5 Quarter Credit Hours** |
| This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lecture Hours: 0.0 Lab Hours: 0.0. Other Hours: 80.0 | |
| **Module H -- Surgical Procedures I: Mock Surgery Practicum I** | **6.0 Quarter Credit Hours** |
| This course is a study of the Introduction to surgical procedures, and General Surgery (Gastrointestinal surgery, Hepatobiliary surgery, Breast, Thyroid and Hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 | |
| **Module I -- Surgical Procedures II: Mock Surgery Practicum II** | **6.0 Quarter Credit Hours** |
| This course is a study of Obstetrics and Gynecology, Genitourinary surgery, Otorhinolarygologic surgery, ophthalmic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 | |
| **Module J -- Surgical Procedures III: Mock Surgery Practicum III** | **6.0 Quarter Credit Hours** |
| This course is a study of Plastic surgery, and Burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0 | |
| **Module X -- Clinical Rotation II** | **14.0 Quarter Credit Hours** |
| This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 420.0 | |

# DEGREE PROGRAMS

## BUSINESS

*Associate of Science Degree program*
24 months – 96 credit units

V 2

The **Associate of Science in Business** program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

**Business Administration:** The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

**Management:** The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government.

**Marketing:** The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government.

**International Business:** International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce.

| Course Code | | Course | Credit Hours |
|---|---|---|---|
| **College Core Requirements** | | | |
| SLS | 1105 | Strategies for Success | 4.0 |
| CGS | 2167C | Computer Applications | 4.0 |
| SLS | 1321 | Career Skills & Portfolio Development (formerly known as Career Skills) | 2.0 |
| **Choose 4 credits from the following list:** | | | |
| OST | 1141L | Keyboarding | 2.0 |
| OST | 2335 | Business Communications | 4.0 |
| LIS | 2004 | Introduction to Internet Research | 2.0 |
| CGS | 2501 | Applied Word Processing | 4.0 |
| CGS | 2510C | Applied Spreadsheets | 4.0 |
| MTB | 1103 | Business Math | 4.0 |
| | | **Total College Core Credit Hours** | **14.0** |
| **Major Core Requirements: All Concentrations** | | | |
| MAN | 1030 | Introduction to Business (formerly known as Introduction to the Business Enterprise) | 4.0 |
| MAN | 2021 | Principles of Management | 4.0 |
| BUL | 2131 | Applied Business Law | 4.0 |
| MAN | 2300 | Introduction to Human Resources | 4.0 |
| MAR | 1011 | Introduction to Marketing | 4.0 |
| APA | 2111 | Principles of Accounting I | 4.0 |
| APA | 2121 | Principles of Accounting II | 4.0 |
| MANP | 2501 | Senior Capstone Experience- AS | 4.0 |
| **Select one of the following 4 concentrations:** | | | |
| **Business Administration Concentration Additional Major Core Requirements** | | | |
| FIN | 1103 | Introduction to Finance | 4.0 |
| MAR | 2305 | Customer Relations and Servicing | 4.0 |
| **Choose 2 of the following courses:** | | | |
| MAN | 2727 | Strategic Planning for Business | 4.0 |
| ACG | 2178 | Financial Statement Analysis | 4.0 |
| ACG | 2021 | Introduction to Corporate Accounting | 4.0 |
| SBM | 2000 | Small Business Management | 4.0 |
| APA | 2161 | Introductory Cost/Managerial Accounting | 4.0 |
| | | **Total Major Core Credit Hours** | **48.0** |
| **Or** | | | |
| **Management Concentration Additional Major Core Requirements** | | | |
| MAR | 2305 | Customer Relations and Servicing | 4.0 |
| FIN | 1103 | Introduction to Finance | 4.0 |
| SBM | 2000 | Small Business Management | 4.0 |

