2017 - 2018 CATALOG

Virginia College

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Virginia College (Main Campus)

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The catalog is the official announcement of the programs, requirements, and regulations of Virginia College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes and are not to be considered a contract between a student and Virginia College.

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General Information

MISSION

Virginia College is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Virginia College established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Virginia College recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Virginia College employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Virginia College believes that education should promote the development of positive self-esteem and, to that end Virginia College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Virginia College strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Virginia College helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Virginia College provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

LEARNING RESOURCE CENTER

The Institution maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

HISTORY

Virginia College was founded in 1983. The first branch campus was opened in Birmingham, Alabama, in February 1992, and this became the main campus in 1995. The College system has grown to include campuses in the following locations: Huntsville, Mobile, and Montgomery, Alabama; Fort Pierce, Jacksonville, and Pensacola, Florida; Biloxi and Jackson, Mississippi; Austin and Lubbock, Texas; Chattanooga and Knoxville, Tennessee; Charleston, Columbia, Florence, Greenville, and Spartanburg, South Carolina; Augusta, Columbus, Macon, and Savannah, Georgia; Baton Rouge and Shreveport, Louisiana; Richmond, Virginia; Tulsa, Oklahoma, and Greensboro, North Carolina.

CATALOG CERTIFICATION

Virginia College, LLC certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Virginia College, LLC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

FACILITIES AND EQUIPMENT

The Virginia College campuses are structured to provide air-conditioned classrooms, a student lounge area, faculty and staff work areas, full administrative facilities, and a library. The campus maintains computer and networking labs that simulate the job markets for which students are being trained. The College's facility is custom designed to enhance the educational experience and to serve the needs of the Virginia College student. The facility provides barrier-free entrances to the College to permit easy access for physically challenged students. Reserved parking spaces are also well defined and conveniently located for physically challenged students.

NONDISCRIMINATION/NONHARASSMENT POLICY

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin,

age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free fro3m discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim.

The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

Procedure for reporting as identified in the Crime Report (Clery Act):

The College also complies with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity

receiving Federal financial assistance." The Title IX Coordinator for each College location is the Academic Dean. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

Step One: The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct and investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College's Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to TitleIXCoordinator@vc.edu. The Lead Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

No Retaliation

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.

Students Seeking Reasonable Accommodations

Virginia College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Virginia College provides equal opportunity for qualified persons with disabilities. As appropriate, Virginia College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in

person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.

- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

    One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug- Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

ACCREDITATIONS AND APPROVALS

Accreditation

Virginia College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and associate's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, (301) 657-3000, www.ashp.org.

Licenses and Authorizations

- U.S. Department of Education
- South Carolina Board of Cosmetology
- South Carolina Commission on Higher Education

Authorization Statement

Virginia College is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Phone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Virginia College will continue to monitor developments in state law in each state in which it enrolls students. If authorization or licensure is or becomes necessary, Virginia College will work toward obtaining such approvals.

Accreditation and licensure documents may be reviewed in the office of the Campus President.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous

year. The College's Crime Awareness and Campus Security policy statement can be found online at www.vc.edu/catalogs.

STUDENT RESPONSIBILITIES

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

STUDENT INTERACTION

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

INTELLECTUAL PROPERTY PROTECTION AND OWNERSHIP

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

Use Of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or

obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

Ownership Of Student And Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

- The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
- The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
- The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

STUDENT FINANCE SERVICES

The Student Finance Office provides financial aid advisement to all incoming students as part of their acceptance at Virginia College. This office also provides advisement to continuing students on an as-needed basis.

ADVISING

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

Academic Advising

Students who may be experiencing academic challenges are advised to contact the Education Department.

Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

STATE AGENCIES

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

ALABAMA

Alabama Commission on Higher Education

P.O. Box 302000

Montgomery, AL 36130-2000

ALASKA

Alaska Commission on Postsecondary Education

P.O. Box 110505

Juneau, AK 99811-0505

customer.service@alaska.gov

Alaska Office of Attorney General

Consumer Protection Unit

1031 West Fourth Avenue, Suite 200

Anchorage, AK 99501

attorney.general@alaska.gov

ARIZONA

Arizona State Board for Private Postsecondary Education

1400 West Washington Street, Room 260

Phoenix, AZ 85007

ARKANSAS

Arkansas Higher Education Coordinating Board

Arkansas Department of Higher Education

114 East Capitol Ave

Little Rock, AR 72201

ADHE_Info@adhe.edu

AcademicAffairsDivision/ICAC%20Rules%20and%20Regulatio
ns/APPENDIXJ.pdf

Arkansas State Board of Private Career Education

501 Woodlane, Suite 312S

Little Rock, AR 72201

sbpce@arkansas.gov

CALIFORNIA

California Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

bppe@dca.ca.gov

http://www.bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO

Colorado Department of Higher Education

1560 Broadway, Suite 1600

Denver, CO 80202

CONNECTICUT

Connecticut Department of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

info@ctdhe.org

Connecticut Department of Consumer Protection

165 Capitol Avenue, Room 110

Hartford, CT 06106

trade.practices@ct.gov

consumer_statementcpfr-2_rev_8-06_edited1106.pdf

Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office

Carvel State Office Building, 5th Floor

820 North French Street

Wilmington, DE 19801-3509

dheo@doe.k12.de.us

Delaware Attorney General

Consumer Protection Wilmington:

820 North French Street, 5th floor

Wilmington, DE 19801

consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of
Education

Education Licensure Commission

810 First Street, NE, 9th Floor

Washington, DC 20002

http://osse.dc.gov/service/education-licensure-commission-elc-
public-complaints

FLORIDA

Florida Commission on Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-Free number: 888.224.6684

GEORGIA

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place #220

Tucker, GA 30084-5334

HAWAII

Hawaii State Board of Education

P.O. Box 2360

Honolulu, HI 96804

ocp@dcca.hawaii.gov

http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education

Attn: State Coordinator for Private Colleges and Proprietary
Schools

650 West State Street, Room 307

P.O. Box 83720

Boise, ID 83720-0037

ILLINOIS

Illinois Board of Higher Education

431 East Adams, 2nd Floor

Springfield, IL 62701-1404

info@ibhe.org

Institutional Complaint Hotline: (217) 557-7359

Illinois State Board of Education

100 North 1st Street

Springfield, IL 62777

http://webprod1.isbe.net/contactisbe/

Illinois Attorney General

Consumer Fraud Bureau

500 South Second Street

Springfield, IL 62706

Consumer Fraud Hotline: (800) 243-0618

INDIANA

The Indiana Commission for Higher Education

The Indiana Board for Proprietary Education

101 West Ohio Street, Suite 670

Indianapolis,IN 46204-1984

317.464.4400 Ext. 138

317.464.4400 Ext. 141

IOWA

Iowa Student Aid Commission

603 East 12th Street, 5th Floor

Des Moines, IA 50319

info@iowacollegeaid.gov

http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf

KANSAS

Kansas Board of Regents

1000 SW Jackson Street, Suite 520

Topeka, KS 66612-1368

KENTUCKY

Kentucky Council on Postsecondary Education

1024 Capital Center Drive #320

Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education

911 Leawood Drive

Frankfort, KY 40601-3319

Office of the Attorney General

Capitol Suite 118

700 Capitol Avenue

Frankfort, KY 40601-3449

consumer.protection@ag.ky.gov

LOUISIANA

Louisiana Board of Regents

P.O. Box 3677

Baton Rouge, LA 70821-3677

MAINE

Maine Department of Education

Complaint Investigator

23 State House Station

Augusta, ME 04333-0023

jonathan.braff@maine.gov

Maine Attorney General

Consumer Protection Division

6 State House Station

Augusta, ME 04333

MARYLAND

Maryland Higher Education Commission

6 Liberty Street

Baltimore, MD 21201

Maryland Attorney General

Consumer Protection Division

200 St. Paul Place

Baltimore, MD 21202

consumer@oag.state.md.us

Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS

The Massachusetts Department of Elementary and Secondary Education

Office of Proprietary Schools

75 Pleasant Street

Malden, MA 02148-4906

http://www.doe.mass.edu/ops

proprietaryschools@doe.mass.edu

MICHIGAN

Michigan Department of Labor & Economic Growth

Office of Postsecondary Services

Proprietary School Unit Staff

201 North Washington Square

Lansing, MI 48913

MINNESOTA

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Minnesota Attorney General's Office

1400 Bremer Tower

445 Minnesota Street

St. Paul, MN 55101

MISSISSIPPI

Mississippi Commission on College Accreditation

3825 Ridgewood Road

Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453
Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947
Jackson, MS 39225-2947
http://www.ago.state.ms.us/index.php/

MISSOURI
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005
Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
Consumer Protection Hotline: (800) 727-6432

NEVADA
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm
Nevada State Board of Nursing
2500 W. Sahara Ave., Suite 207
Las Vegas, NV 89102

http://www.nevadanursingboard.org

NEW HAMPSHIRE
New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
http://www.nh.gov/postsecondary/complaints

NEW JERSEY
New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us
New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf
New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
http://www.nj.gov/oag/ca/complaint/ocp.pdf

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf

NEW YORK
New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html
New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234
New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza, Suite 2101
Albany, NY 12223-1556

NORTH CAROLINA

North Carolina Community College System Office of Proprietary Schools

200 West Jones Street

Raleigh, NC 27603

http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtCompltForm.pdf

North Carolina Consumer Protection

Attorney General's Office

Mail Service Center 9001

Raleigh, NC 27699-9001

http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx

NORTH DAKOTA

North Dakota Department of Career and Technical Education

State Capitol - 15th Floor

600 East Boulevard Avenue, Dept. 270

Bismarck, ND 58505-0610

cte@nd.gov

North Dakota Consumer Protection Division

Office of Attorney General

Gateway Professional Center

1050 East Interstate Avenue, Suite 200

Bismarck, ND 58503-5574

http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

OHIO

Ohio State Board of Career Colleges and Schools

30 East Broad Street, 24th Floor, Suite 2481

Columbus, OH 43215

http://scr.ohio.gov/

Ohio Board of Regents

30 East Broad Street, 36th Floor

Columbus, OH 43215-3414

Ohio Attorney General

Consumer Protection Section

30 East Broad Street, 14th Floor

Columbus, OH 43215-3400

http://www.ohioattorneygeneral.gov/consumercomplaint

OKLAHOMA

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200

Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools

3700 Classen Boulevard, Suite 250

Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General

Consumer Protection Unit

Attn: Investigative Analyst

313 NE 21st Street

Oklahoma City, OK 73105

http://www.oag.state.ok.us/oagweb.nsf/ccomp.html

OREGON

Oregon Office of Degree Authorization

1500 Valley River Drive, Suite 100

Eugene, OR 97401

Oregon Department of Education

Private Career Schools Office

255 Capitol Street NE

Salem, OR 97310-0203

complaint-procedures.doc

Oregon Attorney General

Financial Fraud/Consumer Protection Section

1162 Court Street NE

Salem, OR 97301-4096

PENNSYLVANIA

Pennsylvania Department of Education

333 Market Street

Harrisburg, PA 17126-0333

Office of Attorney General

Bureau of Consumer Protection

14th Floor, Strawberry Square

Harrisburg, PA 17120

PUERTO RICO

Puerto Rico Council on Higher Education

P.O. Box 1900

San Juan, PR 00910-1900

Puerto Rico Department of Justice

G.P.O. Box 9020192

San Juan, PR 00902-0192

RHODE ISLAND

Rhode Island Board of Governors for Higher Education

Shepard Building

80 Washington Street

Providence, RI 02903

Rhode Island Department of Attorney General

Consumer Protection Unit

150 South Main Street

Providence, RI 02903

SOUTH CAROLINA

South Carolina Commission on Higher Education

1333 Main Street, Suite 200

Columbia, SC 29201

SOUTH DAKOTA

South Dakota Board of Regents

306 East Capitol Avenue, Suite 200

Pierre, SD 57501-2545

South Dakota Office of Attorney General

Division of Consumer Protection

1302 East Highway 14, Suite 3

Pierre, SD 57501-8053

TENNESSEE

Tennessee Higher Education Commission

404 James Robertson Parkway, Suite 1900

Nashville, TN 37243

http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf

TEXAS

Texas Workforce Commission

Career Schools and Colleges - Room 226-T

101 East 15th Street

Austin, TX 78778-0001

www.texasworkforce.org/careerschoolstudents

Texas Higher Education Coordinating Board

1200 East Anderson Lane

Austin, TX 78752

Office of the Attorney General

Consumer Protection Division

P.O. Box 12548

Austin, TX 78711-2548

https://www.oag.state.tx.us/consumer/complaintform.pdf

U.S. VIRGIN ISLANDS

Government of the U.S. Virgin Islands

Department of Education

Office of the Commissioner

1834 Kongens Gade

St. Thomas, V.I. 00802

UTAH

Utah Division of Consumer Protection

160 East 300 South

Salt Lake City, UT 84111

consumerprotection@utah.gov

http://consumerprotection.utah.gov/complaints/index.html

VERMONT

Vermont Department of Education

State Board of Education

120 State Street

Montpelier, VT 05620-2501

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education

101 North 14th St.

James Monroe Building

Richmond, VA 23219

communications@schev.edu

http://www.schev.edu/forms/StudentComplaintInformation.pdf

WASHINGTON

Washington Higher Education Coordinating Board

917 Lakeridge Way

P.O. Box 43430

Olympia, WA 98504-3430

dainfo@hecb.wa.gov

Washington Workforce Training and Education Coordinating Board

128 10th Avenue SW

P.O. Box 43105

Olympia, WA 98504-3105

workforce@wtb.wa.gov

http://www.wtb.wa.gov/PCS_Complaints.asp

Washington State Office of the Attorney General

1125 Washington Street SE

P.O. Box 40100

Olympia, WA 98504-0100

https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection

https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx

WEST VIRGINIA

West Virginia Higher Education Policy Commission

1018 Kanawha Boulevard E., Suite 700

Charleston, WV 25301-2800

Community and Technical College System of West Virginia

1018 Kanawha Boulevard E., Suite 700

Charleston, WV 25301

West Virginia Office of the Attorney General

Consumer Protection Division

P.O. Box 1789

Charleston, WV 25326-1789

http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf

WISCONSIN

Wisconsin Educational Approval Board

30 West Mifflin Street, 9th Floor

P.O. Box 8696

Madison, WI 53708

eabmail@eab.state.wi.us

http://eab.state.wi.us/resources/complaint.asp

WYOMING

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Attorney General's Office

123 Capitol Building

200 West 24th Street Cheyenne, WY 82002

CAREER DEVELOPMENT

The Institution offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the Institution are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

Part-Time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Development Department will make a reasonable effort to assist them in their search.

STUDENT HEALTH SERVICES

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with Virginia College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedure

All student complaints will be handled in the following manner:

Step One:

The student must try to resolve the issue with the campus staff member or instructor/ supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

Step Two:

If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean.

Step Three:

If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four:

If the complaint is not resolved by the local Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, via email to ombudsman@ecacolleges.com, or call toll free at 1-866-677-9050. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Five:

If the complaint has not been resolved by Virginia College to the satisfaction of the student, the student may contact the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, South Carolina 29201, website: http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf.

Step Six:

If the complaint has not been resolved by Virginia College to the satisfaction of the student, the complaint may be referred to

the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Effective: May 6, 2016

Complaint Policy for Students Receiving VA Education Benefits

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

STUDENT HOUSING

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

STUDENT CONDUCT POLICY

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.

3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.

4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.

5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.

6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.

7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.

8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.

9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with

fire protection equipment, or violation of any other health and safety rules or regulations.

10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.

11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.

12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.

13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.

14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.

18. Rape, including acquaintance rape and/or sexual assault, in any form.

19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.

20. All forms of gambling.

21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

TUTORING

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, or the Academic Dean.

SUMMARY OF DELIVERY SYSTEM

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at https://portal.vc.edu. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the

instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR DIGITAL INSTRUCTION

To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

Hardware:

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024×768 monitor with a 16-bit or greater video card (24-bit preferred)
- A DVD-ROM drive or CD-ROM
- A sound card with speakers and microphone (for selected courses)

Software*:

- A Microsoft Windows® operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version
- Adobe® Reader® 8.0 or a more recent version (free download)
- Adobe® Flash Player 10.0 or a more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

Internet/E-mail:

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster
- An Internet connection
- An e-mail address and account will be issued to all students for use within their courses.

Some courses have additional software and hardware requirements.

STUDENT VERIFICATION POLICY

I. Verification

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on- ground sessions for the course.

- Student attendance is recorded face- to- face during the on- ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Final exams and major tests are taken in a proctored environment at the campus.

B. There are no additional charges or fees associated with the verification of student identity.

II. Privacy

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system- generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

PERSONAL PROPERTY

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

Undergraduate Admissions

ADMISSIONS REQUIREMENTS AND CONDITIONS

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

- Applicants who hold a state recognized standard High School Diploma, General Education Development (GED) or Certificate of High School Equivalency (GED Certificate), another state-authorized examination certificate, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College. High school seniors are eligible to complete enrollment paperwork, but cannot start class until submitting acceptable proof of high school graduation. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

- Prior to the end of the provisional period, or first term of enrollment based on state specific requirements, all students must provide evidence of the above qualification to the College. Acceptable documentation can be a copy of their high school diploma, a copy of their GED, or an original or copy of their high school or GED transcript. Other acceptable evidence could include a certified copy of an original high school diploma, or a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state a certificate has been earned. Students who do not produce the required documentation will be dismissed from school.

- All students are required to sign an attestation at enrollment stating they have earned one of the above-described high school credentials in addition to a transcript request form so that the College may request a copy of the proof of graduation if needed.

- Military students must provide evidence of high school graduation or equivalent to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, or a state-authorized examination certificate or official notification from the state a certificate has been earned.

- All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.

- All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.

  Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic Scholastic Level Exam (SLE), with a minimum score in order to gain admittance. The minimum SLE score for all programs is 10. The SLE can be taken three times per quarter, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait 24 hours to test the third time. Students who hold a bachelor's degree or an associate's degree will not be required to take the SLE.

- All prospective students interested in digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the Wonderlic SLE prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they must meet with the Program Director for his/her determination as to the student's ability to begin the program.

- Students must be sitting in classes by the third regularly scheduled class of the term.

- Applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

- Students must be able to speak, read, and write English fluently as all courses are taught in English.

- Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.

- Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to the first day of class in the student's first term.

- If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.

- Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

- Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.
- Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.
- Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
- Students with special needs should refer to the Students Seeking Reasonable Accommodations section of the catalog.

Program Specific Admissions Requirements

- Cosmetology students must submit the South Carolina State Board of Cosmetology ("Board") documentation required by the College within 15 days after the term start date. This includes the completed Board Student Enrollment Form, proof of high school graduation or the equivalent, and any other Board-required supporting documentation.
- All students must have an official high school transcript or GED transcript on file with the College by the end of their first term/payment period of study.
- Applicants to some programs of study must complete a criminal background check and drug screen. Random drug screening may also be done at the discretion of the College. Applicants are advised that a criminal record or positive indication of the use of controlled substances may adversely impact the eligibility for admission and/or continued enrollment in these programs and placement opportunities upon graduation. Applicants for the Pharmacy Technician program may be required to successfully complete a pre-acceptance interview with the Program Director or designee.

