

Joplin



2011-2012

Campus Catalog



Vatterott
COLLEGE

2011-2012

Volume VI

Vatterott College

Joplin

Course Catalog

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The information contained in this catalog is true and correct to the best of my knowledge.

Donna Goldthwaite
Campus Director



A Message from the President

Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.

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About Vatterott College

About Vatterott College

Our Philosophy

The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student's abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

History of Vatterott College

In April 1991, Draughon Business College (with facilities in Springfield, Joplin and Independence) ceased operations. With the approval of the Missouri Coordinating Board of Education, the former Draughon Business College campuses reopened on May 28, 1991 to complete the teach out of the former Draughon Business College students. In August 1991, The Trade and Technical Accrediting Commission of the Career College Association granted branch campus status to the three new facilities. The Joplin Campus was located at 5898 N. Main Street. August 1991 the first classes were enrolled and started under Vatterott College.

The programs at that time were Computer Office Assistant, Medical Office Assistant, Legal Office Assistant, and Accounting with Data Processing. Vatterott College has added several programs since then.

In April 2006 facilities were moved to the present location at 809 Illinois Avenue where there is approximately 30,000 square feet with approximately 20,000 square feet committed to training in the field of Computer Aided Drafting, Computer Aided Drafting and Design, Computer Technology, Computer Systems and Network Technology, Medical Office Assistant, Medical Assistant, Pharmacy Technician and Cosmetology.

Accreditation, Authorization and Approvals

Vatterott College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Certifications

Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.

Campus Location

Vatterott College – Joplin Campus
809 Illinois Ave.
Joplin, Missouri 64801
(417) 781-5633

Campus Facilities

Vatterott College – Joplin Campus

Branch of Main Campus, Berkeley, Missouri

The facilities on Illinois Avenue contain approximately 30,000 square feet with approximately 20,000 square feet committed to training in the field of Computer-Aided Drafting, Computer-Aided Drafting and Design, Computer Technology, Computer Systems and Network Technology, Medical Office Assistant, Medical Assistant, Pharmacy Technician and Cosmetology.

All Lecture, shop, and lab areas contain industry related equipment and computers needed for demonstration, instruction and student hands-on training. Maximum class size is 30 students. Enrollment capacity: 400 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.



Admissions Information

Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

All applicants are required to complete a personal interview with an education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a minimum of a High School Diploma or General Education Diploma (GED).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
 - Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript
 - Students may be granted provisional acceptance pending the receipt of an official high school or GED transcript. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all Vatterott campuses. Upon verification, the student will receive full admission into the program. If Vatterott cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student's enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
- Financial aid forms (if applicant wishes to apply for financial aid)
- Reference Sheet
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.

Non-Degree Non-Program Students

It is the policy of Vatterott College to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the registrar. To complete the enrollment into a diploma or degree program, the student must submit a signed letter of intent to the campus registrar and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, Inc., transfer credit policy as outlined in this catalog.

Federal financial aid is not available to non degree non program students. Prerequisites and/or refresher courses may be required.

Institutional Calendar

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar section of this catalog.

Classes are not held on the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Tuition/Fees Policies

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

Admissions Information

- ❑ Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- ❑ In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- ❑ If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See catalog addendum for current tuition and fees.

Add/Drop Period

Add/Drop Period is the first two weeks (14 calendar days) of the term. A student cannot add a course that no longer has course offerings during the add/drop period. In order to add the course, the student must be able to attend at least one course session during the add/drop period.

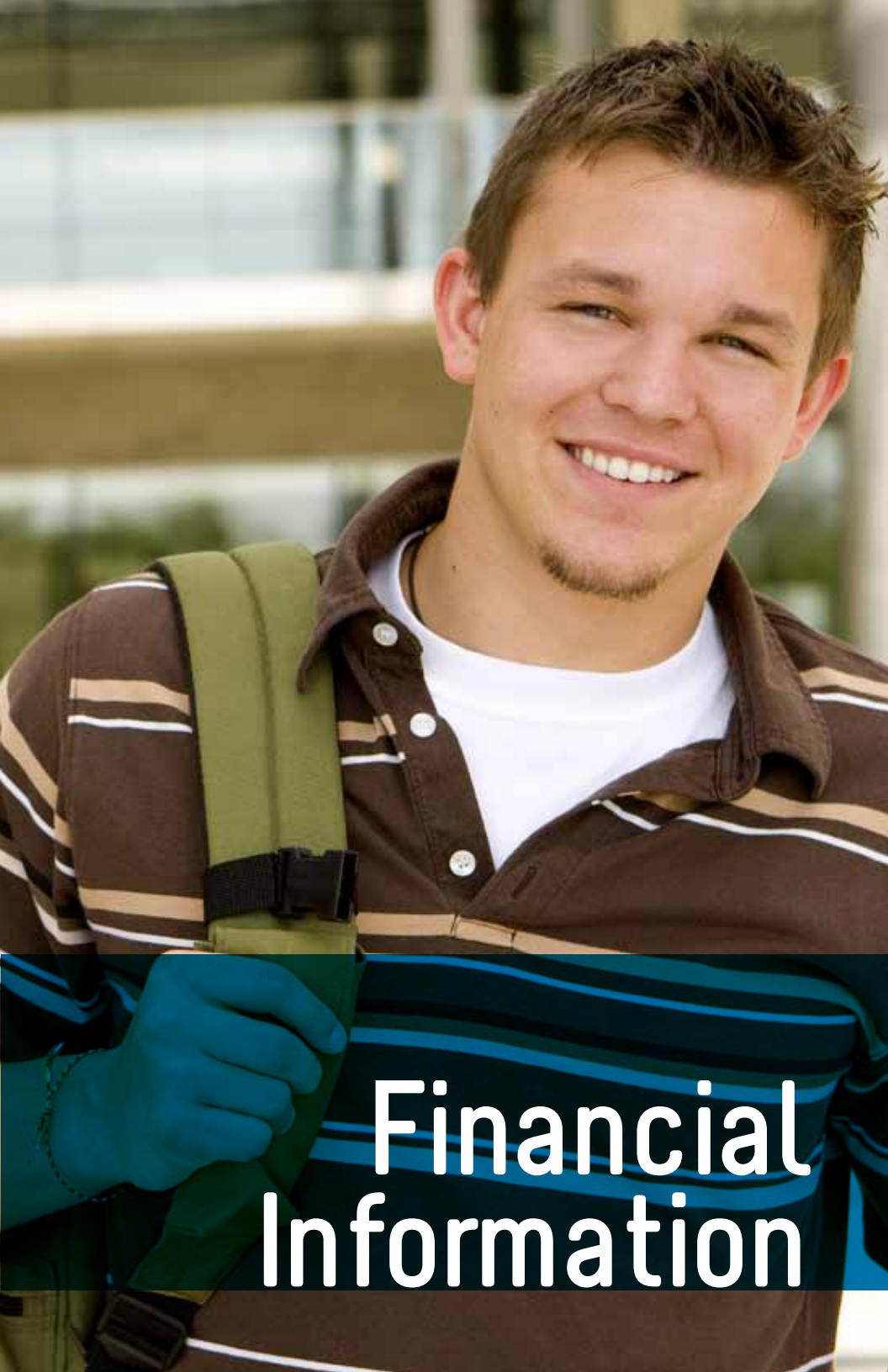
Any initial enrollment student* who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes in the first two weeks of their initial term of enrollment will have their entire enrollment cancelled by the institution. Initial enrollment students who fail to attend individual courses during the add/drop period will be cancelled from the individual course, which may impact financial aid eligibility. Initial enrollment students, however, may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any student not considered an initial enrollment student who fails to attend all classes during the add/drop period will be withdrawn from the institution and issued a grade of W. Any student not considered an initial enrollment student will be withdrawn from individual courses that had no attendance during the add/drop period and issued a grade of W, which may impact financial aid eligibility.

A student is not eligible for financial aid for any course in which no attendance has been recorded.

Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business day of cancellation.

**An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*



Financial Information

Financial Information

It is the goal of Vatterott College to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid will be determined by a student's need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of attendance for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Financial Student Aid Eligibility

In order to be eligible for financial aid, a student must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA).
- Meet the Basis of Admissions for the institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Demonstrate financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Not be in default or owe a repayment on a Federal Student Aid grant or loan
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid

- Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes
- Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a \$20,000 fine and/or imprisonment)
- Notify the Office of Financial Aid of changes in enrollment status or of additional resources received

Students Chosen for Verification

Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

Application for Federal Student Aid

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov and click "Fill out a FAFSA". To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of Federal Student Aid. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

Need and Cost of Attendance

Once the FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student's federal student aid package may not exceed the cost of attendance.

Satisfactory Academic Progress and the Receipt of Federal Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension

Financial Information

and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student's appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

Appeals for Financial Aid Reinstatement Related to Satisfactory Academic Progress

Students who believe they have extenuating circumstances such as the death of a student's relative, a student's injury or illness, or other circumstances that result in undue hardship to the student which impaired their ability to meet satisfactory academic progress standards, must appeal their case no later than one week after the term ends.

Appeals and supporting documentation must be submitted in writing to the Director of Education at the student's campus. If the appeal is approved by the Corporate Director of Financial Aid, the student will be placed on financial aid probation and will be allowed to receive federal student aid funds for a maximum of one additional term of enrollment. If, after this time period, the student still does not meet these standards, he/she will be ineligible to receive federal funding until satisfactory academic progress is regained after completing at least one additional term of enrollment.

Federal Pell Grant

This grant program is considered gift aid and is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school and are in the first or second years of enrollment in an eligible program. The Academic Competitiveness Grant is available for a first year undergraduate student who graduated from high school after January 1, 2006, and for a second year undergraduate student who graduated from high school after January 1, 2005. The Academic Competitiveness Grant is in addition to the student's Pell Grant award. To be eligible, the student must be enrolled at least half-time in an eligible degree program and must receive a Pell grant in the same award year. Other eligibility requirements may apply. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This grant is available to students who are enrolled at least half-time in a bachelor degree program and are in the third and fourth years of designated programs of study. To be eligible, the student must receive a Pell grant in the same award year and meet various other eligibility criteria, including maintaining a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

Federal Stafford Student Loans

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six month grace period following graduation, withdrawal from school, or entering a status of less than half time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

Federal Stafford Parent Loan for Undergraduate Students (PLUS)

Parents may be eligible to borrow a PLUS Loan to help pay their child's education expenses if the student is a dependent undergraduate enrolled at least half time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2011-12 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.

Private Loans

Students may apply to various lending institutions outside the school who offer loans to help cover the gap between the cost of education and the amount of federal student aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

Scholarships

Make-the-Grade Scholarship - Vatterott College offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott College within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a \$25 tuition credit for every semester grade of A and \$20 for every semester grade of B that he/she received in high school, with a limit of \$1,000. Contact the Admissions Department for a scholarship application.

Vatterott Cosmetology Scholarship

The Cosmetology department at Vatterott College provides an institutional scholarship that cosmetology students may qualify for each term.

Scholarship Requirements

In order to qualify for the scholarship candidates must meet all criteria below.

- Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term
- Cumulative GPA of at least a 2.0.
- Term GPA of at least a 2.0.
- Enrolled as a full time student in the Cosmetology program.

Qualification for the scholarship is for the term most recently completed and may be earned each term of the program based on the criteria above.

Amount of the scholarship may vary by Campus Location. Scholarship recipients will be notified by the Director of Education of the amount of their award.

Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits - Vatterott College is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

Government Sponsored Programs - Vatterott College accepts qualified students eligible to participate in various state- administered programs. Contact the Campus Director for details.

Veterans Yellow Ribbon Program - Vatterott College accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid office.

Company Tuition Reimbursement - Vatterott College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the

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Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through Interactive electronic means.

Order of Return of SFA Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order;

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;
6. Federal PLUS loans;
7. Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required;
2. Academic Competitiveness Grants for which a return of funds is required;
3. National Smart Grants for which a return of funds is required;
4. Federal Supplemental Educational Opportunity;
5. Grant (FSEOG) for which a return of funds is required;
6. Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

Refund Policy

After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTS withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTS who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the

stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

- A. Refund to STUDENTS attending the COLLEGE for the first time (first academic term):
The COLLEGE shall refund unearned tuition, fee, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.
 - 1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of \$100.00.
 - 2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of \$100.00.
- B. Refund subsequent periods or non first-time STUDENTS:
The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:
 - 1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
 - 2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
 - 3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.
 - 4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.
- C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.
- D. A student who withdraws from the College as a result of the student being called into active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:
 - 1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
 - 2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program in which the student is enrolled at

Financial Information

the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.

3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has:
Satisfactorily completed at least 90 percent of the required coursework;
and demonstrated sufficient mastery of the course material to receive credit for the course.

Return of Title IV Funds

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The amount of the Title IV earned and the amount of Title IV not earned will be calculated using the federal formula based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible federal student loan funds, the school must get the borrower's permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt to the school.

