



Catalog Addenda

Diploma/Certificate/Degree
Academic Year
2017

Volume 1
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**1200 S. Waldron Road Suite 122
Fort Smith, Arkansas 72903
(479) 310-9466**

Approved and regulated by the Arkansas Department of Higher Education Little Rock, Arkansas.

Accredited by the Commission of the Council on Occupational Education
7840 Roswell Rd, Bldg. 300, Ste. 325
Atlanta Georgia 30350
www.council.org

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.



School Catalog

Diploma/Certificate/Degree
Academic Year
2016

Volume 2

Publish Date: September, 2016

Effective: September, 2016 through December, 2016

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Welcome from the Chief Executive Officer

Vista College has just completed its thirtieth year of operation, and it gives me a chance to reflect on our success. Success doesn't just happen. Success is the result of a plan that is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is a diploma. This belief has resulted in disappointment for hundreds of capable graduates. Today it is important that every person be self-reliant. Our personal and national economies demand it. How then should people plan to assure themselves the greatest possibilities for happy and successful futures? There are three simple but vitally related factors which are essential but too frequently ignored: *interest, demand and potential growth.*

The most important item to remember in planning your future is that you must start with your interests. If you are interested in something, you will enjoy learning about it today and doing it tomorrow. Once you've spent your time and money on education it is important there be a demand for the services in which you were trained. Finally, explore the growth potential in the field you select and be sure the field will meet your expectations. Ambitious men and women properly trained do not want to stagnate; they want to progress and grow.

We are primarily a nation of business. The whole structure of our busy world depends largely upon properly trained office and medical personnel for successful operation. By recognizing the need to continue your education you have taken the first step in becoming a marketable individual. You have recognized the need to possess certain necessary skills if you are to compete in the rapidly changing job market. Business and industry thrives because of motivated people like you who want to contribute to the growth of our nation.

Vista College provides students with the opportunity to learn traditional concepts in the areas of medicine, business and industry. I personally challenge you to be the best that you can be. Not only while attending Vista College, but also once you have entered the job market as a graduate.

At Vista College students are in a unique community. Our philosophy is that each student is an integral part in the success of our school. Every student has individual needs and wants. We will treat you with the respect and dignity you deserve. Our goal is to make every student proud to be a part of Vista College. Our rewards will come from your accomplishments and successes obtained from your education. We want to be your educational family. Remember, you are the school!

If you consider yourself a motivated individual who sees the world as exciting and challenging, I invite you to explore this catalog and consider Vista College as your means to become an integral part of our ever changing and competitive world.



Jim Tolbert
Chief Executive Officer

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COLLEGE GOVERNANCE

Vista College and its subsidiaries are owned by Computer Career Center, LLC. Mr. Jim Tolbert, Mr. Louis Kenter, and Mr. Maneesh Chawla constitute Education Futures Management, LLC’s Board of Directors.

BOARD OF DIRECTORS

- Mr. Jim Tolbert
Chief Executive Officer
- Mr. Maneesh Chawla
Vice President and Secretary
- Mr. Louis Kenter
Vice President

CORPORATE OFFICERS

- | | |
|---|---|
| Mr. Jim Tolbert
Chief Executive Officer | Mr. Antonio Rico, Chief Administrative Officer
Campus Director – El Paso (Main Campus) |
| Mr. Kenneth Rourke
Chief Operating Officer | Ms. Sheila Gawne
Campus Director – Ft. Smith Branch Campus |
| Mr. Thomas Kiel
Chief Financial Officer | |

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Jim Tolbert
Chief Executive Officer – Vista College

This catalog is current as of the time of printing. Vista College reserves the right to make changes in course content, equipment, materials, organizations, policy, and curriculum as circumstances dictate, subsequent to publication. The school expects its students to have knowledge of the information present in this catalog and in other official publications.

Vista College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), the Age Discrimination Act and the Americans with Disabilities Act.

SCHOOL AFFILIATIONS
STATE APPROVING BODIES

Arkansas Department of Higher Education

ACCREDITING BODIES
Commission of the Council on Occupational Education

SCHOOL MEMBERSHIPS
Chamber of Commerce, Ft. Smith Arkansas

HISTORY OF THE SCHOOL

Computer Career Center was established in El Paso, Texas, on October 14, 1985. The school was first located at the El Paso Community College, Rio Grande Campus, and provided training to JTPA (Job Training Partnership Act) students through a joint effort with the El Paso Community College and the Upper Rio Grande Private Industry Council (URGPIC). The school moved to a new location at 8201 Lockheed, El Paso, Texas 79925 on June 20, 1986. L & W Chayes Enterprises, Inc., d/b/a/ Computer Career Center, purchased Control Data Multiskill Center, El Paso branch, on November 1, 1987. Computer Career Center became the successor of interest to existing contracts from Control Data Multiskill Center in El Paso.

On April 1, 1993, Computer Career Center's main campus relocated to its present location at 6101 Montana, El Paso, Texas 79925. The main campus provides occupational education to west Texas and southern New Mexico. The main campus is located at 6101 Montana Avenue in El Paso, Texas and shares over 34,000 square feet between two buildings. The facilities consist of multiple lecture rooms, medical and dental laboratories, computer labs, media center/library, administrative offices and conference rooms.

Computer Career Center opened an extension campus at 7731 North Loop Drive, El Paso, Texas 79915 on March 7, 2005. The Computer Career Center Extension campus teaches programs in allied health. An extension campus, located at 7731 North Loop Drive, opened in March, 2005 and consists of approximately 10,000 square feet of space. The facilities consist of administrative offices, classrooms, library, and medical and computer labs.

Computer Career Center, LP, purchased Computer Career Center on June 1, 2006. Computer Career Center, LP, is part of Education Futures Group, LLC, a Prospect Partners LLC portfolio company.

Computer Career Center opened a New Mexico campus at 850 N. Telshor, Suite F&G, Las Cruces, New Mexico, 88011 in the spring of 2007. This facility occupies 36,902 square feet of space and consists of multiple lecture rooms, medical and dental laboratories, computer labs, media center/library, administrative offices and conference rooms. The rooms are modern, well-equipped and provide adequate space for the approved programs.

Computer Career Center, LP purchased Texas Computer Training Institute (TCTI) on August 2007. In 2008, the school officially changed the name TCTI to Computer Career Center— Amarillo campus and Lubbock campus. In January 2010, the Amarillo branch campus moved to the present location at 3440 Bell Street. The school occupies three suites: #100; #206; and #212; and has a total of 35,509 square feet. The current facility has spacious classrooms, labs, library/media center, and administrative area. An additional extension is planned in Suite 204.

The Lubbock campus, located at 4620 50th Street, Lubbock, Texas is housed at two locations with a combined 38,699 square feet of space. Students have access to computer labs, medical labs, classrooms, skills labs, and adequate work space for cosmetology and skilled trades programs. Administrative offices and testing rooms are also available.

During 2009, Computer Career Center changed its name to Computer Career Center, a Division of Vista College.

Computer Career Center opened an extension campus at 5919 Brook Hollow, El Paso, Texas, 79925 in February 2010. The Computer Career Center Extension campus teaches programs in allied health and business. With over 35,000 square feet of space, the Brook Hollow location offers multiple classrooms, computer labs, medical and dental labs, media center/library, administrative offices, as well as houses the skilled trades programs. The total square footage of all facilities in El Paso is approximately 73,550.

Computer Career Center opened a Beaumont, Texas campus in December 2010. The facility, located at 3871 Stagg Drive, occupies 38,750 square feet of space and consists of administrative offices, multiple classrooms, medical labs, computer labs, and designated areas for the massage rooms.

Computer Career Center, a Division of Vista College changed its name to Vista College in 2011.

Vista College opened a Longview, Texas campus in September 2011. The Longview, Texas branch campus occupies 35,900 square feet of space. The facility utilizes current industry equipment found in medical and dental labs, computer labs, as well as multiple classrooms, media/library, and administrative offices. Space is also available for expansion and additional programs.

A campus in Killeen, Texas opened January 2013. The branch campus, located at 1001 S. Fort Hood Street in Killeen, Texas, began offering classes in January 2013. Occupying approximately 15,000 square feet of space, the facility consists of administrative offices, multiple classrooms, medical labs, computer labs, media/library, and adequate space for the cosmetology program. Space is also available for additional programs and future expansion plans.

A campus in College Station, Texas opened March 2014. The branch campus located at 2704 Texas Avenue South, College Station, Texas began offering classes April 2014. The school offered specialized vocational training and occupational education. Occupying approximately 18,680 square feet of space, the facility consists of administrative offices, multiple classrooms, medical labs, computer labs, media/library. Space is also available for additional programs and future expansion plans.

The first campus to open in Arkansas is located at 1200 S. Waldron Road, Ft. Smith, Arkansas. The school offers specialized vocational training and occupational education. The facility occupies approximately 25,827 square feet of space, which consists of multiple classrooms, medical labs, computer labs, media/library, and administrative offices. Space is also available for additional programs and future expansion plans. The Ft. Smith campus opens in January, 2016.

Vista College graduates are awarded diplomas and Associate degrees. Curricula are reviewed and developed through an Advisory Board whose members represent business, industry, and education. A Financial Aid Department, a Placement Department, and an Admissions Department supplement the Academic Department to help students achieve their career goals.

Accreditation:

- Vista College is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, and (770) 396-3898.

State Regulatory Agencies:

- The Associate of Applied Science Degrees and Diploma programs at the Ft Smith campus are approved and regulated by the Arkansas Department of Higher Education, 423 Main Street Suite 400, Little Rock, Arkansas 72201, (501) 371-2060.

MISSION AND OBJECTIVES

The mission of Vista College is to provide high quality, specialized career preparation or enhancement to meet and cope with technological changes resulting in employment and career success.

Vista College recognizes this is an era of accelerated changes and accepts the responsibility to aid its students in preparation for these changes by providing quality education and career guidance relative to the demands of an automated work place.

Consistent with its mission, Vista College has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered
- To teach classes utilizing instructor and computer-assisted learning techniques
- To cooperate with community employers and educational institutions to develop and revise curricula which include competency-based vocational skills training and traditional occupational classroom experiences for students
- To provide programs designed to meet the needs of allied health, business and industry while maintaining an awareness of individual student requirements
- To acquire and maintain data from graduates, employers, publications, and professional conferences which is organized and shared with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely
- To assist displaced workers in training and re-training of marketable skills
- To assist graduates in securing training-related careers
- To be an active member of the community by demonstrating concern for students who have special needs such as basic skills deficiencies, high school drop-outs, homeless, runaway or foster children, pregnant or parenting, offenders and disabilities which include learning or not work history and which can be addressed through skills training
- To maintain a professional positive integrity that serves as a role model for enrolled students

NON-DISCRIMINATION POLICY AFFIRMATIVE ACTION STATEMENT

The school requires all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified, or status as disabled or Vietnam-era veterans. This policy commits Vista College to provide equal admissions and hiring opportunities to all phases or aspects of student or employee recruitment, including but not limited to selection, placement, transfer, training, development, termination and all conditions or privileges of admission or hire.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101 – 226

The Drug Free Schools and Communities Act Amendment of 1989 requires as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

This program will be an ongoing prevention project that at a minimum will provide an annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student's program of study, to include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of
- Illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available

Vista College will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or use of a controlled substance during the period covered by employment or the period during which federal financial assistance is used for education.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Vista College gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree received

Students currently enrolled may request all or part of their directory information be withheld from the public by filing a written request with the Office of the Registrar. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records in writing, except as authorized under the law. Such exceptions include, but are not limited to agencies duly conducting authorized audits of school records, compliance with legally authorized court orders, and cooperation with law enforcement officials in official investigations. Students, parents of students considered “minors”, and guardians of “tax dependent” students have a right to inspect, review, request copies of, and challenge the contents of their educational records, but are responsible for the cost of such requested copies (\$1.00 per page not to exceed \$25 per request).

The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

CAMPUS SECURITY ACT

The purpose of the Campus Security Act of 1990 is to have Vista College collect and report statistics concerning occurrences involving security violations on campus during the most recent school year, and during the two preceding school years for which data is available. Data is collected for the following criminal offenses and reported to campus security authorities, the U.S. Department of Education and/or local police agencies: 1) murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary, 6) motor vehicle theft, and 7) hate crimes. In addition, the institution must also monitor off-campus organizations they recognize. Vista College does not recognize any off-campus student organizations; therefore, will not report occurrences concerning criminal activity in this category. Also, the institution must keep statistics concerning the number of arrests for the following crimes on campus: 1) liquor law violations, 2) drug abuse violations, and 3) weapons possessions. The act also requires that each school prepare, publish and distribute this information to all current students and employees, and to any applicant for enrollment or employees upon request.

It is the responsibility of employees and students of Vista College to report any type of wrong doing they witness on campus to a school official or Police Department (dial 911). “On campus” includes any building or property owned or controlled by Vista College in direct support of, or related to, its educational purposes, including any property where Vista College has entered into contractual agreement for its use.

The school official will fill out an incident report, which should include the following basic information: 1) date and time of report, 2) date and time of incident, 3) name, address, date of birth and other pertinent information about the victims, complainants, suspects, etc., 4) location of incident, 5) type of incident, 6) description (property, weapons, witness, vehicles, etc., 7) a narrative of what occurred, 8) name of institution. Copies of police reports are filed by type of offense (murder, rape, burglary, etc.) with copies forwarded to the Campus Director.

After the incident report has been filed, the administration will take appropriate action. During the day, the faculty and staff shall act as the security staff to secure entrances to the classrooms and administrative office areas. Each common area has a receptionist; one during the day and one in the evening to guard against breach in any security. In the evening, a staff person is available to walk students and employees to their cars. Each building has a minimum of

two emergency exits with security bar locks and lit exit signs. During student orientation, new students will be informed about the campus security procedures.

CAMPUS SEX CRIMES PREVENTION ACT

Effective October 2003, the law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. This information can be obtained by accessing the following link:

Arkansas

Students, faculty, and personnel may request information from the Arkansas Crime Information Center regarding convicted sex crime offenders. The website is located at <http://acic.org/citizens/Pages/sexOffenderInfo.aspx>. The official Internet source of public record information for sex offender registrations

The Act also requires sex offenders who are required to register in the State, to provide notice of each institution of higher education in the State at which the offender is employed, enrolled, or carries on a vocation.