PROVISIONAL ENROLLMENT

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

A provisional student may cancel his/her enrollment at any time and for any reason during the 21-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period.

Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty.

A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Academic Dean, and the second provisional enrollment must be recorded in CampusVue.

TRANSFER OF CREDIT TO OTHER SCHOOLS

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. The School will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. This is standard transfer-of credit procedure.

TRANSFER OF CREDIT BETWEEN VIRGINIA COLLEGES

Although not guaranteed, course credits may be transferred from any nationally accredited Virginia College institution upon a student's acceptance to the receiving Virginia College institution. The transfer-of-credit award is based on:

- Courses that have a grade of C or better;
- Course descriptions, objectives, or outcomes;
- Core/major courses must apply to the program; and
- Conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students transferring from any Virginia College institution must complete a minimum of 25% of the course credits at the Virginia College institution awarding the graduation credential.

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Academic Dean before the end of their diploma/certificate program.

Students re-entering the same school from which they withdrew will be able to receive credit for their courses with a "D" grade except programs where a "C" or better is required.

Students transferring between main and branch campuses will be able to transfer credit for courses with a "D" grade except programs where a "C" or better is required.

ENROLLMENT STATUS

For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:

Full - Time: A student who is enrolled for 12 or more credit hours in a term is considered a full-time credit hour student and is considered to be carrying a normal academic load. All clock hour students are considered to be full-time students.

Three - Quarter - Time: 9 - 11 credit hours in a term

Half - Time: 6 - 8 credit hours in a term

Less than Half - Time: Less than 6 credit hours in a term

For all programs not offered in terms:

Full - time equals 24 semester credit hours or 36 quarter credit hours per academic year.

The U.S. Department of Veterans Affairs may have different definitions for full - time and part - time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

APPLICANTS FOR SINGLE COURSES

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

TRANSFER ACCEPTANCE POLICY

Virginia College may grant academic credit to students who have successfully completed the same or substantially the same course work (as required in the curriculum) at other institutions of postsecondary education. The granting of such transfer credit is totally at the discretion of the campus. Students' transfer credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
2. The credits must have been earned in courses offered at an accredited institution acceptable to Virginia College.
3. A grade of "C" or "2.0" or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been designated with grades assigned will be considered for transfer. No credits earned as a result of a "pass/fail" option (grade of "P") are eligible for transfer.
4. No more than 40 percent of the credits necessary to earn a degree from Virginia College will be accepted for transfer.

5. When transferring between Virginia College programs, students may transfer more than 40 percent of their earned credits.
6. Course work completed more than five years ago may only be transferred with approval from the National Dean for the student's program of study. Computer and other technology-related courses will generally not be accepted if taken more than three years ago.
7. Transfer of credits must be completed during the first term of enrollment. Securing official transcripts in a timely manner is the sole responsibility of the student. Military students have until their second term of enrollment to secure their transcripts and complete the transfer of credit process.
8. The Academic Dean shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer credits; however, the campus reserves the right to accept or reject any or all transfer credits at its discretion.
9. Virginia College courses are highly specialized, and the student will find that comparable, specialized courses found in the curriculum of Virginia College are not generally offered at other colleges.
10. A "C" or better is required for students transferring credits to other Education Corporation of America schools. If a student has completed a program, the credential is honored and the "D" courses will transfer into the next degree level.

Any questions about transfer of credits/clock hours should be discussed with the Academic Dean or Program Director.

Undergraduate Academic Information

CLASS SIZE

Student to instructor ratios shall not exceed the following:

Program	Lecture Classes	Lab Classes
Business Administration (Certificate)	40:1	20:1
Business Administration (Associates)	40:1	20:1
Cosmetology (Certificate)	40:1	20:1
Electrical Technician (Certificate)	40:1	20:1
HVAC-R Technician (Certificate)	40:1	20:1
Medical Assistant (Associates)	40:1	20:1
Medical Billing and Coding Specialist (Certificate)	40:1	20:1
Medical Assistant (Certificate)	40:1	20:1
Network Support Technician (Certificate)	40:1	20:1
Network and System Administration (Associates)	40:1	20:1
Pharmacy Technician (Certificate)	40:1	20:1

DEFINITION OF ACADEMIC YEAR

Students may begin a program at the start of any of the academic terms listed in the academic calendar. The applicable definition is used in advancing grade levels for students.

Credit-Hour Programs:

Virginia College's standard academic year is 36 credit hours and completion of at least 33 weeks. Full-time, regular students typically complete a minimum of 36 credit hours and at least 33 weeks per academic year.

Cosmetology Program:

Virginia College's standard academic year is 1000 clock hours and completion of at least 29 weeks.

DEFINITION OF A UNIT OF CREDIT

The Institution measures its programs in quarter credit hours. One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

OUT-OF-CLASS LEARNING ACTIVITIES

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

Credit Hour*

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work	In-Class Hours	Out-of-Class Work Hours
Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5

hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direction instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

ONLINE EDUCATION

The Virginia College Intercampus Consortium Agreement allows students to take courses at any Virginia College campus or online and to treat these courses as if taken at their home campus. Virginia College (Birmingham) began offering online courses in January 2000 to provide students with an alternative mode of completing general education requirements. Various courses may be offered each term for delivery via the Internet. Interested students should speak with their Program Director to discuss Hybrid Online Learning requirements and policies. Students seeking to take some courses online must also meet the following requirements:

- Required GPA to be a candidate for Online delivery. (2.0)
- Cannot be in their first term without written permission
- Students taking classes for the first time through Hybrid Online Learning must first successfully complete the My Success Path (MSP) and demonstrate the ability to navigate through the online learning environment. **Online Course Technology Requirements**

Basic requirements for students interested in online classes include a personal email address and a computer and Internet connection at home. Residential students who schedule online courses pay an additional technical fee. A student who anticipates taking online courses is asked to participate in the MSP, which is used to help students determine if they are qualified to become viable candidates for online delivery.

- Online courses are configured for asynchronous participation and communication. Interactions between instructor and student may be in the form of posted announcements, discussion boards, written analysis, and feedback on submitted assignments in the gradebook, email, and journal entries. Individual inquiries from students may be emailed or placed in the instructor's virtual office location electronically.
- It is expected that students who take courses online have a reliable computer with speakers and consistent Internet access at home running the latest version of Windows at a minimum. Students should be comfortable using email and navigating the web.**Student Advising and Assistance**

The I.T. Help Desk advisors are available to assist with technology questions such as software installations, resets of passwords, and questions concerning the learning management system.

PREGNANCY POLICY

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the U. S. Department of Education requirements, the Institution provides protection to pregnant women. Because the Institution does not maintain a leave policy for its students, the Institution will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Students seeking reasonable accommodations due to pregnancy should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

The Institution cannot require a pregnant student to obtain the certification of a physician that she is physically and emotionally able to continue participation in the enrolled program unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

MAKE-UP STANDARDS

Students are encouraged to attend class every day and for all the required hours and minutes of the class. It is the student's responsibility to learn the material covered while absent and to make up all work missed.

Make-up work of on-ground classes or digital session hours does not excuse or remove absences. Make-up work is permitted for the purpose of receiving veterans educational training benefits.

Make-up work hours for on-ground classes and digital sessions shall:

- be supervised by an instructor approved for the class being made up;
- be completed within two weeks of the end of the grading period during which the absence(s) occurred;
- to be completed before the 20% absence limit is exceeded.

Make-up work of digital session hours shall be accomplished by completing assignments in the digital session(s) that were incomplete.

Make-up work of on-ground class hours shall:

- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor; and
- be signed and dated by the student to acknowledge the make-up session.

REQUIRED STUDY TIME

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

CHANGES IN PROGRAMS OR POLICIES

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

EXTERNSHIP/PRACTICUM, CLINICAL, OR FIELDWORK

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 CGPA.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Students may be required to go to more than one site to complete their externship/practicum, clinical, or fieldwork hours.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

SUSPENSION AND DISMISSAL

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

CERTIFICATION, STATE BOARD, AND NATIONAL BOARD EXAMS

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

DROP/ADD PROCEDURE

For Credit Hour Students Only:

The drop/add period begins on the first class day of a new term and ends after the first week of classes. Classes added after this time period must have approval of the Academic Dean. Adding or changing a course or transferring to another class or section during the drop/add period requires the signature of the designated College official and will be permitted only on a space-available basis.

When dropping a class, it is not sufficient to simply notify the instructor. Students must notify the Program Director in writing and apply for withdrawal on an official form when dropping a class. Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for withdrawal on an official form. Students who are attending classes may drop a course and receive a "WP" (Withdrawn Without Grade Penalty). The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini-term.

For Clock Hour Students Only:

There is no drop/add period for clock hour programs.

IMPORTANT NOTE: MERELY CEASING TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL.

REPEATED COURSES

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**."
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats will be charged at the student's current course price.

GRADUATE REFRESHER COURSES

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Academic Dean. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

ATTENDANCE/TARDINESS POLICY

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Tardiness disrupts the learning environment and is discouraged. Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance. Tardiness or absences in any class are counted toward the

20% attendance requirement. Failure to meet the attendance requirement could lead to dismissal from the institution if the absences exceed 20% of the total program hours.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in either a degree or diploma program:
   a. will be dismissed from the Institution if they are absent more than 20% of the total program hours (conversely, must attend 80% of total program hours).
   b. will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14 day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed.
2. If a student starts a course after the first class day, then class time missed becomes part of the 20% absence calculation.
3. If a student arrives late for class or leaves early, time missed will be marked as absent and becomes part of the 20% absence calculation.
4. No excuses or documentation will be accepted to remove absent time from a student's record. Make-up work may be permitted.
5. Student attendance is posted daily and is available in the Student Portal on the first page after logging into the portal.
6. Students may be readmitted after attendance violation dismissal provided they re-enter with a make-up attendance plan that does not violate the institution's course repeat policy and is not in violation of the maximum time frame (MTF) for the students' program of study.
7. Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Additional Attendance Requirements for Cosmetology Students

The Cosmetology program at Virginia College is an hours-based program that requires the completion of 1500 clock hours, without exception. In order to successfully matriculate through their program, students are expected to be present and on time daily during their regularly scheduled program hours. Consistent attendance in regularly scheduled hours is vital to learning the concepts and techniques used by successful cosmetologists, and students should strive to miss class only when absolutely necessary due to unforeseen emergency situations. All students must sit in class no later than the second day of each new course.

Make-Up Hours Policy: Students are required to make up all missed regularly scheduled hours in order to pass each course. The College schedules make-up sessions on most Saturdays, and students are advised to plan accordingly.

The maximum number of missed clock hours at the end of a course that a student is permitted to make up is 21 hours. A student with 21 or fewer missed hours will receive an Incomplete "I" grade for that course. ALL missed hours must be made up within 14 calendar days after the end of the course. Any student who fails to make up all missed hours in a course within 14 days will receive an "F" as the final grade and must repeat that course. Any student who ends a course with more than 21 missed hours also will receive an "F" and must repeat the course.

Students who receive a final "F" grade in a course will be advised when that course will be available to repeat. In some cases, a course will not be available in the next module, which could require the student to withdraw from the College for a period of time until the course is available again. Students are permitted a maximum of two attempts to repeat a failed course.

Make-Up Hours Process: When a student misses instruction time of any kind, the student is responsible for meeting with his/her instructor to obtain specific instructions as to what missed theory or practical assignments need to be made up.

In order for a student to receive credit for assignments and make-up hours, the following must be documented:

• The student must be clocked into Guest Vision.
• All theory and practical make-up assignments are required to be completed on campus under the direct supervision of a Cosmetology instructor.
• The instructor supervising the make-up session must submit the Make-Up Assignment Form to the Program Director by close of business the day following the make-up session.
• Students without a documented excuse for being absent will receive a maximum grade of 75 percent on any tests or assignments completed after the scheduled due date of the assignment.

Students are not allowed to attend a make-up session in anticipation of missed attendance.

MILITARY STUDENT POLICIES

VA Academic Year: The Department of Veterans Affairs defines an academic year as the period from August 1 to July 31.

Re-Entry Fees: Re-entry fees are waived for active duty or honorably discharged veterans, spouses, or qualified dependents (those using Chapter 33 or 35 benefits) with proof of military status.

Transfer Credit Award Policy

As a member of the Servicemembers Opportunity Colleges Consortium (SOC), Virginia College follows the American Council for Education (ACE) Guide for recommendations for the award of transfer credit for military training and/or experience. CLEP general examinations with a passing score of 50, CLEP subject examinations, DANTES subject standardized tests, College Board advanced placement examinations, and professional certification examinations may also be submitted for consideration of award of credit. All award of credit is determined by the military academic advisory in conjunction with the Academic Compliance team. Students may transfer up to 75 percent of the required credits for their program of study. Additional transfer acceptance policies may apply per the Virginia College catalog.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five years.

Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded.

Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry. Reentry fees will be waived for all returning students.

MILITARY STUDENT GRANTS

Virginia College is committed to military-friendly policies for our students. Subject to availability, active duty or veteran students and their spouses or qualified dependents enrolling at Virginia College may be eligible for a tuition grant. The awarding of a grant requires submission of the appropriate military documents and grant application paperwork by the scheduled deadline. A military grant is awarded on a first-come, first-served basis and may not always be available.

A grant will only cover up to the cost of tuition and fees. A grant is applied after all other funding sources are applied unless the funding source has special requirements stating otherwise. Students who are eligible for 100 percent funding of College tuition and fees through any non-loan program(s) are not eligible for a grant.

Eligibility for a military grant may be affected by the use of other forms of financial assistance. Students interested in using military benefits or applying for a grant should contact the Military Student Center at 1-877-824-4245 to determine eligibility.

Application Fee Waiver:

All application and re-entry fees are waived for active duty or honorably discharged veterans, spouses, or dependents using Chapter 33 or Chapter 35 benefits and with proof of military status.

Patriot's Service Grant:

For Credit Hour Programs Only: Active duty servicemembers (including Army, Navy, Air Force, Marines, Coast Guard, Reservist, and National Guard on Title 10 or Title 32 status) who receive tuition assistance may receive an institutional tuition grant up to the difference between the maximum tuition assistance rate published by the Military Service and the current published tuition for their enrolled program at Virginia College for up to 8 credit hours per term for undergraduate programs or 4 credit hours per term for graduate programs.

Servicemembers must provide proof of active duty status and can receive a military grant only as long as they remain on active duty and receive tuition assistance. In the event an active duty student attends more than 24 credit hours in an academic year, he/she may utilize additional GI Benefits (Top Up, Chapter 30 or 33) to cover the additional tuition and fees.

As of the January 2014 term, Veterans Retraining Assistance Program (VRAP) eligible students will be able to receive a Patriot's grant for up to 50 percent of their quarterly tuition with the following qualifications:

1. The program applies to currently enrolled students.
2. The veteran student must be enrolled in an eligible program of study.
3. The veteran student must have exhausted his/her eligibility for VRAP (or any other VA funds).
4. The veteran student must be in good academic and attendance standing.
5. The veteran student must apply to the Military Student Center for the Patriot's grant each award year.
6. Veteran students who use the Patriot's grant will not be eligible for any other institutional grant or institutional loan programs.
7. The veteran student must remain in his/her current program of study and plan on graduating.

Students meeting the above criteria may contact the Military Student Center at 1-877-824-4245 to complete the necessary grant application form as soon as possible.

Active duty spouses may be eligible for a grant of up to 5 percent of tuition and fees.

Post 9/11 GI Bill Grant Program:

Active duty servicemembers or veterans using the Post 9/11 GI Bill who are not eligible for the Yellow Ribbon program may be eligible for up to a 5 percent tuition grant during their course of study at Virginia College.

Post 9/11 Transfer of Entitlement to Spouses or Dependents:

In the event an active servicemember or veteran transfers benefits to a spouse or dependent, the recipient will be eligible for the same grants as the servicemember or veteran. All required transfer of eligibility paperwork must be submitted.

Post 9/11 Yellow Ribbon Program:

Students eligible for Yellow Ribbon program will receive this in lieu of a 5 percent grant.

All Veterans, Spouses, and other Dependents:

All honorably discharged servicemembers, including inactive or retired servicemembers as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing up to 5 percent grant of tuition per term/ payment period with proof of military service. Dependents other than spouses are eligible for up to 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program.

GRADE REPORTING

The scholastic progress of each student is provided in grade reports available to the students through the student portal at the end of each term/payment period. For credit hour students, mid-term progress reports are available through the student portal usually during the sixth week of each term. For clock hour students, progress reports are available through the student portal at the end of each three modules for day and two modules for evening. Instructors and program directors inform students of academic performance information and provide advising as needed. Following each term/payment

period, students determined to be making less than satisfactory academic progress are notified of status based on criteria described in the section on Standards of Satisfactory Academic Progress (p. 28).

GRADE APPEAL POLICY

Final grades for credit hour students will be issued at the end of each term. For clock hour students, final grades are issued at the end of each course. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor and Program Director to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor and Program Director, the student may file a written grade appeal with the Academic Dean. A grade appeal must be submitted by the student within 30 days of the end of the last relevant term/course.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Academic Dean is final.
5. Any other grade change request that does not comply with the above process will be denied.

GRADING SYSTEM AND QUALITY GRADE POINTS

The number of quality grade points awarded for each course is determined by multiplying the quality grade points listed for each letter grade by the number of credits/clock hours of the course. For example, a grade of "A" in a fourcredit course earns 4 credits x 4.0 quality grade points for a total of 16.0 quality grade points, and a grade of "C" in a three-credit course earns 3 credits x 2.0 quality grade points for a total of 6.0 quality grade points.

The syllabus for each course will contain an explanation of the grading scale that is used in a particular course. While certain courses may have higher standards, the **minimum** grading scale in use at the College is as follows:

100-90	A	4 Quality Grade Points
89-80	B	3 Quality Grade Points
79-70	C	2 Quality Grade Points
69-60	D	1 Quality Grade Points
59 or below	F	0 Quality Grade Points

The following grades may also be used and have no effect on a student's grade point average (GPA):

I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawn During Drop/Add Period
WP	Withdrawn Without Grade Penalty
AU	Audit
TC	Transfer Credit
TO	Test Out
E	Exemption
E*	Exemption
**	Indicates Repeated Course

"I" (Incomplete) grades are assigned to credit hour students who, having made prior arrangements with the instructor, fail to complete any required course work by the end of the term. An Incomplete must be pre-approved by the Academic Dean. This grade is not included in the calculation of the cumulative grade point average (CGPA) but will count as hours attempted for the purpose of calculating the successful course completion percentage. If the Incomplete is not made up within 15 days after the beginning of the next term for non-externship courses and 14 days from the end of the term for externship courses, a final grade will be determined and will replace the Incomplete. Students failing to complete and submit any course work will receive whatever grade they earned without the uncompleted work.

"I" (Incomplete) grades are also assigned to clock hour students who fail to complete any required course work by the end of the grading period.

"S" (Satisfactory) and **"U"** (Unsatisfactory) are used to denote progress in foundation courses of less than college credit level. These grades will not be used to satisfy graduation requirements and will not be used in computing the student's grade point average (GPA) but will be considered as hours attempted in determining successful course completion percentages.

