

CHARTER COLLEGE

CHANGE YOUR LIFE. START HERE.

CATALOG SUPPLEMENT ANCHORAGE

Administration

Effective: 04/14/2015

Brenda Young
Campus President
ADA Coordinator

Wendy Novak
Director of Career Services

Sarah Kirton
Regional Director of Financial Aid

Callie Strobel
Director of Admissions

Kayla Taylor
Director of Student Success

Open
Corporate Librarian

Joel Nelson
Director of Academic Operations for
Online Education

For education related questions, please see any member of the education team labeled below as a “Program Manager” or “Lead Instructor”.

Faculty

Name	Job Title	Subject Area	Credentials
Edgar Arnold	Program Manager	HVACR, Welding	M.B.A., University of Phoenix, Business Administration; B.S., Park University, Management
Marilyn Lim-Carreón	Program Manager	Medical Assistant, Student Success	M.B.A., University of Phoenix, Business Administration; B.S.B.M., University of Phoenix, Business Management
Marc Estrada	Program Manager	Accounting, Allied Health, Business Administration, Health Care Administration, Health Information Technology, Hospitality, Medical Office Administrative Assistant	M.B.A., University of Phoenix, Healthcare Management; B.S., State University of New York, Community and Human Services
Treg Gardner	Program Manager	Office Administration Computer Information Systems, Computer Networking Systems, Computer Technician, Computer Science, Network Security	M.I.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Technology
Robert Wright	Program Manager	Criminal Justice, Paralegal Studies	L.L.M., Franklin Pierce Law Center; J.D., University of Louisville; B.A., Centre College
Angeline Yoder	Program Manager	MBA, General Education	Ed.D., Nova Southeastern University; M.E.d., Bloomsburg University; M.B.A., Bloomsburg University; B.S., Bloomsburg University
Janice Floyd	Director of Nursing	Nursing	M.S.N., Duke University; B.S.N., University of North Carolina-Chapel Hill

Faculty

Name	Job Title	Subject Area	Credentials
Kimberly Chancey	Lead Instructor	Applied Technology	M.S., University of Alaska, Engineering and Science Management; B.S., University of Texas, Electrical Engineering
Kimberly Rogers	Lead Instructor	Health Information Technology, Medical Office Administrative Assistant	M.B.A. Health Care Management, Colorado Technical University; M.B.A., Colorado Technical University; B.S. in Liberal Studies, Grand Valley State University
Open	Lead Instructor	Medical Assistant	
Daniel Torres	Lead Instructor	Heating, Ventilation, Air Conditioning and Refrigeration	
Verlin Tritt	Lead Instructor	Welding	
Jeremiah Williams	Lead Instructor	Computer Science, Network Security	Master of Information Technology, American InterContinental University; B.S., Charter College, Information Technology Engineering: Concentration Network Security
Jodi Alexander	Instructor	Nursing	B.S.N., University of Phoenix; A.A.S. Nursing, Montcalm Community College Certification/Licensure: L.P.N., Montcalm Community College
Martin Anderson	Instructor	General Education	M.S. Integrative Physiology, University of Oregon; B.S. Human Physiology, University of Oregon
Tom Brooks	Instructor	General Education	Masters, American Public University, American History; B.A., University of Alaska Anchorage, History; B.S., Portland State University, Economics; B.A., Multnomah University, Biblical Literature
Marisa Bune	Instructor	Nursing	M.S.N., University of Texas; B.S.N, University of Texas; A.D.N., El Paso Community College Certification/Licensure: Trauma Nurse Core provider; Critical Care Registered Nurse CCRN000010561792; ACLS instructor; BCLS Instructor
Gerard Dubois	Instructor	Medical Assistant	A.A.S. in Allied Health Services, Jefferson Community College; B.S. in Business / Healthcare Administration Wayland Baptist University