Sex offender registry information may be used for: (1) the administration of criminal justice, (2) for the screening of current or prospective employee or volunteers; or (3) otherwise for the protection of the public in general and children in particular. Unauthorized use of sex offender registry information with the intent to harass or intimidate another is a Class 1 misdemeanor and may subject the person using such information to criminal prosecution. Any employee using sex offender registry information in an unauthorized manner will be subject to discipline up to and including termination.

Sex Offender Registration Act of 1997 can be found in Arkansas Code Annotated §12-12-901 -- 12-12-920

UNLAWFUL HARASSMENT

Vista College is committed to ensuring all members of the Vista College community (students, faculty, and staff) have the right to be free from sexual harassment by any member of the community. Should a student feel that s/he has been sexually harassed, the student should immediately inform the Campus Director or Director of Education. In the event the student is uncomfortable discussing the situation with a member of the campus community, the student may also call In-Touch Hotline at 1-877-241-0084. In-Touch is a confidential, anonymous, toll-free number for students and employees to use to report any unethical or questionable behavior.

Sexual harassment refers to sexual conduct that is unwelcome, offensive, or undesirable to the recipient including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Vista College has a zero tolerance for sexual harassment.

TITLE IX REGULATIONS

Vista College (herein known as “the Institution”) is committed to maintaining a learning environment that is free from inappropriate conduct based on gender. As required by Title IX, the Institution does not discriminate on the basis of sex in its education programs and activities, and it encourages any student who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any Institutional official, administrator, supervisor or the Title IX Coordinators.

Students are encouraged to report such incidents to the Vice-President of Compliance; employees and campus visitors are encouraged to report to the Vice-President of Human Resources. Reports of sex discrimination or sexual harassment can be made to the Institution at any time, however, the Institution encourages individuals to report such incidents as soon as possible after the date of the alleged incident so prompt action can be taken to investigate and resolve the complaint. A complaint should normally be filed within 90 calendar days of the occurrence of the alleged violation. However, circumstances may allow for an inquiry into alleged incidents outside the 90-day period. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the grading period in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that grading period.

No person is required to report sex discrimination or sexual harassment to the alleged offender.

- **Institutional Title IX Coordinator (including Students)**
Ms. Jody Cohen
Senior Vice-President of Compliance
Education Futures Group
300 N. Coit Rd, Suite 1400
Richardson, TX 75080
972-733-3431
jcohen@vistacollege.edu
- **Deputy Title IX Coordinator for Employees, Visitors and Contractors**
Mr. Terry Cooley
Vice-President of Human Resources
Education Futures Group
300 N. Coit Rd, Suite 1400
Richardson, TX 75080
214-929-7590
tcooley@vistacollege.edu

Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of sex discrimination or sexual harassment including sexual violence; see:
<http://www.hhs.gov/ocr/civilrights/complaints/index.html>

A complaint alleging sex discrimination or sexual harassment should be submitted, preferably in writing, to the Vice-President of Compliance or the Vice-President of Human Resources. The complaint should contain the following information:

- Name of the Complainant(s);
- Contact Information, including address, telephone, and e-mail;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s) as defined in this policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Complainant's signature and date of filing; and
- Any other relevant information.

The lack of information, such as but not limited to, the kinds or types listed above, may impact the Institution's ability to fully investigate a complaint.

ADMISSION

APPLYING FOR ADMISSION

The admissions procedure is based upon a free exchange of information between the applicant and the school, in cases where the applicant is applying to the school directly from high school, the applicant's high school diploma, or General Educational Development (GED) for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant is not accepted for a desired program; an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid with the application will be fully refunded.

The following requirements and procedures are established by Vista College for admission:

- Visit the school
- Complete the entrance interview with the Admission's department
- Sign the enrollment agreement
- Complete the financial arrangements prior to the class start
- Sign a statement of general health if enrolling in a medical program
- Complete the Admission process

Note: All applicants enrolling in a diploma or degree-granting program are admitted as regular students.

English as Second Language

Vista College does not provide English as a second language instruction. All classes and instructional materials and supplies are in English. The admissions procedure is based upon a free exchange of information between the applicant and the school, in cases where the applicant is applying to the school directly from high school, the applicant's high school diploma, or General Educational Development (GED) for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant is not accepted for a desired program; an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid with the application will be fully refunded. At this time, only the El Paso campus is authorized to enroll nonimmigrant students participating in the Student and Exchange Visitor Program (SEVP).

ACCEPTANCE

To qualify for acceptance each applicant must meet the following requirements:

- Prospective students must request copies of their official high school transcripts sent to Vista College. Prospective students may also present an original diploma. High schools must be recognized by Vista College to be eligible for enrollment. Transcripts from accredited post-secondary institutions and DD214s will NOT be accepted as proof of graduation. Prospective students may also provide copies of their passing GED test scores.
- In addition to possessing a high school diploma or GED, those wishing to enroll in Vista College must complete the Wonderlic Scholastic Level Exam (SLE) entrance assessment* **and pass with a minimum score of 11.** Prospective students can attempt the Wonderlic SLE test twice on their first visit. If the prospective student does not pass the test on their second attempt, they must wait 5 calendar days to re-test. If the prospective student fails to meet the required score at this time, they must wait 365 days to retest. Wonderlic scores are valid for 365 days from the last attempt and expire on the 366th day.
- Must be at least 17 years of age or older. Students under 18 must have a parent/legal guardian signature on the Enrollment Agreement.

*Vista College diploma graduates are not required to complete the Wonderlic SLE entrance assessment if they are enrolling into an associate degree program.

ALLIED HEALTH PROGRAM REQUIREMENTS

Vista College does not provide student health services. Students enrolled in allied health programs must complete an invasive procedures consent form prior to enrollment. Costs incurred from this requirement are **not** part of the published tuition or fee charges for programs. Allied health students without complete health records will not be able to begin externship training.

HEATING VENTILATION AND AIR CONDITIONING (HVAC) ADMISSION ACCEPTANCE POLICY AND PROCEDURE

In addition to the requirements listed above, students wishing to enter the Heating Ventilation and Air Conditioning (HVAC) program must also complete a Criminal Background (CBC) screening Questionnaire

First Appointment

Schedule an appointment with an Admission Representative and conduct interview. If HVAC is program of choice, complete the CBC screening questionnaire.

1. Set up for Wonderlic and candidate scores an 11 minimum.

2. Based on Wonderlic score and CBC screening questionnaire, candidate can choose a different program to enroll or allowed to proceed in HVAC Entrance process by scheduling a return appointment.
3. Provide student Financial Aid info packet.
4. Provide "Remember to bring" envelope/folder with return Appointment date and time.

Second Appointment

5. Student should provide proof of high school graduation or passing GED test scores for campus to make official copy.
6. Student sets appointment to return after a 72 hour business day allowance to get CBC results back.
7. 3 days after CBC completed, Registrar or test proctor will pull results and give to Director of Admission (DOA).
8. Admission Representative will contact candidate and confirm appointment to return and complete the Enrollment Application paperwork.
9. ANY Issue on the background check must be reviewed by the Program Director/DOE with the student immediately by appointment. This will require additional disclosure signed or may halt the process all together.
10. Return appointment to pay \$25.00 Application fee, complete Enrollment Application and meet with Financial Aid.
11. Once packaging is complete, all fees paid, proof of graduation (POG) received, and CBC returned and approved, if Wonderlic SLE score is 11 or higher, HVAC candidate may receive acceptance immediately into the HVAC Program when they reach complete status.

RE-ENTERS

Students who wish to re-enter Vista College after having voluntarily withdrawn for any reason from their program of study may restart upon review and approval. A student who was academically dismissed may apply for re-entry after sitting out for at least one full grading period. Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next grading period. Tuition will be assessed proportionally based on previous credit(s) earned. Re-entry students will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Satisfactory Academic Progress, prior balances, fees, and/or financial obligations to the school *must* be reviewed before the student will be permitted to re-enter.

Students who have previously attended but did not graduate and are returning to the same program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee, registration fee and Wonderlic exam. Students who have previously attended but did not graduate and are returning to a different program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee and registration fee.

WITHDRAWAL FROM COURSES

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Director of Education. The official withdrawal form, which can be obtained from the Registrar, should be submitted in writing to the Director of Education. Student should contact the Registrar's office for details. Such withdrawals will be effective as of the date the written request is date stamped on the email. A third party, other than a designated school official, may not request a student withdrawal without the expressed written authorization of the student.

SPECIAL STATUS STUDENTS

Applicants accepted or enrolled in other accredited institutions of higher education or applicants who wish to enroll in individual class(es) may register for individual courses and are admitted as special status.

TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Vista College may change programs within their institution by completing a Request for Program Change Form. The Director of Education, Business Office Manager, and a representative from the Financial Aid office will review each request and sign the form prior to it being approved. Credits will be evaluated by the Director of Education and applied toward the new program if applicable. For a class to be eligible for transfer credit, a student must have successfully completed the course with a minimum grade of "D". No program change

can occur in the middle of a course. If a student has graduated or withdrawn from Vista College and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Students may transfer course credit from other post-secondary public or private institutions accredited by an agency recognized by the US Department of Education for up to 75% of their program. Transfer of credit(s) will be based on an evaluation of the academic transcript by the Director of Education.

Courses approved for transfer must have a final grade of a “C” or better and meet the following criteria:

- The transferring course must at a minimum equal the credit of the Vista College course
- Content must be comparable in nature (i.e. Business Management for Business I)
- Remedial (below 100 level) coursework is not transferrable
- Content must match the course objectives
- Courses must apply toward the graduation requirements in the student’s program of study
- Credits must have been completed within the past 7 years (with the exception of Cosmetology & Massage Therapy hours and General Education courses)

To ensure an adequate and fair assessment, students may be required to provide Vista College with a course catalog containing the course description and/or a syllabus from the previous institution. Transfer credit evaluation outcomes are final. If a class does not transfer, the student is eligible to take the test-out for the course (if applicable) in accordance with the policy outlined in the catalog.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Policies regarding the acceptance of transfer credits vary from institution to institution. The acceptance of such credits is left to the discretion of the institution to which an individual transfers.

Students planning to transfer are urged to contact the school they wish to attend. Some institutions may accept Vista College courses for credit, while other institutions may not accept the credits.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

VETERANS

VA student’s using military benefits are required to submit and accept credit transfers whenever possible. Students with military experience need to submit a military transcript or a Joint Services Transcript. American Council on Education provides details on how to interpret a military transcript.

GENERAL EDUCATION CREDIT TRANSFER

Students transferring in with the number of credits required general credits based on their degree, can receive a block transfer equal to the number of general education credits required to complete the degree. Should the enrolling student only have some but not all of the credits to satisfy the requirements, the courses will have to be transferred in on a course by course basis .

PROFICIENCY CREDIT

A student may request credit for some courses in the curriculum based on the student’s prior work or educational experience. All requests must be submitted no later than three weeks prior to the course start date and be completed before the course begins. Students must demonstrate above average “retained knowledge” of the course material. Academic credit for the course will only be received if the student passes the course final exam with a minimum 85% grade. The final exam must be administered by the Program Director of Director of Education. Due to the large amount of hands-on competency, proficiency credit is not available for all courses. Please see chart below for eligible courses. Proficiency credit may be accepted for some 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, the 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. A fee \$200 will be charged to all students taking the exam to request proficiency credit. Payment must be made in certified funds.

A student cannot receive Federal Title IV financial assistance for proficiency credit. All tests and supporting documentation for proficiency credit will be retained in the student’s academic file.

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

COURSE ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name/Title	CLEP Subject Examination	Required Score
GE201	Introduction to College Mathematics	College Algebra <u>or</u> College Mathematics	50
GE203	Introduction to Psychology	Psychology, Introduction	50
GE204	English Composition I	College Composition	50
GE205	English Composition II	College composition <u>or</u> College Composition Modular	50
BA106	Economics	Microeconomics, Principles of <u>or</u> Macroeconomics, Principles of	50
BA101	Management	Principles of Management	50
GE202	Introduction to Computer Science	Information Systems and Computer Applications	50
BA103	Business Law	Introductory Business Law	50

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the school should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with the school policy, admissions applications and supporting documentation for students who applied but did not start will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein, will not be permitted without written consent of the student. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available. Subsequently, upon presentation of acceptable identification to the Campus Director, a student or other authorized party will be permitted supervised access to copies of the documents. The student or third party will be responsible for upfront payment of copying costs (\$1.00 per page not to exceed \$25 per request). Payment must be made in certified funds.

PAYING FOR COLLEGE

FINANCIAL AID

Students enrolled in a diploma or degree-granting course at Vista College are encouraged to apply for financial aid. The amount of financial aid an individual student may receive is dependent upon many factors, including current legislation, the amount of funds allocated to Vista College and student need according to a nationally accepted formula applied uniformly to all individuals.

Vista College has various financial aid programs available to assist qualified high school graduates, recipients of a GED.

The college participants in the following Federal Student Aid programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- William D Ford Direct Loan Program

Federal Grant Programs available to students who qualify are the Federal Pell Grant, Iraq and Afghanistan Service Grants, and the Federal Supplemental Educational Opportunity Grant (FSEOG). Grant aid is free money that does not have to be repaid.

The Federal Direct Loan Program (FDLP) is available to assist students who qualify in meeting the cost of attaining an education at Vista College. A loan is money you borrow and must repay with interest.

Additional information regarding federal student aid programs is available on the www.studentaid.gov website.

Vista College's academic year is defined as thirty (30) weeks of instructional time in which a full-time student is expected to complete 36 quarter-credit hours.

Students enrolled in the Associate degree-granting programs must enroll for a minimum of 12 quarter-credits per academic term to be considered full-time students. Academic term is defined as 10 weeks (not applicable to clock-hour programs). Students are advised to seek an appointment with a representative of the Office of Financial Aid as early as possible. A Financial Aid Officer will provide information regarding all financial aid programs in which the school participates.