| | | | |
|---|---|---|---|
| MAN | 2604 | Introduction to International Management | 4.0 |
| | | **Total Major Core Credit Hours** | **48.0** |
| **Or** | | | |
| **Marketing Concentration Additional Major Core Requirements** | | | |
| MAR | 2320 | Advertising | 4.0 |
| MAR | 2141 | Introduction to International Marketing | 4.0 |
| MAR | 2720 | Marketing on the Internet | 4.0 |
| SBM | 2000 | Small Business Management | 4.0 |
| | | **Total Major Core Credit Hours** | **48.0** |
| **Or** | | | |
| **International Business Concentration Additional Major Core Requirements** | | | |
| MAR | 2141 | Introduction to International Marketing | 4.0 |
| MAN | 2604 | Introduction to International Management | 4.0 |
| GEB | 2353 | International Competitiveness | 4.0 |
| BUL | 2261 | International Business Law | 4.0 |
| | | **Total Major Core Credit Hours** | **48.0** |
| **General Education Requirements** | | | |
| ENC | 1101 | Composition I | 4.0 |
| ENC | 1102 | Composition II | 4.0 |
| MAT | 1033 | College Algebra | 4.0 |
| PSY | 2012 | General Psychology | 4.0 |
| SPC | 2017 | Oral Communications* | 4.0 |
| EVS | 1001 | Environmental Science | 4.0 |
| SLS | 1505 | Basic Critical Thinking | 2.0 |
| **General Education Requirements**<br>Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science. | | | |
| | | **Total Quarter Credit Hours** | **26.0** |
| | | **Approved elective requirement** | **8.0** |
| To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student. | | | |
| | | **Total Quarter Credit Hours Required For Graduation** | **96.0** |
| *Online students take SPCP2300 Fundamentals of Interpersonal Communication | | | |

## CRIMINAL JUSTICE

*Associate of Science Degree program*
24 months – 96 credit units

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The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

| Course Code | | Course Title | Associate's Degree Quarter Credit Hrs. |
|---|---|---|---|
| **College Core Requirements** | | | |
| SLS | 1105 | Strategies for Success | 4.0 |
| SLS | 1321 | Career Skills & Portfolio Development (formerly known as Career Skills) | 2.0 |
| CGS | 2167C | Computer Applications | 4.0 |
| | | **Total Quarter Credit Hours** | **10.0** |
| **Major Core Requirements** | | | |
| BUL | 2131 | Applied Business Law | 4.0 |
| CCJ | 1017 | Criminology | 4.0 |
| CCJ | 1020 | Introduction to Criminal Justice | 4.0 |
| CJL | 2130 | Criminal Evidence | 4.0 |
| CJL | 2134 | Criminal Procedure and the Constitution | 4.0 |
| CJE | 1600 | Criminal Investigations | 4.0 |
| CCJ | 2358 | Criminal Justice Communications | 4.0 |
| CJC | 2000 | Introduction to Corrections | 4.0 |
| CJE | 2580 | Introduction to Interviews and Interrogations | 4.0 |
| DSC | 2002 | Introduction to Terrorism | 4.0 |
| | | **Total Quarter Credit Hours** | **40.0** |
| **The students will take 12.0 credits from following courses:** | | | |
| CCJ | 2501 | Juvenile Justice | 4.0 |
| CJE | 2100 | Policing in America | 4.0 |
| CCJ | 2288 | Spanish for the Criminal Justice Professional | 4.0 |
| CCJ | 2679 | Introduction to Victims Advocacy | 4.0 |
| CCJ | 2943 | Current Issues in Criminal Justice | 4.0 |
| CJE | 2670 | Introduction to Forensics | 4.0 |
| CCJ | 1910 | Career Choices in Criminal Justice | 4.0 |
| | | **Total Quarter Credit Hours** | **12.0** |
| **General Education Core Requirements** | | | |
| ENC | 1101 | Composition I | 4.0 |
| ENC | 1102 | Composition II | 4.0 |
| SPC | 2017 | Oral Communications* | 4.0 |
| SYG | 2000 | Principles of Sociology | 4.0 |
| MAT | 1033 | College Algebra | 4.0 |
| PSY | 2012 | General Psychology | 4.0 |
| SLS | 1505 | Basic Critical Thinking | 2.0 |
| AML | 2000 | Introduction to American Literature | 4.0 |
| EVS | 1001 | Environmental Science | 4.0 |
| | | **Total Quarter Credit Hours** | **34.0** |
| | | **Total Quarter Credit Hours Required For Graduation** | **96.0** |

*Online students take SPCP2300 Fundamentals of Interpersonal Communication

# COURSE DESCRIPTIONS FOR QUARTER-BASED PROGRAMS

## COURSE NUMBERING SYSTEM

Everest College uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

**ACG 2021 Introduction to Corporate Accounting** **4.0 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**ACG 2178 Financial Statement Analysis** **4.0 Quarter Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**AML 2000 Introduction to American Literature** **4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**APA 2111 Principles of Accounting I** **4.0 Quarter Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**APA 2121 Principles of Accounting II** **4.0 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**APA 2161 Introductory Cost/Managerial Accounting** **4.0 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**BUL 2131 Applied Business Law** **4.0 Quarter Credit Hours**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 2261 International Business Law** **4.0 Quarter Credit Hours**
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None. Lecture Hrs: 40.Lab Hrs: 0. Other Hrs: 0.