Only funds for which a student is eligible may be disbursed as post-withdrawal disbursements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Stafford loan funds will be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

An overpayment occurs when the student receives more federal aid than he or she was eligible to receive. If the school is able to reduce loans or send back grants to resolve the overpayment, it will do so. If the student is no longer enrolled, the student may be held responsible for all overpayments.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 Fed Aid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).*

Withdrawal Date/Policy

The withdrawal date is used to determine when the student is no longer enrolled at Vatterott College and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA, or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Financial Information

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the Institution may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.

Last Day of Attendance

For Federal student loan reporting purposes, as well as refund calculations, the student's last day of attendance will be the last recorded day the student attended an on ground class, or the last day the student logged into an online course for those taking online classes.



Academic Information

Academic Information

Grading Systems

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Numerical Percentage	Description	Included in Hours Earned	Included in Hours Attempted	Included in CGPA	Quality Points
A	90 - 100	Outstanding	Yes	Yes	Yes	4.00
B	80 - 89	Above Average	Yes	Yes	Yes	3.00
C	70 - 79	Average	Yes	Yes	Yes	2.00
D	60 - 69	Below Average	Yes	Yes	Yes	1.00
F	0 - 59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	No	No	N/A
WF	N/A	Withdrawn/ Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the add/drop period of the term. Withdrawal after the add/drop period of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “**” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete “I”, the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Academic Advisement

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student’s overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Distance Education Courses

Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student’s program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student’s on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills.

Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

Directed Studies Course Work

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator "AU" is placed on the student's transcript regardless of whether or not the student completed the course.

Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the add/drop period as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a "W." A course withdrawal after the add/drop period receives a designator of "WF".

Transfer Credit

Vatterott College will evaluate the student's previous education, training and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott College will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott College. Technical course credits from institutions other than Vatterott College that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty – Vatterott College will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

Academic Information

For all other Vatterott College students – A minimum of 50% of the required program credits must be completed at Vatterott College.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student's transcript. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Courses considered developmental in nature at another institution are not transferrable for credit at Vatterott College.

Prospective students may request transfer credit for developmental courses offered at Vatterott College by providing an official transcript to the campus registrar within the first 2 weeks of the student's enrollment program start date.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

Military Training and Experience

Military Service School Experience – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services".

Military Occupational Specialties (MOS) - Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services".

Credit for military training and experience can only be transferred if it is applicable to the students' degree program requirements at Vatterott College.

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of "TO". The course is noted on the transcript with a grade of "TO" and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board and not upon the student's performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student's academic file.

Standards of Satisfactory Academic Progress

All students must meet the standards of the satisfactory academic progress policy in order to remain enrolled. Additionally, these standards of satisfactory academic progress must be maintained in order to remain eligible for federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible. These are outlined below.

Application of Grades and Credits for Satisfactory Academic Progress

For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term.

The following table depicts how all grades and credits are applied to the academic calculations.

Letter Grade	Numerical Percentage	Description	Included in Credits/ Clock Hours Earned	Included in Credits/ Clock Hours Attempted	Included in CGPA	Quality Points
A	90-100	Outstanding	Yes	Yes	Yes	4.00
B	80-89	Above Average	Yes	Yes	Yes	3.00
C	70-79	Average	Yes	Yes	Yes	2.00
D	60-69	Below Average	Yes	Yes	Yes	1.00
F	0-59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	No	No	N/A
WF	N/A	Withdrawn/ Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A

Rate of Progress towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below.

Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Certificate/Diploma Program Quarter Credits

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%
16-30	1.5	50%
31 credits - graduation or maximum allowable credits reached	2.0	66.67%

Associate Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%
16-45	1.5	50%
46 credits - graduation or maximum allowable credits reached	2.0	66.67%

Cosmetology Program Clock Hours

Clock Hours	Minimum CGPA Required	Minimum Rate of Progress
0-300	1.0	33%
301-900	1.5	50%
901 clock hours - graduation or maximum allowable clock hours reached	2.0	66.67%

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted below.

Program Maximum Allowable Attempted Credits

Diploma – 108 QCH

Cosmetology Diploma – 2250 Clock Hours

Associate of Occupational Studies – 162 QCH

How Transfer Credits or Change of Program Affect Satisfactory Academic Progress (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in the SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate's degree in the same program), the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after completing at least one additional term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrollment in the new program.

Academic Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on Probation/Financial Aid Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the Probation/Financial Aid Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the Probation/Financial Aid Warning term, the student will be dismissed from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term will be placed on one term of Probation/Financial Aid Probation and must achieve Satisfactory Academic Progress at the end of the term of Probation/Financial Aid Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of Probation/Financial Aid Probation will result in dismissal from the institution.

Students who withdraw from a term of Probation/Financial Aid Warning or Probation/Financial Aid Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

Satisfactory Academic Progress (SAP) Appeal for Reinstatement

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A typed letter of appeal prepared by the student;
3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term;
4. Attached academic plan documenting progress toward meeting SAP while on Probation/Financial Aid Warning
5. An unofficial transcript with final grades for the term of Probation/Financial Aid Warning
6. Attached documentation of the extenuating circumstance

All appeal documents must be submitted to the Director of Education at the campus within the first week after the term ends. The campus Director of Education will forward the appeal packet to the Chief Academic Officer who will

Academic Information

review it for academic approval and the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid, if applicable. A decision on the appeal will be rendered within 2 business days. The decision will be sent to the campus Director of Education and campus Financial Aid Director.

Grade Challenge

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 calendar days after the end of the course. For details on submitting an appeal, please refer to the student grievance policy in the Student Information and Services section of this catalog.

Reinstatement

A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must also be current on all financial obligations in order to receive final transcripts.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

Academic Honors

Students who achieve a minimum cumulative grade point average (CGPA) of 3.0 are eligible for one of the following recognitions each term:

President's List: 4.0 Cumulative GPA

Dean's List: 3.0 – 3.9 Cumulative GPA

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be awarded a grade of "F." Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an "F" may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, the student will not lose hours completed and submitted in the previous term.

For externships or other experiential learning activities that occur at the end of the student's curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education before the start date of the request. An LOA cannot be granted after the start date of the term for which the student is requesting an LOA unless the student is enrolled in a clock hour program. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Students in a Clock Hour program may request an LOA at any time. Student enrolled in an externship only may request an LOA at any time during the externship as long as no other Quarter Credit Hour courses are being attempted in the same term.

The school reserves the right to award a retroactive LOA under mitigating circumstances where the student was unable to notify the school prior to the deadline to request the LOA. The student must provide the schools with documentation of the mitigating circumstances along with all required LOA paperwork. The school will determine the LDA of the student based on the documentation submitted with the request.

Students who are on an approved LOA will receive no disbursements of federal funds during their LOA.

Re-Admission Following a Leave of Absence

Upon return from a leave, clock hour program students will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. Student in non-clock hour programs must re-enter at the beginning of a term and take the course next offered in the normal sequence of course offerings.

The date a student returns to class is normally scheduled for the beginning of the term.

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, withdrawn from the institution, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the return from 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. The withdrawal date will be the date the student was required to return and did not.

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by Vatterott College. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

Make-Up Work

Vatterott Education Center is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. Vatterott may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

Attendance Policy

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks (14 calendar days) will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student who is absent from an individual course for two consecutive weeks (14 calendar days) will be automatically withdrawn from the course unless there are acceptable mitigating circumstances.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course due to attendance will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student's satisfactory academic progress, but will not affect the student's cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment will have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Academic Information

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding.

**An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*

Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in order to remain eligible to be certified for VA education benefits. Students on academic/attendance probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits to the U.S. Department of Veterans Affairs (VA). If students fail to meet attendance/academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

Term

A term is defined as a consecutive ten-week period of continued instruction.

Placement Testing

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details

Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Prerequisite Assignment

All students are strongly suggested to complete remedial testing. Although not recommended until the student reaches the Associate's level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs. Prerequisite courses are not covered by Federal Financial Aid, nor do they count towards graduation requirements or SAP requirements.

Program Transfers

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott College system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott College system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to change from one program to another must initiate the procedure by requesting a Request for Program Transfer form from the Director of Education. The completed Request for Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.

Students must be making Satisfactory Academic Progress to be eligible for a program transfer.



Student Information & Services

Student Information & Services

Vatterott College offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

Vatterott College endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of Vatterott College staff regardless of the person's title or function. Office hours for Vatterott College personnel are available from the receptionist.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Education Coordinators assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that Vatterott College cannot and will not guarantee students jobs, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Vatterott College to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott College.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Retention Services

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising;
- Administering the V-STAR (Vatterott Student Tutoring Advising and Retention) Program; and
- Monitoring student attendance

Faculty

The faculty members are the keystone of Vatterott College's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Housing

Vatterott College does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Learning Resource Center/Library

Vatterott College Learning Resource Center (LRC)/Library provides materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books and assortments of current periodicals and DVDs/CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system provides online reference databases accessible 24 hours a day via the Internet.

Orientation

Prior to beginning classes at Vatterott College, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

Inclement Weather and Campus Closure Policy

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Vatterott College Attendance Policy.

Hours of Operation

Vatterott College administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities

Vatterott College is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not Vatterott College, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but Vatterott College will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

Vatterott College will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an accommodation for a disability must contact the Director of Education, complete the "Student Application for Accommodation" form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. Vatterott College's Accommodations Committee will thoroughly review each student's request for accommodation and supporting documentation

and will notify the Director of Education and student of the Accommodations Committee's decision about the student's request. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student's disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student's request for accommodation.

To request an accommodation, please contact the Director of Education.

Please contact the Director of Education or the Corporate Administrator of Student Affairs, with any questions or concerns about this policy.

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

Campus Security

Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

- ❑ A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.
- ❑ Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- ❑ Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.
- ❑ Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change

must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

- Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in the official school activities and most recent previous educational agency or institution. To request restriction of directory information, students must complete a "REQUEST TO RESTRICT RELEASE OF STUDENT DIRECTORY INFORMATION" form available in the campus registrar office.
- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

Vatterott College is committed to the policy that all members of the institution's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Campus Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog Addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.

Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Vatterott College to make changes to this catalog due to the requirements and standards of the institution's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Vatterott College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

Vatterott College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

Vatterott College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Vatterott College community, or failure to comply with the policies and procedures of the Vatterott College catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Rules, Regulations and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at Vatterott College, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit Vatterott College to recruit potential employees. A student's appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.

- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.
- Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

Student Disciplinary Appeal

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee ("Committee"). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academics, Vice-President of Regulatory Affairs and Associate Legal Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days,

Student Information & Services

you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.

Administrator of Student Affairs

P.O. Box 28269

Olivette, Missouri 63132

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at Vatterott College. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director's discretion. A Campus Director's denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)

Reinstatement

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee's written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student's commitment to complete the program, or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student's application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee's discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Safety

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

Photographs

While not all photographs in this publication were taken at Vatterott College, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

Institution Policies

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

Statement of Ownership

Vatterott College is owned by Vatterott Educational Centers, Inc., principal offices located at 9200 Olive Blvd., Olivette, Missouri. The corporate officer of Vatterott Educational Centers, Inc. is Pamela Bell, President.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-joplin@vatterott-college.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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed

Student Information & Services

as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact the Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-751-6635.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution's Director.

Transfer of Credit to Other Institutions

Vatterott College's Education Department provides information on other institutions that may accept credits for course work completed at Vatterott College towards their programs. However, Vatterott College does not imply or guarantee that credits completed at Vatterott College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott College. Students seeking to transfer credits earned at Vatterott College to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

Vatterott College is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Vatterott College, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.



Program Offerings & Course Descriptions

Program Offerings

Vatterott College: Joplin Campus – Program Offerings

Diploma

- Computer Aided Drafting
- Computer Technology
- Cosmetology

Associate of Occupational Studies (A.O.S.)

- Business Management
- Computer Aided Drafting Technology
- Computer Systems & Network Technology
- Medical Assistant
- Medical Billing & Coding
- Pharmacy Technician

Vatterott College, Joplin Campus, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalog.

The institution reserves the right to alter the scope and sequence of course offerings at any time.

Computer Aided Drafting**Diploma**

The objective of this course is to give students the skills needed to meet the employment requirements of an entry-level computer draftsman. Students graduating from this program will learn the necessary skills to obtain employment in the drafting field with a working knowledge of project management, CAD customization and CAD as it applies to the mechanical, architectural and civil/structural fields.

This program consists of 60 weeks, 72 quarter credit hours of theory and associated lab instruction. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
CAD-101	Drafting Fundamentals/Introduction to AutoCAD	12.0
CAD-102	Mechanical	12.0
CAD-103	Civil/Residential Architecture	12.0
CAD-104	Commercial Architecture	12.0
CAD-105	Civil & Structural Drafting & Design	12.0
CAD-106	3-D Studio Viz	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Technology**Diploma**

To provide graduates with the skills needed to acquire entry-level positions in computer electronics as service technicians.