"W" (Withdrawn During Drop/Add Period) A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

"WP" (Withdrawn Without Grade Penalty) Credit hour students receive no grade point penalty, but credit hours will be considered hours attempted for the purpose of determining successful course completion percentages. The option of withdrawing with a grade of "WP" is not available after the ninth week of a regular term or third week of a mini-term.

"AU" (Audit) designates a student is auditing a course. The student must obtain permission to audit a course from the Academic Dean during the first week of class. Audited courses carry no credit, are not considered as hours attempted in determining successful course completion percentage, and have no effect on the student's grade point average. Audited courses cost the same as courses taken for credit. Audited courses are not eligible for Title IV funding.

"TC" (Transfer Credit) Transfer credit will be given for all courses that the campus accepts in transfer according to the Transfer Acceptance Policy. Transfer of credits must be completed by the first term of enrollment (by the second term for military students). Transfer credits count as hours toward graduation and will be considered in determining successful course completion percentages. Transfer credits will not be included when calculating the grade point average.

"TO" (Test Out) will be given for approved courses that a student successfully completes through credit by examination. Test out examinations must be completed within the first two terms of enrollment. Examinations must be completed prior to enrollment in the course to be exempted. Test out grades have no effect on the student's grade point average but are

considered as hours attempted in determining successful course completion percentages.

"E" (Exemption) Grade awarded for preparatory courses and courses with an EDU prefix which the student is not required to complete because of entrance testing scores and/or degree held prior to acceptance at Virginia College.

"E*" (Exemption) Grade awarded for exemption of EDU 1010 for students who hold an associate's or bachelor's degree. This exemption grade will not be used in computing the student's grade point average and will not be considered as hours attempted and earned.

""** (Repeated Course) – Any course may be repeated at Virginia College for the purpose of establishing institutional grade point average and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of grade point average. Official records maintained by Virginia College will list each course in which a student has enrolled and earned a grade. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. In accordance with the tuition addendum, the student must pay for any repeated course.

CALCULATION OF GRADE POINT AVERAGE

The grade point average (GPA) for each term/payment period and cumulative grade point average (CGPA) are calculated on courses taken at Virginia College. The GPA for each term/payment period is calculated by dividing the quality points earned that term/payment period by the credits attempted that term/payment period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree or certificate. SAP is determined by calculating the student's grade point average (GPA) and the student's rate of progression toward completion of the academic program. Please see the appropriate table below to determine specified GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal (see SAP Appeal Process (p. 29) below).

SAP Table for 1500-Clock-Hour Programs:

Evaluation Checkpoint	Minimum CGPA	Minimum Completion of Clock Hours Attempted
500 Clock Hours Attempted	1.50	50%
1000 Clock Hours Attempted	2.00	66.67%
1500 Clock Hours Attempted to 150% of the Program	2.00	66.67%

SAP Table for Less than 72-Credit-Hour Programs:

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 12 Credit Hours Attempted	1.00	50%
13 to 24 Credit Hours Attempted	1.50	60%
25 to 36 Credit Hours Attempted	1.75	66.67%
37 Credit Hours Attempted to 150% of the Program	2.00	66.67%

SAP Table for Associate's Degree Programs:

Credit Hours Attempted at Evaluation	Minimum CGPA	Minimum Completion of Credits Attempted
1 to 24 Credit Hours Attempted	1.00	50%
25 to 48 Credit Hours Attempted	1.50	60%
49 Credit Hours Attempted to 150% of the Program	2.00	66.67%

MTF – Maximum Time Frame

The College's standard academic year for credit hour students is defined as 36 quarter credit hours. For Cosmetology students, the College's standard academic year is 900 clock hours. The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program. The student must request in writing to remain enrolled in order to complete the program. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

Evaluation Schedule

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the tables above.

Warning

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) at the end of any given term/payment period. The student will be notified of Warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next term/payment period. A student on Warning status may receive FSA for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary.

A student who does not achieve SAP requirements by the end of the Warning period will be dismissed unless he or she files an appeal and the appeal is granted (see SAP Appeal Process (p. 29) below). Students whose appeals are granted are placed in Probation status. If a student elects not to appeal the dismissal, the student must sit out at least one term and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below.

Probation

This is the status assigned to a student who fails to make SAP (CGPA or MTF for hours attempted) in the term/payment period following the term/payment period in which the student was placed on Warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on Probation status for one additional term/payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. A student on Probation status is eligible to receive FSA. Failure to make SAP by the next term/payment period or to comply with the Academic Improvement Plan designed by the College will result in the student's dismissal from the College as a regular student.

SAP Appeal Process

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Academic Dean for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Academic Dean and/or the Campus President within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent term/payment period or the Academic Improvement Plan with the student will ensure that the student meets SAP standards by a specific point in time. The Academic Dean and/or the Campus President or an appeal committee appointed by the Campus President shall conduct the review. Should the appeal be granted, the student will receive one additional term/payment period in which to regain SAP **OR** meet the requirements as specified in the student's Academic Improvement Plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan will be implemented. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan may be designed by the Academic Dean or Program Director and must be approved by the Academic Dean. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive terms/payment periods. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

Extended Enrollment Status

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA. Credits attempted during the Extended Enrollment Status count toward the maximum time frame.

Treatment of Transfer Credits

Students may request to transfer in credits from another accredited college following the Transfer Acceptance Policy. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Treatment of Repeat Courses

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Treatment of Withdrawals

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the "WP" grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

Reinstatement as a Title IV Student

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this term/payment period(s), a student who has established satisfactory progress according to the SAP may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Academic Dean and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Warning for one term/payment period and will regain eligibility for FSA.

PROGRAM TRANSFER

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the Academic Dean for a program change. Program transfers must be approved by a Financial Aid Officer and the Campus President/Executive Director. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS

In order to re-enter Virginia College, the student must contact the College and request to apply for re-admission. The request may be initiated by a phone call or visit to the College. Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter. The enrollment status will be based upon the College's standards of academic progress and in accordance with the College's good conduct and financial good standing policies. The Student Finance Office must verify at the time of re-entry that the student is in good standing with the Department of Education and all federal funding sources.

All students must meet the enrollment requirements. Students may re-enter a maximum of three times after withdrawal prior to graduation from a program.

GRADUATION REQUIREMENTS

In order to graduate, students must

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- not be absent more than 20% of the total program hours (conversely, must attend 80% of total program hours);
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Additional Cosmetology Graduation Requirements

Cosmetology students must have completed all required course work with a 75 percent or better, attended 1500 hours of classroom and clinical instruction, and completed the Cosmetology curriculum requirements as outlined by the South Carolina Board of Cosmetology. Cosmetology students should refer to the Virginia College Cosmetology Student Handbook which lists the program's specific grading scale and any additional graduation requirements this program may require.

HONORS

Quarterly

- The President's List: The President's List is compiled at the end of each term/payment period. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 4.00 during the term/payment period.
- The Dean's List: The Dean's List is compiled at the end of each term. To qualify for this honor, a student must remain at a minimum of half-time status with a grade point average of 3.50 to 3.99 during the term/payment period.

Graduation

Students attaining a CGPA of 3.5 or higher upon completion of all graduation requirements will be recognized at graduation.

COMMENCEMENT EXERCISES

Formal graduation ceremonies will be held in accordance with the College's policy. Graduation is a time for Virginia College to recognize the accomplishments of its students. Participation in the formal commencement exercise by students and their families is strongly encouraged.

TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. Copies of the student's transcript may be requested from the Student Portal. The College will not send out transcripts unless requested in writing by the individual student. Official transcripts, certificates, and diplomas will be withheld until all financial obligations to the College are satisfied.

Financial Aid Information

It is the goal of Virginia College to assist every eligible student in procuring financial aid that enables the student to attend college. The College 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 majority of financial aid available to students is provided by the federal government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Student Loan. The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in College.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

SFA – GENERAL 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.

To be eligible for financial aid, a student must

1. be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell, FSEOG, and FWS);
2. have a high school diploma or the equivalent;
3. be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. maintain satisfactory academic progress;
6. provide required documentation for the verification process and determination of dependency status;
7. have a valid Social Security Number;
8. have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. be registered for the Selective Service, if required; and
10. sign an updated Statement of Educational Purpose/Certification.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions. 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.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

NEED AND COST OF ATTENDANCE

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

SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of Virginia College. Please refer to "Standards of Satisfactory Academic Progress (p. 28)" in the Academic Information section of the catalog.

BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and

6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:
1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from college, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving college.

POLICIES AND PROCEDURES FOR VERIFICATION
- All applicants selected by the Central Processing System (CPS) will be verified.
- Selected applicants must submit required verification documents within fifteen (15) days of notification.
- Verification notification will be communicated to the student electronically via the Student Portal upon receipt of Official ISIR.
- If the student fails to provide the required documentation within the established timeframe, then the student will be treated as a cash-paying student until the documents are provided.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
- The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student electronically via the Student Portal.
- Students will be notified by an electronic updated award letter via the Student Portal if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information and resolve all conflicting information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV aid will be made prior to the completion of verification.
- Effective 2011-2012 Award Year, students with no documented income from any source will be required to complete a Clarification of Stated Support.
- Effective September 1, 2011, Virginia College will apply a zero (0) tolerance policy to data elements required for verification.

FINANCIAL AID HISTORY (NSLDS)
Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The College may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

FINANCIAL AID PROGRAMS
General
All Title IV financial aid funds received by the College will be credited to the student's account (excluding Federal Work-Study) in accordance with federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Federal Pell Grant
This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the cost of attendance, and the Pell Lifetime Eligibility Used (LEU).

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Undergraduate students with the lowest Expected Family Contribution (EFC) and who will also receive Pell grants for the award year have primary consideration for an FSEOG award. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program
The Federal Work-Study Program (FWS) provides part time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service

organization. Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the award and the number of students who may receive this award depends on the availability of funds from the U.S. Department of Education.

Veterans Benefits

The College is approved to offer designated degree programs for veterans training. Applications for veterans benefits may be picked up at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through Virginia College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript.

FEDERAL DIRECT STUDENT LOAN PROGRAM

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- $5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)
- $6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)
- $7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least $2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. The aggregate loan limit for a dependent undergraduate student is $31,000 (no more than $23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- $9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least $6,000 of this amount must be in unsubsidized loans)
- $10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least $6,000 of this amount must be in unsubsidized loans)
- $12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least $7,000 of this amount must be in unsubsidized loans)

- $20,500 unsubsidized loan per academic year for students enrolled in a master's degree program

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is $57,500. (No more than $23,000 of this amount may be subsidized loans.)

Interest Rates and Fees for Federal Stafford Loans

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year.

For more information on prior and current interest rates visit: http://studentaid.ed.gov/types/loans/interest-rates.

Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees visit: http://studentaid.ed.gov/types/loans/interest-rates.

The Federal Subsidized Stafford Loan is deferred while the student is enrolled in College and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the College's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

New Interest Rate Cap for Military Members

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

Federal Unsubsidized Stafford Loans

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to

stepparents if their income and assets are taken into consideration when calculating the student's EFC.

PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: http://studentaid.ed.gov/types/loans/interest-rates.

Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

First Time Borrowers

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, Virginia College may not disburse the first installment of the Direct Loan until 30 calendar days after the student's actual attendance in the program of study begins.

Clock Hour Students

The start date for loan disbursement purposes is the date classes begin for the first attended module.

SCHOLARSHIP PROGRAM

Virginia College offers the following undergraduate scholarship program for professional career training. This scholarship program is based on the student's letter of recommendation and essay.

NOTE: An institutional scholarship cannot create a credit balance on a student's account. Institutional scholarships are applied after all other funding sources have been applied.

Furthermore, students are advised that they may receive less than the maximum award if they apply later than their first term of enrollment, if they complete the program in less than the usual timeframe, or if the College does not have sufficient scholarship funds allocated to meet the demand during an academic year. The total number of scholarships awarded will be determined by the amount of scholarship funds available during the academic year in which the awards are made.

Extended Payment Plan

Extended Payment Plan provides interest free payment options to students who are not able to pay for their total program costs by graduation. Students are required to make a minimum monthly payment while in attendance and after graduation, or withdrawal, to pay off any remaining balance.

- Amount:
  - $3,000 maximum financed
- Application Requirements:
  - Students who have a remaining balance and are unable to repay the full balance while in school may elect to utilize the Extended Payment Plan to cover the remaining balance.
  - EPP may not exceed 12 months

- Student must be at least 18 years of age or older (19 Nebraska)
- If under 18, student must have a parent or guardian as co-signer
- EPP will consist of an in school and out of school plan
  - In school payment plans must be scheduled with a minimum monthly payment of at least $50
  - Out of school payments may extend up to 12 months after they become inactive and may not exceed $3,000
  - Inactive statuses are: Graduate, drop, etc.)
- The EPP may only be used for tuition and fees

Institutional Grant Match

Virginia College Grant Match is a need-based program, to assist students with reducing their debt burden to obtain their education and to encourage good financial behavior.

- Amount
  - $2,000 maximum lifetime award
- Application Requirements:
  - All students beginning their studies with Virginia College campuses must meet the following criteria to qualify for the Institutional Grant Match:
    - Maintain a 2.0 Cumulative Grade Point Average (CGPA);
    - Meet all graduation requirements; and
    - Make all required cash payments
    - Students must maintain at least a half-time enrollment status. Students will not lose eligibility unless the enrollment is canceled or the student stops attending school for any reason.
    - All eligible Title IV awards must be exhausted prior to the student being eligible to receive the grant.
    - A minimum $50 monthly in school cash payments are required based on the payment plan to which the student has agreed.
    - Students who choose to borrow in excess of institutional charges will not be eligible to receive the grant. The grant may only be used for direct costs (tuition, books, supplies and fees).
    - The funds are limited. Therefore, some students who wish to participate may be unable to do so if funds are not available.
    - The grant match only applies to in school payments.
    - The grant match program may be used in conjunction with the payment plan.
    - Students are eligible to receive the grant match while in school. Once a student is no longer in school, any future disbursements of the grant match will be cancelled.
- Disbursement Conditions:
  - The grant match will be cancelled for students who do not make their full initial payment within 30 days from the scheduled due date.
  - The funds are awarded at the beginning of the program, based on the student's agreed upon payment schedule, once the student's initial payment has been received.

- ECA will match the eligible student's cash payments at 100%, not to exceed $2,000 for the total lifetime grant match award.
  - The grant match will be applied to each eligible academic year until the $2,000 lifetime award has been reached or the student loses eligibility.
  - The payment match will be scheduled to disburse within 3 days after the expected payment date from the student's payment plan that accompanies the specific payment period.

Virginia College Career Training Scholarship for Working Students

Amount:

$500 for certificate programs and $1,000 for degree programs

Application Requirements:

1. A minimum of two years of employment
   a. Exceptions to the two years of employment may be made for single parents at the sole discretion of the Scholarship Committee. Single parents who do not meet the minimum application requirement for proof of two years of employment may request an interview with the Scholarship Committee. If an interview is granted, the Scholarship Committee may determine from the interview to allow the single parent with less than two years of employment to apply for this scholarship. Approval by the Scholarship Committee to apply for this scholarship does not guarantee that the scholarship will be awarded to the single parent, only that they may apply for the scholarship.
2. One letter of recommendation from an employer
3. Three-hundred-word essay describing long-term career goals
4. High school diploma, GED certificate, or approved Home School study credential
5. Completed scholarship application form

Disbursement Conditions:

The student must continually meet the stated attendance requirements of the College and maintain a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance of the scholarship will not be credited to the student's account. The student may not re-apply for the scholarship if he/she fails to meet these conditions.

Payable for Credit Hour Students:

Credited equally over each term of the student's remaining enrollment

Payable for Clock Hour Students:

Credited equally each payment period of the student's remaining enrollment

Application Submission:

At least 30 days prior to the beginning of the term of attendance for which the scholarship is initially being applied, each applicant must submit the following to the Scholarship Committee: official high school transcript or GED certificate (on those campuses where official copies are required), letter of recommendation, essay, and application form.

Scholarship Committee:

Scholarship Committee membership shall include two appropriate College officials. All decisions of the Scholarship Committee are final and based on meeting the stated scholarship criteria including

- letter of recommendation;
- student essay; and, optionally,
- personal interview with candidate.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING

The Department of Education requires that any student receiving a Federal Family Educational Loan or a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student should report to the Student Finance Office prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. Students who have received federal loans at the College will be sent an email upon withdrawal or graduation containing the link to the NSLDS exit counseling website.

RETURN OF MILITARY TUITION ASSISTANCE PROGRAM FUNDS

For students participating in the Military Tuition Assistance Program, the College will use the SFA statutory schedule to determine the amount of Tuition Assistance Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The only exclusion will be for military students who are deployed during a payment period, and then the Student Deployment Policy will be used.

RETURN OF UNEARNED SFA PROGRAM AND TUITION ASSISTANCE PROGRAM FUNDS

The College must return the lesser of the amount of SFA Program and Tuition Assistance Program funds that the student does not earn or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

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

- any SFA loan funds in accordance with the terms of the loan and
- the remaining unearned SFA Program grant (not to exceed 50 percent of the grant) as an overpayment.

TUITION BILLED PER TERM

All students who register for 12 or more quarter credit hours are charged a flat rate for tuition for the term, depending on their program of study, except where noted. This is Standard Tuition.

- In the event a student is unable to register for 12 credit hours in a given term, for any reason other than his/her own decision to register for fewer credits, the student will be charged tuition at a per-credit-hour rate. If under any circumstances a student rejects a minimum 12-credit-hour schedule, the student is deemed to have made the decision to register for fewer credits.

- Students who are registered exclusively for evening courses may elect, for any reason, to take only 8 credit hours per term and will be charged at a per-credit-hour rate for the 8 credit hours instead of the flat rate Standard Tuition, which applies to 12 or more credit hours for their program of study. The minimum tuition charge per term for evening students is 8 credit hours per term.
- The proration of tuition, for either of the exceptions outlined above, is calculated using the per-credit-hour charge calculated from the program's Standard Tuition rate.
- For initial enrollment in a mini-term start ONLY, depending on the per-credit-hour rate of the program of study:
  - Students who register for up to 8 quarter credit hours are charged a flat rate for tuition for the term for 8 quarter credit hours. This is Mini-Start Tuition.
    - In the event a student is unable to register for 8 credit hours in a given term, for any reason other than his/her own decision to register for fewer credits, the student will be charged tuition at a per-credit-hour rate. If under any circumstances a student rejects a minimum 8-credit-hour schedule, the student is deemed to have made the decision to register for fewer credits.
  - Students who register for over 8 quarter credit hours in a mini-start are charged a flat rate for tuition for the mini-term, which is the Standard Tuition for the term.
- Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

Clock Hour Certificate Program	Program Clock Hours	Price Per Clock Hour	Price Per Payment Period	Estimated Total Tuition
Cosmetology *	1500	$14.15	$7,075	$21,225

* Tuition is charged per payment period. The Cosmetology program has 3 payment periods of 500 clock hours each.

Fee	Amount	Note
Administration Fee	$250	Per Initial Enrollment
Re-Entry Fee	$150	Per Re-Enrollment
Online Fee	$25	Per Course

Course repeats are charged at the current course price per the course re-take, and single subjects are the same credit hour cost as a normal program course.

Virginia College reserves the right to adjust tuition annually. Tuition prices are quoted on a quarterly basis.

Tuition Billed per Academic Credit Hour

The programs listed below are billed based on the number of academic credit hours that the student is scheduled for in each term.