**CCJ 1017 Criminology** **4.0 Quarter Credit Hours**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1020 Introduction to Criminal Justice** **4.0 Quarter Credit Hours**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1910 Career Choices in Criminal Justice** **4.0 Quarter Credit Hours**
This course provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2288 Spanish for the Criminal Justice Professional** **4.0 Quarter Credit Hours**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2358 Criminal Justice Communications** **4.0 Quarter Credit Hours**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2501 Juvenile Justice** **4.0 Quarter Credit Hours**
Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2679 Introduction to Victims Advocacy** **4.0 Quarter Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2943 Current Issues in Criminal Justice** **4.0 Quarter Credit Hours**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CGS 2167C Computer Applications** **4.0 Quarter Credit Hours**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 2501 Applied Word Processing** **4.0 Quarter Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.

**CGS 2510C Applied Spreadsheets** **4.0 Quarter Credit Hours**
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.

**CJC 2000 Introduction to Corrections** **4.0 Quarter Credit Hours**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJE 1600 Criminal Investigations** **4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJE 2100 Policing in America** **4.0 Quarter Credit Hours**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJE 2580 Introduction to Interviews and Interrogations** **4.0 Quarter Credit Hours**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJE 2670 Introduction to Forensics** **4.0 Quarter Credit Hours**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 2130 Criminal Evidence** **4.0 Quarter Credit Hours**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 2134 Criminal Procedure and the Constitution** **4.0 Quarter Credit Hours**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**DSC 2002 Introduction to Terrorism** **4.0 Quarter Credit Hours**
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 1101 Composition I** **4.0 Quarter Credit Hours**
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 1102 Composition II** **4.0 Quarter Credit Hours**
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**EVS 1001 Environmental Science** **4.0 Quarter Credit Hours**
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 1103 Introduction to Finance** **4.0 Quarter Credit Hours**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**GEB 2353 International Competitiveness** **4.0 Quarter Credit Hours**
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**LIS 2004 Introduction to Internet Research** **2.0 Quarter Credit Hours**
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000

**MAN 1030 Introduction to Business (formerly known as Introduction to the Business Enterprise)**
**4.0 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2021 Principles of Management** **4.0 Quarter Credit Hours**
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2300 Introduction to Human Resources** **4.0 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2604 Introduction to International Management** **4.0 Quarter Credit Hours**
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAN 2727 Strategic Planning for Business** **4.0 Quarter Credit Hours**
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000.

**MANP 2501 Senior Capstone Experience** **4.0 Quarter Credit Hours**
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lecture Hours: 40.0 Lab Hours: 0.0

**MAR 1011 Introduction to Marketing** **4.0 Quarter Credit Hours**
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**MAR 2141 Introduction to International Marketing** **4.0 Quarter Credit Hours**
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MAR 2305 Customer Relations and Servicing** **4.0 Quarter Credit Hours**
Explores the basic functions relating to cusomters on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

**MAR 2320 Advertising** **4.0 Quarter Credit Hours**
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0

**MAR 2720 Marketing on the Internet** **4.0 Quarter Credit Hours**
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

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|---|---|
| **MAT 1033 College Algebra** | **4.0 Quarter Credit Hours** |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **MTB 1103 Business Math** | **4.0 Quarter Credits Hours** |
| This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000. | |
| **OST 1141L Keyboarding** | **2.0 Quarter Credit Hours** |
| Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000. | |
| **OST 2335 Business Communications** | **4.0 Quarter Credit Hours** |
| Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000. | |
| **PSY 2012 General Psychology** | **4.0 Quarter Credit Hours** |
| This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **SBM 2000 Small Business Management** | **4.0 Quarter Credit Hours** |
| This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0. | |
| **SLS 1105 Strategies for Success** | **4.0 Quarter Credit Hours** |
| This course is designed to equip students for transitions in their education and life. Includes introduction to the school and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **SLS 1321 Career Skills & Portfolio Development (formerly known as Career Skills)** | **2.0 Quarter Credit Hours** |
| A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 | |
| **SLS 1505 Basic Critical Thinking** | **2.0 Quarter Credit Hours** |
| This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 | |
| **SPC 2017 Oral Communications** | **4.0 Quarter Credit Hours** |
| This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **SPCP 2300 Fundamentals of Interpersonal Communication** | **4.0 Quarter Credit Hours** |
| The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |
| **SYG 2000 Principles of Sociology** | **4.0 Quarter Credit Hours** |
| A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 | |

