



Catalog Addenda

Diploma/Certificate/Degree
Academic Year
2017

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EFFECTIVE: DECEMBER 1, 2016— 2017 Academic Calendar

2017 Core Classes	
Start	End
1/02/2017	2/03/2017
2/06/2017	3/10/2017
3/13/2017	4/14/2017
4/17/2017	5/19/2017
5/22/2017	6/23/2017
6/26/2017	7/28/2017
7/31/2017	9/01/2017
9/04/2017	10/06/2017
10/09/2017	11/10/2017
11/13/2017	12/15/2017

EFFECTIVE: NOVEMBER, 11, 2016

(Revision of course title on page 58 of the Volume 1 2016 catalog)

Course title: INT211 Information Technology Externship

EFFECTIVE: AUGUST 25, 2016

(The following amends information on page 16 of the Volume 1 2016 catalog)

PROFICIENCY CREDIT

A student may request credit for some required courses in a program based on prior work or educational experience. Due to an extensive quantity of hands-on competency requirements proficiency credit is not available for all courses. Please see chart below for eligible courses.

All requests for proficiency credit must be submitted, in writing, to the Director of Education no later than three weeks prior to the course start date, and the process must be completed before the course begins. Students will be awarded academic credit for the course by demonstrating above average retained knowledge of the course material by passing the course final exam with a minimum 70% grade. The exam must be administered by the Program Director or the Director of Education.

Proficiency credit may be accepted for some College Level Examination Program (CLEP) courses as well. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, a letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of graduation requirements. All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

A fee of \$200 will be charged for each exam for proficiency credit*. Fee payment must be made by check, cashier's check, or money order. A student may not apply Federal Title IV funding to proficiency credit exam fees.

*Active military and military veterans are exempt from the \$200 proficiency credit fee. All other criteria must be met.

COURSES ELIGIBLE FOR PROFICIENCY CREDIT

Course Number	Course Name/Title
BA102	Accounting
BA103	Business Law
BA104	Business II
BA106	Economics
BA107	Business Computer Information Systems
BA208	Human Resources Management
BA210	Strategic Management and Implementation
BO208	Business Operations
CM210	Communications
GE201	Introduction to College Mathematics
GE202	Introduction to Computer Science
GE203	Introduction to Psychology
GE204	English Composition I
HP100	Medical Terminology
HP104	Pharmacology
HP101	Anatomy and Physiology

EFFECTIVE; AUGUST 10, 2016

(Replaces description on page 50 of the 2016 catalog)

BA102 Accounting Course Description:

This course covers basic accounting principles, the basic accounting equation, debits and credits, and analyzing transactions using T-accounts. It focuses on the completion of the accounting cycle and covers recording and posting transactions using journals and ledgers, adjustments, closing entries, and post-closing trial balances. This course provides the tools for the preparation of financial statements including Income Statements, Statements of Owners Equity and Balance Sheets.

DRESS CODE

(Replaces Dress Code policy on page 34 of the 2016 catalog)

Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students are required to wear their school issued shirts/scrubs at all times. For non-scrub issued programs, pants must be clean, fit properly, and be free of holes. Shirts must cover cleavage, shoulders, armpits and midriff at all times. All students must also wear their ID badges while on campus. Students found in violation of the dress code will be subject to disciplinary action. Administration and faculty are responsible for enforcement of the dress code.

The following items of clothing are not allowed:

- Shorts, pajamas, or sweats (PFT excluded while in school issued uniform)
- Halter tops, muscle shirts, tank or spaghetti strap tops
- Head gear, including sunglasses, headphones, ball caps and hoodies are not allowed in class (head scarves are only allowed for religious purposes)
- Sandals or flip flops
- Dresses or skirts more than four inches above the knee

Program Specific Dress Code Requirements:

SHOES:

Shoes must be closed-toe (preferably non-canvas), clean, and in good condition when in a lab setting. Athletic shoes are required.

DRESS:

All attire must be clean and free of wrinkles, stains or tears. Personal protective equipment must be worn in the labs as required.