Business Administration

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	12	12	12	36
Tuition	$4,823.33	$4,823.33	$4,823.33	$14,470.00
Administration fee	$250.00			$250.00
Total	$5,073.33	$4,823.33	$4,823.33	$14,720.00
Total Cost per academic credit hour excluding administration fee	$401.94	$401.94	$401.94	$401.94
Total Cost per academic credit hour with administration fee	$422.78	$401.94	$401.94	$408.89

Business Administration Associates

Must have Business Administration diploma/certificate from this campus, and/or transfer in equivalent credit hours from an approved Business Administration diploma program to enroll into the Business Administration Associate's degree program.

Academic Year	1			2		Total
Term	1	2	3	4	5	
Academic Credit Hour	12	12	12	12	12	91
Tuition	$2,400.00	$2,400.00	$2,400.00	$2,400.00	$2,400.00	$12,000.00
Administration fee	$250.00					$250.00
Total	$2,650.00	$2,400.00	$2,400.00	$2,400.00	$2,400.00	$12,250.00
Total Cost per academic credit hour excluding administration fee	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00
Total Cost per academic credit hour with administration fee	$220.83	$200.00	$200.00	$200.00	$200.00	$204.17

Electrical Technician

Academic Year	1			2	Total
Term	1	2	3	4	
Academic Credit Hour	17.5	18	18	18	71.5
Tuition	$4,041.40	$4,156.87	$4,156.87	$4,156.87	$16,512.00
Administration fee	$250.00				$250.00
Total	$4,291.40	$4,156.87	$4,156.87	$4,156.87	$16,762.00
Total Cost per academic credit hour excluding administration fee	$230.94	$230.94	$230.94	$230.94	$230.94
Total Cost per academic credit hour with administration fee	$245.22	$230.94	$230.94	$230.94	$234.43

HVAC-R Technician

Academic Year	1			2	Total
Term	1	2	3	4	
Academic Credit Hour	17.5	16.5	16.5	17.5	68
Tuition	$4,403.82	$4,152.18	$4,152.18	$4,403.82	$17,112.00

Administration fee	$250.00				$250.00
Total	$4,653.82	$4,152.18	$4,152.18	$4,403.82	$17,362.00
Total Cost per academic credit hour excluding administration fee	$251.65	$251.65	$251.65	$251.65	$251.65
Total Cost per academic credit hour with administration fee	$265.93	$251.65	$251.65	$251.65	$255.32

Medical Assistant

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	$6,402.94	$5,488.24	$3,658.82	$15,550.00
Administration fee	$250.00			$250.00
Total	$6,652.94	$5,488.24	$3,658.82	$15,800.00
Total Cost per academic credit hour excluding administration fee	$304.90	$304.90	$304.90	$304.90
Total Cost per academic credit hour with administration fee	$316.81	$304.90	$304.90	$309.80

Medical Assistant Associates

Must have Medical Assistant diploma/certificate from this campus, and/or transfer in equivalent credit hours from an approved Medical Assistant diploma program to enroll into the Medical Assistant Associate's degree program.

Academic Year	1			2	Total
Term	1	2	3	4	
Academic Credit Hour	14	15	18	16	63
Tuition	$2,800.00	$3,000.00	$3,600.00	$3,200.00	$12,600.00
Administration fee	$250.00				$250.00
Total	$3,050.00	$3,000.00	$3,600.00	$3,200.00	$12,850.00
Total Cost per academic credit hour excluding administration fee	$200.00	$200.00	$200.00	$200.00	$200.00
Total Cost per academic credit hour with administration fee	$217.86	$200.00	$200.00	$200.00	$203.97

Medical Billing and Coding Specialist

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	$6,402.94	$5,488.24	$3,658.82	$15,550.00
Administration fee	$250.00			$250.00
Total	$6,652.94	$5,488.24	$3,658.82	$15,800.00
Total Cost per academic credit hour excluding administration fee	$304.90	$304.90	$304.90	$304.90
Total Cost per academic credit hour with administration fee	$316.81	$304.90	$304.90	$309.80

Network and Systems Administration Associate's Degree

Must have Network Support Technician diploma/certificate from this campus, and/or transfer in equivalent credit hours from an approved Network Support Technician diploma program to enroll into the Network and Systems Administration Associate's degree program.

Academic Year	1	2	Total

Term	1	2	3	4	
Academic Credit Hour	15	14	13	12	54
Tuition	$3,166.67	$2,955.56	$2,744.44	$2,533.33	$11,400.00
Administration fee	$250.00				$250.00
Total	$3,416.67	$2,955.56	$2,744.44	$2,533.33	$11,650.00
Total Cost per academic credit hour excluding administration fee	$211.11	$211.11	$211.11	$211.11	$211.11
Total Cost per academic credit hour with administration fee	$227.78	$211.11	$211.11	$211.11	$215.74

Network Support Technician

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	14	14	14	42
Tuition	$5,683.33	$5,683.33	$5,683.33	$17,050.00
Administration fee	$250.00			$250.00
Total	$5,933.33	$5,683.33	$5,683.33	$17,300.00
Total Cost per academic credit hour excluding administration fee	$405.95	$405.95	$405.95	$405.95
Total Cost per academic credit hour with administration fee	$423.81	$405.95	$405.95	$411.90

Pharmacy Technician

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	22	20.5	16.5	59
Tuition	$5,417.22	$5,047.86	$4,062.92	$14,528.00
Administration fee	$250.00			$250.00
Total	$5,667.22	$5,047.86	$4,062.92	$14,778.00
Total Cost per academic credit hour excluding administration fee	$246.24	$246.24	$246.24	$246.24
Total Cost per academic credit hour with administration fee	$257.60	$246.24	$258.77	$250.47

Additional Information

Tuition and fees are billed after Drop/Add for students who are not in the Provisional Period. Students who are in the Provisional Period are billed immediately after the end of the Provisional Period.

It is strongly recommended that allied health students receive the hepatitis B vaccination before beginning the externship period of the program (if applicable). It is also recommended that allied health students have a watch with a second hand.

Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payment are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

Definition of Payment Period

- The definition of a payment period is one term for credit hour programs.
- There are a total of three payment periods in the Cosmetology clock hour program. Each payment period is 500 clock hours.

REFUND POLICY

Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw or cancel from the Institution.

Cancellation Policy

1. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid.
2. Program Cancellation: If an Institution cancels a program subsequent to a student's enrollment, the Institution must refund all monies paid by the student.
3. The Institution will refund all monies paid if the student requests cancellation to the Institution within seven (7) consecutive calendar days after signing the Enrollment Agreement and prior to starting school.
4. Students enrolled on a provisional basis (as defined in the "Provisional Enrollment" policy in the Admission Information section of this Catalog), will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a full refund of all monies paid.
5. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class, the Institution will refund all monies paid.
6. Cancellation during the Provisional Enrollment period:
   a. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21st calendar day of the term.
   b. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in the provisional period. Students who withdraw or are cancelled during the provisional enrollment period will not incur any tuition or fee obligations to the Institution, and the Institution will refund all monies paid.

Withdrawal After the Provisional Enrollment Period

Students who determine the need to withdraw from the Institution prior to completion of their program should follow the steps below for an official withdrawal:

1. Students should notify an Academic Dean of their intent to withdraw either in person, via telephone, email, or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. If students have notified an Academic Dean of their intent to withdraw, the Institution will process the student withdrawal, which is calculated based on the last date of attendance, and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Student Finance Office. The Student Finance Office may answer questions regarding financial obligations to the Institution and any federal student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date that the refund was made.**Withdrawal Date**

When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The date following any 14 consecutive calendar days of absences in all course work.
3. The date when the Institution terminates the student's enrollment.**Notice to Students**
Return of Title IV Refund Policy

The Student Finance Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Student Finance Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Student Finance Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify

the Institution. The student should meet with the Student Finance Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Institutional Refund Policy

Students who withdraw, drop out, or are dismissed during the first 60% of the payment period charge will receive a tuition refund as calculated below. The student is not entitled to a refund if the last date of attendance occurs after 60 percent of the payment period has elapsed.

When a student withdraws, the Institution prorates tuition charges up to 60% of the payment period based on the formula outlined below. For students who withdraw after attempting 60% of the payment period, the Institution will retain 100% of the tuition charges for that payment period. This means that the student will be responsible for 100% of the tuition charges for the payment period. Payment periods are defined in terms of quarter, semester, clock hours or FA credits in the Catalog. No payment periods exceed one year.

The percentage of the payment period completed is the total number of calendar weeks (for credit hour programs) or clock hour (for clock hour programs) in the payment period for which the assistance is awarded divided into the number of calendar weeks or clock hours completed in that period as of the day the student withdrew.

Number of Weeks or Clock Hours Scheduled to

Last Day of Attendance in Payment Period

_____

Number of Weeks or Clock Hours in Payment Period

= Percentage Completed

(rounding the third decimal place up if the fourth decimal place is 5 or above)

Tuition X Percentage of payment period attempted = Tuition Retained by Institution.

When a student withdraws, tuition adjustments are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 days of the date that the Institution determines that the student has withdrawn.

Programs

BUSINESS ADMINISTRATION (CERTIFICATE)

The Business Administration certificate program is designed for students interested in pursuing entry-level positions in either public or private sector organizations. Within this program, students will receive an overview of business skills, such as customer service, accounting, management, communications, marketing, and human resource management. Upon completion of the program, students will have knowledge of these business fundamentals to pursue further study in an Associate of Science in Business Administration program.

Upon successful completion of this program, graduates should be able to:
• understand basic business operations;
• communicate effectively and in a manner appropriate for a business setting;
• utilize the Internet, e-mail, and contemporary business software;
• implement basic accounting procedures in an office environment;
• demonstrate a basic understanding of employment relationships; and
• understand good customer service skills.

Students enroll in this program to seek post-graduation employment in positions typically including office assistants, retail operations managers, and customer service representatives.

The Business Administration certificate is 420 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 36 quarter credit hours. Upon successful completion of the program, graduates will be awarded a certificate in Business Administration. Should graduates wish to continue their studies, all credits earned in this program are transferable to the Virginia College Business Administration Associates program. Additionally this certificate articulates to the equivalent of 24 semester hours of the New England College of Business Associate of Science in Business Administration program (subject to meeting enrollment qualifications).

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, of which the specific job titles not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all. To gather information about this career, please click on the following link and select your desired program and location from the pull down menus, at https://consumerinfo.vc.edu. The Bureau of Labor Statistics has an Occupational Outlook Handbook, www.bls.gov/ooh/, which has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Requirements

Required Courses

BU 105	Introduction to Business	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 110	Business Communication	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 141	Principles of Accounting I	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 177	Customer Service	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 276	Human Resource Management	4 Quarter Credit Hours, 40 (Lecture 40)
CM 125	Introduction to Computing	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
CS 120	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40)
MG 201	Principles of Management	4 Quarter Credit Hours, 40 (Lecture 40)
MG 301	Introduction to Marketing	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

TOTAL CREDIT HOURS: 36

BUSINESS ADMINISTRATION (ASSOCIATES)

This program is designed to provide students with the basic knowledge and skills suitable for employment in a broad range of private and public sector organizations through course work in accounting, financial analysis, project management, communications, customer service, and workplace ethics. These management skills may also be used as a foundation for further study in a Bachelors level program. The core classes in business-management-related fields are complemented by general education offerings that add breadth and depth to the related curriculum.

Upon successful completion of this program, graduates should be able to:
• understand the various components of contemporary business administration;
• communicate effectively and in a manner appropriate for a business setting;
• demonstrate practical proficiency in the use and application of current business hardware and software;
• operate current business technology;
• utilize project management skills;
• demonstrate an understanding of employment relationships;
• understand good customer service skills;
• understand the basic principles of finance and accounting; and
• coordinate a job search.

Students enroll in this program to seek post-graduation employment in positions typically including office managers, retail store managers, executive assistants, administrative service managers, and customer support representatives.

The Business Administration program is 1070 contact hours over a period of 96 weeks. To enter the program students must have successfully completed 36 quarter credit hours and earned a Business Administration Diploma from Virginia College (or earned a diploma from a similar program). All students must complete the program with a minimum of 96 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate's degree in Business Administration.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, of which the specific job titles may not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all. To gather information about this career, please click on the following link and select your desired program and location from the pull down menus, at https://consumerinfo.vc.edu/. The Bureau of Labor Statistics has an Occupational Outlook Handbook, www.bls.gov/ooh/, which has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Requirements

Required Courses

BU 105	Introduction to Business	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 110	Business Communication	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 141	Principles of Accounting I	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 177	Customer Service	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 276	Human Resource Management	4 Quarter Credit Hours, 40 (Lecture 40)
CM 125	Introduction to Computing	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
CS 120	Learning Framework	4 Quarter Credit Hours, 40 (Lecture 40)
MG 201	Principles of Management	4 Quarter Credit Hours, 40 (Lecture 40)
MG 301	Introduction to Marketing	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 142	Principles of Accounting II	4 Quarter Credit Hours,50 (Lecture 30, Lab 20)
BU 155	Data Driven Business	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 205	Financial Analysis	4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)
BU 296	Business Capstone	4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)
BU 320	Microeconomics	4 Quarter Credit Hours, 40 (Lecture 40)
CM 105	English Composition I	4 Quarter Credit Hours, 40 contact hours
CM 110	English Composition II	4 Quarter Credit Hours, 40 (Lecture 40)
CM 130	Introduction to Communications	4 Quarter Credit Hours, 40 (Lecture 40)
CS 130	Career Exploration/Planning	4 Quarter Credit Hours, 40 (Lecture 40)
EN 251	Contemporary Literature	4 Quarter Credit Hours, 40 (Lecture 40)
FL 101	Financial Literacy	4 Quarter Credit Hours, 40 (Lecture 40)
MG 220	Operations Management	4 Quarter Credit Hours, 40 (Lecture 40)
MG 250	Business Ethics	4 Quarter Credit Hours, 40 (Lecture 40)

MM 105	College Mathematics	4 Quarter Credit Hours, 40 (Lecture 40)
SS 130	Introduction to Sociology	4 Quarter Credit Hours, 40 (Lecture 40)

TOTAL CREDIT HOURS: 96

COSMETOLOGY (CERTIFICATE)

The certificate program in Cosmetology provides a basic understanding of cosmetology and is designed to prepare students to take the State Board of Cosmetology licensing examination. It provides students with a solid background of practical hands-on training directly related to the cosmetology industry.

Upon successful graduation from this program, graduates should be able to

- understand and follow laws, rules, and regulations of the State Board of Cosmetology;
- utilize standard sanitation and safety precautions;
- communicate, analyze, and perform cosmetology services in a professional manner;
- perform basic and advanced wet hair styling, thermal hair styling, hair designing, and artificial hair additions;
- perform basic and advanced hair shaping with the use of multiple hair shaping implements;
- analyze scalp and hair, select correct chemical texturizing products, and properly use chemicals and texturizing techniques;
- identify all types of hair coloring and effects on the hair and perform procedures for hair coloring and lightening;
- recognize skin disorders and perform skin care services within cosmetology limits;
- recognize nail disorders and perform nail services within cosmetology limits, including manicures, pedicures, nail tips, acrylic nails, and creative nail art;
- safely and effectively perform basic massage techniques involving hair and scalp, face, hands, arms, shoulders, neck, feet, and lower legs; and coordinate a job search.

Required Courses

COS 4110	Introduction to Cosmetology	125 clock hours
COS 4120	Basic Sculpt and Design	125 clock hours
COS 4130	Basic Nail, Skin Care and Long Hair Design	125 clock hours
COS 4140	Basic Texture and Color	125 clock hours
COS 4210	Wigs and Hair Additions with Electricity	125 clock hours
COS 4220	Advanced Sculpt and Design	125 clock hours
COS 4230	Advanced Nail and Skin Techniques with Anatomy and Physiology	125 clock hours
COS 4240	Men's Sculpt and Color Techniques	125 clock hours
COS 4310	Beauty Business	125 clock hours
COS 4320	State Law and Board Exam Review	125 clock hours
COS 4330	General Skills Efficiency I	125 clock hours
COS 4340	General Skills Efficiency II	125 clock hours

TOTAL CLOCK HOURS: 1500

NOTE: *Successful completion of the State Cosmetology Board examination is required to apply for licensure and employment in the State of South Carolina as a Cosmetologist. The College makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board or that this program is intended to prepare graduates for employment in any state other than South Carolina. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, or licensing requirements in any state in which they seek to become registered, licensed, or employed.*

ELECTRICAL TECHNICIAN (CERTIFICATE)

The objective of the Electrical Technician Certificate program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an electrical technician. The program concentrates on helping students acquire knowledge and develop skills in the fundamentals of electricity and its practical applications. The program instructs students in direct current and alternating current circuitry, as well as residential and commercial wiring. In addition, this program addresses topics such as transformers and lighting installations. Instruction in the National Electrical Code's requirements, OSHA regulations, NFPA 70E for safe electrical system installations is included throughout the program. Duties for graduates may include assisting electricians with residential and commercial electrical services and the installation, servicing, and troubleshooting of electrical equipment and supply. Competence in the field also requires that an electrical technician display professionalism, communicate effectively, and demonstrate competency in residential and commercial electrical services. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including entry-level employment as electrical technicians with various companies associated with electrical work, including commercial and residential building construction, construction equipment and supply, and residential field services and installation. Additionally, graduates may serve as entry-level electrical technicians on new construction projects, additions for restoration or remodeling sites, or within commercial maintenance.

The Electrical Technician program is 960 contact hours over a period of 48 weeks. All students must complete the program with a minimum of 71.5 quarter credit hours. Upon successful completion of the program, graduates will be awarded an Electrical Technician Certificate.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR while in class through the American Red Cross.

There are no technical certifications offered by national vendors for which the Electrical Technician program prepares graduates. Any student who is color blind or unable to climb to access vents, maneuver in tight work areas, perform tasks that require heavy physical exertion or lifting equipment, may experience limitations and/or restrictions in employment opportunities.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates for entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" https://consumerinfo.vc.edu.

The Bureau of Labor Statistics has an Occupational Outlook Handbook https://www.bls.gov/ooh/installation-maintenance-and-repair/electrical-and-electronics-installers-and-repairers.htm that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Curriculum

ELE 1300	Electrical Concepts	6 quarter credit hours
ELE 1350	Raceway Systems	6 quarter credit hours
ELE 1500	Residential and Commercial Wiring	6 quarter credit hours
ELE 1550	Lighting Applications and Electronic Theory	6 quarter credit hours
ELE 1600	Grounding, Circuit Breakers, and Branch Circuits	6 quarter credit hours
ELE 1650	Electric Services and Overcurrent Protection	6 quarter credit hours
ELE 1700	Distribution Equipment, Transformers, and Estimating	6 quarter credit hours
ELE 1750	Motor Theory and Applications	6 quarter credit hours
ELE 1800	Control Systems	6 quarter credit hours
ELE 1850	Hazardous Locations, Emergency Systems, and PLCs	6 quarter credit hours
TRS 1000	Introduction to Trades	6 quarter credit hours
TRS 1050	Electricity for Trades	5.5 quarter credit hours

TOTAL CREDIT HOURS: 71.5

HVAC-R TECHNICIAN (CERTIFICATE)

The objective of the Heating, Ventilation, and Air Conditioning and Refrigeration (HVAC-R) program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an HVAC-R technician. The Heating, Ventilation, and Air Conditioning and Refrigeration (HVAC-R) program is designed to provide students with the specific knowledge and skills necessary to safely install, troubleshoot, and repair equipment used in the home and light commercial HVAC-R industry. In addition, this program addresses topics including safety, OSHA regulations, cardiopulmonary resuscitation, automatic external defibrillator, and first aid skills. Competence in the field also requires that an HVAC-R technician display professionalism, communicate effectively, and demonstrate competency in Heating, Ventilation, and Air Conditioning and Refrigeration. Instruction occurs in classroom and laboratory settings.