# CORINTHIAN COLLEGES, INC.

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

**Everest College**
Alhambra, CA (main campus)
Anaheim, CA (main campus)
Arlington, TX (additional location of Everest Institute, Rochester, NY)
Arlington, VA (additional location of Everest College, Thornton, CO)
Aurora, CO (additional location of Everest College, Thornton, CO)
Atlanta West, GA (branch of Everest College, Reseda, CA)
Bedford Park, IL (branch of Everest College, Alhambra, CA)
Bremerton, WA (main campus)
Burr Ridge, IL (branch of Everest College, Skokie, IL)
Chesapeake, VA (additional location of Everest College, Newport News, VA)
Chicago, IL (branch of Everest College, San Francisco, CA)
City of Industry, CA (branch of WyoTech, Long Beach, CA)
Colorado Springs, CO (main campus)
Dallas, TX (additional location of Everest College, Portland, OR)
Everett, WA (additional location of Everest College, Bremerton, WA)
Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)
Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
Gardena, CA (main campus)
Hayward, CA (main campus)
Henderson, NV (main campus)
Kansas City, MO (additional location of Everest University, Pompano Beach)
Los Angeles (Wilshire), CA (main campus)
McLean, VA (additional location of Everest College, Colorado Springs, CO)
Melrose Park, IL (branch of Everest College, Skokie, IL)
Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
Milwaukee, WI (additional location of Everest University, Tampa, FL)
Newport News, VA (main campus)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (additional location of Everest College, Springfield, MO)
Portland, OR (main campus)
Renton, WA (main campus)
Reseda, CA (main campus)
Salt Lake City, UT (main campus)
San Bernardino, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (main campus)
Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)
Tacoma, WA (additional location of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Torrance, CA (main campus)
Vancouver, WA (additional location of Everest College, Portland, OR)
Vancouver, WA (additional location of Everest College, Seattle, WA)
West Los Angeles, CA (main campus)

**Everest College Phoenix**
Phoenix, AZ (main campus)
Mesa, AZ (branch of Everest College Phoenix, AZ)

**Everest Institute**
Austin, TX (branch of Everest Institute, Southfield, MI)
Bensalem, PA (additional location of Everest College, Seattle, WA)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Decatur, GA (branch of Everest Institute, Cross Lanes, WV)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Hialeah, FL (additional location of Everest Institute, Miami, FL)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest College, Ontario, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest College, Reseda, CA)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (additional location of Everest College, Portland, OR)

**Everest University**
Tampa (Brandon), FL (additional location of Everest University Tampa, FL)
Jacksonville, FL (additional location of Everest University, Largo, FL)
Lakeland, FL (additional location of Everest University, Largo, FL)
Largo, FL (main campus)
Melbourne, FL (additional location of Everest University, North Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (additional location of Everest University, Tampa, FL)
Pompano Beach, FL (main campus)
South Orlando, FL (additional location of Everest University, North Orlando, FL)
Tampa, FL (main campus)

**WyoTech**
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Sacramento, CA (branch of WyoTech, Laramie, WY)

**Heald College**
Concord, CA (main campus)
Fresno, CA (main campus)
Hayward, CA (main campus)
Honolulu, HI (branch of Heald College, San Francisco)
Modesto, CA (branch of Heald College, Hayward)
Portland, OR (branch of Heald College, San Francisco)
Rancho Cordova, CA (main campus)
Roseville, CA (main campus)
Salinas, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (Milpitas) (main campus)
Stockton, CA (main campus)

| The following schools in Canada are owned by Corinthian Colleges, Inc.: | |
|---|---|
| **Everest College of Business, Technology, and Healthcare**<br>All Canadian locations listed below are branches of Everest College Canada, Inc.<br>Barrie, Ontario<br>Brampton, Ontario<br>Hamilton City Centre, Ontario<br>Hamilton Mountain, Ontario<br>Kitchener, Ontario<br>London, Ontario<br>Mississauga, Ontario | Nepean, Ontario<br>New Market, Ontario<br>North York, Ontario<br>Ottawa-East, Ontario<br>Scarborough, Ontario<br>Sudbury, Ontario<br>Thunder Bay, Ontario<br>Toronto College Park (South), Ontario<br>Windsor, Ontario |

## STATEMENT OF OWNERSHIP

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

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

## ADMINISTRATION

| Administration | |
|---|---|
| Lani Townsend | Campus President |
| Adriana Latham | Director of Admissions |
| Laura Nguyen | Manager of Admissions |
| Victor Jackson | Director of Finance |
| Dorit Soltanovich | Director of Education |
| Trysha Goins | Director of Career Services |
| Carlden Lainfiesta | Manager of Career Services |
| Paula Delzer | Director of Student Accounts |