This program consists of 60 weeks, 72 quarter credit hours of theory and associated lab instruction. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
CT-101	DOS/Windows 9X/2000/XP	12.0
CT-102	Basic Computer Electronics	12.0
CT-103	Network Data Communications	12.0
CT-104	PC Repair & Peripherals	12.0
CT-105	Operating Systems & Support	12.0
CT-106	Local Area Networks	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Program Offerings

Cosmetology

Diploma

Students who successfully complete this program will receive the education and training they need to prepare for the State Board Examination. Successful graduates who receive a professional cosmetology license will be able to perform any standard cosmetology service required in a beauty salon.

Students will learn the technical skills and theory of hair design, chemical texturing, hair coloring, manicuring, pedicuring, and business law. Students will also study hair structure and hair chemistry to better understand the chemicals used in cosmetology. Day classes attend six hours per day Monday through Friday over a period of 50 weeks for 1500 clock hours. Night classes attend 6.25 hours per night Monday through Thursday over a period of 60 weeks for 1500 clock hours.

The program consists of extensive classroom instruction and practical hands-on training. 1500 clock hours for both day and evening programs consists of 420 lecture hours and 1080 lab hours. Instruction is designed for entry every 10 weeks.

50 Week Day Program		
Course #	Course Title	Clock Hours
COS-101	Introduction to Cosmetology	300
COS-102	Intermediate Cosmetology	300
COS-103	Advanced Cosmetology	300
COS-104	Cosmetology Science	300
COS-105	Cosmetology St. Law, Exam Prep & Bus Mgmt	300
Total Number of Clock Hours Required for Graduation 1500		

60 Week Evening Program		
Course #	Course Title	Clock Hours
COS-101N	Introduction to Cosmetology	250
COS-102N	Intermediate Cosmetology	250
COS-103N	Advanced Cosmetology	250
COS-104N	Cosmetology Science	250
COS-105N	Business Management and Employment	250
COS-106N	Cosmetology State Law & Exam Preparation	250
Total Number of Clock Hours Required for Graduation 1500		

Business Management

Associate of Occupational Studies

The objective of this program is to prepare the student for entry level employment in the field of business management. Graduates of this program will have a working knowledge of fundamental business principles, financial accountability, business ethics, organizational behavior, business law, marketing, retail management, and customer service.

The program consists of 70 weeks, 76.5 Quarter Credit hours of Business Management theory (including five business electives and 13.5 Quarter Credit Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
ACC 102	Intro to Accounting	4.5
BUS 110	Intro to Business	4.5
BUS 200	Business Management	4.5
BUS 210	Business Information Systems	4.5
BUS 220	Organizational Behavior	4.5
BUS 222	Business Law	4.5
BUS 230	Retail Management	4.5
BUS 240	Customer Service	4.5
BUS 290	Business Ethics	4.5
MKT 102	Intro to Marketing	4.5
Students Must Select 5 Of The Following 7 Business Electives		
BUS 107	Intro to E-Business	4.5
BUS 115	Office Systems	4.5
BUS 125	Motivating Employees	4.5
BUS 130	Multi-Media	4.5
BUS 215	Human Resource Management	4.5
BUS 228	Small Business	4.5
BUS 234	Advanced Office Systems	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Program Offerings

Computer Aided Drafting Technology **Associate of Occupational, A.O.S.**

The objective of this course is to give students the skills needed to meet the employment requirements of an entry-level computer draftsman. Students graduating from this program will learn the necessary skills to obtain employment in the drafting field with a working knowledge of project management, CAD customization and CAD as it applies to the mechanical, architectural and civil/structural fields.

This program consists of 90 weeks, 94.5 quarter credit hours of theory and associated lab instruction, as well as 13.5 quarter credit hours of general education in the areas described below for a total of 108 quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
CAD-101	Drafting Fundamentals/Introduction to AutoCAD	12.0
CAD-102	Mechanical	12.0
CAD-103	Civil/Residential Architecture	12.0
CAD-104	Commercial Architecture	12.0
CAD-105	Civil & Structural Drafting & Design	12.0
CAD-106	3-D Studio Viz	12.0
CAD-201	Customizing AutoCAD	7.5
CAD-202	Materials and Processes	7.5
CAD-203	Mechanical Design and Solid Modeling	7.5
GE-101	English Composition I	4.5
GE-201	English Composition II	4.5
GE-205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

**Computer Systems and
Network Technology**

Associate of Occupational, A.O.S.

This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate from this program will be able to work at an entry-level position in the computer technology field as a service technician or network administrator.

This program consists of 90 weeks, 94.5 quarter credit hours of theory and associated lab instruction, as well as 13.5 quarter credit hours of general education in the areas described below for a total of 108 quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
CT-101	DOS/Windows 9X/2000/XP	12.0
CT-102	Basic Computer Electronics	12.0
CT-103	Network Data Communications	12.0
CT-104	PC Repair & Peripherals	12.0
CT-105	Operating Systems & Support	12.0
CT-106	Local Area Networks	12.0
CT-201	Advanced Networking	7.5
CT-202	Network Security Fundamentals	7.5
CT-203	TCP/IP & Cisco Routers	7.5
GE-101	English Composition I	4.5
GE-201	English Composition II	4.5
GE-205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Program Offerings

Medical Assistant

Associate of Occupational Studies

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Students may select an on-ground, online or a blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the online and blended versions, theory is taught online and lab work is taught at the campus. In all options, a residential 160-hour externship is required at a medical facility.

Course #	Course Title	QCH
MA 140	Intro to Billing and Coding	4.5
MA 160	Pharmacology and Office Emergencies	4.5
MC 175	Law & Ethics	4.5
MA 178	Medical Assisting Clinical Duties I	4.5
MC 195	Medical Office Procedures	4.5
MC 215	Medical Office Management	4.5
MA 236	Terminology and Anatomy	4.5
MA 240	Laboratory Techniques	4.5
MA 250	Medical Assisting Clinical Duties II	4.5
MA 290	Medical Assisting Externship	4.5
Students Must Select 5 Of The Following 7 Medical Electives		
MA 150	Medical Assisting Financial Management	4.5
MA 180	Phlebotomy & IV Theory	4.5
MA 185	Microbiology Theory	4.5
MA 197	Patient Education and Safety in the Medical Office	4.5
MC 200	Computers and Healthcare Delivery Systems	4.5
MA 205	Electrocardiography	4.5
MC 205	Medical Transcription	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Medical Billing & Coding

Associate of Occupational Studies

The objective of this program is designed to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD-9 coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology.

The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory (including five medical electives) and 13.5 Quarter Credit Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours.

Course #	Course Title	QCH
MC 112	Intro to ICD 9 CM Coding & CPT Coding	4.5
MC 114	Intro to Current Procedural Terminology	4.5
MC 175	Law & Ethics	4.5
MC 200	Computers and Healthcare Delivery Systems	4.5
MC 215	Medical Office Management	4.5
MC 222	Medical Terminology and Anatomy and Physiology	4.5
MC 230	Pathology	4.5
MC 240	Pharmacology	4.5
MC 250	Comprehensive Insurance Billing	4.5
MC 290	Advanced Current Procedural Terminology & ICD 9	4.5
Students Must Select 5 Of The Following 7 Medical Electives		
MC 117	Auditing	4.5
MC 130	Insurance and Coding Exam Review	4.5
MC 190	Intro to Health Information Technology	4.5
MC 195	Medical Office Procedures	4.5
MC 201	Communication in the Healthcare Setting	4.5
MC 205	Medical Transcription	4.5
MC 260	Advanced Computers	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition I	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Program Offerings

Pharmacy Technician

Associate of Occupational, A.O.S.

The objective of this program is to prepare the student for entry-level employment as a Pharmacy Technician. Pharmacy Technicians assist pharmacists with technical tasks. Independent pharmacies, chain pharmacies, hospitals, long-term health care organizations, pharmaceutical divisions and manufacturers employ pharmacy technicians.

The program consists of 90 weeks, 94.5 quarter credit hours of theory and associated lab instruction, as well as 13.5 quarter credit hours of general education in the areas described below for a total of 108 quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
MOA-101	Medical Language	12.0
MOA-102	Medical Office Basics	12.0
PA-103	Ethics and Billing	12.0
PA-104	Pharmaceutical Office Management	12.0
PA-105	Pharmaceutical Career Planning	12.0
PA-106	Advanced Computers	12.0
PT-201	Medical Ethics, Inventory, and Cost Control	7.5
PT-202	Medical Dosages and Pharmaceutical Calculations	7.5
PT-203	Pharmacy Technician Externship	7.5
GE-101	English Composition I	4.5
GE-201	English Composition II	4.5
GE-205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Course Descriptions

ACC 102: Intro to Accounting

4.5 Quarter Credit Hours

Intro to Accounting I provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

BUS 107: Intro to E-Business

4.5 Quarter Credit Hours

This course provides an introduction to the opportunities, challenges and strategies for conducting successful E-Commerce ventures. Students will explore the impact of E-Commerce on business models, consumer behavior, and market segmentation for both Business-to-Business and Business-to-Consumer operations. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be explored. Laws, regulations and ethical issues related to E-Commerce business practices will also be discussed.

BUS 110: Intro to Business

4.5 Quarter Credit Hours

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. The course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

BUS 115: Office Systems

4.5 Quarter Credit Hours

This course provides the student with an in-depth knowledge of Microsoft Word, Powerpoint, and Excel. Emphasis is placed on applications in a business environment and on reports used to support decision-making.

BUS 125: Motivating Employees

4.5 Quarter Credit Hours

This course focuses on motivating employees to recognize business opportunities. Topics covered include changing markets, customer service, sales, sales management and employee performance.

BUS 130: Multi-Media

4.5 Quarter Credit Hours

This course provides the student with the fundamentals of using multimedia in a business environment. Topics covered include video, online media services, TV, audio, and software systems to support their applications.

BUS 200: Business Management

4.5 Quarter Credit Hours

This course introduces students to management philosophies in today's changing world. It includes coverage of globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

BUS 210: Business Information Systems

4.5 Quarter Credit Hours

The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions.

Course Descriptions

BUS 215 Human Resource Management **4.5 Quarter Credit Hours**

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

BUS 220: Organizational Behavior **4.5 Quarter Credit Hours**

This course examines organizational theory and application. A comprehensive review is made of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

BUS 222: Business Law **4.5 Quarter Credit Hours**

This business course introduces students to the multiple facets of business law including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

BUS 228: Small Business **4.5 Quarter Credit Hours**

This course provides the basic principles of operating a small business. Topics include buying, pricing, promotions, location decisions, and planning.

BUS 230: Retail Management **4.5 Quarter Credit Hours**

This business course covers the principles and practices used in managing a retail business. Topics covered include site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function.

BUS 234: Advanced Office Systems **4.5 Quarter Credit Hours**

This course provides the student with an in-depth knowledge of Microsoft Access and how Access is used in managing data and report development. Emphasis is placed on medical office systems.

BUS 240: Customer Service **4.5 Quarter Credit Hours**

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

BUS 290: Business Ethics **4.5 Quarter Credit Hours**

This course examines the dynamic role of ethics in modern society. Throughout the course, students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

CAD 101: Drafting Fundamentals/ Introduction to AutoCAD **12 Quarter Credit Hours**

Students will have a working knowledge of basic drafting techniques and principles. The student will also develop an understanding of related technical mathematics and their applications in the drafting field and will apply this knowledge to basic mechanical drawings of various applications.

Basic Math
Algebra
Sketching & Lettering
Geometric Construction
Introduction to Computers

Geometry
Trigonometry
Use and Care of Drafting Equipment
Orthographic Projections
Introduction to Windows 2000

Introduction to AutoCAD
Threaded Fasteners
Group Projects
Sectional Views

Multiview Drawings
Welding Drawings
Dimensioning
Auxiliary Views

CAD 102: Mechanical

12 Quarter Credit Hours

Students will complete a set of mechanical working drawings of various machine parts and have an understanding of manufacturing methods.

Manufacturing Processes & Materials	Electrical & Electronics Drafting
Working Drawings	Cams & Gears
Process Piping Systems/Isometric	Group Drawings

CAD 103: Civil/Residential Architecture

12 Quarter Credit Hours

Students will prepare civil drawings, complete a set of residential construction drawings and have an understanding of residential construction methods and material.

Maps & Surveys	Contour Maps
Drainage Basics	Zoning & Site Considerations
Building Codes	Basic House Design
Surveying	Plot Maps
Doors & Windows	Floor Plans
Elevation Drawings	Electrical Plans
Roof Design	Lettering
Room Planning and Layout	Group Projects
Foundation & Basement Plans	Residential Construction Methods & Material
Stair Design	Roadway Plans, Profile, & Cross Section

CAD 104: Commercial Architecture

12 Quarter Credit Hours

The student will complete a set of commercial construction drawings and have an understanding of commercial construction methods and materials.