Upon graduation from this program, graduates should be able to

- understand the fundamentals of hydronic and electronic systems, refrigeration, and control units;
- isolate malfunctions in heating, air conditioning, heat pump, and refrigeration systems and troubleshoot to determine and repair system problems;
- service and repair home and light commercial heating, cooling, and ventilation systems and design, fabricate, and install ductwork to provide proper airflow in heating and cooling systems;
- service and repair commercial refrigeration equipment including ice machines, coolers, freezers, and commercial transportation refrigeration systems;
- develop professional and ethical practices in the HVAC-R field with a positive attitude and strong customer service skills;
- prepare for EPA section 608 Certification;
- understand stationary air conditioning and heating units;
- work with air distribution systems and air quality with given load requirements;
- read blueprints for indoor systems, routing of duct work, and flow process;
- use safety practice involved in gas and oil base heating systems;
- comprehend electric diagrams, motor controls, and related components;
- follow standard safety and security procedures and OSHA requirements; and
- utilize knowledge of analog and digital technology.

Curriculum

ACR 1500	Fundamentals of Refrigeration	6 quarter credit hours
ACR 1600	Refrigeration Systems	5.5 quarter credit hours
ACR 1610	Electrical Diagrams and Motors	5.5 quarter credit hours
ACR 1620	Controls	5.5 quarter credit hours
ACR 1630	Air Distribution Systems	5.5 quarter credit hours
ACR 1700	Air Conditioning Systems	5 quarter credit hours
ACR 1710	Gas and Oil Heating Systems	6 quarter credit hours
ACR 1720	Hydronic and Electric Heating Systems	6 quarter credit hours
ACR 1730	Commercial Refrigeration	6 quarter credit hours
ACR 1740	Commercial Systems	5.5 quarter credit hours
TRS 1000	Introduction to Trades	6 quarter credit hours
TRS 1050	Electricity for Trades	5.5 quarter credit hours

TOTAL CREDIT HOURS: 68

MEDICAL ASSISTANT (CERTIFICATE)

The objective of the Medical Assistant certificate program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep healthcare delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course (www.heart.org). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant, and medical office receptionist.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of on- ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System. All students must complete the program with a minimum of 51 quarter credit hours. Prior to graduation, students are required to complete two practica for a total of 200 contact hours. Upon successful completion of the program, graduates will be awarded a Medical Assistant Certificate.

This program is intended, among other things, to help eligible students prepare for the Certified Clinical Medical Assistant (CCMA) examination offered by the National Healthcareer Association (NHA) or the Registered Medical Assistant (RMA) examination offered by The American Medical Technologists (AMT).

The College cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting, and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal, and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment, as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification.

This program is intended to prepare graduates to pursue entry-level employment in the field or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/ooh/healthcare/medical- assistants.htm that has some valuable information on a national level about the Medical Assistant career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Requirements

Required Courses

AH 101	Fundamentals of Allied Health	3 quarter credit hours, 40 (Lecture 20, Lab 20)
AH 102	Introduction to Allied Health Careers	4 quarter credit hours, 40 (Lecture 40, Lab 0)
CS 101	Academic Strategies	4 quarter credit hours, 40 (Lecture 40, Lab 0))
CS 102	Academic Skills	4 quarter credit hours, 40 (Lecture 40, Lab 0)
MAB 155	Medical Front Office	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MAG 155	Musculoskeletal, Digestive, and Respiratory	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MAP 155	Nervous, Sensory, and Endocrine	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MAR 155	Circulatory, Immune, and Lymphatic	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MAX 156	Medical Assistant Practicum I	3 quarter credit hours, 100 (Lecture 0, Lab 0, Practicum 100)
MAX 157	Medical Assistant Practicum II	3 quarter credit hours, 100 (Lecture 0, Lab 0, Practicum 100)

MAY 155   Integumentary, Urinary, and Reproductive   6 quarter credit hours, 80 (Lecture 40, Lab 40)

TOTAL CREDIT HOURS: 51

MEDICAL ASSISTANT (ASSOCIATES)

The objective of the Medical Assistant program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the medical field. This program concentrates on helping students acquire knowledge and develop skills in laboratory practices, clinical procedures, medical office activities, professional communication, medical practice operational assessment, financial accounting, personnel management, and medical software. Duties for graduates of this program may include performing routine laboratory tests, such as blood work, venipuncture, urinalysis, and electrocardiograms; assisting the doctor in patient preparation and examination; patient education; financial management; personnel management; medical records management; insurance coding and billing; patient communication; and appointment management and scheduling. Competence in the field also requires that a medical assistant display professionalism, communicate effectively, and demonstrate competence in providing instruction to patients. Instruction occurs in classroom, laboratory, and clinical settings.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, medical assistant manager, and medical practice manager.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course (www.heart.org). Students must earn CPR certification to pass the introductory module.

The Medical Assistant program is 1450 contact hours over a period of 77 weeks. (The contact hours are comprised of the following: 857 Lecture Hours, 433 Lab Hours, and 160 Externship Hours.) All students must complete the program with 109.5 quarter credit hours. Prior to graduation, students are required to complete a clinical competencies course for a total of 110 contact hours, and a 160 hour externship. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded an Associate's degree in Medical Assistant.

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/ooh/healthcare/medicalassistants.htm that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Students who have successfully completed the Medical Assistant diploma program from the same campus, or are transferring into the program with the equivalent approved content from an approved Medical Assistant diploma program will receive block transfer credit totaling 46.5 credits. The remaining number of credits required to complete the program is 63. No student may enroll into the Medical Assistant Associate's degree program without first completing a Medical Assistant diploma program or equivalent.

Requirements

Transfer Courses
Medical Assistant Certificate/Diploma transfer coursework.

Students who have successfully completed the Medical Assistant diploma program from the same campus, or are transferring into the program with the equivalent approved content from an approved Medical Assistant diploma program will receive block transfer credit totaling 46.5 credits. The remaining number of credits required to complete the program is 63. No student may enroll into the Medical Assistant Associate's degree program without first completing a Medical Assistant diploma program or equivalent.

AHK 120	Allied Health Industry and Fundamentals (Transfer Course)	6 quarter credit hours, 80 (Lecture 52, Lab 28)
AHW 120	Allied Health Careers and Communication (Transfer Course)	6 quarter credit hours, 80 (Lecture 45, Lab 35)
MAB 160	Medical Front Office (Transfer Course)	5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

MAG 160	Musculoskeletal, Digestive, and Respiratory (Transfer Course)	5.5 quarter credit hours, 80 (Lecture 38, Lab 42)
MAP 160	Nervous, Sensory, and Endocrine (Transfer Course)	5.5 quarter credit hours, 80 (Lecture 38, Lab 42)
MAR 160	Circulatory, Immune, and Lymphatic (Transfer Course)	5.5 quarter credit hours, 80 (Lecture 38, Lab 42)
MAX 290	Medical Assistant Externship (Transfer Course)	7 quarter credit hours, 180 (Lecture 20, Lab 0, Externship 160)
MAY 160	Integumentary, Urinary, and Reproductive (Transfer Course)	5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

Areas of Concentration

Medical Assistant Associate Degree Curriculum:

CM 102	College Composition I	5 quarter credit hours, 50 (Lecture 50, Lab 0)
CM 206	Interpersonal Communication	5 quarter credit hours, 50 (Lecture 50, Lab 0)
HI 181	Health Services Delivery and Legal Issues	4 quarter credit hours, 40 (Lecture 40, Lab 0)
HI 240	Health Data Management	4 quarter credit hours, 60 (Lecture 20, Lab 40)
HS 170	Spanish for Health Care Workers	3 quarter credit hours, 30 (Lecture 30, Lab 0)
HS 240	Medical Office Accounting	4 quarter credit hours, 40 (Lecture 40, Lab 0)
HU 245	Ethics	5 quarter credit hours, 50 (Lecture 50, Lab 0)
MA 291	Clinical Competencies	6 quarter credit hours, 110 (Lecture 10, Lab 100)
MM 103	College Mathematics	5 quarter credit hours, 50 (Lecture 50, Lab 0)
MP 200	Medical Records-EMR Management	3 quarter credit hours, 40 (Lecture 20, Lab 20)
MP 210	Management in the Medical Office	4 quarter credit hours, 40 (Lecture 40, Lab 0)
MT 203	Human Resource Management	5 quarter credit hours, 50 (Lecture 50, Lab 0)
SC 225	Environmental Science	5 quarter credit hours, 50 (Lecture 50, Lab 0)
SS 124	Psychology	5 quarter credit hours, 50 (Lecture 50, Lab 0)

TOTAL CREDIT HOURS: 109.5

MEDICAL BILLING AND CODING SPECIALIST (CERTIFICATE)

The objective of the Medical Billing and Coding Specialist certificate program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course (www.heart.org). Completing CPR is a requirement to pass the introductory course. If a student does not successfully become CPR certified by end of the course, (s)he will need to repeat the course prior to taking additional coursework for which the course is a prerequisite. Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

The Medical Billing and Coding Specialist program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of instruction on ground and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System section. All students must complete the program with 51 quarter credit hours. Prior to graduation, students are required to complete two externships for a total of 200 contact hours. Upon successful completion of the program, graduates will be awarded a Medical Billing and Coding Specialist Certificate.

Qualified graduates may be eligible to sit for one or more of the following certifications: Certified Coding Associate (CCA) offered by the American Health Information Management Association (AHIMA), Certified Billing and Coding Specialist (CBCS) offered by the National Healthcareer Association (NHA), or Certified Professional Biller (CPB) offered by the American Association of Professional Coders (AAPC).

The College cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal, and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment, as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The Bureau of Labor Statistics has an Occupational Outlook Handbook https://www.bls.gov/ooh/ that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Requirements

Required Courses

AH 101	Fundamentals of Allied Health	3 quarter credit hours, 40 (Lecture 20, Lab 20)
AH 102	Introduction to Allied Health Careers	4 quarter credit hours, 40 (Lecture 40, Lab 0)
AHP 155	Health Information Management	6 quarter credit hours, 80 (Lecture 40, Lab 40)
CS 101	Academic Strategies	4 quarter credit hours, 40 (Lecture 40, Lab 0))
CS 102	Academic Skills	4 quarter credit hours, 40 (Lecture 40, Lab 0)
MBB 155	Inpatient Coding	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MBG 155	Reimbursement and Collection Procedures	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MBR 155	Government and State Insurance Plans	6 quarter credit hours, 80 (Lecture 40, Lab 40)
MBX 156	Medical Billing and Coding Externship I	3 quarter credit hours, 100 (Lecture 0, Lab 0, Externship 100)
MBX 157	Medical Billing and Coding Externship II	3 quarter credit hours, 100 (Lecture 0, Lab 0, Externship 100)
MBY 155	Private and Managed Care Insurance Plans	6 quarter credit hours, 80 (Lecture 40, Lab 40)

TOTAL CREDIT HOURS: 51

NETWORK SUPPORT TECHNICIAN (CERTIFICATE)

The Network Support Technician program is designed to provide students with a comprehensive background in networking and computer support. Courses provide hands-on learning experiences to prepare future graduates with a solid background of practical training directly related to the computer/network service job markets. Students will also receive instruction on how to properly analyze, design, test, and evaluate network/data communication hardware and software solutions. This program helps prepare students in obtaining entry-level positions in Network Systems and Data Communications fields through completion of the CompTIA A+ and Network+ certification exams.

Upon successful graduation from this program, graduates should be able to

- demonstrate proficiency and knowledge required for basic use of computer hardware, software, and the Internet (A+);
- demonstrate the skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructures (Network +);
- demonstrate proficiency and knowledge in hardware technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking (A+);
- compare and contrast the key information and technologies present in the networking field (Network +);
- use effective oral and written communication skills and teamwork skills in the delivery of customer service, project planning, and project completion in the information technology business environment;
- demonstrate the ability to produce quality customer service experiences, troubleshooting, and translation of technical knowledge so that others can use it; and
- summarize the importance of professional development and continued education within the information technology field.

Requirements

Required Courses

CMT 130	Introduction to Communications	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 100	Introduction to Information Technology	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 105	IT Customer Service and Support	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 110	Computer Networks and Devices	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 120	Operating Systems Installation and Configuration	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 150	Network Operating Systems	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 160	Network and TCP/IP Fundamentals	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 170	Advanced Concepts in Networking	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 180	Programming for Network Management	5 Credit Hours, 80 (Lecture 20, Lab 60)

TOTAL CREDIT HOURS: 42

NETWORK AND SYSTEM ADMINISTRATION (ASSOCIATES)

The Network and System Administration program is designed to provide students the opportunity to learn the critical thinking, problem solving, technical, and soft skills necessary to configure, diagnose, and troubleshoot complex computer networks. Courses provide hands-on learning experiences in the fields of network operating systems, network systems design and implementation, network optimization and network security to help prepare future graduates with a solid background of maintaining different computer network systems. Students will also receive instruction on how properly plan, implement, analyze, and administer local, campus-wide, metropolitan, and wide-area networks; in addition to an acquired proficiency in server setup and configuration, network security measures, messaging, network wiring, and network help desk operations. This program helps prepare students for diverse career opportunities in a variety of businesses and organizations through the completion of the MCSA, Cisco, and CompTIA Security+ certification exams.

Upon successful graduation from this program, graduates should be able to

- outline the key processes for installing, configuring, and administering Windows servers and services (MCSA);
- model the skills needed to install, configure, troubleshoot, upgrade, and maintain Cisco networking technologies (Cisco);
- demonstrate the skills and knowledge needed to maintain system and network security including compliance and operation security, dealing with threats and vulnerabilities, and providing application, data, and host security (Security+);
- use effective oral and written communication skills and teamwork skills in the delivery of customer service, project planning, and project completion in the information technology business environment;
- demonstrate the ability to produce quality customer service experiences, troubleshooting, and translation of technical knowledge so that others can use it; and
- summarize the importance of professional development and continued education within the information technology field.

Requirements

Required Courses

IT 100	Introduction to Information Technology	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 105	IT Customer Service and Support	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 110	Computer Networks and Devices	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 120	Operating Systems Installation and Configuration	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 150	Network Operating Systems	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 160	Network and TCP/IP Fundamentals	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 170	Advanced Concepts in Networking	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 180	Programming for Network Management	5 Credit Hours, 80 (Lecture 20, Lab 60)
CRT 1015	Critical Thinking	4 Credit Hours, 40 (Lecture 40, Lab 0)
ENG 1010	English Composition I	4 Credit Hours, 40 (Lecture 40, Lab 0)
ENG 1020	English Composition II	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 107	Ethics in Computing	4 Credit Hours, 40 (Lecture 40, Lab 0)
IT 200	Installing and Configuring Windows Server	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 210	Networking with Windows Server	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 220	Advanced Services in Windows Server	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 250	Cisco Network Entry Technician	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 260	Introduction to Routing and Switching	5 Credit Hours, 80 (Lecture 20, Lab 60)
IT 280	Network Security Fundamentals	5 Credit Hours, 80 (Lecture 20, Lab 60)
MTH 1010	College Mathematics	4 Credit Hours, 40 (Lecture 40, Lab 0)
SOC 1010	Introduction to Sociology	4 Credit Hours, 40 (Lecture 40, Lab 0)

TOTAL CREDIT HOURS: 96

PHARMACY TECHNICIAN (CERTIFICATE)

The objective of the Pharmacy Technician certificate program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the pharmacy technician field or related area. The program concentrates on helping students acquire knowledge and develop skills in transcribing physician's orders and hospital charts; selecting drug products; preparing medications for dispensing, labeling, and authorizing refills; computer data entry for patient profile maintenance; procedures for acquiring all necessary information; and preparing unit dose medications, IV admixtures, and sterile irrigations. Duties for graduates of this program may include working directly under the supervision of a registered pharmacist and assisting in quality management procedures and security measures. Instruction occurs in some combination of classroom, digital, laboratory, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including Pharmacy Technician. The Pharmacy Technician program is 780 contact hours over a period of 36 weeks. The program will include 555 hours of on-ground instruction and 225 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information section. All students must complete the program with 59 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 180 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Pharmacy Technician Certificate.

Graduates of the Pharmacy Technician program can prepare for the Certified Pharmacy Technician (CPT) exam through the National Healthcareer Association (NHA). Information regarding this certification is available at www.nhanow.com. Fees for this certification are the responsibility of the student. Another available certification for the Pharmacy Technician program is the Pharmacy Technician Certification Examination (PTCE) sponsored by the Pharmacy Technician Certification Board (PTCB). Information regarding this certification is available at www.pctb.org. The fee for the certification is the responsibility of the student. It is a requirement to re-certify every two years.

The College cannot guarantee a student's eligibility either to take a national certification examination or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or College itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment, as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The Bureau of Labor Statistics has an Occupational Outlook Handbook

https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Requirements

Required Courses

AH 101	Fundamentals of Allied Health	3 quarter credit hours, 40 (Lecture 20, Lab 20)
AH 102	Introduction to Allied Health Careers	4 quarter credit hours, 40 (Lecture 40, Lab 0)
CS 101	Academic Strategies	4 quarter credit hours, 40 (Lecture 40, Lab 0))
CS 102	Academic Skills	4 quarter credit hours, 40 (Lecture 40, Lab 0)
PTB 151	Nervous and Sensory Systems	7 quarter credit hours, 80 (Lecture 60, Lab 20)
PTG 151	Motor Systems, Hospital, and Retail Pharmacy	6.5 quarter credit hours, 80 (Lecture 50, Lab 30)
PTO 161	Pharmacy Technician Seminar	4 quarter credit hours, 40 (Lecture 40, Lab 0)
PTP 151	Absorption Systems	7 quarter credit hours, 80 (Lecture 60, Lab 20)
PTR 151	Circulatory and Immune Systems	7 quarter credit hours, 80 (Lecture 60, Lab 20)
PTX 161	Pharmacy Technician Externship I	3 quarter credit hours, 90 (Lecture 0, Lab 0, Externship 90)
PTX 162	Pharmacy Technician Externship II	3 quarter credit hours, 90 (Lecture 0, Lab 0, Externship 90)

PTY 151   Endocrine and Reproductive Systems and Sterile   6.5 quarter credit hours, 80 (Lecture 50, Lab 30)
Products

TOTAL CREDIT HOURS: 59

Course Information

COURSE NUMBERING SYSTEM

Virginia College uses the following course numbering system:

0001-0199	Institutional Credit Only
1000-1999	Generally First-Year Courses
2000-2999	Generally Second-Year Courses
3000-3999	Generally Third-Year or Advanced Specialized Courses/Upper Division Courses
4100-4400	Courses with a COS Prefix are Cosmetology Courses for Which No Upper Division or Advanced Standing Is Implied

Courses requiring no prerequisite are open to all students. Prerequisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The student's Program Director or the Academic Dean must approve any waiver of prerequisites.