## CATALOG SUPPLEMENT

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

# TUITION AND FEES

| Program | Program Length | Credit Units | Tuition[1] | Estimated Books and Equipment | Estimated Total |
|---|---|---|---|---|---|
| **Diploma Programs** | | | | | |
| Dental Assistant | 41 Weeks | 60 | $19,395 | $961.00 | $20,356.00 |
| Massage Therapy + | 36 Weeks | 55 | $17,312 | $1,498.97 | $18,810.97 |
| Medical Administrative Assistant | 33 Weeks | 48 | $16,577 | $1,360.09 | $17,937.09 |
| Medical Assistant v. 2 | 41 Weeks | 60 | $21,388 | $1,636.36 | $23,024.36 |
| Medical Insurance Billing and Coding | 33 Weeks | 48 | $15,866 | $2,020.87 | $17,886.87 |
| Pharmacy Technician # | 33 Weeks | 48 | $16,167 | $929.78 | $17,096.78 |
| Surgical Technologist % | 56 Weeks | 76.5 | $34,288 | $1,378.37 | $35,666.37 |
| **Degree Programs** | | | | | |
| Business - AS | 24 Months | 96 credits | $38,304 ($399/unit) | $6,855.87 | $45,159.87 |
| Criminal Justice – AS | 24 Months | 96 credits | $38,304 ($399/unit) | $3,982.05 | $42,286.05 |

Effective for programs starting April 1, 2012 and after.

[1]For all programs, a STRF fee of $2.50 per $1,000 will be charged.
All diploma programs include CPR training and CPR certification and any charges will be paid for by Everest College.
For programs requiring a background check the fee will be paid for by Everest College.
+ The fees for the $195 MBLEx National Certification licensing exam, Live Scan fingerprinting, $150 California State licensing fee will be paid for by Everest College.
# The fees for drug testing, Live Scan fingerprinting, the $96 California State Board of Pharmacy License Application , $16 National Practitioner Data Bank Healthcare Integrity and Protections Data Bank (NPDB-NIPDB) will be paid for by Everest College for applications received after October 1, 2011.
% The fees for drug testing, the fee for one (1) CST exam and health screening requirements for hospital externship up to $350 is included in tuition. One year student membership in the Association of Surgical Technologists (AST) will be paid for by Everest College.

# ACADEMIC CALENDARS

## MODULAR PROGRAMS

| Massage Therapy, Medical Assistant, Medical Administrative Assistant, Dental Assistant, Pharmacy Technician, Medical Insurance Billing & Coding<br>4 Weeks<br>Mod All Shifts<br>2012-2014 | |
|---|---|
| **Start Dates** | **End Dates** |
| 2/28/12 | 3/26/12 |
| 3/28/12 | 4/25/12 |
| 4/27/12 | 5/24/12 |
| 5/29/12 | 6/25/12 |
| 6/27/12 | 7/25/12 |
| 7/30/12 | 8/24/12 |
| 8/27/12 | 9/24/12 |
| 9/25/12 | 10/22/12 |
| 10/23/12 | 11/19/12 |
| 11/20/12 | 12/19/12 |
| 12/20/12 | 1/28/13 |
| 1/29/13 | 2/26/13 |
| 2/27/13 | 3/26/13 |
| 3/28/13 | 4/25/13 |
| 4/29/13 | 5/24/13 |
| 5/29/13 | 6/25/13 |
| 6/27/13 | 7/25/13 |
| 7/29/13 | 8/23/13 |
| 8/27/13 | 9/24/13 |
| 9/25/13 | 10/22/13 |
| 10/23/13 | 11/19/13 |
| 11/20/13 | 12/19/13 |
| 12/20/13 | 1/29/14 |
| 1/30/14 | 2/27/14 |
| 2/28/14 | 3/27/14 |

| Surgical Technologist<br>Mod All Schedule<br>2012-2014 | |
|---|---|
| **Start Dates** | **End Dates** |
| *2/28/12 | 3/26/12 |
| 3/28/12 | 4/25/12 |
| *4/27/12 | 5/24/12 |
| 5/29/12 | 6/25/12 |
| 6/27/12 | 7/25/12 |
| *7/30/12 | 8/24/12 |
| 8/27/12 | 9/24/12 |
| 9/25/12 | 10/22/12 |
| *10/23/12 | 11/19/12 |
| 11/20/12 | 12/19/12 |
| 12/20/12 | 1/28/13 |
| *1/29/13 | 2/26/13 |
| 2/27/13 | 3/26/13 |
| 3/28/13 | 4/25/13 |
| *4/29/13 | 5/24/13 |
| 5/29/13 | 6/25/13 |
| 6/27/13 | 7/25/13 |
| *7/29/13 | 8/23/13 |
| 8/27/13 | 9/24/13 |
| 9/25/13 | 10/22/13 |
| *10/23/13 | 11/19/13 |
| 11/20/13 | 12/19/13 |
| 12/20/13 | 1/29/14 |
| *1/30/14 | 2/27/14 |
| 2/28/14 | 3/27/14 |
| *Applies to new Surgical Technologist students only | |