Building Codes	Specifications
Floor Plans	Reflected Ceiling Plans
Building Sections	Elevation Drawings
Commercial Construction Methods & Materials	
Plumbing Plans	HVAC Plans
Perspective Drawings	Lettering
Group Projects	Electrical Plans

CAD 105: Civil & Structural Drafting & Design

12 Quarter Credit Hours

Students will prepare civil drawings and will prepare structural drawings for both residential and commercial applications as well as fabrication and erection drawings.

Blueprint Reading	Connection Design
Details	Structural Concrete/Wood/Timber
Span Tables	Erection Drawings
Construction Ability Issues	Fabrication Process
Bid Preparation	Pulling Steel from Prints

CAD 106: 3-D Studio Viz

12 Quarter Credit Hours

Students will use 3-D Studio VIZ and Inventor to complete various 3-D animation projects.

Creating a Scene	Creating Materials
Creating Shapes	Image Maps
Modifying Splines	Lights & Atmosphere

Course Descriptions

Lofting Objects
Twisting Objects
Create and Animate AEC Objects
Deformation Tools
Walkthrough Animation

Animation Basics
Creating Curved Paths
Rendering
Primitive Objects

CAD 201: Customizing AutoCAD

7.5 Quarter Credit Hours

Student will be able to customize AutoCAD to meet their individual needs and will have a working knowledge of the AutoLISP programming language.

Creating Line Types & Hatch Patterns
Creating Icon Menus
Menu Macros
AutoLISP Programming
Customizing Screen & Pull Down Menus

Script Files & Slide Shows
Customizing the ACAD.PGP File
Customizing Tablet & Buttons Menus

CAD 202: Materials and Processes

7.5 Quarter Credit Hours

Students will have working knowledge of selecting materials and processes used in the industry.

Metals
Metal Casting
Machining
Ceramics

Polymers
Rapid Prototyping
Heat Treatment
Composites

CAD 203: Mechanical Design and Solid Modeling

7.5 Quarter Credit Hours

Students will be able to design product and create part and assembly drawings in SolidWorks.

Statics and Strength of Materials Calculations
Design a Simple Product
Create a Solid Model Part
Create a Solid Model Assembly
Generate Mechanical Drawings in SolidWorks

COS 101: Introduction to Cosmetology

300 Clock Hours

This course will introduce the student to Professional Development, Salon Ecology, and Trichology associated with the profession of Cosmetology. Included in the course will be theory and practical applications on student's mannequins, with practical applications of the following procedures:

Manicuring and Pedicuring
Waxing
Facials
Roller Bases and Roller Sets
Haircutting
Perm Wrap Sectioning and Techniques
Chemical Texturizing
Hair coloring Sectioning and application of Hair color for State Board Application

COS 101N: Introduction to Cosmetology **250 Clock Hours**

This course will introduce the student to Professional Development, Salon Ecology, and Trichology associated with the profession of Cosmetology. Included in the course will be theory and practical applications on student's mannequins, with practical applications of the following procedures:

Manicuring and Pedicuring	Waxing
Facials	Roller Bases and Roller Sets
Haircutting	Perm Wrap Sectioning and Techniques
Chemical Texturizing	Application
Hair coloring Sectioning and application of Hair color for State Board COS	

COS 102: Intermediate Cosmetology **300 Clock Hours**

This course will provide the student with Design Decisions Tools, Advanced Hair Color Techniques, Salon Business Skills, Review of Trichology, The Study of the Skin, and Wig and Hair Additions.

Practical applications of mannequin sheets will be applied as well as client appointments in a salon setting.

COS 102N: Intermediate Cosmetology **250 Clock Hours**

This course will provide the student with Design Decisions Tools, Advanced Hair Color Techniques, Salon Business Skills, Review of Trichology, The Study of the Skin, and Wig and Hair Additions.

Practical applications of mannequin sheets will be applied as well as client appointments in a salon setting.

COS 103: Advanced Cosmetology **300 Clock Hours**

This course will introduce the student to Anatomy and Physiology, Electricity, Chemistry, Hairstyling, and Study of the Nails.

Practical applications of scheduled client appointments as well as mannequin work for clock hour requirements.

COS 103N: Advanced Cosmetology **250 Clock Hours**

This course will introduce the student to Anatomy and Physiology, Electricity, Chemistry, Hairstyling, and Study of the Nails.

Practical applications of scheduled client appointments as well as mannequin work for clock hour requirements.

COS 104: Cosmetology Science **300 Clock Hours**

This class will provide the student with Advanced Hair Design, Haircolor and Chemical Procedures as well as Business Applications.

Practical applications of mannequin work and client appointments will be implemented for clock hour requirements.

COS 104N: Cosmetology Science **250 Clock Hours**

This class will provide the student with Advanced Hair Design, Haircolor and Chemical Procedures as well as Business Applications.

Practical applications of mannequin work and client appointments will be implemented for clock hour requirements.

Course Descriptions

COS 105: Cosmetology State Law, Exam Prep & Business Management

300 Clock Hours

This class will provide the student with additional advanced theory and practical applications of Hairstyling, Nail Application, Business Management, Cosmetology State Law and State Law Testing.

Practical applications include client bases appointments as well as mannequin work to accumulate required clock hours.

COS 105N: Business Management & Employment

250 Clock Hours

This class will provide the student with additional advanced theory and practical applications of Hairstyling, Nail Application, Business Management, Cosmetology State Law and State Law Testing.

Practical applications include client bases appointments as well as mannequin work to accumulate required clock hours.

COS 106N: Cosmetology State Law & Exam Preparation

250 Clock Hours

This course will provide the student with State Law and State Law Testing with additional chapter reviews of theory and practical applications for state board requirements, in combination with mannequin work as well as client based appointments in a salon setting.

CT 101: DOS/Windows 9X/2000/XP

12 Quarter Credit Hours

Students will become familiar with DOS and Window environment

DOS Concepts

Internal Commands

External Commands

File Management

Windows Networking

Windows Concepts

Graphical User Interface

Directory Structure

Control Panel

CT 102: Basic Computer Electronics

12 Quarter Credit Hours

Students will understand the hardware fundamentals of personal computers and the components involved. They will also be exposed to the soft skills and customer relations techniques required by technical personnel.

Hardware Fundamentals

Basic PC Components

Bus Structures

Motherboard Architecture

Peripheral Device

Customer Relations for Technicians

Conflict Resolution

Overcoming Objectives

Interface Options

CT 103: Network Data Communications

12 Quarter Credit Hours

Students will learn the essentials of digital data communication and communication systems. Introduction to Internet usage is also covered.

Communication Principles

Communication Software

Communication Media

Communication Hardware

Infrared/Wireless Communications

The OSI Model

Internet Principles

Parallel/Serial Ports

LAN Architecture

NIC

CT 104: PC Repair & Peripherals

12 Quarter Credit Hours

Students will learn to configure, troubleshoot and repair IBM compatible computers. They will also learn peripheral installation, upgrading and I.Q. conflict resolution.

Initial Configuration of new PC	Peripheral Installation
IRQ Conflict Resolution	OS Software Installation
CMOS Configuration	Storage Media
Memory Installation and Upgrades	Troubleshooting

CT 105: Operating Systems & Support

12 Quarter Credit Hours

Students will learn implementation, installation and advanced configuration of operating systems and the installation and maintenance of PC Operating Systems.

Introduction to OS setup and installation	
Troubleshooting OS Problems	Running Windows 9x on Network
Startup/Configuration	System Management
System Compatibilities	Windows Registry/INI Files
Windows 9x Deployment and Upgrades	

CT 106: Local Area Networks

12 Quarter Credit Hours

Students will learn physical design and layout, management of users and troubleshooting of Linux networks.

Basic LAN Concepts	Server Installation
LAN/WAN Topologies	LAN/WAN
Network OS Installation	Client/Server
Network Security	Transmission Media
Network Printing	Administration/Support

CT 201: Advanced Networking

7.5 Quarter Credit Hours

Students will learn and exercise techniques in advanced network administration in a NetWare environment.

Implementing eDirectory Services	Designing the File System
Managing User Access	Securing the File System
Configuring User Workstation Environment	
Implementing Network Printing	Accessing and Managing the Network
Implementing Internet Services	Installing NetWare 6.0
Implementing Messaging Services	eDirectory Security

CT 202: Network Security Fundamentals

7.5 Quarter Credit Hours

The student will gain an understanding of fundamental network security principles and implementation. The student will learn about the technologies used and principles involved in creating a secure computer networking environment.

Authentication	Attacks and malicious code
Remote Access	E-mail
Web Security	Directory and File Transfer Services
Wireless and Instant Messaging	Devices
Media and Medium	Network Security Topologies
Intrusion Detection	Security Baselines
Cryptography	Physical Security
Disaster Recovery and Business Continuity	
Computer Forensics and Advanced Topics	

Course Descriptions

CT 203: TCP/IP & Cisco Routers

7.5 Quarter Credit Hours

Students will learn the TPC/IP protocol on Windows NT 4.0 and UNIX using Linux, and communication architectures. They will also learn requirements for connectivity using the Internet as applied to Virtual Private Networking, Web access, and corporate WANs.

Communications Architectures
IP Addressing
Routing Protocols
Domain Name Services
Bridging and Routing

TCP/IP Protocol Suite
Subnets & Routing
Address Resolution Protocol
RAS, FTP, WWW Services
DHCP

ENG 099: Introduction to Writing

This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the tools necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.

GE-101: English Composition I

4.5 Quarter Credit Hours

In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-201: English Composition II

4.5 Quarter Credit Hours

Prerequisite: GE-201 English Composition I. This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GE-205: College Algebra

4.5 Quarter Credit Hours

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

MA 099: Basic College Mathematics

This mathematics course focuses on algebraic concepts essential for success in the workplace and future courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations.

MA 140: Intro to Billing and Coding

4.5 Quarter Credit Hours

This course provides the student with a basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery.

MA 150: Medical Assisting Financial Management 4.5 Quarter Credit Hours

This course covers the skills and knowledge required for the medical assistant to perform financial management duties in the medical office. Topics include, but are not limited to, banking and accounting procedures, claims processing, and medical coding and billing.

MA 160: Pharmacology and Office Emergencies 4.5 Quarter Credit Hours

This course covers concepts and information required for the medical assistant to demonstrate an understanding of pharmacology, perform drug administration, recognize office emergencies, and perform basic first aid procedures.

MA 178: Medical Assisting Clinical Duties I 4.5 Quarter Credit Hours

This course will train the student in basic clinical duties. Topics will include phlebotomy, pre-physical exam preparation, instruments, minor surgery preparation, radiology preparation, vital signs, and measurements. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MA 180: Phlebotomy & IV Theory 4.5 Quarter Credit Hours

This course will cover equipment, safety procedures, theory in regard to arterial blood gases, and further detail of phlebotomy theory. The theory behind intravenous methods is also explored. This is not a clinical class.

MA 185: Microbiology Theory 4.5 Quarter Credit Hours

This course is devoted to microbiology as it relates to health related professions. Students will get an introduction to microbiology, discussion on the major groups of microorganisms and multicellular parasites, as well as infectious diseases of humans and how to control microorganisms. This is not a clinical class.

MA 197: Patient Education and Safety in the Medical Office 4.5 Quarter Credit Hours

This course covers the skills and knowledge required by the medical assistant to provide patient education and follow safety measures in the medical office environment.

MA 205: Electrocardiography 4.5 Quarter Credit Hours

This course is designed to help students understand and interpret basic dysrhythmias. Topics include: basic electrocardiography, sinus mechanisms, atrial, junctional, and ventricular rhythms, and an introduction to the 12-lead ECG.

MA 236: Terminology and Anatomy 4.5 Quarter Credit Hours

This course covers medical terms and symbols commonly used in health care. In addition, the course covers the terminology, structure, function, and common disorders associated with all the body systems of the human body.

MA 240: Laboratory Techniques 4.5 Quarter Credit Hours

This course is designed to provide students with a complete understanding of the most common procedures and techniques of tests as they apply to the ambulatory care setting. Objectives include a theory overview of urinalysis, blood collection, hematology, chemistry, and immunology. This course will utilize medical simulation programs to expand on basic techniques of lab. This is not a clinical class.

Course Descriptions

MA 250: Medical Assisting Clinical Duties II **4.5 Quarter Credit Hours**

This course covers skills and knowledge required for the medical assistant to identify and practice clinical medical assistant duties in the medical office. Topics include, but are not limited to; phlebotomy, assisting with minor surgery, physical and medical specialty exams; clinical laboratory testing procedures; radiology; electrocardiology and pulmonary function testing, and physical therapy and rehabilitation. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MA 290: Medical Assisting Externship **4.5 Quarter Credit Hours**

This course covers concepts and information required for the medical assistant to identify and practice administrative and clinical medical assistant duties in the medical office.