ABBREVIATIONS

The following are the official catalog course abbreviations used by Virginia College:

ANP Anatomy and Physiology

AOM Office Administration

ART Art

BUS Business and Accounting

COM Communications

COS Cosmetology

CRT Critical Thinking

EDU Foundation

ENG English and Literature

HED Health Education

HIS History

MBC Medical Billing and Coding

MEA Medical Assistant

MED Medical

MGT Management

MTH Mathematics

NET Networking

PHM Pharmacy Technician

POL Political Science

PSY Psychology

SOC Sociology

SPH Speech

SPN Spanish

IDENTIFICATION OF GENERAL EDUCATION COURSES

Communications

COM 1010	Introduction to Communications
ENG 1010	English Composition I
ENG 1020	English Composition II
SPH 1060	Effective Speaking
SPN 1100	Conversational Spanish

Humanities and Fine Arts

ART 1010	Introduction to Art
ENG 2510	Contemporary Literature
SPN 1010	Introductory Spanish I

Mathematics

MTH 1010	College Mathematics
MTH 1090	College Algebra

Social and Behavioral Sciences

CRT 1015	Critical Thinking
HED 2500	Personal Health
HIS 2050	U.S. History to 1865
HIS 2060	U.S. History: 1865 to Present
HIS 3050	African American History
POL 1060	Current Events
PSY 1010	Introduction to Psychology
SOC 1010	Introduction to Sociology
SOC 2010	Introduction to Women's Studies
SOC 3214	Cultural Diversity in America

Courses

MA - MEDICAL ASSISTANT

AH 101 - Fundamentals of Allied Health

3 quarter credit hours, 40 (Lecture 20, Lab 20)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

AH 102 - Introduction to Allied Health Careers

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of- class work will be assigned per week.

Prerequisite: None.

CS 101 - Academic Strategies

4 quarter credit hours, 40 (Lecture 40, Lab 0))

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

CS 102 - Academic Skills

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and

practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

MAB 155 - Medical Front Office

6 quarter credit hours, 80 (Lecture 40, Lab 40)

The Medical Front Office course focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102, or equivalent.

MAG 155 - Musculoskeletal, Digestive, and Respiratory

6 quarter credit hours, 80 (Lecture 40, Lab 40)

The Musculoskeletal, Digestive, and Respiratory course focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102, or equivalent.

MAP 155 - Nervous, Sensory, and Endocrine

6 quarter credit hours, 80 (Lecture 40, Lab 40)

The Nervous, Sensory, and Endocrine course focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102, or equivalent.

MAR 155 - Circulatory, Immune, and Lymphatic

6 quarter credit hours, 80 (Lecture 40, Lab 40)

The Circulatory, Immune, and Lymphatic course focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this course, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skill s and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102, or equivalent.

MAX 156 - Medical Assistant Practicum I

3 quarter credit hours, 100 (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum I course is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out -of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisite: MAB155, MAG155, MAP155, MAR155, MAY155.

MAX 157 - Medical Assistant Practicum II

3 quarter credit hours, 100 (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum II course is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out -of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisite: MAB155, MAG155, MAP155, MAR155, MAY155.

MAY 155 - Integumentary, Urinary, and Reproductive

6 quarter credit hours, 80 (Lecture 40, Lab 40)

The Integumentary, Urinary, and Reproductive course focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures, including urinalysis. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application

assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102, or equivalent.

PT - PHARMACY TECHNICIAN

AH 101 - Fundamentals of Allied Health

3 quarter credit hours, 40 (Lecture 20, Lab 20)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

AH 102 - Introduction to Allied Health Careers

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of- class work will be assigned per week.

Prerequisite: None.

CS 101 - Academic Strategies

4 quarter credit hours, 40 (Lecture 40, Lab 0))

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

CS 102 - Academic Skills

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class

work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

PTB 151 - Nervous and Sensory Systems

7 quarter credit hours, 80 (Lecture 60, Lab 20)

In this course, students are taught about the pathologies of the nervous and sensory systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

PTG 151 - Motor Systems, Hospital, and Retail Pharmacy

6.5 quarter credit hours, 80 (Lecture 50, Lab 30)

In this course, students are taught about the pathologies of the muscular and skeletal systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of its pathologies. Topics include hospital and retail pharmacy operations. Students are taught about securing information from patient profiles and using various forms of technology for storing, accessing, and recording pharmacy data. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

PTO 161 - Pharmacy Technician Seminar

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students are presented a comprehensive review of pharmacy technician knowledge and practice to prepare candidates for the Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board. Students are taught all areas of required technical, practical, and clinical skills as well as policies, procedures, and laws governing pharmacy technician practice. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: PTB151, PTG151, PTP151, PTR151, and PTY151.

PTP 151 - Absorption Systems

7 quarter credit hours, 80 (Lecture 60, Lab 20)

In this course, students are taught about the pathologies of the respiratory, digestive, urinary, and integumentary systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include

out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

PTR 151 - Circulatory and Immune Systems

7 quarter credit hours, 80 (Lecture 60, Lab 20)

In this course, students are taught about the pathologies of the circulatory and immune systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AHP155, MBB155, MBG155, MBR155, MBY155.

PTX 161 - Pharmacy Technician Externship I

3 quarter credit hours, 90 (Lecture 0, Lab 0, Externship 90)

The Pharmacy Technician Externship I course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 90-hour externship program at a work site connected with their field of study, which normally includes health care facilities, such as private or group practices, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards.

Prerequisite: PTB151, PTG151, PTP151, PTR151, PTY151.

PTX 162 - Pharmacy Technician Externship II

3 quarter credit hours, 90 (Lecture 0, Lab 0, Externship 90)

The Pharmacy Technician Externship II course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 90-hour externship program at a work site connected with their field of study, which normally includes health care facilities, such as private or group practices, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards.

Prerequisite: PTX161.

PTY 151 - Endocrine and Reproductive Systems and Sterile Products

6.5 quarter credit hours, 80 (Lecture 50, Lab 30)

In this course, students are taught about the pathologies of the endocrine and reproductive systems. They are also taught the

use of prescription and nonprescription drugs for the treatment of those pathologies. Topics include the preparation of sterile solutions and materials, the interpretation, dosage calculation, and delivery method of brand and generic medications, and the use of quality-control measures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

NST - NETWORK SUPPORT TECHNICIAN
CMT 130 - Introduction to Communications

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course is designed to enlighten the student on the importance of communication in a constantly evolving world. Students are introduced to the foundations of communication in the 21st Century, the ethics of electronic communication, and importance of cyberspace communication.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

IT 100 - Introduction to Information Technology

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course introduces students to the basics of the human-computer interface, networking and using the WWW to locate and validate information. Throughout this course students will learn about problem solving and debugging using spreadsheets, databases, programming syntax, algorithms, functions, and iterations. This course also introduces students to social issues in computing, such as computer etiquette, intellectual property, and privacy and security. Students will also be exposed to the different Information Technology certifications they can achieve and will learn about what each certification entails. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: None.

IT 105 - IT Customer Service and Support

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course introduces students to the basics of the human-computer interface, networking and using the WWW to locate and validate information. Throughout this course students will learn about problem solving and debugging using spreadsheets, databases, programming syntax, algorithms, functions, and iterations. This course also introduces students to social issues in computing, such as computer etiquette, intellectual property, and privacy and security. Students will also be exposed to the different Information Technology certifications they can achieve and will learn about what each certification entails. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class

work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT100.

IT 107 - Ethics in Computing

6 Credit Hours, 80 (Lecture 20, Lab 60)

This course introduces students to the extensive and topical coverage of the legal, ethical, and societal implications of information technology. Students will learn about issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and ethics of IT corporations. Students will also gain an excellent foundation in ethical decision making for current and future business managers and IT professionals. To assist students with making ethical decisions within the IT field, they will be exposed to a series of simulations depicting ethical situations they might encounter within the field. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: None.

IT 110 - Computer Networks and Devices

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course introduces students to the skills and concepts addressed by the CompTIA A+ exam 220-901. During this course students will examine hardware and peripherals, mobile device hardware, networking, and troubleshooting hardware and network connectivity issues. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT100.

IT 120 - Operating Systems Installation and Configuration

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course introduces students to the skills and concepts addressed by the CompTIA A+ exam 220-902. During this course students will examine installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. Students will also learn about security, the fundamentals of cloud computing, and operational procedures. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT110.

IT 150 - Network Operating Systems

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. Throughout this course students will be exposed to major concepts such as OSI and TCP/IP models, network media specification, LAN/WAN protocols, topologies and

capabilities will be discussed. Students will also learn about the Industry standards and a brief historical development of major networking technologies will be surveyed in conjunction with basic awareness of software and hardware components used in typical networking and internetworking environments. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT120.

IT 160 - Network and TCP/IP Fundamentals

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course provides a thorough examination of the standards, protocols and services in the TCP/IP suite. Throughout this course students are given an overview of how network traffic is encapsulated and transported by TCP/IP on Local Area Networks (LANs) and Wide Area Networks (WANs) including the Internet. Students will also explore message addressing and forwarding, and how network errors are resolved. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT150.

IT 170 - Advanced Concepts in Networking

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course adds to the concepts covered in the Network and TCP/IP Fundamentals course, introducing advanced concepts that include network optimization, network management, securing and troubleshooting networks, and using advanced network tools at the command line. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT160.

IT 180 - Programming for Network Management

5 Credit Hours, 80 (Lecture 20, Lab 60)

This class introduces students to programming and scripting using Microsoft PowerShell and Linux bash shell to secure, configure and maintain servers, workstations and services. Students will learn about logic, flow control, and error handing using command line and stored scripts. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: IT170.

MBCS - MEDICAL BILLING AND CODING
AH 101 - Fundamentals of Allied Health

3 quarter credit hours, 40 (Lecture 20, Lab 20)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

AH 102 - Introduction to Allied Health Careers

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of- class work will be assigned per week.

Prerequisite: None.

AHP 155 - Health Information Management

6 quarter credit hours, 80 (Lecture 40, Lab 40)

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspects of medical insurance, billing, and coding. Students are also taught medical records management, patient information forms, charts, and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

CS 101 - Academic Strategies

4 quarter credit hours, 40 (Lecture 40, Lab 0))

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

CS 102 - Academic Skills

4 quarter credit hours, 40 (Lecture 40, Lab 0)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

MBB 155 - Inpatient Coding

6 quarter credit hours, 80 (Lecture 40, Lab 40)

In this course, students are taught about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

MBG 155 - Reimbursement and Collection Procedures

6 quarter credit hours, 80 (Lecture 40, Lab 40)

In this course, students are taught reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

MBR 155 - Government and State Insurance Plans

6 quarter credit hours, 80 (Lecture 40, Lab 40)

In this course, students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker's compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

MBX 156 - Medical Billing and Coding Externship I

3 quarter credit hours, 100 (Lecture 0, Lab 0, Externship 100)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include out-of- class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisite: AHP155, MBB155, MBG155, MBR155, MBY155.

MBX 157 - Medical Billing and Coding Externship II

3 quarter credit hours, 100 (Lecture 0, Lab 0, Externship 100)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include out-of- class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisite: AHP155, MBB155, MBG155, MBR155, MBY155.

MBY 155 - Private and Managed Care Insurance Plans

6 quarter credit hours, 80 (Lecture 40, Lab 40)

In this course, students are taught the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: AH101, AH102.

MAA - MEDICAL ASSISTANT ASSOCIATE
AHK 120 - Allied Health Industry and Fundamentals (Transfer Course)

6 quarter credit hours, 80 (Lecture 52, Lab 28)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. Students also learn about English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eleven

hours and forty-five minutes of out-of-class work will be assigned per week.

Prerequisite: None.

AHW 120 - Allied Health Careers and Communication (Transfer Course)

6 quarter credit hours, 80 (Lecture 45, Lab 35)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. Students are also taught the purposes and processes of higher education. Students will also learn fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours and forty five minutes of out-of-class work will be assigned per week.

Prerequisite: None.

CM 102 - College Composition I

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

CM 206 - Interpersonal Communication

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course gives students the opportunity to become more effective communicators in their personal and professional interpersonal relationships. Emphasis is placed on surveying interpersonal communications in varying contexts, including personal, social, professional, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, and effective communication strategies. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

HI 181 - Health Services Delivery and Legal Issues

4 quarter credit hours, 40 (Lecture 40, Lab 0)

This course covers basic principles and applications of medicolegal and ethical aspects of health information in the medical arena, protecting confidentiality, and adhering to state and federal laws. Students are introduced to legal terms, consent, contracts, physician/patient relationships, and professional liability, as well as the United States court system, subpoenas and court orders. Students are given an opportunity to investigate the delivery of health care in America, and practice application of policies, procedures, laws, and

regulations to the health care delivery system, confidential health data, and health initiatives. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

Prerequisite: None.

HI 240 - Health Data Management

4 quarter credit hours, 60 (Lecture 20, Lab 40)

In this course, students are taught the structure, contents, information requirements, and standards for health care data in paper-based and electronic health record (EHR) environments. Students are also taught secondary data sources, patient-identifiable and aggregate data, and health care databases. Topics include the master patient index, registries, indices, and various management and supervisory process utilized in health care organizations. Emphasis is placed on the legal requirements for compiling and maintaining patient health records and how that information is used and disclosed. Students have the opportunity to practice technical procedures using virtual lab simulations. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of 6 hours of out-of-class work will be assigned per week.

Prerequisite: None.

HS 170 - Spanish for Health Care Workers

3 quarter credit hours, 30 (Lecture 30, Lab 0)

This course is designed to meet the needs of health care professionals and students who anticipate contact with Spanish speaking patients. An introduction to the Spanish language is presented with the intent to provide practical language that can be used in clinical settings. Special emphasis is placed on the use of common medical vocabulary. Students are also taught to recognize cultural variations among Spanish-speaking groups and the common health remedies practiced by each group. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of six hours of out-of-class work will be assigned per week.

Prerequisite: None.

HS 240 - Medical Office Accounting

4 quarter credit hours, 40 (Lecture 40, Lab 0)

This course presents students with basic knowledge regarding the financial activities commonly encountered in a medical office. Students are taught basic medical office bookkeeping practices, including banking (writing checks, making deposits, handling returned checks, and reconciling accounts); credit card processing; accounts payable (entering, tracking, and paying bills); accounts receivable (entering patient charges, adjustments, patient payments, and insurance payments); receivables aging; and bad debt collection. Course content also covers the basic concepts and generation processes of standard financial reports such as balance sheets, income statements/profit and loss statements, change in cash flow reports, and the evaluation of data for decision-making purposes. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and

practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

Prerequisite: None.

HU 245 - Ethics

5 quarter credit hours, 50 (Lecture 50, Lab 0)

In this course, students are expected to develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to business, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytic methods.

Prerequisite: None.

MA 291 - Clinical Competencies

6 quarter credit hours, 110 (Lecture 10, Lab 100)

This course is used to assess student competency in procedures commonly performed in a health care setting. Special attention is paid to aseptic techniques, documentation, and safety. Specific competencies include phlebotomy, specimen processing, EKG, instrumentation, methods of quality control, capillary puncture, CLIA-waived testing, microbiology procedures, urinalysis, and administering medications. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two hours of out-of-class work will be assigned per week.

Prerequisite: None.

MAB 160 - Medical Front Office (Transfer Course)

5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

In this course, students are taught front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students are also taught skills in performing insurance coding for proper application to insurance billing systems, awareness of theories in relation to the office reception area, and preparing the office for the business day. Students have the opportunity to gain an understanding of office emergencies and how to handle them. This course is also designed to develop professional skills and proactive career management.   This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours and forty five minutes of out-of-class work will be assigned per week.

Prerequisite: AHK120, AHW120.

MAG 160 - Musculoskeletal, Digestive, and Respiratory (Transfer Course)

5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments,

and projects. A minimum of nine hours and forty-five minutes of out-of-class work will be assigned per week.

Prerequisite: AHK120, AHW120.

MAP 160 - Nervous, Sensory, and Endocrine (Transfer Course)

5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

The Nervous, Sensory, and Endocrine course focuses on common disease processes, diagnosis and evaluation, common treatments, and prognoses. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours and forty-five minutes of out-of-class work will be assigned per week.

Prerequisite: AHK120, AHW120.

MAR 160 - Circulatory, Immune, and Lymphatic (Transfer Course)

5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours and forty-five minutes of out-of-class work will be assigned per week.

Prerequisite: AHK120, AHW120.

MAX 290 - Medical Assistant Externship (Transfer Course)

7 quarter credit hours, 180 (Lecture 20, Lab 0, Externship 160)

The Medical Assistant Externship course gives students the opportunity to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 160-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. In addition, this course presents a comprehensive review of medical assisting knowledge and practice to prepare candidates for the Registered Medical Assisting (RMA) examination conducted by American Medical Technologists (AMT). This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include 40 hours out-

of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisite: None.

MAY 160 - Integumentary, Urinary, and Reproductive (Transfer Course)

5.5 quarter credit hours, 80 (Lecture 38, Lab 42)

The Integumentary, Urinary, and Reproductive module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures including urinalysis. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours and forty-five minutes of out-of-class work will be assigned per week.

Prerequisite: AHK120, AHW120.

MM 103 - College Mathematics

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

MP 200 - Medical Records-EMR Management

3 quarter credit hours, 40 (Lecture 20, Lab 20)

This course is designed to introduce the Allied Health student to electronic health records in both inpatient and outpatient settings. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

Prerequisite: None.

MP 210 - Management in the Medical Office

4 quarter credit hours, 40 (Lecture 40, Lab 0)

This course explores the practices and guidelines involved in running a medical office. Topics include medical office skills, governmental compliance, health and safety regulations, risk assessment, the responsibilities of the office manager, and medical marketing. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

Prerequisite: None.

MT 203 - Human Resource Management

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course examines the processes involved in human resources from a managerial perspective. Topics include the functions of human resource management, job analysis, staffing, performance appraisal, training and development, compensation, labor relations, and legal requirements. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

SC 225 - Environmental Science

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course introduces students to the scientific principles for understanding the environment, and to the interrelations among human societies and the different environments they live in. The course begins with an overview of the human, technological, and natural issues affecting the environment, including the distinct ethical perspective individuals and societies have taken towards the environment. The bulk of the course is devoted to a study of human society and its positive and negative interrelations with the environment. The relevance of course content is discussed in both a personal and professional context. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

SS 124 - Psychology

5 quarter credit hours, 50 (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

Prerequisite: None.