| Surgical Technologist<br>Clinical Rotation II<br>Term Schedule<br>2011-2013 | |
|---|---|
| **Start Dates** | **End Dates** |
| 12/21/11 | 3/26/12 |
| 1/30/12 | 4/25/12 |
| 2/28/12 | 5/24/12 |
| 3/28/12 | 6/25/12 |
| 4/27/12 | 7/25/12 |
| 5/29/12 | 8/24/12 |
| 6/27/12 | 9/24/12 |
| 7/30/12 | 10/22/12 |
| 8/27/12 | 11/19/12 |
| 9/25/12 | 12/19/12 |
| 10/23/12 | 1/28/13 |
| 11/20/12 | 2/26/13 |
| 12/20/12 | 3/26/13 |
| 1/29/13 | 4/25/13 |
| 2/27/13 | 5/24/13 |
| 3/28/13 | 6/25/13 |
| 4/29/13 | 7/25/13 |
| 5/29/13 | 8/23/13 |
| 6/27/13 | 9/24/13 |
| 7/29/13 | 10/22/13 |
| 8/27/13 | 11/19/13 |
| 9/25/13 | 12/19/13 |

| Pharmacy Technician<br>Day Schedule<br>(Monday through Friday)<br>2012 | |
|---|---|
| **Start Dates** | **End Dates** |
| 6/27/12 | 7/11/12 |

| Holiday/Student Break 2012-2014 | | |
|---|---|---|
| **Holiday/Student Breaks** | **Start Dates** | **End Dates** |
| Spring Break | 4/6/12 | 4/6/12 |
| Memorial Day | 5/28/12 | 5/28/12 |
| Independence Day | 7/4/12 | 7/4/12 |
| Labor day | 9/3/12 | 9/3/12 |
| Thanksgiving | 11/22/12 | 11/23/12 |
| Winter Break | 12/21/12 | 1/1/13 |
| Martin Luther King Day | 1/21/13 | 1/21/13 |
| President's Day | 2/18/13 | 2/18/13 |
| Good Friday | 3/29/13 | 3/29/13 |
| Memorial Day | 5/27/13 | 5/27/13 |
| Independence Day | 7/4/13 | 7/4/13 |
| Labor Day | 9/2/13 | 9/2/213 |
| Thanksgiving Holiday | 11/28/13 | 11/29/13 |
| Christmas Break | 12/23/2013 | 1/1/2014 |
| Martin Luther King Day | 1/20/2014 | 1/20/2014 |
| Presidents Day | 2/17/2014 | 2/17/2014 |

# CALENDAR FOR QUARTER-BASED PROGRAMS

| FY 2011 – 2012 Academic Calendar | | | | |
|---|---|---|---|---|
| Summer Term Starts | | July | 18 | 2011 |
| Summer Term Drop/Add Deadline | | July | 31 | 2011 |
| Mini-Term Starts | | August | 29 | 2011 |
| Mini-Term Drop/Add Deadline | | September | 4 | 2011 |
| Labor Day Holiday | | September | 5 | 2011 |
| Micro-Term Starts | | September | 19 | 2011 |
| Summer Term Ends | | October | 9 | 2011 |
| | | | | |
| Fall Break | From: | October | 10 | 2011 |
| | To: | October | 16 | 2011 |
| | | | | |
| Fall Term Start | | October | 17 | 2011 |
| Fall Term Drop/Add Deadline | | October | 30 | 2011 |
| Thanksgiving Day Holiday | From: | November | 24 | 2011 |
| | To: | November | 25 | 2011 |
| Mini-Term Starts | | November | 28 | 2011 |
| Mini-Term Drop/Add Deadline | | December | 4 | 2011 |
| Micro-Term Starts | | December | 19 | 2011 |
| Winter Holiday | From: | December | 23 | 2011 |
| | To: | January | 2 | 2012 |
| Classes Resume | | January | 3 | 2012 |
| Fall Term Ends | | January | 15 | 2012 |
| | | | | |
| M.L. King Jr. Birthday Holiday | | January | 16 | 2012 |
| Winter Term Starts | | January | 17 | 2012 |
| Winter Term Drop/Add Deadline | | January | 30 | 2012 |
| Presidents' Day | | February | 20 | 2012 |
| Mini-Term Starts | | February | 27 | 2012 |
| Mini Term Drop/Add Deadline | | March | 4 | 2012 |
| Micro-Term Starts | | March | 19 | 2012 |
| Winter Term Ends | | April | 8 | 2012 |
| Spring Vacation | From: | April | 9 | 2012 |
| | To: | April | 15 | 2012 |
| | | | | |
| Spring Term Starts | | April | 16 | 2012 |
| Spring Term Drop/Add Deadline | | April | 29 | 2012 |
| Memorial Day Holiday | | May | 28 | 2012 |
| Mini-Term Starts | | May | 29 | 2012 |
| Mini Term Drop/Add Deadline | | June | 4 | 2012 |
| Micro-Term Starts | | June | 18 | 2012 |
| Independence Day Holiday | | July | 4 | 2012 |
| Spring Term Ends | | July | 8 | 2012 |
| Summer Vacation | From: | July | 9 | 2012 |
| | To: | July | 15 | 2012 |