TUITION AND FEES

Vista College reserves the right to modify tuition and other charges upon sufficient notice to students. Updates to tuition and fees can be found as an addendum for this catalog.

Announced tuition changes will not apply to students who maintain continuous attendance or return to the institution within 180 days from their last day of attendance in a program of study.

- Registration Fee – The registration fee is assessed upon acceptance and attendance of class unless the student is not accepted for enrollment or meets the conditions of cancellation as outlined in the refund policy.
- Tuition – Tuition charges are assessed and payable as arranged when the student enrolls. The charges for each program are detailed in the tuition section located at the back of this catalog.
- Application Fee – Assessed to each student applying for enrollment to Vista College.
- Proficiency/Test Out Fee – Assessed to all students wishing to earn credit based on the student's prior work or educational experience.
- Transcript – Students are provided one transcript at no charge. Once all financial obligations to Vista College are satisfied transcripts will be released. Additional official transcripts are \$5 each. Payment must be made in certified funds.
- Certificate/Diploma – Students are provided one certificate of completion or diploma at no charge. Additional diplomas are \$10. Payment must be made in certified funds.

CANCELLATION POLICY

A full refund will be made to any student who cancels an enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will

also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

The refund computations for students enrolled in campuses located in Arkansas will be based on the Arkansas State Board of Private Career Education refund policy guidelines and are based on scheduled clock hours of attendance through the last date of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance. The determination of refunds will be calculated based on the most advantageous refund to the student.

Institutional Refund Policy

CANCELLATION POLICY: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement . **TO CANCEL THIS TRANSACTION AFTER ENROLLMENT CONTRACT IS SIGNED – MAIL, DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE (OR ANY OTHER WRITTEN NOTICE).**

- (1) A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.
- (2) If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25).
- (3) If the student has contracted with a school to pursue a distance education program, or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction whichever comes first.
- (4) If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.
- (5) All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card the credit receipt shall serve as proof of the refund.
- (6) At the time of completion of home solicitation sale:
 - (A) The seller shall furnish the buyer with a fully completed receipt, **AND**
 - (B) A copy of any contract or agreement pertaining to such sale at the time of its execution which shall show the name and address of the seller, the date of transaction, **AND**
 - (C) Contain in boldface type, of a minimum size of ten (10) points, a statement in substantially the following form:

ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS, OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION. This statement shall be in immediate proximity to the space reserved for the signature of the buyer, in the contract, agreement or receipt.

- (D) The buyer may cancel by written notice mailed to the seller, preferably by certified or registered letter.
- (E) If in the event the buyer cancels, the seller shall return to the buyer within thirty (30) calendar days of the cancellation:
 - (i) Any payments made,
 - (ii) Any goods or other property, received as a trade-in (or a sum equal the trade-in allowance given therefore), **AND**
 - (iii) Any note or other evidence of indebtedness given by the buyer to the seller pursuant to or in connection with the sale.

- (F) After cancellation the seller shall have thirty (30) calendar days to take possession of any property left with the buyer.
- (7) The effective date of the termination, for refund purposes, shall be the last day of attendance.
- (8) The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as 46 these materials are needed.
- (9) In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees is due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.
- (10) Schools shall publish and adhere to a refund policy:
 - (A) The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.
 - (B) All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
 - (C) The refund shall be based on the cost and length of the program. All tuition beyond the current 10 enrollment period shall be refunded when a student terminates.
 - (i) At completion of less than twenty five percent (25%) of the program, the refunds shall be made on a pro rata basis.
 - (ii) At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
 - (iii) At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
 - (iv) At completion of 75% or more of the program no refund is due the student.
- (11) Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

Refund Policy for Students Called to Active Military Service

A student of the College who withdraws as a result of the student being called to active duty in a military service of the United States or the Arkansas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the programs; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - 2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Council on Occupational Education Refund Policy

The Council on Occupational Education (COE) refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition
- (ii) After the first 10% of the period of financial obligation and until the end of the first 50% of the tuition
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition

- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Students will be held responsible for any monies still owing to Vista College and will be billed accordingly. The effective date of termination is stated above.

If tuition is collected in advance of entrance and if after expiration of the 72-hours cancellation privilege the student does not begin class, not more than \$100 shall be retained by the College.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made books will be billed accordingly to the student. Once these materials have been issued "used" no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or misrepresentations by the owner or representative of the College.
- The program of study is discontinued by the College and this prevents the student from completing the program.

Refunds will be totally consummated within 45 days after the effective date of termination for students who withdraw or who are terminated by the College. Upon request by a student or any state or federal department the institution shall provide an accounting for such amounts retained within five workdays. Refunds for graduates and completed students will be consummated within 60 days.

Return of Title IV Funds - Department of Education/Vista College

The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD) using the Return of Title IV calculation.

Since Return of Title IV Funds regulations do not prohibit a school from developing its own refund policy, Vista College must comply with refund policies required by state or other outside agencies. Vista College uses the Texas Workforce Commission, Career Schools and Colleges (TWC) refund policy as it is most advantageous to students. These policies will not affect the amount of Title IV Aid the student has earned under the Return calculation even though the institution, state or other agency refund policy will determine the charges a student may owe after withdrawing.

Definitions:

R2T4 – Return of Title IV Funds - Calculation that is required when student either withdraws, drops or does not fully complete their program and is eligible for Federal Title IV Funds to assist in funding their education.

Title IV Funds – T4

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Direct subsidized/Unsubsidized Loan

Federal Plus Loan

Iraq and Afghanistan Service Grants

BOM – Business Office Manager

COS – Change of Status

NOT – Notice of Termination

Withdrawal “*student initiated*”- Officially enrolled students who decide to cease attending any or all courses.

Dismissal “*school initiated*”- *Student* who has been dismissed from the institution for either failing to meet Satisfactory Academic Progress or Attendance requirements.

Official or Unofficial – A Withdrawal is always Official. A Dismissal is Official if you are dismissing the student for any reason other than 8 days out. Dismissals for 8 days out are always unofficial.

DOD – The Date of Determination for a Withdrawal/Drop should always be the day the student made the campus aware of their intent to withdraw or the date the school determined the student was no longer in attendance.

LDA – The student’s last day of attendance

NSLDS WDRWL Date – The student’s last day of attendance

DJA – Deborah Johns and Associates – Third-party servicer Education Futures Group/Vista College contracts with to assist in our financial aid processing

PWD – Post-withdrawal disbursement

Financial Aid R2T4 Process – Vista College

The Registrar, upon notification that a student is requesting to be withdrawn from the school and their program or has determined that a student must be withdrawn, must complete a *Change of Status Form* and *Notice of Termination*.

This form will be forwarded to the Financial Aid Office once the student has concluded their meeting with the Registrar or School Director. At this time, the Registrar will send over the withdrawal paperwork to the Financial Aid Office.

The Financial Aid Representative will conduct the exit loan interview with the student. The Financial Aid Representative will direct the student to complete the *Rights and Responsibilities Summary Checklist – Exit Counseling* and the *Student Contact Information* forms. The student will be notified during the exit interview that they will be contacted within 1 to 2 weeks by the Business Office Manager with the exact amount they may owe the institution as a result of the Return of Title IV Calculations and with the amount of any returns made by the R2T4 calculation. In the case of an unofficial withdrawal – the student will be notified by e-mail to complete the exit counseling and complete the Student Contact information forms when they are notified of their withdrawal calculations and amounts owed or returned.

The financial aid specialist will process the R2T4 paperwork and calculations in the CampusVue management system. They will then forward R2T4 form to DJA. DJA will in turn review and complete R2T4 calculations and return it back to the corporate office within 3 to 7 days of receiving from the institution. Once received back from DJA, The financial aid specialist will review to ensure that the DJA paperwork and the CampusVue calculations agree and will process any Returns necessary according to the calculations. Corporate Accounting will monitor the fiduciary bank account activity to ensure that returns are cleared timely and accurately. They will post the R2T4 return to the student’s account in CampusVue. Once the withdrawal calculation has been performed, funds will be returned electronically to the appropriate Title IV program indicated below in #10 within 45 of the date of determination. As noted above, students will be notified by mail of their withdrawal calculation and any returns or balances to the institution.

The R2T4 calculation will be performed in accordance with the regulations and requirements of the Department of Education as follows:

Return to Title IV Formula: To determine the amount of earned and unearned Title IV Financial Aid the following operations must be performed.

- 1) Determine Amounts Disbursed and Amounts that Could Have Been Disbursed for each applicable Title IV Aid Fund.
- 2) Determine percentage of Title IV Aid Earned
- 3) Determine amount of Title IV Aid Earned by the student
- 4) Determine the Amount of Title IV Aid to be Disbursed or Returned
- 5) Determine the institutional charges for the payment period or period of enrollment
- 6) Amount of Unearned Title IV Aid Due from the School

- 7) Initial Amount of Unearned Title IV Aid Due from the Student
- 8) Determine if a post withdrawal disbursement is due the student
- 9) The school must return the lesser of:
 The amount of Title IV funds that the student does not earn; or
 The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.
- 10) Return of Funds by the School for the payment period which they are earned and disbursed are returned in the following order:
 - Direct Unsubsidized Loans
 - Subsidized Loans
 - Federal PLUS Loans
 - Federal Pell Grant
 - Federal SEOG (Supplemental Educational Opportunity Grant)
 - Iraq and Afghanistan Service Grants

11) Initial Amount of Unearned Title IV Aid Due from the Student. The student is responsible for all **unearned** Title IV program assistance that the school is not required to return. The initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned. This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

Repayment of the Student's Loans: The student loans that remain outstanding consist of the loans disbursed to the student minus any loans the school repaid. These outstanding loans are repaid by the student according to the terms of the student's promissory notes.

Grant Funds to be Returned: The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds **disbursed or could have been disbursed** by the student for the payment period or period of enrollment.

The initial amount of unearned Title IV grant aid due from the student is found by subtracting the loans to be repaid by the student from the initial amount of unearned aid due from the student.

The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student.

Return of Grant Funds by the Student The student is obligated to return any Title IV overpayment in the same order that is required for schools.

Grant overpayments may be resolved through: full and immediate repayment to the institution; repayment arrangements satisfactory to the school; or overpayment collection procedures negotiated with Debt Resolution Services.

The above determinations are calculated using the approved R2T4 Department of Education worksheet and in accordance with regulations.

Post-Withdrawal Disbursements

If the student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. If the student receives more Title IV Aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order. Post-withdrawal disbursements must be made from available grants before loans.

Post-withdrawal disbursement of loan funds must be offered within 30 days of the date the school determined the student withdrew. Post-withdrawal disbursement of grant funds must be disbursed within 45 days of the date the school determined the student withdrew. The school may credit post-withdrawal disbursements toward unpaid institutional charges and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew. Any portion of a post-withdrawal disbursement not credited to the student's account must be offered as a disbursement to the student (or parent in the case of a PLUS loan).

All post-withdrawal disbursements must be made from eligible disbursements in accordance with regulations and verification requirements.

INSTITUTIONAL SCHOLARSHIPS

Vista College offers a variety of institutional scholarships to students enrolling for the first time and for students who have graduated from a diploma program enrolling into a corresponding degree program. Scholarships are also available to veterans, their spouse, and dependents.

VISTA MILITARY SCHOLARSHIP PROGRAM

This Vista Scholarship is intended to assist the eligible student in obtaining an affordable college education leading to gainful employment with as little student loan debt as possible.

Eligibility Information:

Student is eligible to participate in one of the following programs:

- MGIB Montgomery GI Bill, Post 911 Bill, Yellow Ribbon
- My Career Advancement Account (MyCAA)
- Survivor & Dependents Educational Assistance (DEA)
- Selected Reserve Program or Reserve Educational Assistance Program (REAP)
- A COE and Transcripts must be provided
- Military and Yellow Ribbon Scholarships may not be combined with other institutional scholarships
- 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.

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.

SOCIAL SECURITY BENEFITS

Certain full-time students may receive Social Security benefits if a parent or the legal guardian of a student is receiving payments or was a recipient of Social Security and is now deceased.

- *Such students should apply directly to the Social Security office.*

NATIVE AMERICAN STUDENTS

Members of an American Indian (Native American) tribe may be eligible for financial assistance through the Bureau of Indian Affairs or tribal council. Verification of Indian ancestry and tribal membership are generally required to be eligible for assistance; for more information contact the Bureau of Indian Affairs.

VOCATIONAL REHABILITATION

Vocational Rehabilitation (VR) has several programs to assist individuals pursuing new career paths. The purpose of VR is to equalize employment opportunities for those persons who because of accident, disease, or congenital deformity, have an impairment that constitutes a barrier to employment or preparation for it. For detailed information concerning these programs contact the local rehabilitation office.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Participants must be deemed eligible for WIOA services prior to enrollment at Vista College. The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately prepared for obtaining unsubsidized employment. For detailed information concerning these programs contact the local rehabilitation office.

VETERAN'S AFFAIRS

The Veterans Commission approves Vista College to provide educational services for veterans and other eligible persons. New students should apply for VA educational benefits at least 60 days prior to the start of the academic quarter for which they wish to receive benefits. As part of the application process the new student must see the Financial Aid Director to complete application instructions and to receive important information. Students entitled to educational benefits normally receive a check from the Veterans Administration each month. It is the student's responsibility to notify the Office of Financial Aid of any changes in course load or dependents.

Students receiving VA benefits and requesting Leave of Absences will experience an interruption of benefits and will be reported to the VA office. Benefits will be restored when the VA student returns from an approval Leave of Absence as scheduled. The VA office will then be notified.

***Students taking advantage of the Military Scholarship are not eligible for additional institutional scholarship*

REGISTRATION/REGISTRAR

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

At the time of application for admission, individuals must provide their legal name as it appears on the student's social security card. After submission of the application for admission, any name changes must be reported in writing to the Office of the Registrar.

In the case of a name change because of marriage or divorce, legal documentation to identify the name under which the record is to be maintained must be provided. In the case of a legal name change, a copy of the court order for the Office of the Registrar.

CLASSIFICATION OF STUDENTS

- **Full-time** – Students enrolled in a minimum of 12 academic credits per quarter or term. For clock hour programs, students are considered to be full time.
- **Non-credit** – Students enrolled in continuing education, contact hours courses and seminars, or single-subject courses.