MC 112: Intro to ICD 9 CM Coding & CPT Coding **4.5 Quarter Credit Hours**

This course provides the student with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes.

MC 114: Intro to Current Procedural Terminology **4.5 Quarter Credit Hours**

This course provides the student with a basic understanding of the general principles of CPT and HCPCS coding systems.

MC 117: Auditing **4.5 Quarter Credit Hours**

This course will help familiarize students in the field of Evaluation & Management for billing & coding. Course covers concepts & theories including: an introduction to E/M coding and breakdown with practice and application of those concepts. Physicians bill evaluation and management (E/M) codes every day and is an essential part of a practice's revenue cycle.

MC 130: Insurance and Coding Exam Review **4.5 Quarter Credit Hours**

This course will aid in preparing for the CPC Certification and highlights important content necessary to pass the CPC exam. Content areas include anatomy and terminology, reimbursement issues, and an overview of CPT, ICD-9-CM, and HCPCS coding. This course will simulate the examination experience to give added confidence when taking the CPC exam.

MC 175: Law & Ethics **4.5 Quarter Credit Hours**

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and documentation of allied health professional. Ethical components of the course include those that a professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

MC 190: Intro to Health Information Technology **4.5 Quarter Credit Hours**

This course is designed as an introduction to health information technology – both as a work-based task-oriented function and as part of a larger profession of health information management. Theories and concepts covered in this course include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

MC 195: Medical Office Procedures**4.5 Quarter Credit Hours**

This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

MC 200: Computers and Healthcare Delivery Systems**4.5 Quarter Credit Hours**

This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related financing, regulatory agencies, and organization related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

MC 201: Communication in the Healthcare Setting**4.5 Quarter Credit Hours**

This course is designed to provide students with all of the necessary tools to effectively communicate with patients and other health care professionals. Course covers theories and concepts including: building a framework for communication, challenges of communication and overcoming those obstacles, gathering information about the patient, educating patients, written communication, communicating in the workplace, and communicating to get the job that you want.

MC 205: Medical Transcription**4.5 Quarter Credit Hours**

This course is designed to help understand medical transcription and prepare for workplace success. Students will learn the fundamentals of medical transcription, understanding medical documents, proofreading, and the transcription process. The course will also build the skills needed in transcription through use of simulations.

MC 215: Medical Office Management**4.5 Quarter Credit Hours**

This course is an overview of both effective patient care and sound business practices in the medical facility. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include: the medical record, fraud & compliance, responsibilities of the manager, and medical marketing.

MC 222: Medical Terminology and Anatomy and Physiology**4.5 Quarter Credit Hours**

This course provides the student with a basic understanding of medical terminology and its relationship to disease processes, diagnostic procedures, laboratory tests, abbreviations, drug, and treatment modalities. This course provides the student with a basic understanding of the structures and functions of the human body.

MC 230: Pathology**4.5 Quarter Credit Hours**

This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pathology.

MC 240: Pharmacology**4.5 Quarter Credit Hours**

This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pharmacology.

Course Descriptions

MC 250: Comprehensive Insurance Billing 4.5 Quarter Credit Hours

This course provides the student with a basic understanding of hospital medical billing procedures. Also covered are procedures to comply with insurance billing regulations.

MC 260: Advanced Computers 4.5 Quarter Credit Hours

This course will build upon skills learned in the Computers and Healthcare Delivery Systems course. Advanced computer systems to include medical software programs such as Medisoft will be explored. This course will include comprehensive HIPPA coverage.

MC 290: Advanced Current Procedural Terminology & ICD 9 4.5 Quarter Credit Hours

This course builds upon the introductory module by providing information on the classifications of evaluation and management services and documentation. The course also addresses higher level methodology related to reimbursement.

MKT 102: Intro to Marketing 4.5 Quarter Credit Hours

This business course provides an introduction to marketing principles and practices. It covers the marketing process of taking a product from concept to consumer.

PA 103: Ethics and Billing 12 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, etc. The student will also learn pharmaceutical law and ethics as it applies to the areas of the health care field.

Bookkeeping
Medical Law, Liability, Ethics and Bioethics

PA 104: Pharmaceutical Office Management 12 Quarter Credit Hours

This course will enhance the student's computer abilities focusing on the pharmaceutical software. This course will include instruction on the difference between Retail and Clinical pharmacies and the skills needed to operate the office side of the pharmacy.

Pharmaceutical Office Management

PA 105: Pharmaceutical Career Planning 12 Quarter Credit Hours

This course will introduce the students to the pharmaceutical environment and state and federal regulations. The students will learn teamwork, professionalism, grooming, as well as choosing an area of interest within the pharmaceutical field and learn more advanced pharmacology. The student will also become CPR and First Aid Certified upon completion of this course.

Emergency Preparedness Career Development
Pharmacology and Technology

PA 106: Advanced Computers

12 Quarter Credit Hours

This course will enhance and build on the students' previously learned basic computer usage and knowledge. The student will receive in-depth training using Microsoft Office applications, which includes: Word, Excel, Access, and PowerPoint. The student will be exposed to multiple projects in each application with some projects related specifically to the health care field.

Microsoft Office

Calculations/Dosages

PT 201: Medical Ethics, Inventory, and Cost Control

7.5 Quarter Credit Hours

This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy. Additionally, this course will appropriately address inventory and cost control issues in the pharmacy.

PT 202: Medical Dosages and Pharmaceutical Calculations

7.5 Quarter Credit Hours

Students apply basic mathematical skills in required calculations for usual medical dosage determinations, as well as solution preparations using weight and apothecary systems. Also discussed are the application of business calculations and medical preparation and distribution. Students develop skills in physician order interpretation, intravenous admixture, sterile and non-sterile compounding, internal nutrition preparation, packaging, purchasing, inventory control, and outpatient dispensing. Prevention of medication errors and continuous quality improvement (CQI) practices are included. Students will also prepare for the certification exam to become a National and Missouri State Certified Pharmacy Technician through the Pharmacy Technician Certification Board and the Missouri Pharmacy Association.

PT 203: Pharmacy Technician Externship

7.5 Quarter Credit Hours

Week 1 the student will be in a classroom setting completing laboratory check-off procedures in preparation for externship. Weeks 2-9 the student will complete an 8 week externship (225 hours; work schedule will vary depending upon externship site requirements) in a professional pharmacy setting following policies and procedures that apply to acute, long-term, and ambulatory care practice under the supervision of a licensed pharmacist. Week 10 the student returns to a classroom setting for final review, preparation, and final exams.

Insurance Billing and Coding
CPT & ICD Coding
Electronic Health Records

Secretarial Accounting
QuickBooks



Academic Calendar & Class Schedule

Academic Calendar

Start Date	50 Weeks	60 Weeks	90 Weeks
02/28/2011	02/12/12	04/22/12	11/18/12
05/09/2011	04/22/12	07/01/12	01/27/13
07/18/2011	07/01/12	09/09/12	04/07/13
09/26/2011	09/09/12	11/18/12	06/16/13
12/05/2011	11/18/12	01/27/13	08/25/13

Class Schedule

Morning Classes

Monday through Thursday 8:00 a.m. to 12:30 p.m.

Afternoon Classes

Monday through Thursday 1:00 p.m. to 5:30 p.m.

Evening Classes

Monday through Thursday 6:00 p.m. to 10:30 p.m.

Cosmetology Day Classes

Monday through Thursday 8:00 a.m. to 2:30 p.m.

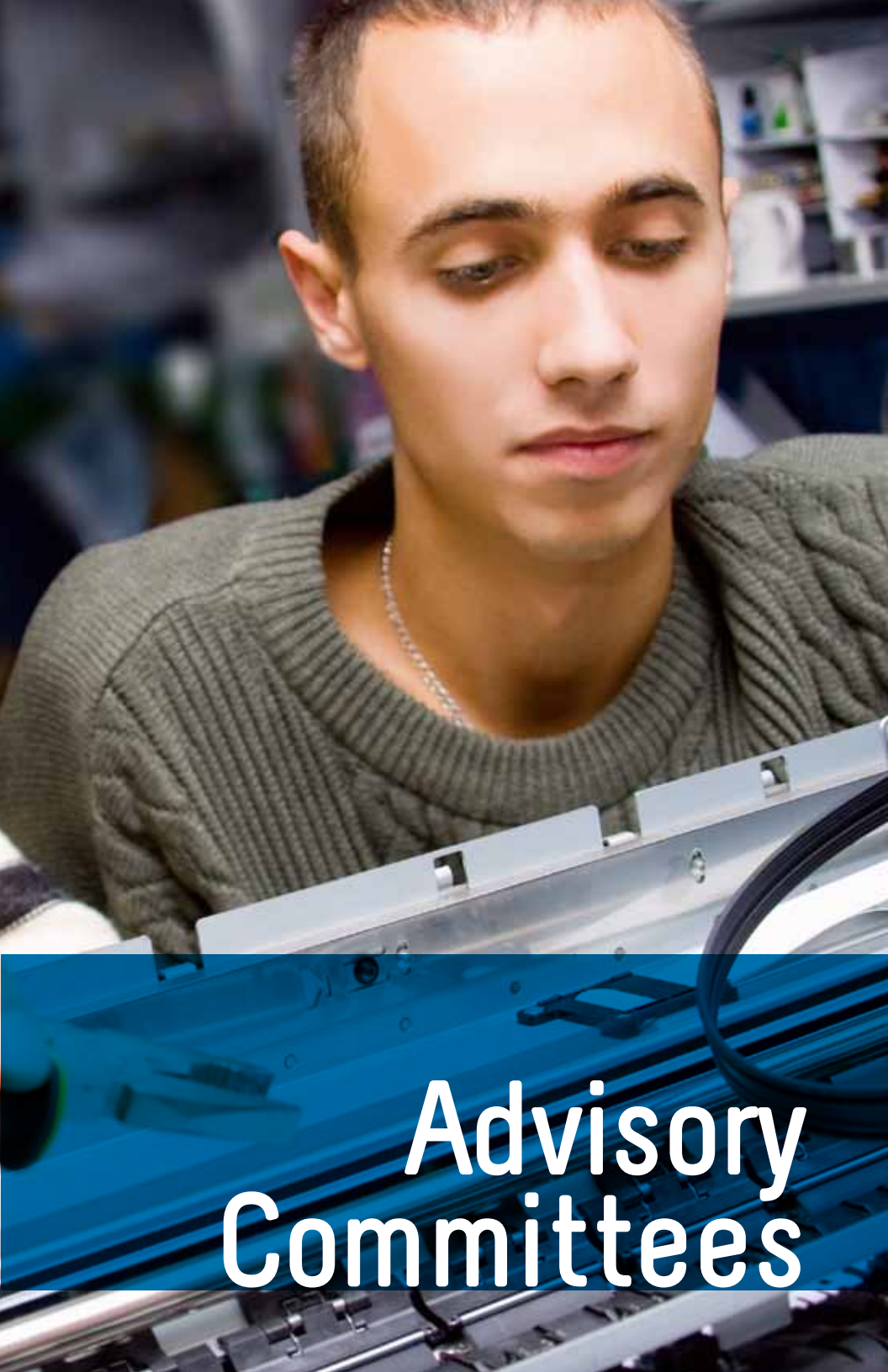
Friday 8:00 a.m. to 4:30 p.m.

Cosmetology Evening Classes

Monday through Thursday 4:00 p.m. to 10:30 p.m.

Saturday 9:00 a.m. to 1:00 p.m.

Class hours are subject to change or vary based on student needs.



Advisory Committees

Advisory Committees

Vatterott College utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the institution.

The duties of the Program Advisory Committee include, but are not limited to:

- ❑ Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- ❑ Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- ❑ Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Computer Aided Drafting

David Beavers, Electrical and Substation CADD Manager, Allgeier, Martin, and Associates

Jessie Metcalf, Drafting Supervisor, Leggett & Platt, Inc. Research & Development

Rick West, Associate Designer, Sprenkle & Associates, Inc.

Kevin Minear, Intermediate Highway Designer, Missouri Department of Transportation

Brian Estep, Manufacturing Engineer, Agile Manufacturing

Jacob Bowen, CADD Manager, Labarge Incorporated

Debbie Henderson, CADD Manager, Tri-State Engineering Incorporated

Dwight BrennFoerder, Chief Architect, Goodman Architectural

Jim Moreland, Architect/CAD Manager, PLJBD Inc.

Computer Technology

Bob Honeywell, Director of Technical Services, St. John's Regional Medical Center

Julie Beaver, Division Manager, Choice Solutions

Eric Boyd, President, Activehead

Bruce Smith-Corporate Director of Information Systems, TAMKO Roofing Products

James Ewing, Staff VP Information Technology, Leggett & Platt, Inc.