| FY 2013 Academic Calendar | | | | |
|---|---|---|---|---|
| Summer Term Starts | | July | 16 | 2012 |
| Summer Term Drop/Add Deadline | | July | 29 | 2012 |
| Mini-Term Starts | | August | 27 | 2012 |
| Mini-Term Drop/Add Deadline | | September | 2 | 2012 |
| Labor Day Holiday | | September | 3 | 2012 |
| Micro-Term Starts | | September | 17 | 2012 |
| Summer Term Ends | | October | 7 | 2012 |
| | | | | |
| Fall Break | From: | October | 8 | 2012 |
| | To: | October | 14 | 2012 |
| | | | | |
| Fall Term Start | | October | 15 | 2012 |
| Fall Term Drop/Add Deadline | | October | 28 | 2012 |
| Thanksgiving Day Holiday | From: | November | 22 | 2012 |
| | To: | November | 23 | 2012 |
| Mini-Term Starts | | November | 26 | 2012 |
| Mini-Term Drop/Add Deadline | | December | 2 | 2012 |
| Micro-Term Starts | | December | 17 | 2012 |
| Winter Holiday | From: | December | 22 | 2012 |
| | To: | January | 1 | 2013 |
| Classes Resume | | January | 2 | 2013 |
| Fall Term Ends | | January | 13 | 2013 |
| | | | | |
| Winter Term Starts | | January | 14 | 2013 |
| M.L. King Jr. Birthday Holiday | | January | 21 | 2013 |
| Winter Term Drop/Add Deadline | | January | 28 | 2013 |
| Presidents' Day | | February | 18 | 2013 |
| Mini-Term Starts | | February | 25 | 2013 |
| Mini Term Drop/Add Deadline | | March | 3 | 2013 |
| Micro-Term Starts | | March | 18 | 2013 |
| Winter Term Ends | | April | 7 | 2013 |
| Spring Vacation | From: | April | 8 | 2013 |
| | To: | April | 14 | 2013 |
| | | | | |
| Spring Term Starts | | April | 15 | 2013 |
| Spring Term Drop/Add Deadline | | April | 28 | 2013 |
| Memorial Day Holiday | | May | 27 | 2013 |
| Mini-Term Starts | | May | 28 | 2013 |
| Mini Term Drop/Add Deadline | | June | 3 | 2013 |
| Micro-Term Starts | | June | 17 | 2013 |
| Independence Day Holiday | | July | 4 | 2013 |
| Spring Term Ends | | July | 7 | 2013 |
| Summer Vacation | From: | July | 8 | 2013 |
| | To: | July | 14 | 2013 |