STUDENT RESPONSIBILITY FOR REGISTRATION

Information regarding the conditions and criteria for student enrollment and registration is contained in this catalog. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to registration and enrollment.

NEW STUDENT ORIENTATION

New student orientation is an advisory service offered prior to each start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students are strongly encouraged to attend an orientation session to ease the transition into the school environment.

RECEIPT OF CLASS SCHEDULES

All students in good financial standing receive an official class schedule before classes are scheduled to begin. All students should be familiar with the class/course program as published in the School Catalog.

CLASS SCHEDULES AND BREAK TIMES

Ten minute breaks are given as appropriate. There are no breaks scheduled for lunch hours. The following class times are approximate and may vary campus to campus. A clock hour is defined as 50 minutes. *Note: The actual number of class hours required for completion of specific certificate, diploma, or degree program may vary. Class hours are estimates in the competency-based courses and intended as a general guide to the amount of time necessary to complete course requirements.*

Morning Class Schedule			
8:30 AM to 1:00 PM (4.5 hours) Monday - Friday		8:00 AM to 1:00 PM (5 hours) Monday – Friday <i>Medical Assisting Only</i>	
Class Hours (Start/End)		Class Hours (Start/End)	
8:30 AM	9:20 AM	8:00 AM	8:50 AM
9:30 AM	10:20 AM	9:00 AM	9:50 AM
10:30 AM	11:20 AM	10:00 AM	10:50 AM
11:30 AM	12:20 PM	11:00 AM	11:50 AM
12:30 PM	1:00 PM	12:00 PM	1:00 PM
Evening Class Schedule			
5:30 PM to 10:00 PM (4.5 hours) Monday - Friday		5:00 PM to 10:00 PM (5 hours) Monday – Friday <i>Medical Assisting Only</i>	
Class Hours (Start/End)		Class Hours (Start/End)	
5:30 PM	6:20 PM	5:00 PM	5:50 PM
6:30 PM	7:20 PM	6:00 PM	6:50 PM
7:30 PM	8:20 PM	7:00 PM	7:50 PM
8:30 PM	9:20 PM	8:00 PM	8:50 PM

9:30 PM	10:00 PM	9:00 PM	10:00 PM
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STUDENT/TEACHER RATIO

The maximum student/teacher ratio for all classes that are being taught at Vista College will conform to the following:

- Theory – 30 to 1 Student/Teacher Ratio
- Laboratory– 20 to 1 Student/Teacher Ratio

ACADEMIC

GRADING SYSTEM

To assist students in assessing progress in their course work, the following grading system will be used:

GRADING STRUCTURE

A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failing	Below 60	0
I	Incomplete	Not computed	Not Computed
W	Withdrawn	Computed	Not Computed
NC	Non-Credit	Not Computed	Not Computed
T	Transfer Credit	Computed	Not Computed
PE	Proficiency Credit	Computed	Not Computed
AU	Audit	Not Computed	Not Computed
WM	Withdrawn Military	Not Computed	Not Computed
WX	Withdrawn prior to Add/Drop period	Not Computed	Not Computed

DEFINITION OF GRADES

A, B, C, D = The student has satisfactorily met course requirements and has earned credit

for the course.

F = The student has not satisfactorily met course requirements and must repeat the course. “F” credits count as attempted and earned credits.

I = The student has not completed the course requirements. The grade of “I” may be awarded only for Externship. For purposes of grade point and satisfactory progress, the “I” grade will not be included in the computations. In the event the “I” is not converted to a final grade, a course grade of “F” will be recorded as the final grade.

W = The student withdraws after ADD/DROP period (after the 12th calendar day). Students receiving a “W” have not met the minimum objectives of the course and must repeat the course in order to receive credit. “W” credits count as attempted but not earned credits.

WX = Students who withdraw prior to the ADD/DROP period. They are not included in maximum time frame or cumulative grade point average.

NC = Indicates the course is a non-credit course. They are not included in maximum Time Frame (MTF) or cumulative grade point average.

T = Indicates the student passed a similar course at another institution and earned a grade of 'C' or higher. They are included in MTF but not included in the cumulative grade point average.

PE = The student passed a proficiency test to earn credit for the class. They are not included in MTF or cumulative grade point average.

AU = Indicates the student attended class but was not required to complete all the activities. Students wishing to audit a course must request permission from the Director of Education before the class starts. They are not included in MTF or cumulative grade point average.

WM = Exclusively used for students who are called into military action when they are enrolled and they do not have time to complete the course activities.

Note: Students whose enrollment is cancelled prior to posting attendance do not receive grades.

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

When a student takes the same course more than once, all grades received remain on the student's transcript but only the last grade is used in calculating cumulative grade point average. However, all courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses and will need to meet with his/her representative in Financial Aid for pricing details.

PROGRESSIVE EVALUATIONS

Grades will be distributed to students at the end of each grading period by the Registrar or Director of Education. Student progress evaluations and academic advising is provided at the end of an academic term, which is defined as 10 weeks. The following occurrences may cause scheduling conflicts and/or delay your estimated graduation date:

- Withdrawing from class
- Changing class schedule from day to night or night to day
- Failing a course

DEFINITION OF ACADEMIC QUARTER

Vista College's academic quarter for certificate, associate, or diploma programs is defined as 10 weeks. The grading period shall not exceed 8 weeks.*

DEFINITION OF CLOCK/CREDIT HOUR CONVERSION

Credit hours for certificate, associate, or diploma programs are converted using the following method:

- one quarter credit is awarded for each 10 clock hours of lecture
- one quarter credit is awarded for each 20 clock hours of laboratory
- one quarter credit is awarded for each 30 clock hours of externship

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (CGPA) will be calculated at the end of each grading period for each student. Student progress reports will be issued to students at the end of each grading period by the Office of the Registrar.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to maintain satisfactory academic progress toward successful completion of their program of enrollment. The following standards will govern satisfactory progress.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR CREDIT HOUR PROGRAMS

SAP & Maximum Time Frame for Completion for the Program

Satisfactory academic progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required credits for completion of their program of study (quantitative assessment) for each student. Students must be able to complete the program within the maximum program length (MPL), i.e., 1.5 times the length of the published credit hours.

At the end of each quarter or payment period, the school will assess the qualitative and quantitative progress of the student. Students must demonstrate progress in the program at each of the evaluation points.

The cumulative grade point average (GPA) will be calculated at the end of each grading period for each program. The calculation will be based on all quarter credit hour courses completed during the program of study. In all calculations, a grade of "I" (Incomplete) or a "W" (Withdrawal) will be treated as zero (0) credits earned. When the incomplete work is submitted and a final grade is assigned, the cumulative GPA will be recalculated and the academic status adjusted as appropriate.

According to federal regulations, federal student aid (Title IV) recipients must maintain satisfactory academic progress (SAP) toward achievement of their certificate, diploma, or degree. All students, regardless if a Title IV recipient, are evaluated at the end of each term or payment period in order to assess continued financial aid eligibility and academic standing. In order to remain in good standing, students must meet both a cumulative qualitative and cumulative quantitative measurement, as described below. Additionally, students must be able to complete their program of study within maximum time frame. Maximum time frame is defined as 1.5 times the published length of the program as measured in credit hours.

<i>Cumulative Qualitative Component</i>	<i>Cumulative Quantitative Component</i>
2.00 Cumulative Grade Point Average (C Average)	67% Completion of Attempted Credits*

When a student fails to satisfy SAP requirements, they will be placed on Financial Aid/Academic Warning or Financial Aid/Academic Probation or Financial Aid/Academic Suspension and may lose eligibility to receive federal student aid.

Satisfactory Academic is calculated at the end of each academic term. An academic term is defined at 10 weeks for all credit based programs.

Status Definition: At each pre-determined evaluation point, students will be placed in one of the following four categories:

Good Standing

Students who have met both SAP measurements are considered to be in good standing. No notification or further action needs to be taken.

Financial Aid/Academic Warning

A student will be placed on Financial Aid/ Academic Warning the first time they reach an academic term and are determined to have not met one or both SAP measurements. Warning status lasts for one academic term, during which the student may continue to receive federal student aid. Students who are placed on Financial Aid/Academic Warning will be reinstated to good standing at the end of the academic term if they are deemed to be meeting both SAP requirements. All students on Financial Aid/Academic Warning should complete an academic plan with the Director of Education or their designee.

Financial Aid/Academic Probation

Students who do not meet one or both of the SAP measurements for a second consecutive academic term may be placed on Financial Aid/Academic Probation and may receive federal student aid if the student is

able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within maximum time frame. Students who are placed on Financial Aid/Academic Probation will be reinstated to good standing at the end of the evaluation period if they meet both SAP requirements.

Financial Aid/Academic Suspension

A student will be placed on SAP Suspension if they do not meet satisfactory academic progress for a third consecutive academic term. At this time the student will lose eligibility to receive federal student aid. The student may be able to continue their education with alternative funding arrangements as long as they are able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum time frame.

A student may not progress from Financial Aid/Academic Suspension directly to Good Standing. However, they may be eligible to return to Financial Aid/Academic Probation and reinstate Title IV funding provided they meet both SAP criteria by the next evaluation point and are able to successfully appeal the SAP decision.

Evaluation Process

Students receive academic advising at the end of each grading period. However, satisfactory academic progress evaluations occur at the end of each term as described below. Students who have not met satisfactory academic requirements upon evaluation are provided notification.

1. Students are evaluated at the end of each ten week term, twelve week term, or payment period as appropriate per their program of study and start date.
2. Students who have met both satisfactory academic progress measurements are considered to be in good standing.
3. Students who have not met one or both of the measurements for the first time will be placed on *Financial Aid/Academic Warning* and will remain eligible to receive federal funds. Academic progress will be evaluated at the end of the subsequent term or payment period. A student on *Financial Aid/Academic Warning* will be reinstated to good standing at the end of the subsequent term or payment period if they are deemed to be meeting both satisfactory academic progress requirements.
4. Students who have not met one both of SAP measurements for the second consecutive academic term will be placed on *Financial Aid/Academic Probation* provided the student is successful in appealing the SAP decision. Students placed on *Financial Aid/Academic Probation* are not eligible to receive federal aid unless:
 - a. The student is able to successfully appeal the SAP decision, and
 - b. The student has been placed on an academic plan that demonstrates the student will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum timeframe. The Director of Education is responsible to develop and monitor academic plans. An academic plan may be modified as appropriate as long as it continues to demonstrate the student will be able to meet progress requirements upon graduation. The academic plan will include a date for which the student is expected to meet SAP requirements which will be the next SAP evaluation checkpoint.
5. Students placed on *Financial Aid/Academic Probation* will be reinstated to *good standing* at the end of the subsequent academic term or payment period if they are deemed to be meeting both SAP requirements.
6. Students who have not met satisfactory academic progress requirements for a second consecutive term or are not meeting the requirements of their academic plan will be placed on *Financial Aid/Academic Suspension*, provided the student is successful in appealing the SAP decision, and will no longer be eligible to receive federal aid and may be dismissed from the program. A student may not progress from *Financial Aid/Academic Suspension* directly to *good standing*. However they may be eligible to return to *Financial Aid/Academic Probation* and reinstate Title IV funding provided they are meeting both satisfactory academic progress requirements and are able to successfully appeal the SAP decision.

APPEALS FOR SATISFACTORY ACADEMIC PROGRESS

SAP Appeals

A SAP appeal may be approved based on undue hardship when the failure to make satisfactory academic progress occurs. Generally speaking, there should be a causal link between the special circumstances and poor academic performance. However, any circumstance that cannot be directly linked to performance during the term and/or would continue to affect future performance is not considered grounds for a successful appeal.

It is the responsibility of the campus to determine whether the circumstances that lead to the academic problems will continue to interfere with the student's progress before approving a SAP appeal. If the problems are ongoing, the student should not take classes until such time as the circumstances affecting the student's performance has been resolved. If the student has corrected the problem, then it is reasonable to expect that the student's grades will improve during the next evaluation period, and the appeal should be approved.

The following is a list of events that indicate there may have been mitigating circumstances that negatively affected academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization
- Illness of a family member where the student is a primary caretaker
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where was no alternative method of transportation
- Temporary incarceration

Factors Affecting SAP

Program Change – A student may change their program of study. Only courses applicable to the current program of study are included in evaluating satisfactory academic progress. Students must be meeting the institution's attendance requirements in order to be eligible for a program change. Students may only change their program of study once during their period of enrollment at the school.

Transfer Credits – Courses accepted for transfer credits will be included in the cumulative quantitative calculation. The cumulative qualitative calculation is unaffected by accepted transfer credits.

Drop/Add Period – Courses that are dropped during the drop/add period earn a grade of WX. The cumulative quantitative and qualitative calculations are unaffected by a grade of WX.

Grade of W – Courses that are dropped after the drop/add period but earn a grade of W are included in the cumulative quantitative calculation. They are not included in the cumulative qualitative calculation.

Grade of Incomplete – Courses that are graded as Incomplete are not included in the cumulative qualitative evaluation but are included in the cumulative quantitative component. With special approval by the Director of Education, a student may have the opportunity to complete required coursework within 7 calendar days from the last day of class. Failure to submit all required work within this timeframe may result in a failing grade for that term. Once a grade earned is posted, the qualitative calculation will be updated and the student may be deemed to have not met academic progress for that term. Financial aid disbursements may be delated as a result of incomplete grades.

Audited Courses – Courses that are being audited are not included in the cumulative qualitative or quantitative calculation.

Repeated Courses – When a course is repeated, the most recent grade is included in the cumulative qualitative calculation but both attempts of the course are included in the cumulative quantitative calculation.

Grade of PE – Courses assigned this grade is not included in the cumulative qualitative, but is included in the cumulative quantitative calculation.

Grade of NC, WM – Courses assigned these grades are not included in the cumulative qualitative calculation.

Re-entry Student – upon re-enrollment, students who are not meeting academic progress requirements in their program of study may be eligible for federal funds if the student is assigned an academic plan that demonstrates the student will be able to meet academic progress requirements upon graduation. Students currently placed on Financial Aid and Academic Probation must also successfully appeal their aid eligibility. The student will be considered to be on *Financial Aid Probation* upon re-enrollment in this instance. Students who are not able to meet both satisfactory academic progress requirements within maximum time frame and upon graduation will not be considered for re-enrollment.