Steve Russell, Director of Technology, Joplin Area Chamber of Commerce
Nathan Clevenger, IT Administrator, U S Netcom
Tim Parrish, Technical Support Manager, Reliance Communications
J Pendergraft, Chief Executive Officer, PILR Technology Services
Rex Myers, Vice President of Technology & Service, PILR Technology Services
Rick Williams, Systems Engineer, St. John's Regional Medical Center
Richard Brust, Vice President of Support Services, PILR Technology Services

Cosmetology

Georgianna Krier, Owner, Prime Cut Hairstyling
Joanna Salley, Salon Manager JC Penny Salon
Lora Tucker, Stylist/Salon Owner, Park Street Station
Sherri Stout, Owner, Salon Blond
Sandra Baumbach, Esthetician, Skin Solutions
Angela Thomas, Owner/Esthetician/Nail Tech, Angela's Salon & Day Spa
Shay Huntzicker, Esthetician, Park Street Station
Theresa Allen, Owner/Sylist, Studio 27 LLC
Debbie Hay, Manager, Smart Styles
Kim Keith, Area Supervisor, Regis Corporation
Jamie Bowers, Manager, Smart Styles
Kerrie lowery, Manager, Mastercuts

Medical Assistant

Debbie Lorimer, Assistant Director of Lab, Freeman Health Systems
Mikell Warren, Director of Medical Staff GVC/CME, Freeman Health Systems
Ramona Brandon, Nurse Practitioner, Ozark Tri-County Healthcare
Linda Percy, Employee Relations Coordinator, Integrity Home Care
Kandace LaBlank, Office Coordinator, Freeman Practice Management
Gina McGaughey, Director, St. John's Work Partners
Sha Stoll, Director Pathology-Lead Technologist Coordinator, Freeman Health Systems
Linda Killingworth, Scheduling Supervisor, Integrity Home Care
Kandace Lablank, Office Coordinator, Freeman Practice Management
Sharon Box, Physician Office Coordinator, St. John's Hospital

Pharmacy Technician

David Starrett, Owner/Pharmacist, The Medicine Shoppe Pharmacy
Margo Gardner, Pharmacy Technician, Family Pharmacy
Jack Udell, Director of Pharmacy, St. John's Regional Medical Center
Kim Turner, R.Ph., Pharmacy Manager, Mays Drug Warehouse
Leslie Lohse, Pharmacy Technician, Frisco Pharmacy
Sean Briley, Pharmacy Representative, Schering-Plough Corporation

Appendix A - Tuition & Fees

Program	Degree	Weeks	Tuition	Reg. Fee	Lab/Tech Fee	Books & Supplies	Total Cost
Cosmetology – Day (1500 Clock Hours)	Diploma	50	\$15,750	\$100	\$1,250	\$1,500	\$18,600
Cosmetology – Evening (1500 Clock Hours)	Diploma	60	\$15,750	\$100	\$1,500	\$1,500	\$18,850
Medical Assistant Occupational Specialist	Diploma	40	\$16,000	\$100	\$1,500	\$1,200	\$18,800
Computer Aided Drafting	Diploma	60	\$22,800	\$100	\$1,500	\$2,000	\$26,400
Computer Technology	Diploma	60	\$22,800	\$100	\$1,500	\$2,100	\$26,500
Business Management	A.O.S.	70	\$24,500	\$100	\$2,000	\$3,600	\$30,200
Medical Assistant	A.O.S.	70	\$27,900	\$100	\$2,000	\$3,600	\$33,600
Medical Billing and Coding	A.O.S.	70	\$27,900	\$100	\$2,000	\$3,800	\$33,800
Computer Aided Drafting Technology	A.O.S.	90	\$34,200	\$100	\$2,250	\$3,100	\$39,650
Computer Systems & Network Technology	A.O.S.	90	\$34,200	\$100	\$2,250	\$3,200	\$39,750
Pharmacy Technician	A.O.S.	90	\$34,200	\$100	\$2,250	\$3,600	\$40,150

Please note the cost of the A.O.S. programs include the cost of the Diploma program.

* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.

Appendix B - School Administration & Faculty

Administrative Staff

Donna Goldthwaite, Campus Director
Dr. Jacqueline O'Dell, Director of Education
Nancy Marlow, Director of Admissions
Brett Cline, Director Financial Aid
Jeremy Mather, Campus Accountant
Mandy Williams, Campus Accountant
Jackie Kennedy, Retention Officer
Linda Weaver, Retention Officer
Leasa Frye, Career Services Coordinator
Judy Welch, Registrar
Lauren Maggard, Financial Aid Administrator
Jana Esposito, Admissions Coordinator
Rick Wilton, Admissions Coordinator
Shannon Adams, Admissions Coordinator
Dawn Reed, Campus Library Resource Manager
Dixie Hardy, Receptionist
Tameka Payton-Barba, Receptionist
Trista Rumbaugh, Cosmetology Receptionist

Faculty

Dr. Jacqueline K. O'Dell (Director of Education)

Dr. O'Dell received her doctoral degree in Curriculum and Instruction at the University of Memphis, Memphis, TN. She completed a Master's degree in Instructional Design from Memphis State University and coursework for a Masters of Arts in two-year college teaching from Murray State University, Murray, KY. She graduated Magna Cum Laude with a Bachelor of Arts degree in Psychology and Criminal Law from Chaminade University, Honolulu, Hawaii. Dr. O'Dell has over 26 years of classroom teaching experience with 11 years administrative experience in higher education. Prior to joining the Vatterott team, she was Director of Education for the Joplin Museum Complex. She served as Director of Educational Technology and as the Director of The Center for Instructional Technology and Distance Education at the University of Arkansas. She was also the Assistant Professor at Texas Tech University, Lubbock, TX and Instructor of Teacher-Education at Memphis State University, Memphis, TN.

Daniel Alexander (Computer Technology Instructor)

Daniel graduated from Vatterott College with degrees in Computer Programming, Computer Technology and an AOS Degree in Computer Systems and Network Technology. Daniel has worked as a Computer Programmer and Computer Aided Draftsman for KemLee MFG in Galena Kansas, Web Developer

Faculty

and PC Technician for First Christian Church in Columbus, Kansas, Web Developer for Virginia Ryan's Cattery and Kennel in Joplin, Missouri and as a Network Technician for Pilr Technology Services in Duenweg, Missouri.

Jerome Basye (Computer Technology Instructor)

Jerome received his Associate of Applied Science degree in Electronics Technology and an Associate of Applied Science in Instructor Technology from the Community College of the Air Force in 1991. While in the Air Force, he began as a computer mainframe repair and installation technician and progressed to teaching digital electronics. While teaching electronics he was awarded Master instructor and Occupational instructor certifications from the Community College of the Air Force at Lowry AFB Colorado. His next assignment involved teaching UNIX and Network Administration at Goodfellow Air Force Base. His last assignment in the military was in Chantilly, Virginia, where he served as an installation team leader delivering UNIX based applications on SOLARIS imagery servers. After retiring from the Air Force, he attended Missouri Southern State college where he received a Bachelor of Science of Management Information Technologies degree with a minor in CIS. He graduated Summa Cum Laude. Additionally, while in school, he interned as an IS coordinator at a local business working with XP and Windows 2003 server.

Donald Beason (CAD Instructor)

Donald has been a manufacturing/design engineer for 15 years. He graduated in 1993 with a Bachelor of Science degree in Manufacturing Engineering Technology from Missouri State University. He also received two Associate of Science degrees in Computer-Aided Drafting Technology and Computer-Assisted Manufacturing Technology from Missouri Southern State University. Donald has worked for Dayco Products, Lozier Corporation, and Cardinal Scales. His experience is in Mechanical drafting design parts for products and tooling for manufacturing process.

Lisa Dhooghe (Cosmetology Program Director)

Lisa attended Pittsburg School of Cosmetology in 1993. She opened a full service salon upon graduation in Parsons, Kansas, where she also worked as a nail technician. Lisa received her Instructor's License in 2001 from Independence Community College and worked as an instructor there until 2002 when she joined the Vatterott College staff. She holds both Kansas and Missouri Instructor licensure in Cosmetology and Esthetics. Lisa has seven years experience in the salon and six years instructing in Cosmetology.

Rebecca Gorham (Medical Office Assistant Instructor)

Rebecca has more than 15 years experience in the medical field working in various specialties such as Periosurgery & ER, OB/GYN, HeartCare at St. John's, Ophthalmology, Gastroenterology, Orthopedics and Chiropractic. She has worked in all areas from medical office to medical assisting. Rebecca is a graduate from Vatterott College.

Rachell Hoover (Medical Office Assistant Instructor)

Rachell has 20 years experience in Revenue Cycle Management in local medical facility's business offices. Skills included registrations, coding, billing, collections, posting of monies, and customer service in hospitals, nursing homes and physician offices. Duties included hiring, training and supervising staff responsible for every aspect of billing and the collection of outstanding accounts receivable. Currently attending Crowder College, majoring in Finance/Business Management. CPAT and CPAM certified - Certified Account Technician and Certified Patient Account Manager.

Kathy Kelby (Cosmetology Instructor)

Kathy attended Pittsburg School of Beauty in 1998. She then worked in various salons in the Pittsburg area until moving back to Joplin in 2002. After moving back to Joplin, Kathy was employed with Pro Cuts as part of their management team for four and a half years. In 2006 she returned to cosmetology school to become a licensed instructor.

William Moore (Computer Technology Instructor)

William graduated from Vatterott College with an Associate's Degree in Computer Systems & Network Technology. He has worked in the Geeksquad, as a PC Tech for Down Stream Casino and IT Director for Messenger College.

Bert Nichols (Computer Technology Instructor)

Bert received his Associate of Science Degree in Electronics Technology in 1978 from Florida Keys Community College while serving in the U. S. Navy. After retiring in May 1990 from the Navy, he attended MSSC where he received a Bachelor of Science degree in Computer Information Science and a Bachelor of Science degree in Business Administration/Management. He holds a certification as an Associate Computer Professional from the Institute for Certification of Computer Professionals and is certified by Novell as an Administrator. After graduation from MSSC he was hired as their network administrator. He was an instructor while in the Navy and has also taught at MSSC.

Kelly Prater (Pharmacy Technician Instructor)

Kelly is a certified Pharmacy Technician and has more than 24 years of experience in the pharmacy field. She has worked in retail pharmacy locations for Smitty's Grocery Store and was the Over the Counter Manager for a Walmart Pharmacy location in Joplin. She has hospital pharmacy experience with the St. John's Hospital outpatient pharmacy. Kelly has years of experience with insurance filings and pharmacy software.

Melinda Reinschmidt (Business Program Director)

Melinda graduated from Southwest Missouri State University with a Bachelor's degree in Computer Information Systems. After graduating from SMSU, Melinda went to work for a private career school where she taught Computer Programming and Computer Application courses. In May 1991, Melinda began working for Vatterott College. She teaches a variety of Computer Application courses. Melinda also teaches one and two day executive training seminars, and is the full-time tutor for students in the afternoon.

Danny Robinson (Computer Aided Drafting Instructor)

Danny received his Bachelor of Science degree in Manufacturing Engineering Technology at Pittsburg State University, in Pittsburg, KS. He also has training in NIST classes from Lean Manufacturing, Cellular/Flow Manufacturing, Kan Ban, TPM, SMED, and Value Stream Mapping. He has Software training from ProE Mechanica and Solid Works, and Sales training from Sandler and Wilson Learning's Building Customer Relations. From 1979 through 1996 Danny worked in various engineering positions for Leggett & Platt. From 1996 to 2002, while employed with Mid-America Manufacturing Technology Center, Danny has provided a wide range of contract engineering services to manufacturers in Southwest Missouri and Southeast Kansas. He also has three United States patents for inventions on mechanisms related to the sofa sleeper.

Faculty

Tina Smith (Cosmetology Instructor)

Tina graduated from cosmetology school in 1993. She was employed with JCPenneys for nine years, from 1994 to 2003, and also owned her own salon, Apollo Hair Systems. Tina joined the Vatterott family as a Cosmetology Lab Assistant in October of 2007.

Terry Struve (Computer Aided Drafting Instructor)

Terry has more than thirty years of engineering, design, and project management experience. He has been project manager, senior designer, and design engineer for many large companies in the United States including Bechtel Corporation, Davy-McKee Corporation, Utilitech, and Elf Atochem of North America. As a project engineer and then Senior Designer with Elf Atochem, Mr. Struve was responsible for the development of all ISO 9000 compliance training for all plant personnel and developed 3-D representation of plant cooling systems. He has vast industry experience in CAD applications related to food and pharmaceutical manufacturing as well as other chemical, petroleum, and nuclear power systems. Mr. Struve was trained in Mechanical Engineering at the University of Cincinnati, Cincinnati, OH and also has training in management accounting from the University of Indiana.