Faculty

Name	Job Title	Subject Area	Credentials
Amanda Edwards	Instructor	Business Administration	M.B.A., Grand Canyon University; B.S., Oregon Institute of Technology, Management/Marketing
Paula Freerksen	Instructor	Student Success	J.D., University of Kansas; M.A. in Public Administration, University of Kansas; B.S. in Political Science
JJ Hageman	Instructor	HVACR	
Dolly Hodge	Instructor	Student Success	M.B.A., Golden Gate University; B.S. in Business Administration, University of South Carolina
Leonja Hollie	Instructor	Medical Assistant	A.A.S., Community College of the Air Force, Allied Health Sciences; Diploma, Penn Foster Career School, Dental Assistant
Janet Cawyer	Instructor	Nursing	M.S.N., University of Phoenix; B.A. in Nursing, University of Phoenix; A.A.S. in Nursing, Northeastern A&M College; Certificate in Nursing Home Administrator, University of Missouri – Columbia School of Medicine
Laurie Novy	Instructor	General Education	Ed.D., Nova Southeastern University, Educational Leadership; M.S., Illinois State University, English; B.S., Illinois State University, English
Brandon Williams	Instructor	Student Success	M.A., Ashford University, Organizational Management; B.S., San Diego State University, Communication;

Academic Calendar

Effective: 01/06/2014

Program Start Dates

Charter College schedules ten modules in a calendar year. Each module meets for five weeks.

Charter College observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787 signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

2014		2015	
Module Dates		Module Dates	
Start	End	Start	End
01/06/14	02/09/14	01/05/15	02/08/15
02/10/14	03/16/14	02/09/15	03/15/15
03/17/14	04/20/14	03/16/15	04/19/15
04/21/14	05/25/14	04/20/15	05/24/15
05/26/14	06/29/14	05/25/15	06/28/15
06/30/14	08/03/14	06/29/15	08/02/15
08/04/14	09/07/14	08/03/15	09/06/15
09/08/14	10/12/14	09/07/15	10/11/15
10/13/14	11/16/14	10/12/15	11/15/15
11/17/14	12/21/14	11/16/15	12/20/15

Holidays and Make-Up Days

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

2014		2015	
Holiday	Make-Up Day	Holiday	Make-Up Day
Memorial Day May 26, 2014	May 30, 2014	Memorial Day May 25, 2015	May 29, 2015
Independence Day July 4, 2014	July 11, 2014	Independence Day July 4, 2015	N/A
Labor Day September 1, 2014	August 22, 2014	Labor Day September 7, 2015	September 11, 2015
Thanksgiving November 27-30, 2014	December 5, 2014 & December 12, 2014	Thanksgiving November 26-29, 2015	November 20, 2015 & December 4, 2015
Winter Break December 22, 2014- January 4, 2015	N/A	Winter Break December 21, 2015 – January 3, 2016	N/A

Tuition and Fees

Effective: 03/20/2015

Certificate Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration	63.0	865	690	\$21,735	\$0	\$21,735
Computer Technician	72.0	1,075	860	\$21,672	\$0	\$21,672
Heating, Ventilation, Air Conditioning and Refrigeration	72.0	1,045	835	\$24,480	\$0	\$24,480
Hospitality	69.5	1,135	905	\$23,769	\$0	\$23,769
Marketing Through Digital and Social Media	72.0	910	725	\$24,264	\$0	\$24,264
Medical Assistant	69.0	1,131	905	\$23,115	\$0	\$23,115
Medical Office Administrative Assistant	69.0	1,080	865	\$23,115	\$0	\$23,115
Network Security	63.0	920	735	\$21,735	\$0	\$21,735
Office Administration	72.0	1,025	775	\$23,760	\$0	\$23,760
Paralegal Studies	69.0	1,020	815	\$23,805	\$0	\$23,805
Welding	72.0	1,045	835	\$26,712	\$0	\$26,712