Appeals Process

Students on Financial Aid/Academic Probation or Financial Aid/Academic Suspension are required to appeal in writing to remain eligible to continue their program of study. Those who wish to appeal are responsible for submitting the following information to the Director of Education by the deadline given to the student during their initial SAP notification meeting; which should be no later than 12:00 PM on the last day of the first week of the new evaluation period. Appeals submitted after the deadline may not be considered:

1. A completed SAP Appeal Application which outlines:
 - a. A description of the extenuating circumstances that affected the student's ability to meet satisfactory academic progress requirements. The extenuating circumstances must be temporary in nature and directly linked to their performance for that term.
 - b. An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
 - c. An outline of what the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.
2. Supporting documentation which provides evidence of the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letter from the court, a doctor's note, attestations from non-related people who are aware of the situation, etc.

At the time in which a completed appeal packet is received, the SAP Appeal Committee will convene to review the documentation and make a decision as to whether or not the appeal is approved. Members of the SAP Appeal Committee should consist of a minimum of three members including the Director Education, Director of Financial Aid and Program Director/Lead Instructor or their designee.

Students on Financial Aid/Academic Probation whose appeal is granted will retain eligibility for Title IV (federal student aid) funds. Upon approval, the Director of Education will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members, and given to the Registrar to be placed in the student's academic file.

Students on Financial Aid/Academic Suspension whose appeal is granted will not retain eligibility for Title IV (federal student aid) funds but may continue their program of studies provided alternative funding has been arranged. Upon approval, the Director of Education will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to completed tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members, and given to the Registrar to be placed in the student's academic file.

If the circumstances dictate that the student will require more than one academic term to meet progress standards, the appeal may only be approved by the Corporate Director of Education and /or Sr. Vice President of Operations. However, a complete review of the student's progress must be made at the end of each grading period to determine if the student is meeting the requirements of the academic plan.

If the committee determines that the student's appeal is denied, all charges accrued for the grading period should be removed. The student should then be issued a WX for their current course and placed in dismissed status. The student may appeal only once per grading period through the appeal process and determination for each appeal will be decided based on the documentation and rationale provided at that time.

Regaining Eligibility for Federal Financial Aid (Title IV)

Students can regain eligibility for federal student aid by meeting the requirements of the satisfactory academic progress (SAP) policy, or continuing to meet the requirements of an academic plan and/or successfully appealing a SAP decision and being placed on an academic plan that demonstrates their ability to meet SAP upon completing the program.

DEGREES AND DIPLOMAS

Degrees and diplomas are awarded upon satisfactory completion of all courses in a student's program. Neither a degree nor a diploma will be issued and nor will record of graduation from a program be posted to a student's academic record until successful completion of the all requirements for graduation are met. If a student does not complete the necessary credit or courses for graduation, under certain circumstances, a certificate of completion indicating the amount of credit hours earned will be awarded.

GRADUATION REQUIREMENTS

Vista College awards diplomas for successful completion of full-time day and/or evening programs. Students must meet diploma/degree requirements as outlined in the School Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be competed at Vista College. **Diplomas will not be awarded if the highest grade recorded for a course is "F", "W", or "I".**

A student must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Vista College.

Students must be in good financial standing prior to receiving their diploma/degree.

ATTENDANCE

ATTENDANCE POLICY

Students are expected to attend each class meeting for every class in which they are officially enrolled. The instructor of each course will provide the student with a course syllabus that identifies the attendance requirements and a statement of the course objectives, including grading criteria.

The following guidelines will be used to assure minimum attendance standards will be maintained by all students:

- Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete information concerning the student attendance and progress.
- A student attending Vista College shall be terminated when he or she is absent for eight (8) consecutive school days and does not return on the 9th day and ten (10) consecutive days and does not return on the 11th day for the 5 day per week Medical Assisting Program or is absent more than 20% of a course while on attendance probation, whichever occurs first.
- Seminar students whose absences exceed no more than 5% of the total course time hours for a program may be made up. Make-up work shall be supervised by an instructor approved for the class being made up; require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; be completed within two weeks of the end of the grading period during which the absence occurred; be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and be signed and dated by the student to acknowledge the make-up session.
- Students using veteran benefits to attend Vista College will have attendance monitored until the time that the student drops, graduates, or completes the program. FOR VA STUDENTS - Unsatisfactory attendance will be reported to the DVA. Therefore, the attendance policy (more than 20% of the total program and/or being absent eight (8) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.
- Make-up work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Make-up work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, and appointment

with a government agency, jury duty or other situations approved by the Director of Education. Reasons for absence must be documented. It is the student's responsibility to contact instructors for assignments during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. An absence does not excuse program obligations required for satisfactory progress. A maximum of one week from the original date an assignment, report, or test was due or two days after the end of term, whichever comes first, is allowed for makeup, unless otherwise stipulated by the school policy or the instructor.

TARDINESS

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action up to and including attendance probationary status. Students arriving more than five (5) minutes late for a class or that leave prior to the end of class will be considered "tardy" or "left early." Tardiness and early departures affect the student's overall education and attendance.

ATTENDANCE PROBATION

Students, whose absences exceed 20% in a course, will be placed on Attendance Probation during the next attempted course. If a student exceeds 20% absences in a course while on Attendance Probation will be terminated and will not be eligible to reapply for at least one full grading period. However, no students will be withdrawn if they are in the last quarter of their program.

LEAVE OF ABSENCE

The College does not grant Leaves of Absence with the exception of the students called to "Active Military" duty.

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.

GENERAL INFORMATION

REPEATING COURSES

Vista College offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. Once a student exhausts all scheduled hours in their programs, additional laboratory time must be scheduled with the Director of Education/Registrar. Students repeating courses/classes are subject to additional fees.

AMERICAN WITH DISABILITIES ACT

Vista College recognizes that students with disabilities wish to pursue a full range of occupational educational opportunities and integrates students with disabilities into existing programs. Reasonable accessibility to our programs is provided through combined efforts of the school, community and state service agencies. Students with disabilities should contact the Campus Director, Director of Education or Admission's Office to request and complete the Reasonable Accommodation Request Form. To ensure individual needs and assistance can be assessed in ample time student are encouraged to submit the form well in advance of registration. Students with disabilities are provided with a wide range of services including academic advising, admission assistance, and individual support.

STUDENT SERVICES

A variety of student services is available to assist the student's need(s). The following briefly describes the services made available. Vista College may also provide students with contact information to multiple resources to assist with personal needs. Vista College does not provide personal counseling.

CAREER SERVICES

Career Services are available for both graduates and currently enrolled students. Particular attention is given to matching graduates with prospective employers and positions that are compatible with their career goals, qualifications and experiences. Individual consultation with Career Services staff concerning job search

strategies is encouraged. Information concerning employment assistance may be obtained by contacting the Career Services Department. Vista College does not guarantee employment or a starting salary upon graduation, completion or withdrawal from Vista College.

LEARNING RESOURCE CENTER

The Learning Resource Center also provides online access to EBSCO online library. The Learning Resource Center contains reference tests and periodicals directly related to vocational and occupational computerized business/medical training. These reference materials supplement texts and other related instructional materials are used in all programs offered at the institution.

STUDENT ACTIVITIES

Vista College recognizes an obligation to help students develop and promote activities that will expand their cultural, social, and community service awareness and involvement. The administration encourages participation and provides professional support and guidance in all student activities.

STUDENT HONOR SOCIETY

Vista College Honor Society is composed of students with a scholastic average of 3.75 G.P.A. or better and has maintained at least a 90% attendance record. All candidates for membership shall have completed at least nine (9) credit hours prior to being considered for membership. All students who meet and maintain eligibility requirements in academics and attendance requirements shall be admitted to candidacy for election to membership. Continued eligibility shall be reviewed on a regular basis considering academics, attendance, service, leadership and character.

HOUSING

Vista College does not provide institutional housing. Upon written request, out-of-town students will be provided assistance in locating suitable housing.

PARKING

Parking is provided to those students with automobiles. Vista College may require registration of students' vehicles. The school reserves the right to require a registration fee to assure parking lot security. There are reserved visitor parking places to be used only by visitors to the school.

- Students must obey all parking ordinances. Vista College is not responsible for any damage to any vehicle on the premises or nearby. Vista College strongly recommends that no valuables be left visible in any automobiles parked on the premises or nearby.
- Individuals who park their vehicles in spaces designed for use by handicapped must display an official handicapped parking permit obtained from the city. Vehicles parked in handicapped parking, which do not bear an appropriate permit, will be ticketed by the city police and subject to being towed at the owner's expense.

TELEPHONE

Vista College accepts no responsibility for relaying phone messages to students. However, the school will make every reasonable effort to contact students in case of an emergency. The school receptionist will receive all calls, determine the type of message, and initiate delivery procedures. All cell phones and pagers must be set to vibrate/ringer off mode while in classrooms and labs. Cell phone conversations must take place in the student break room or outside of the building and away from the entrance.

GUESTS

Guests must register at the receptionist desk. Children under the age of 17 are not permitted in the labs or classrooms.

CHILDREN ON CAMPUS

Vista College's policy states that no child under the age of 17 may be on the campus unless they are under the constant supervision of an adult. Children are not allowed on the campus without constant adult supervision. Under no circumstances will children be allowed in the school's classrooms.

FOOD AND BEVERAGE

All food must be consumed in the Student Lounge. No food is allowed at any time in the classrooms or labs. Beverages with a lid are allowed in the classroom, but at no time are they allowed in the lab.

LOST AND FOUND

Vista College is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Campus Director serves as the office for lost and found. Students are responsible for reporting lost items immediately and for checking to see if lost items have been recovered.

EMERGENCY EVACUATION

Vista College, in cooperation with the local Fire Department, developed an emergency evacuation plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. **NO ONE** should leave the premises until the emergency has ended because your absence could cause undue concern on the part of the emergency personnel.

SOLICITATION

Solicitation is illegal on the grounds of Vista College. Individuals who are encountered soliciting should be reported to the Campus Director. If a recognized organization of Vista College wishes to raise funds as part of a service project, permission from the Campus Director must be obtained prior to scheduling.

SCHOOL CLOSING

In the event of snow, ice or any weather condition that could or would cause hazardous travel conditions, students should use good judgment concerning whether or not to attend class. In no event should unnecessary risks be taken in the attempt to attend class. The decision to close school due to emergency situations will be communicated by your Campus Director via TV, radio, phone chain, voice mail, etc. Make-up hours for classes missed due to weather will be posted.

STUDENT HEALTH AND SAFETY (ERGONOMICS)

Healthy Keyboarding Usage

- Use light touch when typing
- Keep your wrists in a neutral (straight) position
- Make sure your elbows are at a slightly open angle – 90 degrees or greater
- Keep your shoulders relaxed and your elbows at your side
- Don't use wrist rests or armrests while typing-only while resting
- Stay centered on the lettered part of the keyboard
- Consider using keyboard shortcuts or macros to repeat common tasks

Monitor

- Follow the 20/20/20 Rule (20 second break every 20 minutes, look at least 20 feet away)
- Keep a clean screen

Mouse

- Use your elbow-not your wrist –to move the mouse
- Limit the amount you use your tracking device
- Use keyboard shortcuts
- If surfing the web or editing a long document, consider a mouse with a scroll wheel
- Don't click too hard
- Make sure your holding your mouse correctly
- Avoid letting your fingers “hover” above the mouse or trackball buttons
- Use a light grip
- Don't hold the mouse when not in use
- Keep wrists in a straight or “neutral” position
- Try switching hands occasionally

- Using a trackball, consider placing padding or a rest under your elbow

Healthy Sitting Posture

- Keep open angles (knees at 90 degree angle)
- Keep thighs parallel with the floor
- Recline slightly
- Avoid pressure points
- Rest your feet flat on the floor
- Move around, making slight adjustments to sitting posture

STUDENT POLICIES

STUDENT CONDUCT AND DISCIPLINE

Students must observe Vista College code of conduct and govern themselves in a professional manner. A mutual respect of individual rights must exist between students and fellow students as well as students and staff to insure a positive learning atmosphere. Students whose actions constitute misconduct will be subject to disciplinary action by Vista College that may lead to suspension or termination. Courteous behavior and professional conduct, appropriate to the professional environment is to be displayed at all times. Inappropriate conduct and/or communication may be a cause for suspension or termination. Every student is subject to federal and state law respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which Vista College administration feels would endanger members of the Vista College community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Director of Education and/or Campus Director.

The following offenses are considered misconduct and may result in dismissal from Vista College:

Offense Related to Person

An offense related to a person is committed when a student:

- Intentionally or knowingly and without authority or consent limits and/or restricts the freedom of a person to move about in a lawful manner.
- Threatens by any means, intimidates or uses physical or sexual force in a manner than endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm
- Intentionally harasses another person including but not limited to impeding another persistently or wronging or bothering another persistently
- Engages in any activity related to other persons that are prohibited by law or court order.

Offenses Related to Property

An offense related to property is committed when a student:

- Knowingly and without consent or authorization possesses, removes, uses, misappropriates or sells the property or services of another person or Vista College.
- Intentionally or negligently damages or destroys property owned or in the possession of another person of Vista College
- Obtains the property of another person by misrepresentation or deceptive means
- Enters or uses Vista College facilities or property without consent or authorization
- Commits a computer-related offense

Offenses Related to the Operation of Vista College

An offense related to the operation of Vista College is committed when a student:

- Engages in illegal, obscene or indecent conduct on Vista College property or at a Vista College sponsored event
- Forges, alters, possesses, duplicates or uses documents, records, keys or identification without consent or the authorization of appropriate Vista College officials
- Engages in solicitation in or on Vista College property or involving the use of Vista College property unless such solicitation is approved by appropriate Vista College officials
- Intentional acts to impair, interfere with or obstruct the orderly conduct processes and functions of Vista College
- Violations of the Copyright Policy
- Violations of the Internet Access and Usage policy
- Actions that bring the name or reputation of Vista College into disrepute
- Smoking (including the use of e-cigarettes) in the building or within 25 feet of any entrance

Offense Related to Welfare Health or Safety

An offense related to welfare, health or safety is committed when a student:

- Uses, possesses or manufactures without Vista College authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property
- Falsely reports a fire, activates emergency warning equipment or communicates false information regarding the existence of explosives or hazardous materials on Vista College property
- Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated
- Fails to leave a building, streets, walks, driveways or other facilities of Vista College when directed to do so by a Vista College official having just cause to do so
- Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law
- Violation of the Vista College Drug and Alcohol abuse policy

Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to Campus Director's approval.