NSAA - NETWORK AND SYSTEM ADMINISTRATION
CMT 130 - Introduction to Communications

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course is designed to enlighten the student on the importance of communication in a constantly evolving world. Students are introduced to the foundations of communication in

the 21st Century, the ethics of electronic communication, and importance of cyberspace communication.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

CRT 1015 - Critical Thinking

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course offers a comprehensive introduction to critical thinking. Students gain knowledge of deductive and inductive arguments, evaluate the strength of premises, and analyze arguments. Students explore the basics of critical thinking in research and discover how to construct and write arguments. The course also includes practical advice on how to be a critical consumer of media messages.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

ENG 1010 - English Composition I

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course is an introduction to the writing process, covering composition and style with emphasis on grammar, punctuation, and mechanics of structure for clear and logical communication.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

ENG 1020 - English Composition II

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course focuses on advanced grammar and syntax with practice in essay and expository writing and the composition, editing, and documentation of longer papers.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

IT 107 - Ethics in Computing

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course introduces students to the extensive and topical coverage of the legal, ethical, and societal implications of information technology. Students will learn about issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and ethics of IT corporations. Students will also gain an excellent foundation in ethical decision making for current and future business managers and IT professionals. To assist students with making

ethical decisions within the IT field, they will be exposed to a series of simulations depicting ethical situations they might encounter within the field. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned each week.

Prerequisite: None.

IT 200 - Installing and Configuring Windows Server

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course focuses on the W indows Server installation, including storage strategies and migration strategies, creating and managing deployment images and virtual machine installations. Students will learn about installing, configuring and deploying Microsoft Hyper-V and Hyper-V containers, planning for high availability and disaster recovery technologies in Windows using failover clustering for Hyper-V virtual machines, and configuring a Network Load Balancing (NLB) cluster implementation. This course may include both classroom and digital activities such as video, test s/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and a half hours of out -of-class work will be assigned each week.

Prerequisite: IT180.

IT 210 - Networking with Windows Server

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course examines the steps needed to plan and implement IPv4 and IPv6 networks, using advanced services such as Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and IP address management (IPAM). Students will plan for remote access using DirectAccess, virtual private networks (VPNs), and software defined networking. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and a half hours of out-of-class work will be assigned each week.

Prerequisite: IT200.

IT 220 - Advanced Services in Windows Server

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course covers the installation and configuration of domain controllers and identity management, configuration and replication within Active Directory Directory Services (AD DS) in complex environments using graphical tools and Windows PowerShell. Throughout this course students will learn about implementing and managing Group Policy Objects (GPOs); along with identifying management, security and service configurations using Group Policy Objects, certificate authority (CA) hierarchy with Active Directory Certificate Services (AD CS), Active Directory Federation Services (AD FS) and Active Directory Rights Management Services (AD RMS), and synchronization between AD DS and Azure AD. Students will also learn how to monitor, troubleshoot, and establish business continuity for AD DS services. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include

out- of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and a half hours of out-of-class work will be assigned each week.

Prerequisite: IT210.

IT 250 - Cisco Network Entry Technician

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course examines maintaining and supporting device deployment, configuration and hardening in complex networks. Throughout this course students will receive instruction on network topologies, including collapsed core and three-tier architectures incorporating firewalls, access points and wireless controllers. Students will also learn about network standar ds and protocols, including UDP, TCP and NAT as implemented in both the OSI and TCP/IP networking models. Furthermore students will receive Instruction on configuring, supporting and maintaining complex switching environments, including VLAN and port security, and configuring and replicating routing tables using static and dynamic routing protocols. Lastly, students will be introduced to a structured methodology for identifying, isolating and resolving networking issues and documenting the results. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and a half hours of out -of-class work will be assigned each week.

Prerequisite: IT180.

IT 260 - Introduction to Routing and Switching

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course explores more complex switched networks in normal and extended range, and how to apply troubleshooting tools to resolve problems within interswitch connectivity including Layer 2/Layer 3 isolation and EtherChannel communication. Students will also learn about advanced routing and switching technologies including OSPF, EIGRP, PPP and GRE tunnel connectivity for both IPv4 and IPv6 configurations. Furthermore students will examine network optimization using HSRP and cloud resources, QoS and traffic shaping and configuring; along with an examination of security configuration using AAA with TACACS+ and RADIUS technologies. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out -of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and a half hours of out-of-class work will be assigned each week.

Prerequisite: IT250.

IT 280 - Network Security Fundamentals

5 Credit Hours, 80 (Lecture 20, Lab 60)

This course covers network security, compliance and operation security. Throughout this course students will receive instruction on how to identify and mitigate threats and vulnerabilities as well as implement technology and policies to address application, data and host security. Students will also learn about access control, identity management, and cryptography. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and

practical application assignments, and projects. A minimum of seventeen and a half hours of out -of-class work will be assigned each week.

Prerequisite: IT180.

MTH 1010 - College Mathematics

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Students are also introduced to linear equations, radicals, roots, plane geometry, and verbal problems.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

SOC 1010 - Introduction to Sociology

4 Credit Hours, 40 (Lecture 40, Lab 0)

This course acquaints the student with the study of human society, its cultures, social organizations, and institutions with a look at the interaction among groups.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

ACR - HVAC-R TECHNICIAN
1500 - 1740
ACR 1500 - Fundamentals of Refrigeration

6 quarter credit hours

The Fundamentals of Refrigeration module provides students with an opportunity to gain an understanding of the major tools and equipment of refrigeration for the HVAC-R technician and instructs students in their use. Topics include principles of matter; thermodynamics; gas laws; the refrigeration cycle; refrigerants; and use of the major tubing, piping, refrigerant servicing, testing equipment, and refrigeration components for the HVAC-R technician. Professional development is also covered. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

ACR 1600 - Refrigeration Systems

5.5 quarter credit hours

The Refrigeration Systems module provides students with an opportunity to gain an understanding of the major tubing, piping, and refrigeration components for the HVAC-R technician and instructs students in their use. Topics include terminology of the profession; tubing and piping; system evacuation; refrigerant and oil management—recovery, recycling, reclaiming, and retrofitting; system charging; EPA Certification; and EPA 608 Refrigerant Certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

ACR 1610 - Electrical Diagrams and Motors

5.5 quarter credit hours

The Electrical Diagrams and Motors module provides students with an opportunity to gain an understanding of the major components, diagrams, electrical circuits, and graphs for the HVAC-R technician and instructs students in their use. Topics include terminology of the profession; components, symbols, and circuits for air conditioning; wiring diagrams; and reading schematics and diagrams. Electric motors and their components, and professional development are also explored. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1500, TRS 1000, TRS 1050.

ACR 1620 - Controls

5.5 quarter credit hours

The Controls module provides students with an opportunity to gain an understanding of control systems and major tools and equipment for the HVAC-R technician, and instructs students in their use. Topics include terminology of the profession; contactors, relays, overloads, thermostats, pressure switches, and other electric control devices; heating control devices; troubleshooting electric control devices; air conditioning control systems; and control systems circuitry. Professional development is also covered. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1500, TRS 1000, TRS 1050.

ACR 1630 - Air Distribution Systems

5.5 quarter credit hours

The Air Distribution Systems module provides students with an opportunity to gain an understanding of the basic requirements of central air conditioning equipment operation. Topics include basic psychrometrics' (air properties), indoor air quality and air distribution, ductwork, refrigeration load calculations, and construction, and blueprints for an indoor air system. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1500, TRS 1000, TRS 1050.

ACR 1700 - Air Conditioning Systems

5 quarter credit hours

The Air Conditioning Systems module provides students with an opportunity to gain an understanding of central air conditioning equipment installation, operation, service, maintenance, troubleshooting, and repair. Topics include basic troubleshooting techniques using wiring diagrams and electrical controls, installation procedures, and service and maintenance. The course also covers heat pump systems, packaged air systems, and professional development. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1600, ACR 1610, ACR 1620, ACR 1630.

ACR 1710 - Gas and Oil Heating Systems

6 quarter credit hours

The Gas and Oil Heating Systems module provides students with an opportunity to gain an understanding of the use of safety practices as well as the installation and troubleshooting of basic heating systems. Topics include terminology of the profession, basic installation, operation, troubleshooting techniques and tools, the efficiency and operating costs of different fuels, and sketching basic wiring diagrams of gas furnaces. Professional development is also included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1600, ACR 1610, ACR 1620, ACR 1630.

ACR 1720 - Hydronic and Electric Heating Systems

6 quarter credit hours

The Hydronic and Electric Heating Systems module provides students with an opportunity to gain an understanding of the use of safety practices as well as the installation and troubleshooting of basic heating systems. Topics include terminology of the profession, preventive maintenance, and troubleshooting hydronic heating systems, electric heat, and boilers. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1600, ACR 1610, ACR 1620, ACR 1630.

ACR 1730 - Commercial Refrigeration

6 quarter credit hours

The Commercial Refrigeration module provides students with an opportunity to gain an understanding of safety and teaches students to troubleshoot basic commercial refrigeration systems used in industry. Topics include application of commercial refrigeration systems, troubleshooting, typical operating conditions for commercial refrigeration, and professional development. Hands-on laboratory work provides practical experience so students can troubleshoot mechanical and control malfunctions as they relate to the operation of commercial refrigeration systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1600, ACR 1610, ACR 1620, ACR 1630.

ACR 1740 - Commercial Systems

5.5 quarter credit hours

The Commercial Systems module explores special topics in commercial refrigeration. Topics include special refrigeration system components, application of refrigeration systems, special refrigeration applications, troubleshooting, and typical operating conditions for commercial refrigeration. Employment skills are also covered. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ACR 1600, ACR 1610, ACR 1620, ACR 1630.

BU - BUSINESS ADMINISTRATION
BU 142 - Principles of Accounting II

4 Quarter Credit Hours,50 (Lecture 30, Lab 20)

The student will be exposed to fundamental accounting for notes, interest, inventory, and depreciation. Student activities include income statements and balance sheets.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: BU141.

BU 155 - Data Driven Business

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces students to foundational concepts of using data and analytics to drive decisions in modern business. Topics include using data in performance management, marketing, and general business operations with a focus on applying this to business strategy.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

BU 205 - Financial Analysis

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course focuses on increasing the students' understanding of financial statements. Students will analyze financial information and determine what it means and how it is to be used in making decisions and solving business problems. Accounting concepts will be reviewed. Students will gain an in-depth understanding of the financial statement categories and what they mean. Interpretative tools will be used as a basis for financial statement analysis.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: BU142.

BU 296 - Business Capstone

4 Quarter Credit Hours, 60 (Lecture 20, Lab 40)

This course is designed to synthesize the knowledge gained by the student throughout their program of study. The course emphasizes application of key concepts through analysis of business cases. The final culmination of their studies will be completion of the business plan.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: Completion of Area of Concentration Course Work.

BU 320 - Microeconomics

4 Quarter Credit Hours, 40 (Lecture 40)

Economics is the study of the choices people, firms, and governments make when resources are scarce. Economic analysis helps us understand the consequences of these choices.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

CM 105 - English Composition I

4 Quarter Credit Hours, 40 contact hours

This course is an introduction to the writing process, covering composition and style with emphasis on grammar, punctuation, and mechanics of structure for clear and logical communication.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

CM 110 - English Composition II

4 Quarter Credit Hours, 40 (Lecture 40)

This course focuses on advanced grammar and syntax with practice in essay and expository writing and the composition, editing, and documentation of longer papers.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: CM105.

CM 130 - Introduction to Communications

4 Quarter Credit Hours, 40 (Lecture 40)

This course is designed to enlighten the student on the importance of communication in a constantly evolving world. Students are introduced to the foundations of communication in the 21st Century, the ethics of electronic communication, and importance of cyberspace communication.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

CS 130 - Career Exploration/Planning

4 Quarter Credit Hours, 40 (Lecture 40)

This course prepares the student for a successful career search. Topics include practicing the decision-making process, market research, job search skills such as completing applications, writing letters of application, developing and using

resumes, interviewing skills, and networking.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

EN 251 - Contemporary Literature

4 Quarter Credit Hours, 40 (Lecture 40)

This course is a study of representative contemporary readings designed to give the student an appreciation and awareness of 20th Century literature.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

FL 101 - Financial Literacy

4 Quarter Credit Hours, 40 (Lecture 40)

This course presents key aspects of financial literacy necessary for lifelong success. A practical approach is followed. Topics covered include: the impact of credit on personal finances and employment opportunities, identifying and avoiding financial fraud, the importance of financial decision making, the impact of income taxes, the use of insurance as a risk management tool, retirement planning, and determining whether or not to file personal bankruptcy.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

MG 220 - Operations Management

4 Quarter Credit Hours, 40 (Lecture 40)

This course presents an overview of operations management function within the larger business context. It introduces students to the concepts and tools used by an operations manager. Topics such as planning, process design and improvement, resource management, quality, and project management are addressed.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: MG201.

MG 250 - Business Ethics

4 Quarter Credit Hours, 40 (Lecture 40)

The purpose of this course is to develop critical thinking and reasoning about moral issues of business. The course will examine potential areas of ethical concern including finances, personnel, marketing, sales, and environmental impacts. Emphasis is on practical applications of ethical principles and analytic methods.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: BU105.

MM 105 - College Mathematics

4 Quarter Credit Hours, 40 (Lecture 40)

This course includes a review of the arithmetic of integers, fractions, exponents, rational numbers, real numbers, and metric units. Students are also introduced to linear equations, radicals, roots, plane geometry, and verbal problems.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

SS 130 - Introduction to Sociology

4 Quarter Credit Hours, 40 (Lecture 40)

This course acquaints the student with the study of human society, its cultures, social organizations, and institutions with a look at the interaction among groups.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

BA-BUSINESS-ADMINISTRATION
BU 105 - Introduction to Business

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces the various aspects of business operations. Specific areas include marketing, purchasing, finance, personnel, production, quantitative controls, and the physical factors associated within an organization.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing

assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

BU 110 - Business Communication

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course provides students with skills to improve both written and spoken communication in the workplace setting.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

BU 141 - Principles of Accounting I

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course covers the essentials of accounting to maintain business records in the office. Special attention is given to accounting for personal services and to business and industry. A study of the accounting cycle, preparation, and analysis of financial statements is included.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: BU105.

BU 177 - Customer Service

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

The student will learn internal and external customer service skills for the workplace.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

BU 276 - Human Resource Management

4 Quarter Credit Hours, 40 (Lecture 40)

This course provides a general overview of the responsibilities associated with managing various workplace relationships. Specific areas include training, rating, promotion, quality/quantity control, supervisor-employee relations, management-employee relations, and systematic approaches for handling grievances within an organization.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course

will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

CM 125 - Introduction to Computing

4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces students to basic computer concepts in hardware and software and how to apply effective communication principles to the creation of common business documents. Topics include word processing, spreadsheet application, introduction to database management, presentation applications as well as usage of the Internet and e-mail.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: None.

CS 120 - Learning Framework

4 Quarter Credit Hours, 40 (Lecture 40)

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to the campus and its learning resources.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: None.

MG 201 - Principles of Management

4 Quarter Credit Hours, 40 (Lecture 40)

This course investigates the way that managers get things done in an organization relying on the dynamic processes of strategic planning, business development, budgeting, and operations to move their organizations forward and achieve results. The concepts and skills needed to manage effectively under constantly changing conditions are identified. The course will review a manager's skill at influencing the direction and functioning of an organization and will develop students' appreciation of these management activities and their links to employee performance.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments,

and projects. A minimum of twenty hours of out-of-class work will be assigned per week.

Prerequisite: BU105.
MG 301 - Introduction to Marketing
4 Quarter Credit Hours, 50 (Lecture 30, Lab 20)

This course introduces the student to basic concepts of marketing including advertising, budgeting, and assessing and responding to market behavior trends. It emphasizes the need for effective marketing strategies.

This course may include digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seventeen and one half hours of out-of-class work will be assigned per week.

Prerequisite: BU105.
TRS - TRADES
TRS 1000 - Introduction to Trades
6 quarter credit hours

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills, and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week

Prerequisite: None.
TRS 1050 - Electricity for Trades
5.5 quarter credit hours

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

TRS - TRADES
TRS 1000 - Introduction to Trades
6 quarter credit hours

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills, and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week

Prerequisite: None.
TRS 1050 - Electricity for Trades
5.5 quarter credit hours

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

COS - COSMETOLOGY
COS 4110 - Introduction to Cosmetology
125 clock hours

This module introduces the fundamental concepts of cosmetology as a career and industry. Students participate in lecture and hands-on skills training in salon ecology and trichology and begin building the knowledge required to provide basic hair care, draping, shampooing, and scalp massage services. Students will begin to explore principles of hair design elements, principles, and adaptability guidelines.

Prerequisite: None.

COS 4120 - Basic Sculpt and Design
125 clock hours

This module expands the focus of design principles by learning to incorporate basic ladies' hair cutting theory and practical techniques with design principles on sculpted form. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

COS 4130 - Basic Nail, Skin Care and Long Hair Design
125 clock hours

Students are introduced to basic nail and skin theory and participate in lecture and hands-on skills training in natural nail care, skin care, makeup, and hair removal techniques. Design principles are expanded into long hair design. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

COS 4140 - Basic Texture and Color

125 clock hours

Students learn to incorporate chemical and non-chemical hair texturizing techniques (permanent waving, chemical hair relaxing, and curl reformation) with elements of hair color and hair designing. Additionally, students will study and practice professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Prerequisite: None.

COS 4210 - Wigs and Hair Additions with Electricity

125 clock hours

This module expands the practice of advanced hair design by enhancing wigs, hair additions, and advanced long hair design techniques. Students will also continue the study of electricity concepts as it relates to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4220 - Advanced Sculpt and Design

125 clock hours

This module expands the practice of advanced techniques by learning to combine sculpting, texture, and color on a single form. Students will also continue the study of chemistry concepts as it relates to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: COS 4120 and Completion of a Minimum of 335 Clock Hours.

COS 4230 - Advanced Nail and Skin Techniques with Anatomy and Physiology

125 clock hours

Students will practice advanced nail and skin techniques including artificial nails, nail art, and makeup applications for various occasions. Additionally, students continue the study of anatomy and physiology concepts as they relate to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: COS 4130 and Completion of a Minimum of 335 Clock Hours.

COS 4240 - Men's Sculpt and Color Techniques

125 clock hours

Students are introduced to practicing sculpting, color, and design skills exclusively for the male client, including clipper cutting and beard techniques. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. The study of salon professionalism,

safety, sanitation, and State Board practical procedures will be continued.

Prerequisite: COS 4120 and Completion of a Minimum of 335 Clock Hours.

COS 4310 - Beauty Business

125 clock hours

This module focuses on enhancing the student's job search skills by practicing resume writing, interviewing skills, and portfolio building. Additionally students will participate in networking and client building exercises to better prepare for the transition in the professional salon community. The latter half of this module focuses on the vital aspects of business ownership in the cosmetology industry. Students will participate in a group project to create and present their own beauty business concept. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4320 - State Law and Board Exam Review

125 clock hours

The focus of this module is to prepare students for the State Board's written and practical examination. Students will have a comprehensive review and test on all material covered in previous modules, along with State Board rules and regulations. This module requires the satisfactory completion of a full mock State Board examination. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors.   The practice of professionalism, safety, and sanitation procedures relevant in a testing environment is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4330 - General Skills Efficiency I

125 clock hours

Students will be evaluated both theoretically and practically on all subjects/aspects of sculpting and design principles and techniques they have studied since the beginning of the course. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

COS 4340 - General Skills Efficiency II

125 clock hours

Students will continue to be evaluated both theoretically and practically on all subjects/aspects of texture and color principles and techniques they have studied since the beginning of the course. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.

Prerequisite: Completion of a Minimum of 335 Clock Hours.