Jeannette Williams (Medical Program Director)

Jeannette has been working in the medical office environment since 1989. In 1992, she began serving as Business Office Coordinator for St. John's Medical Center where she was responsible for customer service, insurance billing, and collections. In 1998, she became an Office Coordinator for Freeman Health Systems in Joplin. Mrs. Williams ordered supplies, coded bills for payment, filed charts, handled telephone traffic, conducted prescription calls with pharmacies, and took patient vitals, weights, and measurements upon arrival. She holds a Bachelor of Science degree in Business Administration from Missouri Southern State University with a focus in marketing and management.

Appendix C - Non-Accredited Courses

The following courses are not accredited by ACCSC (Accrediting Commission of Career Schools and Colleges). Students enrolling in the Non-Accredited Continuing Education Courses must be 18 years of age or have written permission of a parent or legal guardian. Payment for these courses must be made at the time of enrollment.

The courses listed in Appendix C have not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered part of the accredited offerings of the Joplin campus of Vatterott College. Students completing these courses will not receive any credit which can be used toward other certificates or degree programs offered by Vatterott College.

Your Role in the Green Environment
Better Green Business
Electronic Evidence Discovery

Your Role in the Green Environment

Non-Accredited Courses

This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and provides a broad overview of the ever-changing green environment initiatives. The course also provides an overview of the changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over four weeks.

Better Green Business

Non-Accredited Courses

This course will prepare and instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples of how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results as well as powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over four weeks.

Electronic Evidence Discovery

Non-Accredited Courses

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are now scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over eight weeks.

Non-Accredited Courses

Program Name	Degree	Hours	Tuition	Books/ Supplies	Tax	Total
Your Role in the Green Environment	Non- Accredited Courses	15	\$250	\$75	\$10	\$335
Better Green Business	Non- Accredited Courses	12	\$250	\$75	\$10	\$335
Electronic Evidence Discovery	Non- Accredited Courses	36	\$625	\$750	\$70	\$1,445

*In an effort to offer our students every convenience, books and supplies may be purchased at the Vatterott College campus. The amounts in the above fee chart are estimates and are subject to change. Alternatively, students may purchase their books and supplies externally.

The current Student Grievance Policy is to be replaced with the below policy.

Student Information & Services

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-spring@vatterott-college.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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, phone 615-741-5293.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution's Director.

The externships or other formal experiential learning activities & incomplete grade policies will be replaced with the below policies.

Academic Information

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the term of enrollment will be granted an Incomplete Grade "I" for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade "I" will be changed to the appropriate letter grade.

For externships or other experiential learning activities that occur at the end of the student's curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an "F" for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

Incomplete Grade

An incomplete grade "I" signifies that not all the required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting "I" grades must receive approval from the Director of Education or designee and documentation of the "I" grade must be placed in the student's academic file. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the "externship or other formal experiential learning activities" section of the catalog. If course requirements are not satisfied by the deadline, the "I" is converted to an "F." An "I" grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

The below changes have been made to the Program Offerings and Course Descriptions sections.

Program Offerings

Medical Billing and Coding Associate of Occupational Studies

The objective of this program is designed to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD-9 coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology.

The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory (including five medical electives and two general electives), and 13.5 Quarter Credit Hours of General Education, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
MC 112	Intro to ICD 9 CM Coding and CPT Coding	4.5
MC 114	Intro to Current Procedural Terminology	4.5
MC 175	Law & Ethics	4.5
MC 200	Computers and Healthcare Delivery Systems	4.5
MC 218	Office Management in the Healthcare Setting	4.5
MC 222	Medical Terminology and Anatomy and Physiology	4.5
MC 230	Pathology	4.5
MC 240	Pharmacology	4.5
MC 250	Comprehensive Insurance Billing	4.5
MC 290	Advanced Current Procedural Terminology & ICD 9	4.5
Students Must Select 5 Of The Following 7 Medical Electives		
MC 117	Auditing	4.5
MC 130	Insurance and Coding Exam Review	4.5
MC 190	Intro to Health Information Technology	4.5

MC 191	Medical Office Administration	4.5
MC 201	Communication in the Healthcare Setting	4.5
MC 205	Medical Transcription	4.5
MC 260	Advanced Computers	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Course Descriptions

MC 195: Medical Office Procedures 4.5 Quarter Credit Hours

This lecture and lab-based course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

MC 215: Medical Office Management 4.5 Quarter Credit Hours

This lecture and lab-based course is an overview of both effective patient care and sound business practices in the medical facility. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include: the medical record, fraud & compliance, responsibilities of the manager, and medical marketing.

MC 191: Medical Office Administration 4.5 Quarter Credit Hours

This lecture -based course covers the skills and knowledge required to perform administrative tasks in a medical office setting. Topics will include

how to receive patients, schedule appointments, handle medical records,
and process insurance claims.

**MC 218: Office Management in
the Healthcare Setting** **4.5 Quarter Credit Hours**

This lecture- based course is an overview of effective business practices to offer in a medical setting that will result in quality patient care. The course will include instruction on current and emerging developments in medical office management, including billing and coding, documentation, ethical and legal issues, and technological advances. It will also provide an overview of effective management practices.

Please note the below changes to the Academic Information section of the catalog.

Academic Information

The below section is to be included after the Leave of Absence Policy.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student's record of registration for the term so that the student is not penalized academically.

The below Re-Admission following a Leave of Absence policy is replacing the current policy in the catalog.

Re-Admission Following a Leave of Absence

Upon return from leave, a clock-hour student will be required to re-enroll in the courses from which he/she left upon entering the LOA and receive final grades for the courses. Or, if the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

The date a student returns to class is normally scheduled for the beginning of the term.

The below information is to be included in the Financial Information & Academic Information sections of the catalog.

Financial Information

Satisfactory Academic Progress (SAP) and new terms associated with SAP

Due to recent changes in policies issued by the Department of Education, Vatterott Educational Centers has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.

Standards of Satisfactory Academic Progress

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.

Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

Students enrolled in credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. Students enrolled in clock hour programs will have both components of SAP evaluated by the end of each 450 scheduled clock hours, regardless of whether the student attended them or not.

SAP Appeals for Financial Aid Eligibility

SAP Appeals must include:

- Letter written by the student requesting the appeal and why
- Information on why a student the student failed to make SAP
- What has changed that will allow a student to make SAP after one additional term.
- An academic plan that shows what is required specifically for the student to meet SAP by the end of the next term.
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances)

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made.

New SAP Terminology for Financial Aid Eligibility

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible have new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: **Financial Aid (FA) Warning, Financial Aid (FA) probation, Financial Aid (FA) suspension.**

FA Warning is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow a student to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the

student may be allowed to appeal if extenuating circumstances existed that prevented him/her from meeting SAP.

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student’s enrollment, and the student may not continue in classes.

FA Probation is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term only, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

FA Warning-Academic Warning (this is used for the first term after which a student has not met SAP)

FA Probation-Academic Probation (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)

FA Suspension-Academic Appeal (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that an SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Vatterott paperwork required for the appeal is complete and has been submitted timely, including:
 1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
 2. A letter by the student explaining why he/she failed to meet SAP standards and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non Title

IV funding for a minimum of at least one complete term and until SAP is once again met.

The below Academic Probation Policy is to replace the current Academic Probation Policy in the Academic Information section of the catalog.

Academic Information

Academic Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term by both Financial Aid and Academics will be placed on one term of FA Probation - Academic Probation and must achieve Satisfactory Academic Progress at the end of the term of FA Probation - Academic Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of FA Probation - Academic Probation will result in dismissal from the institution.

In the case that a student is not allowed an additional appeal term from the FA department but has shown improvement toward meeting SAP and the appeal is approved by the Academics department the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not receive Title IV funding and will need to find alternative funding to continue in their program.

Students who withdraw from a term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

Addendum – Appendix C
Effective: 08-2011

The current Appendix C is to be replaced with the below Appendix C.

Appendix C -Non-Accredited Courses

The Certificate courses listed below have not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered a part of the accredited offerings of Vatterott College. They are offered as continuing education/professional development classes only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by Vatterott College.

Your Role in the Green Environment
Better Green Business
Electronic Evidence Discovery
Basic Fire Alarm Installation
Smart Phone Programming

Admissions Requirements (Unless otherwise noted)

Students enrolling in courses listed as part of Appendix C - Non-Accredited Courses must:

- Be 18 years old or have the written consent of a parent or guardian
- Meet course specific enrollment criteria when applicable as defined by the course description

A High School Diploma or GED is not required for the courses listed in Appendix C - Non-Accredited Courses.

Basic Fire Alarm Installation - Additional Admissions Requirements

- Prior education or work experience is required. Candidates should submit documentation of training or work experience to complete their enrollment. Experience can be in the form of unofficial transcripts, pay stubs, business card, or letter from an employer.

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Appendix C Addendum

Addendum – Appendix C
Effective: 08-2011

Enrollment, Cancellation & Refund Policy

By accepting applications, COLLEGE has assumed the obligation of furnishing a complete course, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching such course at the stated, offered tuition cost for the course, and with the understanding that refunds will be made per course, in accordance with the following *Cancellation, Withdrawal and Refund Policy*:

- REGISTRANTs cancelling this Registration Agreement within three (3) business days of its execution, exclusive of Saturday, Sunday, and holidays (the “Cancellation Period”) will receive a full refund of all monies paid to COLLEGE.
- REGISTRANTs cancelling or withdrawing at any time subsequent to the Cancellation Period but prior to the start of the course for which they are registered will receive a refund of the course cost, less an administrative fee equaling the lesser of (1) 25% of the course cost or (2) \$100.
- REGISTRANTs terminating training after the course begins, but prior to the midpoint (50%) of the course scheduled hours, the COLLEGE will refund 25% of the course cost.
- REGISTRANTs terminating training at or after the course midpoint (50%) of the scheduled hours, the COLLEGE may retain the entire contract price of the period of enrollment.
- Refunds will be made within 30 days after COLLEGE determines REGISTRANT has cancelled or withdrawn.
- Any REGISTRANT who cancels or withdraws from COLLEGE as a result of REGISTRANT being called into active duty in a military service of the United States will receive a refund of any tuition and refundable fees for the course in which the REGISTRANT is enrolled at the time of withdrawal. No refund will be given for any academic course the REGISTRANT has completed.

Payment must be made at the time of enrollment.

Cancellations must be made in writing.

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Appendix C Addendum

Course Offerings

Course Number	Course Title
C-100	Your Role in the Green Environment
C-101	Better Green Business
C-104	Electronic Evidence Discovery
EL-01	Basic Fire Alarm Installation
SDP-178	Smart Phone Programming

Course Descriptions

C-100: Your Role in the Green Environment **Non-Accredited Course**

This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and a broad overview of the ever-changing green environment initiatives. The course will also provide an overview of changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over 4 weeks.

C-101: Better Green Business **Non-Accredited Course**

This course will instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples that illustrate how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results. In addition, you will learn about powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over 4 weeks.

C-104: Electronic Evidence Discovery **Non-Accredited Course**

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over 8 weeks.

EL-01: Basic Fire Alarm Installation **Non-Accredited Course**

Fire alarm systems require research, exchange of information and a decision making process involving property owners, building control officers and local authorities. Statutory and insurance requirements must also be considered. This course will provide participants with an overview of fire alarm planning and hands-on lab experience installing fire alarm equipment in a practical lab environment. This course is 32 hours over 2 weeks. **(Prior electrical work experience is required. Candidates should submit documentation of electrical training or work experience to complete their enrollment. . Experience can be in the form of unofficial transcripts, pay stubs, business card, or letter from an employer.)**

SDP-178: Smart Phone Programming **Non-Accredited Course**

This course introduces students to application development for smart phone operating systems. Students will learn how to begin building robust iPhone and iPad applications using the iPhone SDK and Android enabled devices with the Android SDK. Upon successful completion of this course, students will understand how to develop applications for both iPhone and Android smartphones; recognize software development kits; and debug applications in various SDKs. The course length is 45 hours, completed over 5 weeks, and incorporates both lab and lecture.

Tuition & Fees

ProgramName	Award	Hours	Tuition	*Books/ Supplies/ Fees	Total
Your Role in the Green Environment	Certificate of Completion	15	\$250	\$85	\$335
Better Green Business	Certificate of Completion	12	\$250	\$85	\$335
Electronic Evidence Discovery	Certificate of Completion	36	\$625	\$820	\$1,445
Basic Fire Alarm Installation	Certificate of Completion	32	\$650	\$0	\$650
Smart Phone Programming	Certificate of Completion	45	\$420	\$90	\$510

* The amounts in the above fee chart for books, supplies and fees are estimates and are subject to change. Actual amounts will differ.

The below program offering and course descriptions are replacing the current program offering and course descriptions for Pharmacy Technician program.

Program Offerings

Pharmacy Technician Associate of Occupational, A.O.S.