DRESS CODE

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. (PFT)

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, PCT, MLT, MT, VT, 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, PCT, MLT, MT, VT, 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, PCT, MLT, MT, VT, 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, PCT, MLT, MT, VT, DA)

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

INTERNET ACCESS AND USAGE POLICY

The use of Vista College Internet access equipment is intended for Vista College related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by Vista College. Distribution of confidential information about staff members, customers, and Vista College is strictly prohibited.

Vista College reserves the right to audit information that is accessed through the Internet to ensure that non-business related use of Vista College equipment does not impact business needs. Personal use of the Internet is limited and supervised. Vista College does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. Vista College prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

HIGHER EDUCATION OPPORTUNITY ACT

Notice of Vista College Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a 'fair use' and therefore may be a violation of the law. A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

Vista College's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Vista College's policies prohibit use of the Vista College computer network and institutional equipment to engage in illegal copying or distribution or copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

STUDENT GRIEVANCE PROCEDURE

Vista College provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with their instructor or administrative personnel. If the issue is not resolved to the student's satisfaction, the student shall review the grievance with all parties concerned.

We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Vista College administration against any party involved. Students must address their concerns about an educational program by following the school's grievance process outlined below.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved.

Step 2 – Grievance or complaints not resolved with the individual instructor or staff member should be discussed with the Director of Education. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.

Step 3– If the matter is not resolved to the student's satisfaction in Step 1, the student should submit a written, dated and signed statement to the Campus Director. Within ten (10) business days of the receipt of the written statement, the Campus Director will arrange for a preliminary meeting with the student to discuss the grievance, and the Campus Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The Campus Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the Campus Director's findings, conclusions, and reasoning. The student's written complaint, together with the Campus Director's decision, will become a permanent part of the files of the parties involved.

The Campus Director's decision is considered final at the institutional level. If a student is still not satisfied, the student may direct unresolved issues to Education Futures Group (EFG) at the following address:

Education Futures Group
Attn: Compliance

300 N. Coit, Suite 1400
Richardson, TX 75080
or call EFG at (972) 707-8569

The student may also contact the:
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

The student in Arkansas may also file a complaint with:
ICAC Coordinator
Arkansas Department of Higher Education
114 East Capitol
Little Rock, AR 72201
Information on filing a complaint with ADHE can be found on ADHE's website
at <http://www.adhe.edu/Pages/home.aspx>

DIPLOMA PROGRAMS OF STUDY

The following programs of study are approved and regulated by the Arkansas Department of Higher Education, 423 Main Street, Suite 400, Little Rock, AR 72201. Programs are accredited by the Commission of the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, Georgia 30350, 800-917-2081.

Business Administration
Dental Assistant
Heating, Ventilation, and Air Conditioning (HVAC)
Industrial Maintenance Mechanic
Information Technology
Medical Assisting
Phlebotomy for Healthcare Professionals

Effective 2011: To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, "out of class work" has been incorporated into courses offered for each program. Please refer to course syllabi for "out of class work" assignment details. §668.8(1).

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certifications as defined in Arkansas Code §6-61-301.

BUSINESS ADMINISTRATION

The Business Administration diploma program is a comprehensive course of study designed to provide graduates with the knowledge and skills needed in today's automated business environment. Having been exposed to accounting, marketing, human resources, finance, and economic theories, graduates may find entry-level employment in offices, government agencies, or other business-related environments. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
BA100	Business I	90/00/00	9.0
BA101	Management	90/00/00	9.0
BA102	Accounting	90/00/00	9.0
BA103	Business Law	90/00/00	9.0
BA104	Business II*	90/00/00	9.0
BA105	Computerized Accounting Systems*	20/70/00	5.5
BA106	Economics*	90/00/00	9.0
BA107	Business Computer Information Systems*	70/20/00	8.0
		630/90/00	67.0

TOTAL CLOCK HOURS: 720

ESTIMATED COMPLETION TIME: 40 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

DENTAL ASSISTANT

The Dental Assistant program is designed to prepare students to function effectively as integral members of dental health teams. Students are given instruction in performing chair-side assisting procedures, patient care, tray preparation for specific procedures, and maintaining accurate patient and dental charting records. The program includes instruction in rubber dam and matrix band applications, dental material manipulation and applications, patient education, post-operative instructions, coronal polishing, fluoride applications, and infection control procedures. Additionally, job-seeking techniques and interpersonal skills are also addressed. Graduates of the Dental Assistant program will be prepared to seek employment in dental offices or related business. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
DA100	Introduction to Dentistry	60/30/00	7.5
DA101	Dental Sciences	90/00/00	9.0
DA102	Practical Infection Control	30/60/00	6.0
DA103	Dental Materials	30/60/00	6.0
DA104	Preventive Dentistry*	30/60/00	6.0
DA105	Dental Radiography*	30/60/00	6.0
DA106	Dental Office Management*	30/60/00	6.0
DA107	Dental Procedures*	00/90/00	4.5
DA211	Dental Assistant Externship*	00/00/180	6.0
		300/420/180	57.0

TOTAL CLOCK HOUR: 900

ESTIMATED COMPLETION TIME: 50 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.

***DA211 – All courses must be completed before beginning externship.**

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

The Heating, Ventilation, and Air Conditioning (HVAC) program is designed to train students in the installation, servicing and maintenance of a wide variety of refrigeration, heating, and air conditioning equipment. A graduate of this program may find employment with HVAC dealerships, HVAC installation and service vendors, HVAC manufacturing companies, or as maintenance workers. Upon completion of the program a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/HOURS	QUARTER CREDIT HOURS
HV100	Basic Refrigeration	45/45/00	6.5
HV101	Introduction to Electricity	45/45/00	6.5
HV102	Brazing, Soldering, Piping	45/45/00	6.5
HV103	Sheet Metal Fabrication and Duct System	45/45/00	6.5
HV104	Air Conditioning*	45/45/00	6.5
HV105	Heating*	45/45/00	6.5
HV106	Commercial HVAC*	45/45/00	6.5
HV107	Commercial Refrigeration*	45/45/00	6.5
		360/360/00	52.0

TOTAL CLOCK HOURS: 720

ESTIMATED COMPLETION TIME: 40 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

INDUSTRIAL MAINTENANCE MECHANIC

The Industrial Maintenance Mechanic program is designed to provide students with a foundation in industrial plant and production machinery installation, maintenance, repair, and fabrication. Areas of study include the mechanics of machines used in businesses, trade math and blueprint reading, layout, piping, tubing, hydraulics/pneumatics, lubrication principles and analysis, diagnostics, troubleshooting, and repair of industrial machinery, and preventive, predictive, and precision maintenance. Students will learn the safe use of rigging techniques, how to function as a safe and productive part of the maintenance team, and supervisory skills and crew leadership, including types of machines, such as pumps, valves, hydraulic/pneumatic, and bulk material handling. Graduates of this program are prepared to seek employment in entry-level industrial maintenance positions such as facilities maintenance technician, machine adjuster, industrial machinery mechanic, maintenance worker, and fixer or over-hauler found in companies that maintain industrial production and processing machinery or refinery and pipeline distribution systems. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
CFT100	Basic Craft Skills	45/45/00	6.5
IMM101	Industrial Mechanics Tools and Techniques*	45/45/00	6.5
IMM102	Trade Math, Drawings, and Diagrams*	45/45/00	6.5
IMM103	Lubrication Principles and Analysis*	45/45/00	6.5
IMM104	Layout, Piping, and Plates*	45/45/00	6.5
IMM105	Hydraulics*	45/45/00	6.5
IMM106	Heat and Pneumatic Systems *	45/45/00	6.5
IMM107	Alignment*	45/45/00	6.5
IMM108	Troubleshooting and Preventive Maintenance*	45/45/00	6.5
IMM109	Supervisory Skills and Crew Leadership*	45/45/00	6.5
Total		450/450	65.0

TOTAL CLOCK HOURS: 900

ESTIMATED COMPLETION TIME: 50 weeks

*Indicates prerequisites are required. Students must complete prerequisite courses prior to entry into this course.

INFORMATION TECHNOLOGY

The Information Technology diploma program is designed to prepare students for entry level employment in the IT field. The program prepares students with the skills and knowledge needed to set-up, maintain, troubleshoot, and repair computers and small computer networks. Graduates will leave the program with the hands-on experience, customer service skills, and A+ & Net+ certifications expected by today's employers. The Information Technology diploma program prepares graduates for positions such Help Desk Analyst, Customer Support Representative, Technical Support Specialist, Network Installer, and Field Service Technician. Upon completion of this program a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials	45/45/00	6.5
INT102	Windows Fundamentals	45/45/00	6.5
INT103	Introduction to Networking	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design*	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT211	Information Technology Capstone Externsip*	05/00/180	6.5
		320/315/180	52.0

TOTAL CLOCK HOURS: 815

ESTIMATED COMPLETION TIME: 45 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

MEDICAL ASSISTING

The Medical Assisting diploma program is designed to provide students with an understanding of the medical office environment and administering to the needs of both patients and doctors. Students will have opportunities to study and learn about administrative, clinical, and laboratory procedures; phlebotomy; EKG procedures; medical terminology; anatomy and physiology; record keeping; insurance billing; and pharmacology. Job-seeking techniques and interpersonal skills are also addressed. Graduates of the Medical Assisting program will be prepared to seek employment in doctors' offices, hospitals, and related businesses. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination & Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
		420/420/180	69.0

TOTAL CLOCK HOURS: 1020

ESTIMATED COMPLETION TIME: 45 weeks

*Indicates prerequisites exist. Students must complete prerequisite course prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.

MAS2399 – All courses must be completed prior to externship.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

PHLEBOTOMY FOR HEALTHCARE PROFESSIONAL*
(short-term program)

This course will cover the anatomy and physiology of the cardiovascular system and address the legal and ethical issues associated with being a Phlebotomist. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood cultures specimen collection on adults, children and infants. Emphasis will be placed on infection prevention; proper patient identification; proper labeling, handling, processing, and accessioning of specimens; quality assurance.

Requirements to enroll in this program:

- a. Proof of graduation from a high school recognized by Vista College or passing GED scores
- b. graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant)
- c. or provide sufficient employment documentation in a medical environment

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
PH101	Phlebotomy for Healthcare Professionals	20/25/00	3.0
		20/25/00	3.0

TOTAL CLOCK HOURS: 45

ESTIMATED COMPLETION TIME: 2.5 weeks

***This course is only approved by the Arkansas Department of Higher Education**

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

The following programs of study are approved and regulated by the Arkansas Department of Higher Education, 423 Main Street, Suite 400, Little Rock, AR 72201 and the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Ste. 325, Atlanta, Georgia 30350, (800) 917-2081.

Associate of Applied Science in Business Management

Associate of Applied Science in Information Technology

Associate of Applied Science in Medical Assisting

Associate of Applied Science in Medical Insurance Billing and Coding

To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, “out of class work” has been incorporated into courses offered for each program. Please refer to course syllabi for “out of class” work assignments details. §668.8(1)(2)

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certifications as defined in Arkansas Code §6-61-301.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

The Associate of Applied Science in Business Management program provides students an opportunity to acquire knowledge, skills, competencies, and training for careers as entry-level managers. Students learn the functions of management, planning, organizing, leading, and controlling. Also, students become familiar with different types of management styles, human resource management, and production and operations management. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ HOURS	QUARTER CREDIT HOURS
BA100	Business I	90/00/00	9.0
BA101	Management	90/00/00	9.0
BA102	Accounting	90/00/00	9.0
BA103	Business Law	90/00/00	9.0
BA104	Business II*	90/00/00	9.0
BA105	Computerized Accounting Systems*	20/70/00	5.5
BA106	Economics*	90/00/00	9.0
BA107	Business Computer Information Systems*	70/20/00	8.0
BA208	Human Resources Management*	90/00/00	9.0
BA209	Production and Operations Management*	90/00/00	9.0
BA210	Strategic Management and Implementation*	90/00/00	9.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
		1170/90/00	121.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

The Associate of Applied Science degree in Information Technology program with an emphasis in Networking Administration prepares students for entry level employment in the IT and Networking fields. The program prepares students with the skills and knowledge needed to set up, maintain, troubleshoot and repair computers and a variety of computer networks. Graduates will leave the program with the hands-on experience, customer service skills, and A+, Net+, and CCNA certifications expected by today's employers. The Associate of Applied Science degree in Information Technology program prepares graduates to advance in into specialized areas of the IT field. Graduates can expect to obtain such positions such as Network Technician, Help Desk Analyst, IT Technician, Desktop Support Specialist, and Technical Support Specialist. Upon completion of this program an Associate of Applied Science degree is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials	45/45/00	6.5
INT102	Windows Fundamentals	45/45/00	6.5
INT103	Introduction to Networking	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT208	Enterprise Routing and Switching*	45/45/00	6.5
INT209	Client Network Implementation*	45/45/00	6.5
INT210	Windows Server Security*	45/45/00	6.5
INT211	Information Technology Capstone Externship*	05/00/180	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
		725/450/180	98.0

TOTAL CLOCK HOURS: 1355

ESTIMATED COMPLETION TIME: 75 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

The Associate of Applied Science in Medical Assisting program is designed to provide students with an understanding of the medical office environment and administering to the needs of both patients and doctors. Students will have opportunities to study and learn through a body systems approach to provide administrative and clinical patient care. Each course includes system-specific information in terminology, anatomy and physiology, pharmacology/dosages/math, law and ethics, administration and technology competencies, documentation and electronic medical records, safety/OSHA regulations, clinical competencies, and professionalism and soft skills. Graduates of the Medical Assisting, AAS program will be prepared to seek employment in doctors' offices, hospitals, and other related businesses. Upon completion of the program, students are awarded an Associates of Applied Science degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination and Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2210	Essentials of Healthcare Management *	60/60/00	9.0
MAS2330	In-Patient Care Skills (<i>Elective A</i>) *	60/60/00	9.0
MAS2335	Advanced Diagnostic Procedures (<i>Elective A</i>) *	60/60/00	9.0
OR			
MAS2350	Managing Compliance in Healthcare (<i>Elective B</i>)*	60/60/00	9.0
HRM2355	Human Resource Management (<i>Elective B</i>)*	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II *	45/00/00	4.5
Total		870/600/180	123.0

TOTAL CLOCK HOURS: 1650

ESTIMATED COMPLETION TIME: 80 weeks

* Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

NOTE:

1. Students choose either the “Elective A” track or the “Elective B” track.
2. Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.
MAS2399 – All courses must be completed prior to externship.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INSURANCE BILLING AND CODING

The Associate of Applied Science in Medical Insurance Billing and Coding program focuses on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Graduates from the program may seek employment in hospitals, urgent care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding clerks. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
HP100	Medical Terminology	90/00/00	9.0
HP101	Anatomy and Physiology	90/00/00	9.0
HP102	Medical Office Procedures	70/20/00	8.0
HP103	Computerized Medical Billing	45/45/00	6.5
HP104	Pharmacology*	70/20/00	8.0
MB105	Introduction to CPT/HCPCS Coding*	45/45/00	6.5
MB106	Introduction to Diagnostic Coding*	45/45/00	6.5
MB109	Health Information Management*	45/45/00	6.5
HP207	Introduction to Electronic Medical Records*	45/45/00	6.5
MB208	Advanced CPT/HCPCS Coding*	45/45/00	6.5
MB209	Advanced Diagnostic Coding*	45/45/00	6.5
MB211	MIBC Externship*	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
		905/355/180	112.0**

TOTAL CLOCK HOURS: 1440

ESTIMATED COMPLETION TIME: 80 weeks

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

MB211 – All courses must be completed prior to externship.