ELT - ELECTRICAL TECHNICIAN

ELE 1700 - Distribution Equipment, Transformers, and Estimating

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of distribution equipment, distribution transformers, specialty transformers, and their use. Topics include distribution equipment; transformer types, construction, connections, protection, and grounding; and various specialty transformers and their applications. In addition, arc flash protection and the process of developing a cost-of-work estimate are explored. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1300, ELE 1350.

ELE 1300 - Electrical Concepts

6 quarter credit hours

In this course, Electrical Concepts covers fundamental theory, and knowledge and skills applicable to the electrical trades. Several topic areas are explored, including an introduction to the Electrical Trade, an introduction to the National Electrical Code (NEC), alternating current, electrical conductors and cables, conduit bending by hand, and using power tools. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: TRS 1000, TRS 1050.

ELE 1500 - Residential and Commercial Wiring

6 quarter credit hours

The Residential and Commercial Wiring module covers the procedures and methods used in residential and commercial wiring installations. Related topics in this module include switches, sizing the electrical service, installing the service entrance, branch circuit layouts, and conductor terminations. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1300, ELE 1350.

ELE 1750 - Motor Theory and Applications

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of electric motors and their uses, as well as electrical theory and applications behind motor installation and maintenance. Topics include terminology of the trade; theory and application of motors; single- and multi-motor calculations; and cleaning, operation, testing, maintenance, and troubleshooting of motors. This course may include both

classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1500, ELE 1550, ELE 1600, ELE 1650, ELE 1700.

ELE 1650 - Electric Services and Overcurrent Protection

6 quarter credit hours

This module focuses on the installation of electric services encountered in various residential and commercial applications, as well as load calculations for feeders and services in residential and commercial applications. Single- and three-phase connections are covered, including NEC requirements and installation of related equipment and devices. Overcurrent protection is explored in depth. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1300, ELE 1350.

ELE 1600 - Grounding, Circuit Breakers, and Branch Circuits

6 quarter credit hours

This module covers branch circuit calculations and related concepts pertaining to this portion of an electrical system. Branch circuit load calculations are covered in depth, as well as conductor selections and calculations. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1300, ELE 1350.

ELE 1550 - Lighting Applications and Electronic Theory

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of lighting and its uses. Topics include characteristics of lighting and the human eye; handling and installation of lamps and lighting fixtures; types of lighting, ballasts, and controls; and related wiring devices. Additional topics include basic electronic theory and components as they relate to regulating and controlling various power characteristics, including current, voltage, and frequency. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1300, ELE 1350.

ELE 1800 - Control Systems

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of control systems and their uses. Topics include the operating principles of contactors and relays, selecting sizing, installing motor controllers, advanced motor controls, and HVAC systems and controls. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1500, ELE 1550, ELE 1600, ELE 1650, ELE 1700.

ELE 1850 - Hazardous Locations, Emergency Systems, and PLCs

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of the requirements for the safe application of electrical systems in hazardous locations, emergency systems, and specialty electrical systems, including standby, emergency, and fire alarm systems. In addition, students explore the hardware and software components of programmable logic controllers, including techniques for wiring and installation. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: ELE 1500, ELE 1550, ELE 1600, ELE 1650, ELE 1700.

ELE 1350 - Raceway Systems

6 quarter credit hours

This module focuses on the theory and practice used in the installation of electrical raceways, boxes, fittings, and cable tray systems in various residential, commercial, and industrial settings. Conductor installations, conductor fill capacities as described by NEC limits, and electrical blueprint reading are also covered. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: TRS 1000, TRS 1050.

TRS - TRADES

TRS 1000 - Introduction to Trades

6 quarter credit hours

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills, and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week

Prerequisite: None.

TRS 1050 - Electricity for Trades

5.5 quarter credit hours

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Prerequisite: None.

Administration

CAMPUS MANAGEMENT
Effective: November 15, 2016
Neal Isaac – Campus President
Jumelle Brooks – Academic Dean
Troy Jenkins – Director of Admissions
Monica Cox – Medical Assistant/Medical Office Administration Program Director
Robbie Edens – Network Engineering/Network Technician Program Director
Jennifer Hudson – Cosmetology Program Director
Katrina Meadows – Pharmacy Technician Program Director
Gloria Ward – Business Administration/Medical Billing and Coding/Healthcare Reimbursement Program Director

FACULTY
Effective: July 27, 2016
JASON BARIS – Librarian
• M.L.S. Library Sciences, University of South Carolina, Columbia, South Carolina
• B.A., English, University of South Carolina, Columbia, South Carolina
CYNTHIA BARNAVE – Cosmetology
• Certificate, Cosmetology, Kenneth Shuler School of Cosmetology, Spartanburg, South Carolina
• Instructor Registered Cosmetologist, South Carolina Department of Labor and Licensing
REBECCA BOSHELL – Pharmacy Technician
• B.S., Pharmacy, Samford University, Birmingham, Alabama
• State of South Carolina Department of Labor, Licensing and Regulation
JUMELLE BROOKS – Academic Dean
• Ph.D., Healthcare Administration , Capella University, Minneapolis, Minnesota
• M.B.A., Business Administration, Webster University, Greenville, South Carolina
• B.S., Business Administration, Lander University, Greenwood, South Carolina
REGGIE BROWNING – Business Administration
• M.B.A., Accounting, Webster University, Greenville, South Carolina
• B.S., Accounting, University of South Carolina, Columbia, South Carolina
BRITTNEY BURKE – Pharmacy Technician
• B.S., Psychology, Clemson University, Clemson, South Carolina
• State Certified Pharmacy Technician, South Carolina Board of Pharmacy, Columbia, South Carolina
SHELIA CHARLES – Cosmetology
• Diploma, Dudley Beauty School, Sumter, South Carolina
• Instructor Registered Cosmetologist, South Carolina Board of Cosmetology, Columbia, South Carolina
KILOLO CHILES – Pharmacy Technician
• Diploma, Pharmacy Technician, Greenville Technical College, Greenville, South Carolina
GERALD CLARK – Network Engineering
• M.O.S., Management Information Systems, University of Maryland University, Aldelphi, Maryland
• B.S., Liberal Studies, Excelsior College, Albany New York
MONICA COX – Medical Assistant
• M.O.H.S.A., Health Services Administration, Strayer University, Greenville, South Carolina
• B.S., Human Resource Management, Franklin University, Columbus, Ohio
ELLISHA DAVIS – Cosmetology
• Cosmetology Instructor License, Cosmetology, North Georgia Technical College, Clarksville, Georgia
• Instructor License, Registered Cosmetologist, South Carolina Board of Cosmetology, Columbia, South Carolina
ROBBIE EDENS – Network Engineering
• B.S., Information Systems, Strayer University, Greenville, South Carolina
• A.O.S., Electrical Engineering, Greenville Technical College, Greenville, South Carolina
ANTIONETTE FOSTER – Business Administration
• M.B.A., Human Resource Management, Strayer University, Greenville, South Carolina
• B.A., Interior Design, Converse College, Spartanburg, South Carolina

NIKKI FOWLER – Medical Assistant

- B.S., Criminal Justice, Greenville Technical College, Greenville, South Carolina
- LPN, Nursing, Spartanburg Community College, Spartanburg, South Carolina

ROBIN GOSNELL – Medical Assistant

- Associates, Medical Assisting, Virginia College, Spartanburg, South Carolina
- C.M.A., Spartanburg Community College, Spartanburg, South Carolina

COURTNEY GREGG – Pharmacy Technician

- B.S., Psychology, University of South Carolina-Upstate, Spartanburg, South Carolina
- A.O.S., Biology, Spartanburg Community College, Spartanburg, South Carolina

SHALON GRIFFITH – Pharmacy Technician

- Certificate, Pharmacy Technician, Spartanburg Community College, Spartanburg, South Carolina.

CHRISTIAN HALL – Cosmetology

- Instructors License, ACE Academy, Greenville, South Carolina
- Registered Cosmetologist, South Carolina Board of Cosmetology, Columbia, South Carolina

TAMESIA HILL – Medical Billing and Coding

- B.S., Accounting, Ashford University, Clinton, Iowa
- AAPC, Medical Billing and Coding, Limestone University, Gaffney, South Carolina

MELISSA HOLLY – Medical Billing and Coding

- A.O.A, Online Coding Specialist, Spartanburg Community College, Spartanburg, South Carolina

TORI HUDSON – Cosmetology

- Diploma, Academy of Hair Technology, Taylors, South Carolina
- Instructor of Cosmetology License, South Carolina Board of Cosmetology, Columbia, South Carolina

HAROLD JETER – Network Engineering

- M.O.A., Information Systems, Webster University, St. Louis Missouri
- B.S., Computer Sciences, University of South Carolina-Upstate, Spartanburg, South Carolina

EDWARD JOHNSON – Medical Assistant

- M.O.A., Anthropology, Western Michigan University, Kalamazoo, Michigan
- B.A., Biology, College of Charleston, Charleston, South Carolina
- Diploma, Nursing, Spartanburg Technical College, Spartanburg, South Carolina

ROBIN JOHNSON – Business Administration

- M.B.A., Accounting/Business, University of Phoenix, Phoenix, Arizona
- B.A., Business Administration, Furman University, Greenville, South Carolina

FREDERICK KEENAN – Business Administration

- M.B.A., Business Administration, Gardner Webb University, Boiling Springs, North Carolina
- B.S., Business Administration, Limestone College, Gaffney, South Carolina
- A.O.S., Computer Technology, Spartanburg Community College, Spartanburg, South Carolina

HEIDI KILGORE-EMERICK – Medical Assistant

- A.A.S., General Technology, Spartanburg Community College, Spartanburg, South Carolina
- Diploma, Medical Assisting, Spartanburg Community College, Spartanburg, South Carolina

JONI LANDEROS – Medical Assistant

- Diploma, Licensed Practical Nurse, Greenville Technical College, Greenville, South Carolina

SHERRI MCCUEN – Medical Assistant

- Associates in Sciences, Surgical Technology, Keiser University, Fort Lauderdale, Florida

KATRINA MEADOWS – Pharmacy Technician

- State Certified Pharmacy Technician, South Carolina Board of Pharmacy

GRETCHEN MIDDOUR – Medical Assistant

- M.O.S., Gerontology, Saint Cloud State University, Saint Cloud Minnesota
- B.A., History, University of Minnesota, Minneapolis, Minnesota
- Diploma, Practical Nursing, Saint Cloud Technical College, Saint Cloud, Minnesota

ORLANDO MONTERO – General Education

- M.O.A., Secondary Education, Clemson University, Clemson, South Carolina
- M.O.S., Mathematics, Del Valle University, Colombia, South America

GAIL OWENS – Medical Assistant

- Certificate, Nursing, Spartanburg School of Practical Nursing, H.B. Swofford Career Center, Spartanburg, South Carolina

RAY OWENS – Network Engineering
- M.B.A.—Business, Anderson University, Anderson, South Carolina
- B.A., Business Information Systems, University of South Carolina, Columbia, South Carolina

THOMAS RIPALDI – General Education
- M.O.S., Psychology, University of Detroit, Detroit, Michigan
- B.S., Psychology, Wayne State University, Detroit, Michigan

ROBIN ROBINSON – Pharmacy Technician
- Diploma, Pharmacy Technician, Greenville Technical College, Greenville, South Carolina

JAMES SCHOFIELD – General Education
- M.O.A., Management and Supervision, Central Michigan University, Mount Pleasant, Michigan
- B.A., Social Studies, Canisius College, Buffalo, New York

BONNIE SHEPPARD – Medical Billing and Coding
- B.A., Health Services Management, East Carolina University, Greenville, North Carolina
- B.S., Health Information Management, East Carolina University, Greenville, North Carolina

BRADLEY SIMMONS – Network Engineering
- M.I.S., Information Systems, Virginia Polytechnic Institute, Blacksburg, Virginia
- B.S., Computer Science, United States Air Force Academy, Colorado Springs, Colorado

LASHAWN SMALLS – Medical Assistant
- Ph.D., Chiropractic, Sherman Chiropractic College, Spartanburg, South Carolina
- B.S., Biology, South Carolina State University, Orangeburg, South Carolina

RHONDA STARK – Cosmetology
- Certificate, Methods Course, Academy of Hair Technology, Greenville, South Carolina
- Certificate, Cosmetology, Florida Community College, Jacksonville, Florida

TONY TAYLOR – General Education
- M.B.A., Business Administration, Webster University, St. Louis Missouri
- B.S., Communication, Western Carolina University, Cullowee, North Carolina

STEPHEN WALKER – Medical Billing and Coding
- Associates, Healthcare Reimbursement, Virginia College, Greenville, South Carolina
- Certificate, Medical Billing and Coding, Virginia College, Greenville, South Carolina

GLORIA WARD – Business Administration/Medical Billing and Coding
- M.B.A., Business Administration/ Accounting, Baker College, Flint Michigan
- B.S., Individualized Studies, Eastern Michigan University, Ypsilanti, Michigan

SCOTT WHEELER – General Education
- M.B.A., Human Resource Management, University of New Mexico, Albuquerque, New Mexico
- B.S., Industrial Administrative Management, Iowa State University, Ames, Iowa

CHRISTOPHER WHITE – General Education
- M.O.E., Southern Wesleyan University, Central, South Carolina
- B.A., English, Wofford College, Spartanburg, South Carolina

OWNERSHIP

Virginia College is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, Chief Financial Officer, and Treasurer; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. The directors of ECA are Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Conners, Jerry Dervin, John P. Frazee, Jr., Gary Kerber, John Kline, Jr., Christopher Larson, Michael Lavin, Thomas A. Moore, Jr., Michael Moskow, Stuart Reed, Matt Shafer and Denis Suggs

MAIN / BRANCH / AUXILIARY CLASSROOM LOCATIONS
*Accredited by the Accrediting Council for Independent Colleges and School (ACICS)

ALABAMA

Virginia College* (Main Campus)
488 Palisades Boulevard
Birmingham, Alabama 35209
(205) 802-1200

Virginia College-Birmingham
Auxiliary Classroom
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(205) 224-5539

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Huntsville, Alabama 35801
(256) 533-7387

Virginia College*
(Branch Campus)
3725 Airport Boulevard, Suite 165
Mobile, Alabama 36608
(251) 343-7227

Virginia College-Mobile
Auxiliary Classroom
4525 Schillinger Road North
Semmes, Alabama 36575
(251) 287-2528

Virginia College*
(Branch Campus)
6200 Atlanta Highway
Montgomery, Alabama 36117
(334) 551-1500

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2031 North Arizona Avenue
Chandler, Arizona 85225
(480) 857-1574

CALIFORNIA

Golf Academy of America-San Diego*
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1950 Camino Vida Roble, Suite 125
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Columbus, Georgia 31904
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Macon, Georgia 31206
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Biloxi, Mississippi 39532
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Virginia College*
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Jackson, Mississippi 39211
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Florence, South Carolina 29501
(843) 407-2200

Virginia College*
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78 Global Drive, Suite 200
Greenville, South Carolina 29607
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Myrtle Beach, South Carolina 29577
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Virginia College*
(Branch Campus)
5003 North Broadway Street
Knoxville, Tennessee 37918
(865) 745-4500

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Virginia College*
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Golf Academy of America – Dallas*
(Branch Campus)
1861 Valley View Lane, Suite 100
Farmers Branch, Texas 75234
(972-763-8100)

Virginia College*
(Branch Campus)
5005 50th Street
Lubbock, Texas 79414
(806) 784-1900

VIRGINIA

Virginia College*
(Branch Campus)
7200 Midlothian Turnpike
Richmond, Virginia 23225
(804) 977-5100

2017 Academic Calendar

Schedule for Business Administration (BA), Medical Assistant (Diploma), Medical Billing and Coding Specialist, Medical Office Specialist, Network Support Technician, Network and System Administration (NSA), and Pharmacy Technician programs

Holiday and Break Schedule

September 4	**Labor Day**
September 12	**Break**
October 11	**Break**
November 10	**Veterans Day**
November 23 - 26	**Thanksgiving**
December 22 - January 1, 2018	**Christmas**

Start Date	9 month Grad Date	BA (Associates) Grad Date	NSA Grad Date
September 13, 2017	June 13, 2018	December 9, 2018	September 11, 2018
October 12, 2017	July 15, 2018	January 15, 2019	October 9, 2018
November 9, 2017	August 12, 2018	February 13, 2019	November 6, 2018
December 12, 2017	September 10, 2018	March 17, 2019	December 9, 2018

Schedule for online programs

	Drop/Add Dates			Final Exam Dates		
Start Date	**Start**	**End**	**Last Day to WP**	**Start**	**End**	**End Date**
November 1	**November 1**	**November 2**	**November 22**	**December 7**	**December 8**	**December 8**

Schedule for all other programs

Holiday Schedule

Date	Holiday
January 16	Martin Luther King Day
April 14	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
November 22 - November 24	Thanksgiving

		Drop/Add Dates		Last Day to WP	Final Exam Dates		
Term	Start Date	Start	End		Start	End	End Date
Winter	January 17	January 17	January 24	March 21	March 29	March 30	March 30
Spring	April 5	April 5	April 11	June 7	June 19	June 20	June 20
Summer	June 26	June 26	July 3	August 28	September 6	September 8	September 8
Fall	September 27	September 27	October 3	November 29	December 7	December 8	December 8

		Drop/Add Dates		Last Day to WP	Final Exam Dates		
Term	Start Date		Start	End	Start	End	End Date
Winter	January 17	January 17	January 24	March 21	March 29	March 30	March 30
Spring	April 5	April 5	April 11	June 7	June 19	June 20	June 20
Summer	June 26	June 26	July 3	August 28	September 6	September 8	September 8
Fall	September 27	September 27	October 3	November 29	December 7	December 8	December 8

		Drop/Add Dates		Last Day to WP	Final Exam Dates		
Term	Start Date		Start	End	Start	End	End Date
Winter	January 17	January 17	January 24	March 21	March 29	March 30	March 30
Spring	April 5	April 5	April 11	June 7	June 19	June 20	June 20
Summer	June 26	June 26	July 3	August 28	September 6	September 8	September 8
Fall	September 27	September 27	October 3	November 29	December 7	December 8	December 8

		Drop/Add Dates		Last Day to WP	Final Exam Dates		
Term	Start Date		Start	End	Start	End	End Date
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2017 Electrical and HVAC-R Technician Academic Calendar

Start Date	Grad Date
March 20, 2017	March 18, 2018
April 18, 2017	April 16, 2018
May 16, 2017	May 14, 2018
June 15, 2017	June 13, 2018
July 17, 2017	July 15, 2018
August 14, 2017	August 12, 2018
September 13, 2017	September 10, 2018
October 12, 2017	October 9, 2018
November 9, 2017	November 6, 2018
December 12, 2017	December 9, 2018

2017 Cosmetology Academic Calendar

Holiday Schedule

Date	Holiday
January 16	Martin Luther King Day
April 14	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
November 22 - November 26	Thanksgiving Break
December 23 - January 1	Christmas Break

Day Class Module Breaks

April 20 - April 25

July 7 - July 12

September 22 - September 27

Day Classes

Module Start Date	Module End Date
January 3	February 7
February 8*	March 14
March 15	April 19
April 26*	May 31
June 1	July 6
July 13*	August 16
August 17	September 21
September 28*	November 1
November 2	December 11
December 12*	January 23, 2018

* These module start dates are available for first-time Cosmetology students.