NAILS:

Acrylic nails are not allowed in clinic/lab settings in the programs listed. Fingernails should be short and clean. Clear nail polish is allowed. (MA, DA)

HAIR:

Hair must be well-groomed. Hair past shoulder length must be tied back in a ponytail while working in the labs or on externship. (Trades Programs, MA, DA). Bangs that fall below the eyebrows must be secured back with bobby pins/barrettes when working in the lab. (DA)

JEWELRY:

Jewelry must be kept to a minimum and not dangle (i.e. large bracelets, hoop earrings, etc.). No visible facial or body piercings, tongue rings, or cartilage piercings allowed. (MA, MIBC, DA). All rings must be removed during labs. (DA) Ear gauges will be allowed as long as they are clear or flesh colored. (All Programs)

TATTOOS:

Tattoos should not be visible while on campus or externship sites. If visible, they must be covered with a band aid, make-up, or other acceptable methods. An exception to this policy will be made for tattoos on hands due to sanitation concerns. (MA, MIBC, DA)

***Students who violate the dress code policy will be sent home to change and will be counted absent for the time missed.**

EFFECTIVE: AUGUST 1, 2016

(The following is a correction to the 2016 catalog, page 14)

HEATING VENTILATION AND AIR CONDITIONING (HVAC)

Beginning January 1, 2017, any student wishing to enter the Heating Ventilation and Air Conditioning (HVAC) diploma program must complete a Criminal Background (CBC) screening Questionnaire that must be returned and passed prior to starting class.

EFFECTIVE: JUNE 30, 2016

The Medical Insurance Billing and Coding, diploma program is no longer offered at the Ft. Smith campus

EFFECTIVE: JUNE 18, 2016)

(The following statement is additional information to the Refund policy found on pages 18-20 in the 2016 Catalog)

Refund Computations for students enrolled in any Vista College campus will be based on the Texas Workforce Commission Career Schools and Colleges refund policy guidelines and are based on schedule clock hours of attendance through the last date of attendance. The determination of refunds will be calculated based on what is the most advantageous refund to the student.

EFFECTIVE: MAY 1, 2016-- Tuition changes:

(Replaces rates on page 62 in current 2016 catalog)

Program	Qtr Credits	Tuition	Books	Kit	Equipment/Fees	Total cost
Medical Assisting	69	\$25,200	\$200	\$0	\$125	\$25,525
Industrial Maintenance Mechanic	65	\$17,500	\$250	\$750	\$125	\$18,625

Response to Student Requests:

Vista College ensures timeliness of responses to students' requests by placing a requirement on response time of no more than 24 hours.

EFFECTIVE: MARCH 1, 2016

(correction to page 52 in the 2016 catalog—Course Descriptions)

DA107 Dental Procedures
Prerequisite: DA100-103; DA105

(correction to page 60 in the 2016 catalog—Course Descriptions)

MAS2330 In-Patient Care Skills
Prerequisite: MAS2210

MAS2335 Advanced Diagnostic Procedures
Prerequisite: MAS2210

(revised Academic Calendar 2016)

Make Up Day (Core classes)

Holiday	Make Up Day
1/18/2016	1/22/2016
5/30/2016	6/3/2016
7/4/2016	7/8/2016
9/5/2016	9/9/2016
11/24-25/2016	11/18 & 12/2/2016

(Effective: February 15, 2016)

(Replaces the language found on page 20 in the 2016 Winter catalog.)

MATCHING SCHOLARSHIP PROGRAM

Matching funds are available to full-time students who receive scholarships from any non-profit agencies, service clubs, or similar private organizations. Vista College will match the amount up to a maximum of \$1,000. **Vista reserves the right to reduce the match if credit balances are created.** Vista College may award up to \$50,000 per year in aggregate for this program. Students are required to provide proof of the outside scholarship award to the Office of Financial Aid. Acceptance will be noted on the Financial Aid Award Notice. All scholarship checks must be made payable to Vista College, LP. Matching funds are available to students receiving tuition assistance from the WIA (Workforce Investment Act), the TAA (Trade Adjustment Act), and the BIA (Bureau of Indian Affairs). Vista College will match the agency award up to a maximum amount. For detailed information regarding eligibility; students should contact their Financial Aid Officer. Agency Scholarships are awarded to eligible students as follows:

- Students with an executed ITA or Purchase Order will be packaged to match the amount of tuition approved on the ETPS website, by WIA, TAA or DARS.
- Students will be entitled to maximize their Pell eligibility and may receive funds not required to cover published tuition in the form of a stipend.
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.