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

COURSE DESCRIPTIONS FOR ALL PROGRAMS

Theory	10 contact hours = 1 quarter credit
Lab	20 contact hours = 1 quarter credit
Externship	30 contact hours = 1 quarter credit

BA100 BUSINESS I

CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Business I is comprised of an overview of the nature of business including the goal of business and the study of economic systems. Students are introduced to major aspects of the business environment.

BA101 MANAGEMENT

CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Management covers the concepts, terminology, principles, theories, and issues that relate to field of management. The course provides students with an overview of introductory management and organization of functions. Students are instructed in integrate behavioral and system approaches into the traditional analysis of business. Students are exposed to decision making and planning strategies while developing leadership skills.

BA102 ACCOUNTING

CONTACT HOURS: THEORY – 90 LAB – 0(90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Accounting 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 through the use of T-analysis, 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. Students are instructed in the beginning phases of the accounting cycle, debits, and credits and how to analyze transactions using T-accounts.

BA103 BUSINESS LAW

CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Business Law includes an overview of the types of laws such as Constitutional law, statutes, torts, criminal and contract law, and emphasizes the role of law in business and society including government regulations, consumer protection, environmental laws, worker health and safety, employment discrimination and other laws effecting business. Students are informed about the legal system as it relates to business.

BA104 BUSINESS II

CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA103

Business II includes introductions to human relations, human resources, marketing, accounting, financial analysis and the financial system. Students also review and discuss business trends and events that will change the future business world.

BA105 COMPUTERIZED ACCOUNTING SYSTEMS

CONTACT HOURS: THEORY – 30 LAB – 70 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 5.5

PREREQUISITES: BA100-BA103

This course is an overview of the functionality of integrated accounting software systems. Topics include step-by-step entry guidelines for financial transactions, generation and analysis of accounting reports, and production of financial statements.

BA106 ECONOMIC

CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA103

The course is designed to acquaint students with the workings of the economy. Students learn processes involving the economic systems, markets and competition, money and banking, production, income, and employment, economic activities and policies, and international economics.

BA107 BUSINESS COMPUTER INFORMATION SYSTEMS

CONTACT HOURS: THEORY – 70 LAB – 20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: BA100-BA103

Business Computer Information Systems is designed to provide students with an understanding how information systems may be used to solve problems and make better business decisions. The role of information services in management, including current professional practices and methodologies, is covered. Emphasis is on the managerial and strategic aspects of information technology.

CFT100 BASIC CRAFT SKILLS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDITS: 6.5

PREREQUISITES: NONE

This course introduces students to basic craft skills including the proper use of hand tools, power tools, and rigging. Students will receive instruction on handling techniques for hazardous and non-hazardous construction materials, basic skills in drawing and reading blue prints, and working in confined spaces. In addition, students review basic mathematical functions, communication, and job readiness skills.

DA100 INTRODUCTION TO DENTISTRY

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: NONE

Students are instructed in the history, ethics, legalities, duties and responsibilities of the dental health team; knowledge of professional organizations; and proper conduct and grooming of the dental assistant. Additionally, students will be exposed to the basic theories of psychology which enable the dental assistant to gain a better understanding of the dental patient and dental health staff.

DA101 DENTAL SCIENCES

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Students receive instruction in general anatomy and physiology principles of all body systems. The anatomy of the head and neck, as well as the face and oral cavity will be covered in depth. Oral embryology and histology as well as the formation of teeth are discussed. Methods of dental charting and common oral diseases will be covered.

DA102 PRACTICAL INFECTION CONTROL

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: NONE

Students will be instructed in the basic concepts of microbiology and the relevance of sterilization. OSHA Regulations (including the hazard communication standard and how compliance is accomplished) will also be emphasized.

DA103 DENTAL MATERIALS

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: NONE

Students will be instructed in the fundamentals and properties of various dental materials such as irreversible

hydrocolloid impression materials and dental cements, and manipulation of gypsum products, discuss final impressions for crown and bridge along with other cosmetic reconstructive procedures. The student will be exposed to the proper uses, applications and the safe handling procedures according to OSHA compliance and the FDA for dental amalgam, and composites, cements, bases and liners.

DA104 PREVENTIVE DENTISTRY

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA100-DA103

Students will be instructed in Philosophy of Preventive Dentistry. The course provides students with the knowledge necessary to understand the importance of oral health, identifying dental caries, methods for caries intervention, identifying periodontal disease, preventative dental techniques, nutrition, and oral pathology.

DA105 DENTAL RADIOGRAPHY

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA100-DA103

Students will be instructed in dental radiology, radiographic equipment and safety protocol, dental film processing, radiographic techniques, legal issues, quality control, infection control, and the foundations of extra-oral and intra-oral radiology.

DA106 DENTAL OFFICE MANAGEMENT

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA100-DA103

Students will be instructed in telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing and techniques for collecting.

DA107 DENTAL PROCEDURES

CONTACT HOURS: THEORY-0 LAB-90 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: DA100-DA103

This course is an introduction to dental operative procedures, charting, instrumentation, infection control, care and maintenance of equipment and utilization of dental materials. The student will become familiar with the function and use of various instruments and accessories used in the dental office.

DA211 DENTAL ASSISTANT EXTERNSHIP

CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA104-DA107

Students learn from hands-on dental assisting experiences in clinical, laboratory, and administrative duties. The externship is completed in a dental office, under the direct supervision of a licensed dentist. The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training and is a requirement for graduation. Externship hours vary and may be scheduled from 20 to 40 hours per week.

GE201 INTRODUCTION TO COLLEGE MATHEMATICS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: NONE

Students will learn an introduction to College Mathematics covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

GE202 INTRODUCTION TO COMPUTER SCIENCE

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)**TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

Students will learn various information and communications technologies and explains how information systems are used to solve problems.

GE203 INTRODUCTION TO PSYCHOLOGY**CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

Students will learn the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE204 ENGLISH COMPOSITION I**CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

Students will develop written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

GE205 ENGLISH COMPOSITION II**CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: GE204**

Students will build on lessons learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats and critical analysis of written topics.

HP101 ANATOMY AND PHYSIOLOGY**CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 8.0****PREREQUISITES: NONE**

Students will acquire an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the course will cover selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally the course will cover common issues and changes that occur in each body system through the life span.

HP102 MEDICAL OFFICE PROCEDURES**CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 8.0****PREREQUISITES: NONE**

The student will gain an understanding of the concepts and develop the skills required to work in the medical office and to support the reimbursement functions associated with specialized billing procedures. This course covers basic computer skills to include web access skills, concepts related to hardware and software, and MS Office Suite applications

HP103 COMPUTERIZED MEDICAL BILLING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

Students will expand their knowledge of computer technology in healthcare and the use of electronic health records. This course will introduce students to the methods and language of healthcare reimbursement. Students will explore principles of reimbursement as they apply to various types of healthcare settings and in addition this course also prepares students for careers in computerized patient accounting. Students will be instructed in how to manage patient information using the latest medical and accounting software. Instruction covers patient registration, appointments and scheduling, insurance claims, processing patient transactions, medical records, and patient case management. public reporting of disease and disease trends, how acute care organizations store and retrieve electronic records,

analysis of different types of encoder software, analysis on online coding tools (coding reference tools), evaluation of CAC's, and identifying issues involving the migration from a paper-based HIM to an electronic HIM. The student will become familiar with major acute care environment vendors and their system strengths, evaluation of the HER, evaluation of the PHR, and evaluation of HIE's.

HP104 PHARMACOLOGY

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: HP100–HP103

This course is the study of pharmacologic agents, with a focus on basic principles of biophysics, biochemistry and physiology, as related to the mechanisms of drug action, biodistribution and metabolism. Topics include: dosage calculations, preparation and administration of medications, mechanisms of drug action, dose-response relations, pharmacokinetics, drug delivery systems, drug metabolism, toxicity of pharmacological agents, drug interaction, and substance abuse.

HP207 INTRODUCTION TO ELECTRONIC MEDICAL RECORDS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP104; MB105-MB106; MB109

The student will develop a basic understanding of EHR tasks and functional benefits that will be continuously reinforced by actual EHR experiences. The course focuses on EHR rules, regulations, and innovations.

HRM2355 HUMAN RESOURCE MANAGEMENT (ELECTIVE B)

CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: MAS2210

The student will be exposed to human resource management skills used by business managers in day-to-day operations.

HV100 BASIC REFRIGERATION

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

Students will be introduced to heat and pressure, temperature, conduction, convection, radiation, sensible heat, latent heat, specific heat, sizing heating equipment, matter and energy, refrigeration/ refrigerants, and Fahrenheit/Celsius conversion.

HV101 INTRODUCTION TO ELECTRICITY

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

Students will be introduced basic electricity and magnetism, automatic control components and applications, troubleshooting and basic controls.

HV102 BRAZING, SOLDERING, AND PIPING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

Students will be introduced to types and sizes of tubing, the purpose of tubing and piping, tubing insulation, cutting tubing, bending tubing, heat sources for soldering and brazing, brazing techniques, soldering techniques, make flare joints, swaging techniques, general safety practices and tools and equipment.

HV103 SHEET METAL FABRICATION AND DUCT SYSTEMS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

Students will be introduced to plenum systems, duct system standards, duct materials, galvanized-steel duct, fiberglass duct, combination duct systems and air distribution and balance.

HV104 AIR CONDITIONING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: HV100-HV103**

Students will be introduced to psychometrics, refrigeration applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions and troubleshooting.

HV105 HEATING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: HV100-HV103**

Students will be introduced to gas-fired, force-hot-air furnaces, type of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, oil heat, an introduction to oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat and problem shooting.

HV106 COMMERCIAL HVAC**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: HV100-HV103**

Students will be introduced to high-pressure, low-pressure, and absorption chilled-water systems, cooling towers and pumps and operation, maintenance, and troubleshooting of chilled- water air-conditioning systems.

HV107 COMMERCIAL REFRIGERATION**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: HV100-HV103**

Students will be introduced to the evaporator and the refrigeration system, condensers, compressors, expansion devices, special refrigeration system components, application of refrigeration system, commercial ice machines and troubleshooting and typical operating conditions for commercial refrigeration.

IMM101 INDUSTRIAL MECHANICS TOOLS AND TECHNIQUES**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: CFT100**

This course provides an orientation to industrial mechanics and introduces basic terminology, hand tools, pneumatic and electric power tools, and measuring tools used in industrial maintenance. Students will examine equipment, test instruments, hardware and systems, safety requirements, cutting, installation, materials handling, rigging, packing, procedures and methods of operation used in industrial maintenance.

IMM102 TRADE MATH, DRAWINGS, AND DIAGRAMS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: CFT100**

This course is the study of specific mathematical principles used in industrial mechanics, such as ratios, proportions, algebra, area, volume, circumference, and the Pythagorean Theorem. In addition, students will read and interpret plot plans, structural drawings, elevation drawings, as-built drawings, equipment drawings, P&IDs, isometric drawings, basic circuit diagrams, and detail sheets.

IMM103 LUBRICATION PRINCIPLES AND ANALYSIS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: CFT100**

This course examines the basics of lubrication and how it is used in industry. Students will learn classifications of lubricants, selection criteria, safety and storage of lubricants, additives, lubrication equipment, and lubricating charts. The course will also introduce concepts, function, terminology, and installation procedures for bearings, couplings, and mechanical seals.

IMM104 LAYOUT, PIPING, AND PLATES

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)**TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: CFT100**

This course focuses on methods and tools used to lay out baselines, components and functions of piping systems, piping practices, and tube work. Students will learn how to set baseplates, pre-alignment, leveling, and precision measuring tools.

IMM105 HYDRAULICS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: CFT100**

This course explores the fundamentals of fluid power, hydraulic transmission of force and energy, types and properties of hydraulic fluids, pumps, drivers, valves, hydraulic symbols and prints, and hydrostatic and pneumatic testing. Students will learn about steam systems and distillation towers and vessels.

IMM106 HEAT AND PNEUMATIC SYSTEMS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****Prerequisites: IMM101-IMM105**

Students will continue to build upon the foundations of Industrial Mechanics Tools and Techniques with emphasis on heat systems, compressors, and pneumatic systems, and installation and maintenance of drive belts and chain drives.