The objective of this program is to prepare the student for entry-level employment as a Pharmacy Technician. Pharmacy Technicians assist pharmacists with technical tasks. Independent pharmacies, chain pharmacies, hospitals, long-term health care organizations, pharmaceutical divisions and manufacturers employ pharmacy technicians.

The program consists of 90 weeks, 94.5 quarter credit hours of theory and associated lab instruction, as well as 13.5 quarter credit hours of general education in the areas described below for a total of 108 quarter credit hours. Instruction is designed for entry every 10 weeks.

Course	Course Title	QCH
MOA-101	Medical Language	12.0
MOA-107	Medical Office Basics	12.0
PA-103	Ethics and Billing	12.0
PA-108	Pharmaceutical Office Management	12.0
PA-109	Pharmaceutical Planning	12.0
PA-110	Advanced Computers	12.0
PT-200	Medical Ethics, Inventory, and Cost Control	7.5
PT-204	Medical Dosages and Pharmaceutical Calculations	7.5
PT-205	Pharmacy Technician Externship	7.5
GE-101	English Composition I	4.5
GE-201A	English Composition II	4.5
GE-205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Course Descriptions

MOA-101: Medical Language 12 Quarter Credit Hours

This course will familiarize the student with medical terminology, anatomy and physiology. The student will learn medical terms and the meaning, along with body parts, systems and functions.

This course covers basic pharmacology, including familiarizing the student with names, dosage, and usage of prescription drugs.

Medical Terminology
Pharmacology

MOA-107: Medical Office Basics 12 Quarter Credit Hours

This course will instruct the student in the uses of basic grammar, with emphasis on punctuation, spelling, capitalization and correct usage of nouns, verbs, etc. This course will introduce the student to computer usage, basic computer skills and applying the learned grammar skills using the word processing program. This course also includes a section on medical math. This course will also instruct the student in the basics of keyboarding for performance in the medical field.

Introduction to Computers
Keyboarding

PA-103: Ethics and Billing 12 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, etc. The student will also learn pharmaceutical law and ethics as it applies to the areas of the health care field.

Bookkeeping
Medical Law, Liability, Ethics and Bioethics

PA-108: Pharmaceutical Office Management 12 Quarter Credit Hours

This course will enhance the student's computer abilities, focusing on the pharmaceutical software. This course will include instruction on the difference between Retail and Clinical pharmacies and the skills needed to operate the office side of the pharmacy.

Pharmaceutical Office Management

PA-109: Pharmaceutical Planning 12 Quarter Credit Hours

This course will introduce the student to the pharmaceutical environment and state and federal regulations. The student will learn teamwork, professionalism, grooming, as well as choosing an area of interest within the pharmaceutical field and learn more advanced pharmacology. The student will also become CPR and First Aid Certified upon completion of this course.

Emergency Preparedness Career Development
Pharmacology and Technology

PA-110: Advanced Computers 12 Quarter Credit Hours

This course will enhance and build on the student's previously learned basic computer usage and knowledge. The student will receive in-depth training using Microsoft Office applications, which includes: Word, Excel, Access, and PowerPoint. The student will be exposed to multiple projects in each application, with some projects related specifically to the health care field.

Microsoft Office
Calculations/Dosages

PT-200: Medical Ethics, Inventory, and Cost Control 7.5 Quarter Credit Hours

This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the pharmacy profession. Additionally, this course will appropriately address inventory and cost control issues in

the pharmacy.

PT-204: Medical Dosages and Pharmaceutical Calculations 7.5 Quarter Credit Hours

The student will apply basic mathematical skills in required calculations for usual medical dosage determinations, as well as solution preparations using weight and apothecary systems. Also discussed are the application of business calculations and medical preparation and distribution. The student will develop skills in physician order interpretation, intravenous admixture, sterile and non-sterile compounding, internal nutrition preparation, packaging, purchasing, inventory control, and outpatient dispensing. Prevention of medication errors and continuous quality improvement (CQI) practices are included. The student will also prepare for the certification exam to become a National and Missouri State Certified Pharmacy Technician through the Pharmacy Technician Certification Board and the Missouri Pharmacy Association.

PT-205: Pharmacy Technician Externship 7.5 Quarter Credit Hours

During weeks 1-10, the student will complete a 10 week externship (225 hours; work schedule will vary depending upon the externship site requirements) in a professional pharmacy setting, following policies and procedures that apply to acute, long-term, and ambulatory care practice under the supervision of a licensed pharmacist.

GE-101: English Composition I 4.5 Quarter Credit Hours

In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-201A: English Composition II 4.5 Quarter Credit Hours

Prerequisite: GE-201 English Composition I. This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, the

student will learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GE-205: College Algebra
Hours

4.5 Quarter Credit

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, the student will practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

The below Rate of Progress towards Completion Requirements Policy is to replace the current Rate of Progress towards Completion Requirements Policy in the Academic Information section of the catalog.

Academic Information

Rate of Progress towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below.

Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

For clock hour programs, logged hours of attendance in a course will be considered earned unless otherwise noted by the faculty member. Attempted hours are based on the expectation that a student is scheduled for 30 hours of class time each week, for 10 weeks (day students), or 25 hours of class time each week, for 10 weeks (night students). Rate of Progress for Satisfactory Academic Progress is calculated by dividing earned hours by attempted hours.

For clock hour students who withdraw during the middle of a term, the attempted hours for that term will be prorated based on 30 scheduled hours per week for day students and 25 scheduled hours per week for night students up to and including the last day of attendance. The earned hours for that term will be the logged hours of attendance up to and including the last day of attendance.

Certificate/Diploma Program Quarter Credits

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%

16-30	1.5	50%
31 credits - graduation or maximum allowable credits reached	2.0	66.67%

Associate Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required	Minimum Rate of Progress
0-15	1.0	33%
16-45	1.5	50%
46 credits - graduation or maximum allowable credits reached	2.0	66.67%

Cosmetology Program Clock Hours

Clock Hours	Minimum CGPA Required	Minimum Rate of Progress
0-300	1.0	33%
301-900	1.5	50%
901 clock hours - graduation or maximum allowable clock hours reached	2.0	66.67%

The below information has been added to the Program Offerings and Course Descriptions sections.

Program Offerings

Medical Assistant Occupational Specialist Diploma

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one's ability to obtain employment in this field. Students enrolling in this program must sign the *Attestation of Understanding* regarding state regulations on criminal records and possible background checks prior to the externship. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request.

Course #	Course Title	QCH
GE 114	Technical Mathematics	3.0
GE 123	Interpersonal Communications in Healthcare	3.0
ME 105	Medical Terminology	3.0
ME 108	Introduction to Medical Billing and Coding	3.0
ME 115	Computer Applications for Healthcare	3.0
ME 121	Anatomy and Physiology	4.0
ME 125	Clinical Medical Assisting	6.0
ME 140	Pharmacology	3.0
ME 150	Medical Law and Ethics	3.0
ME 155	Laboratory Procedures	6.0
ME 175	Medical Office Procedures	3.0

ME 180	Externship and Exam Preparation	4.0
ME 190	Medical Externship	8.0
Total Number of Quarter Credit Hours Required for Graduation 52		

Course Descriptions

GE 114 – Technical Mathematics 3.0 Quarter Credit Hours

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, and in their careers.

GE 123 – Interpersonal Communications in Healthcare 3.0 Quarter Credit Hours

This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

ME 105 – Medical Terminology 3.0 Quarter Credit Hours

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

ME 108 – Introduction to Medical Billing and Coding 3.0 Quarter Credit Hours

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

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ME 115 – Computer Applications for Healthcare **3.0 Quarter Credit Hours**

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician's office environment.

ME 121 – Anatomy and Physiology **4.0 Quarter Credit Hours**

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

ME 125 – Clinical Medical Assisting **6.0 Quarter Credit Hours**

This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab .

Prerequisite ME 105

ME 140 – Pharmacology **3.0 Quarter Credit Hours**

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

Prerequisite ME 105

ME 150 – Medical Law and Ethics **3.0 Quarter Credit Hours**

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability

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insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

ME 155 – Laboratory Procedures **6.0 Quarter Credit Hours**

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiology. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

Prerequisite ME 105

ME 175 – Medical Office Procedures **3.0 Quarter Credit Hours**

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

Prerequisite ME 105

ME 180 - Externship and Exam Preparation **4.0 Quarter Credit Hours**

This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.

Prerequisite ME 125 and ME 155

ME 190 – Medical Externship **8.0 Quarter Credit Hours**

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

ME 125 and ME 155

Addendum – Student Information & Services
Effective: 12-2011

The below Transcript Request Policy is to replace the current Transcript Request Policy in the Student Information & Services section of the catalog.

Student Information & Services

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$10.00 fee, the Registrar's office will process the request within two calendar weeks.

The below changes have been made to the Program Offerings section.

Program Offerings

Medical Assistant Associate of Occupational Studies, A.O.S.

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Students must complete a Criminal Background check and Employee Disqualification List Check through the State of Missouri prior to enrollment. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel.

Students may select an on-ground, online or a blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the online and blended versions, theory is taught online and lab work is taught at the campus. In all options, a residential 160-hour externship is required at a medical facility.

Course #	Course Title	QCH
MA 140	Intro to Billing and Coding	4.5
MA 160	Pharmacology and Office Emergencies	4.5
MC 175	Law & Ethics	4.5
MA 178	Medical Assisting Clinical Duties I	4.5
MC 195	Medical Office Procedures	4.5
MC 215	Medical Office Management	4.5
MA 236	Terminology and Anatomy	4.5

MA 240	Laboratory Techniques	4.5
MA 250	Medical Assisting Clinical Duties II	4.5
MA 290	Medical Assisting Externship	4.5
Students Must Select 5 Of The Following 7 Medical Electives		
MA 150	Medical Assisting Financial Management	4.5
MA 180	Phlebotomy & IV Theory	4.5
MA 185	Microbiology Theory	4.5
MA 197	Patient Education and Safety in the Medical Office	4.5
MC 200	Computers and Healthcare Delivery Systems	4.5
MA 205	Electrocardiography	4.5
MC 205	Medical Transcription	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Pharmacy Technician Associate of Occupational, A.O.S.

The objective of this program is to prepare the student for entry-level employment as a Pharmacy Technician. Pharmacy Technicians assist pharmacists with technical tasks. Independent pharmacies, chain pharmacies, hospitals, long-term health care organizations, pharmaceutical divisions and manufacturers employ pharmacy technicians.

Students must complete a Criminal Background check and Employee Disqualification List Check through the State of Missouri prior to enrollment.

The program consists of 90 weeks, 94.5 quarter credit hours of theory and associated lab instruction, as well as 13.5 quarter credit hours of general education in the areas described below for a total of 108 quarter credit hours. Instruction is designed for entry every 10 weeks.

Course #	Course Title	QCH
MOA-101	Medical Language	12.0
MOA-107	Medical Office Basics	12.0
PA-103	Ethics and Billing	12.0
PA-108	Pharmaceutical Office Management	12.0
PA-109	Pharmaceutical Planning	12.0
PA-110	Advanced Computers	12.0
PT-200	Medical Ethics, Inventory, and Cost Control	7.5
PT-204	Medical Dosages and Pharmaceutical Calculations	7.5
PT-205	Pharmacy Technician Externship	7.5
GE-101	English Composition I	4.5
GE-201A	English Composition II	4.5
GE-205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

The current Internal Proficiency Credit Test Out policy has been replaced with the below policy.

Academic Information

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of "TO". The course is noted on the transcript with a grade of "TO" and is included in the maximum time in which to complete and the rate of progress calculations but is not counted in the CGPA calculation.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

The below Vatterott College Presidential Scholarship policy is to be included in the Financial Information section of the catalog.

Financial Information

Vatterott College Presidential Scholarship

The Vatterott College Presidential Scholarship is a \$100 tuition remission scholarship offered on a term-by-term basis to qualifying students in select programs. In order to be eligible for the scholarship, candidates must be enrolled in a qualifying program and meet the following criteria:

- Complete the term with 95% attendance of scheduled hours (including makeup hours) for the term.
- Have a cumulative GPA of at least a 2.0.
- Obtain a term GPA of at least a 2.0.
- Be enrolled as a full-time student.
- Be enrolled in a program of study participating in the scholarship.

Eligibility for the Presidential Scholarship is evaluated by the Program Director of the respective program of study. The Program Director evaluates students after each term based on the above criteria. The Director of Education notifies scholarship recipients by week 5 of the following term. As noted above, the Vatterott College Presidential Scholarship is not available to students in all programs of study.

For additional information on the Vatterott College Presidential Scholarship, please contact the Director of Education.

Joplin

A photograph of two students, a young man and a young woman, sitting at a desk and studying together. The young man is on the left, looking down at a book. The young woman is on the right, smiling and looking towards the camera. She is holding a pen. The background is slightly blurred, showing other people in the background.

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