| FY 2014 Academic Calendar | | | | |
|---|---|---|---|---|
| Summer Term Starts | | July | 15 | 2013 |
| Summer Term Drop/Add Deadline | | July | 28 | 2013 |
| Mini-Term Starts | | August | 26 | 2013 |
| Mini-Term Drop/Add Deadline | | September | 1 | 2013 |
| Labor Day Holiday | | September | 2 | 2013 |
| Micro-Term Starts | | September | 16 | 2013 |
| Summer Term Ends | | October | 6 | 2013 |
| | | | | |
| Fall Break | From: | October | 7 | 2013 |
| | To: | October | 13 | 2013 |
| | | | | |
| Fall Term Start | | October | 14 | 2013 |
| Fall Term Drop/Add Deadline | | October | 27 | 2013 |
| Mini-Term Starts | | November | 25 | 2013 |
| Thanksgiving Day Holiday | From: | November | 28 | 2013 |
| | To: | November | 29 | 2013 |
| Mini-Term Drop/Add Deadline | | December | 3 | 2013 |
| Micro-Term Starts | | December | 16 | 2013 |
| Winter Holiday | From: | December | 23 | 2013 |
| | To: | January | 1 | 2014 |
| Classes Resume | | January | 2 | 2014 |
| Fall Term Ends | | January | 12 | 2014 |
| | | | | |
| Winter Term Starts | | January | 13 | 2014 |
| M.L. King Jr. Birthday Holiday | | January | 20 | 2014 |
| Winter Term Drop/Add Deadline | | January | 27 | 2014 |
| Presidents' Day | | February | 17 | 2014 |
| Mini-Term Starts | | February | 24 | 2014 |
| Mini Term Drop/Add Deadline | | March | 2 | 2014 |
| Micro-Term Starts | | March | 17 | 2014 |
| Winter Term Ends | | April | 6 | 2014 |
| Spring Vacation | From: | April | 7 | 2014 |
| | To: | April | 13 | 2014 |
| | | | | |
| Spring Term Starts | | April | 14 | 2014 |
| Spring Term Drop/Add Deadline | | April | 28 | 2014 |
| Memorial Day Holiday | | May | 26 | 2014 |
| Mini-Term Starts | | May | 27 | 2014 |
| Mini Term Drop/Add Deadline | | June | 2 | 2014 |
| Micro-Term Starts | | June | 16 | 2014 |
| Independence Day Holiday | | July | 4 | 2014 |
| Spring Term Ends | | July | 6 | 2014 |
| Summer Vacation | From: | July | 7 | 2014 |
| | To: | July | 13 | 2014 |

| FY 2015 Academic Calendar | | | | |
|---|---|---|---|---|
| Summer Term Starts | | July | 14 | 2014 |
| Summer Term Drop/Add Deadline | | July | 27 | 2014 |
| Mini-Term Starts | | August | 25 | 2014 |
| Mini-Term Drop/Add Deadline | | August | 31 | 2014 |
| Labor Day Holiday | | September | 1 | 2014 |
| Micro-Term Starts | | September | 15 | 2014 |
| Summer Term Ends | | October | 5 | 2014 |
| | | | | |
| Fall Break | From: | October | 6 | 2014 |
| | To: | October | 12 | 2014 |
| | | | | |
| Fall Term Start | | October | 13 | 2014 |
| Fall Term Drop/Add Deadline | | October | 26 | 2014 |
| Mini-Term Starts | | November | 24 | 2014 |
| Thanksgiving Day Holiday | From: | November | 27 | 2014 |
| | To: | November | 28 | 2014 |
| Mini-Term Drop/Add Deadline | | December | 2 | 2014 |
| Micro-Term Starts | | December | 15 | 2014 |
| Winter Holiday | From: | December | 23 | 2014 |
| | To: | January | 2 | 2015 |
| Classes Resume | | January | 3 | 2015 |
| Fall Term Ends | | January | 11 | 2015 |
| | | | | |
| Winter Term Starts | | January | 12 | 2015 |
| M.L. King Jr. Birthday Holiday | | January | 19 | 2015 |
| Winter Term Drop/Add Deadline | | January | 26 | 2015 |
| Presidents' Day | | February | 16 | 2015 |
| Mini-Term Starts | | February | 23 | 2015 |
| Mini Term Drop/Add Deadline | | March | 1 | 2015 |
| Micro-Term Starts | | March | 16 | 2015 |
| Winter Term Ends | | April | 5 | 2015 |
| Spring Vacation | From: | April | 6 | 2015 |
| | To: | April | 12 | 2015 |
| | | | | |
| Spring Term Starts | | April | 13 | 2015 |
| Spring Term Drop/Add Deadline | | April | 26 | 2015 |
| Memorial Day Holiday | | May | 25 | 2015 |
| Mini-Term Starts | | May | 26 | 2015 |
| Mini Term Drop/Add Deadline | | June | 1 | 2015 |
| Micro-Term Starts | | June | 15 | 2015 |
| Independence Day Holiday | From: | July | 3 | 2015 |
| | To: | July | 4 | 2015 |
| Spring Term Ends | | July | 5 | 2015 |
| Summer Vacation | From: | July | 6 | 2015 |
| | To: | July | 12 | 2015 |

# OPERATING HOURS

| Reseda | | |
|---|---|---|
| **Administrative Office** | **School Class Times** | |
| Monday through Thursday<br>8:00 am to 8:00 pm<br><br>Friday<br>8:00 am to 6:00 pm<br><br>Saturday<br>9:00 am to 1:00 pm | Monday through Friday<br>6:00 am to 9:50 am<br>10:00 am to 1:50 pm<br>2:00 pm to 5:50 pm<br>6:00 pm to 9:50 pm | Saturday<br>8:00 am to 4:50 pm |