IMM107 ALIGNMENT**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IMM101-IMM105**

This course involves the study of alignment. Students will learn types of misalignment, conventional alignment, reverse alignment techniques, and principles of laser alignment.

IMM108 TROUBLESHOOTING AND PREVENTIVE MAINTENANCE**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IMM101-IMM105**

In this course, students will learn how to develop and administer maintenance programs, preventive and predictive maintenance, non-destructive and pressure testing, lubricant analysis, and acoustic, infrared, and vibration testing. Topics include troubleshooting and repairing pumps, gearboxes, and conveyors. Students will also be introduced to the basics of reactor and refinery processes.

IMM109 SUPERVISORY SKILLS AND CREW LEADERSHIP**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IMM106-IMM108**

This course introduces students to human resource criteria, concepts, and skills for crafts-persons in leadership roles. Students will learn leadership styles, communication, delegating, problem solving, job-site safety, and project planning, scheduling, and estimating. Students will participate in a project to develop and plan administration of an industrial maintenance program.

INT100 COMPUTER HARDWARE ESSENTIALS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

In Computer Hardware Essentials, the student will develop a working knowledge of the parts of a computer utilizing a hands-on approach to the material. The course covers computer components, installation, configurations, maintenance and troubleshooting of computer hardware, peripherals, and laptops. Computer safety will also be discussed. Upon the completion of IT100 and IT101, students will be eligible to sit for and obtain CompTIA A+ certification.

INT101 COMPUTER SOFTWARE ESSENTIALS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)**

TOTAL QUARTER CREDIT HOURS: 6.5**PREREQUISITES: NONE**

In Computer Software Essentials, the student will learn the fundamental concepts and gain the hands-on, real world experience necessary to support software, operating systems, basic security, and virtual aspects of computer maintenance and repair. The student will also learn and apply proper troubleshooting theory and procedure. Upon the completion of IT101 and IT100, students will be eligible to sit for and obtain CompTIA A+ certification.

INT102 WINDOWS FUNDAMENTALS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

In Windows Fundamentals, the student will be instructed in the key features of Windows operating systems. The goal is for each student to develop a working knowledge of management of a Windows OS, and its file systems, directories, and interfaces. Troubleshooting, customization, deployment, monitoring, and task management will also be covered.

INT103 INTRODUCTION TO NETWORKING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

Introduction to Networking is based on the CompTIA Network+ and portions of the Cisco Certified Network Administrator (CCNA) certification exams. The course provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. The goal is to teach fundamental concepts and provide the hands-on, real world experience necessary to understand and support basic network infrastructure and devices. Additionally, the course covers all physical aspects of installing network system components and cabling. Upon the completion of IT103 AND IT105 the student will be eligible to sit for and obtain CompTIA Network+ certification.

INT104 NETWORK SECURITY FUNDAMENTALS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT100-INT103**

In Network Security Fundamentals, the student will learn about security components, protocols, common vulnerabilities and defenses, and virtualization, as well as topics of increasing importance in the industry as a whole. Data and host security, as well as wireless security components will be covered. The student will plan, administer, and evaluate workstation and network security as a part of the course.

INT105 NETWORK ANALYSIS AND DESIGN**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT100-INT103**

Network Analysis and Design expands upon the concepts presented in IT103 by delving into more advanced networking topics including routing and remote access, addressing, and security. Network monitoring and troubleshooting are taught in context. This course prepares the student with the skills necessary to support a small to medium sized business or ISP. By the end of the course, the student will be prepared to sit for the CompTIA Network+ certification exam. Elements of this course map to portions of the Cisco Certified Network Administrator (CCNA) certification.

INT106 SERVER ADMINISTRATION**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT100-INT103**

In the Server Administration course the student will learn configuring, managing, and troubleshooting networking features and services in a Windows Server environment. The goal of the course is for the student to gain knowledge of server networking, Domain Name Systems, Active Directory, and other services associated with Windows Server network infrastructure. By the end of the course, the student will complete a server virtualization setup.

INT208 ENTERPRISE ROUTING AND SWITCHING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5**

PREREQUISITES: INT104-INT106

Enterprise Routing and Switching familiarizes the student with the equipment, applications, and protocols installed in enterprise networks. The course also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. The student will complete a variety of hands-on exercises, including configuration, installation, and troubleshooting. Elements of this course map to portions of the Cisco Certified Network Administrator (CCNA) certification.

INT209 CLIENT NETWORK IMPLEMENTATION**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT104-INT106**

This course focuses on implementation and management of client networks. Topics include types of client networks; installing, configuring, and monitoring a network infrastructure; routing and switching aspects of networks; and Internet protocols. Upon completion of this course, students will be eligible to sit for the Cisco Certified Network Administrator (CCNA) Routing and Switching certification exam.

INT210 WINDOWS SERVER SECURITY**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT104-INT106**

In the Windows Server Security class the student will develop an advanced working knowledge of Windows Server security features, policies, and settings. The student will design, deploy, manage, and troubleshoot security policies, software updates, patches to operating systems, applications, and Public Key Infrastructure. Planning and configuration of wireless networks, Active Directory, encryption, and SSL certificates will be covered.

INT211 INFORMATION TECHNOLOGY CAPSTONE EXTERNSHIP**CONTACT HOURS: THEORY-5 LAB-0 EXTERNSHIP-180****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: INT100-INT106**

The Capstone Externship will be a culminating activity that provides a way for the student to demonstrate the working knowledge and skills they acquired during their academic experience with Vista College along with the research, communication and technology skills relevant to today's work environment. Students nearing the end of their program will complete a reflective portfolio, a resume that integrates and demonstrates what they have learned, and 180 hours of externship. (On-line students will demonstrate their ability to apply key working knowledge and skills by planning, completing and presenting a project/portfolio linked to one or more areas of personal/professional interest according to the curriculum objectives.)

MAS1120 HUMAN LIFE CYCLE SYSTEMS**CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)****TOTAL QUARTER CREDIT HOURS: 9.0****PREREQUISITES: NONE**

This course provides an overview of patient care areas involving the reproductive system, maternal child and geriatric life stages, and the role of the healthcare professional in patient care needs associated with genetics, growth and development, pregnancy and the reproductive system. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization, and time management are emphasized.

MAS1135 CARDIOVASCULAR SYSTEMS**CONTACT HOURS: THEORY- 40 LAB –40 (80 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITES: NONE**

This course provides an overview of the patient care areas involving cardiovascular and blood systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1140 NUTRITION AND ELIMINATION SYSTEMS
CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

This course provides an overview of patient care areas involving nutrition, metabolism, gastrointestinal and genitourinary systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1155 BODY DEFENSE AND CHEMICAL BALANCE SYSTEMS
CONTACT HOURS: THEORY– 40 LAB –40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE

This course provides an overview of the patient care areas involving lymphatic, immune, fluids and electrolytes, and acid/base balance systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1165 RESPIRATORY SYSTEMS
CONTACT HOURS: THEORY– 40 LAB –40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE

This course provides an overview of the patient care areas involving respiratory systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1170 HUMAN BODY MECHANICS SYSTEMS
CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

This course provides an overview of patient care areas involving cells, tissues, integumentary and musculoskeletal systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS2210 ESSENTIALS OF HEALTHCARE MANAGEMENT
CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS1120-MAS1170

This course explores fundamentals of management in a healthcare setting. Topics include leadership in healthcare, medical office operations, medical records and systems, marketing for healthcare, and healthcare insurance.

MAS2330 IN-PATIENT CARE SKILLS (ELECTIVE A)
CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS1120

This course is the study of skills and techniques used in an in-patient healthcare setting. Topics include wound care, ostomy care, traction care, catheterization and catheter care, patient transfers and ambulation, patient intake and output, medical diets and feeding the impaired, patient safety, and infection control.

MAS2335 ADVANCED DIAGNOSTIC PROCEDURES (ELECTIVE A)

CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: MAS1120

This course introduces advanced clinical skills used in a variety of healthcare settings. Topics include drug screens, electrocardiography and telemetry, and phlebotomy.

MAS2350 MANAGING COMPLIANCE IN HEALTHCARE (ELECTIVE B)

CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: MAS2210

This course is an introduction to compliance and its role in healthcare organizations and administration. Topics include responsibilities of the compliance officer, facility accreditation, quality assurance, compliance metrics, laws and regulations, safety and emergency preparedness, and prevention of fraud and abuse in healthcare practices.

MAS2290 MEDICAL ASSISTING CAPSTONE

CONTACT HOURS: THEORY- 60 LAB – 60 (120 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: MAS1120-MAS1170

This course is a capstone review of roles and responsibilities in medical assisting. Students will demonstrate competencies related to administrative and clinical skills used in a variety of healthcare settings, and will also focus on preparation for employment in the field of medical assisting.

MAS2399 MEDICAL ASSISTING EXTERNSHIP

CONTACT HOURS: THEORY- 0 LAB – 0 EXTERNSHIP-180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: MAS2290

This course is designed to provide the student hands-on experience in the field working as an extern in a healthcare facility. Professionalism in dress, behavior, and attitude are presented throughout the program.

MB104 INTRODUCTION TO MEDICAL INSURANCE

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

The student will gain an understanding about the field of medical insurance billing and coding and its impact on the U.S. healthcare system and the economics of healthcare delivery.

MB105 INTRODUCTION TO CPT/HCPS CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

The student will acquire the needed skills used in applying Current Procedural Terminology (CPT) codes to physician and non-physician services. Students will develop an understanding of CPT characteristics, terminology and conventions.

MB106 INTRODUCTION TO DIAGNOSTIC CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

The student will be introduced to coding and classification systems and develop an understanding of how to assign valid diagnostic and procedural codes.

MB107 PATHOPHYSIOLOGY

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: HP100–HP103

The student will acquire a working knowledge of anatomy and physiology with an emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MB109 HEALTH INFORMATION MANAGEMENT

CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

Students will develop an understanding of health information, including content and structure of patient records; quantitative and qualitative analysis of the documentation of patient care; storage needs; and retrieving patient data. Students will be introduced to the various functions performed in a health record department with emphasis on maintaining confidentiality of patient data.

MB208 ADVANCED CPT/HCPCS CODING

CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP104; MB105-MB106; MB109

The Student will develop and improve understanding of CPT/HCPCS coding in health care and the use of electronic health records.

MB209 ADVANCED DIAGNOSTIC CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP104; MB105-MB106; MB109

The student will develop an understanding of advanced coding in the International Classification of Diseases (ICD). The student will also learn the coding of more complex diagnostic statements. Clinical information regarding specific disease processes will be covered. Emphasis is placed on coding accuracy and specificity using this system.

MB211 MIBC EXTERNSHIP

CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP-180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: HP104; MB105-MB106; MB109

Students learn from hands-on experience in medical administrative duties in billing and coding. Students are required to complete 180 hours of supervised training in a physician's office, clinic, or hospital setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a medical insurance billing and coder position.

PH 101 PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-20 LAB-25 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 3.0

PREREQUISITES: NONE

The student will be introduced to the legal and ethical issues associated with being a Phlebotomist. This course will cover the Anatomy and Physiology of the Cardiovascular System. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning.

PROGRAMS

Program Tuition/Fees/Books

Program	Quarter Credit Hours	Program Tuition	Text- book	Kit	Equipment and Fees **	Total Program Cost
Business Administration	67	\$22,200	\$200	\$0	\$125	\$22,525
Business Management, AAS	121	\$38,942	\$350	\$0	\$125	\$39,417
Dental Assistant	57	\$22,500	\$200	\$0	\$125	\$22,825
Heating, Ventilation, and Air Conditioning (HVAC)	52	\$20,250	\$200	\$750	\$125	\$21,325
Industrial Maintenance Mechanic	65	\$17,500	\$250	\$0	\$125	\$18,625
Information Technology	52	\$20,500	\$175	\$500	\$125	\$21,300
Information Technology, AAS	98	\$36,367	\$325	\$500	\$125	\$37,317
Medical Assisting	69	\$25,200	\$200	\$0	\$125	\$25,525
Medical Assisting, AAS	123	\$40,000	\$325	\$0	\$125	\$40,450
Medical Insurance Billing/Coding, AAS	112	\$39,600	\$350	\$0	\$125	\$40,075
Phlebotomy for Healthcare Professionals (short-term)	3	\$500	\$0	\$0	\$0	\$500

****Includes \$25 application fee; \$100 registration fee**

HOURS OF OPERATION

Administrative offices are open from 8 a.m. until 5 p.m., Monday through Friday. The Admissions office is open from 8 a.m. until 7 p.m. Monday through Friday, and on Saturdays 10a.m.—2 p.m. Administrative hours vary by campus.

Day and Evening Starts

Class start dates occur on Mondays, except in the case of an observed holiday when the school is closed.

Class Schedules and Progress Evaluations

Class schedules for each student are subject to revision each start date. In general, day and night program schedules will be planned according to the following periods of instruction. Schedules may vary by campus.

Morning Schedules 8:00 or 8:30 a.m. to 1:00 p.m.

Evening Schedules 5:00 or 5:30 p.m. to 10:00 p.m.

Progress evaluations will be made at the end of each grading term.

2016 Program Start/End Dates for Diploma/Associate Applied Science Programs

<u>Start</u>	<u>End</u>
1/4/2016	2/4/2016
2/8/2016	3/10/2016
3/14/2016	4/14/2016
4/18/2016	5/19/2016
5/23/2016	6/23/2016
6/27/2016	7/28/2016
8/1/2016	9/1/2016
9/5/2016	10/6/2016
10/10/2016	11/10/2016
11/14/2016	12/15/2016

Graduation

Graduation ceremonies are held twice per year. In order to take part, students must complete an application to graduate and be approved for participation in a ceremony by the Campus Director.

2016 HOLIDAYS OBSERVED

New Year's Day	January 1, 2016
Martin Luther King, Jr. Day	January 18, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Thanksgiving Holiday	November 24, 2016
Thanksgiving Holiday	November 25, 2016
Thanksgiving Holiday	November 26, 2016
Christmas	December 23 , 2016
Christmas	December 26 , 2016