Associate of Applied Science Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Allied Health*	90.0	500	380	\$13,500	\$0	\$13,500
Applied Technology*	90.0	500	385	\$13,500	\$0	\$13,500
Business Administration*	90.0	500	380	\$13,500	\$0	\$13,500
Computer Networking Systems	108.0	1,585	1,265	\$41,364	\$0	\$41,364
Criminal Justice	99.0	1,275	1,020	\$41,382	\$0	\$41,382
Health Information Technology	108.0	1,245	1,185	\$41,364	\$0	\$41,364
Network Security*	90.0	500	400	\$13,500	\$0	\$13,500
Nursing	121.0	2,225	1,790	\$58,806	\$0	\$58,806
Paralegal Studies	96.0	1,375	1,100	\$41,376	\$0	\$41,376

Tuition and Fees

Bachelor of Science Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Accounting*	180.0	1,195	935	\$41,400	\$0	\$41,400
Business Administration*	180.0	1,135	915	\$41,400	\$0	\$41,400
Computer Information Systems	180.0	2,535	2,025	\$62,100	\$0	\$62,100
Computer Science*	180.0	1,210	985	\$41,400	\$0	\$41,400
Criminal Justice*	180.0	1,140	915	\$41,400	\$0	\$41,400
Health Care Administration*	196.5	1,418	1,140	\$39,405	\$0	\$39,405

Master's Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration	56.0	775	620	\$38,920	\$0	\$38,920

*Students enrolled in this program will earn the total credits and clock hours through a combination of transfer credit and campus course work.

Tuition and Fees

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. Although Charter College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Freshmen have successfully completed less than thirty-six (36) quarter credit hours. Sophomores have successfully completed at least thirty-six (36) quarter credit hours, but fewer than ninety (90) quarter credit hours. Juniors are those students who have successfully completed at least ninety (90) quarter credit hours. Seniors have successfully completed at least one hundred thirty-six (136) quarter credit hours.

Other Costs

Credit Earned by Proficiency Exam or Experiential Learning Credit* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Official Transcript Fee (24-hour processing)	\$25
Student ID Replacement Fee	\$20
Administration fee**	\$75

**Non-refundable; this charge is per attempt.*

***This fee is assessed when a student officially withdraws or is involuntarily withdrawn or dismissed. See the Withdrawal or Dismissal section.*

Scholarships

Milton Byrd Alaska Native Scholarship – Between \$2000 and \$5000

Eligibility Requirements:

- Must be Alaska Native/American Indian and High School graduate, GED recipient or eligible ATB student.

Applicants must submit the following required documents:

- Provide documentation of tribal enrollment or proof of descent from a federally recognized tribe.
- Two-page essay (double spaced with one (1) inch margins) describing their academic plans and career goals. Please give specific examples.
- Completed Charter College Alaska Native/American Indian Scholarship Application.
- Official high school transcript or GED certificate.

The first documentation requirement may be waived if the applicant has been awarded a tribal scholarship and is applying for a supplemental award from Charter College.

Submit documents to the College via mail or delivery to the attention of the Scholarship Selection Committee.

All applicants must complete an admissions interview with an Admissions Representative at Charter College and complete the enrollment process. The applicant must contact the College to schedule an interview.

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

Award Amounts:

The scholarship amount is between \$2000 and \$5000 and awarded at the discretion of the scholarship committee.

Charter College 2015 Community Partnership Scholarship – Up to \$2000

Eligibility Requirements:

- High School graduate from an accredited High School or currently holds a GED
- Completion of a Charter College Financial Aid meeting with an Enrollment Processor. Financial need will be determined in part by eligibility for the PELL grant.
- Complete an essay describing your academic plans and career goals. Provide specific examples. ESSAY FORMAT: one (1) to two (2) pages, typed.
- All applicants must complete an admission interview with an Admission Representative at Charter College no later than one (1) week prior to the anticipated start date.

The Scholarship Selection Committee will determine award recipients and notify recipient no later than one (1) week prior to the anticipated start date. Scholarship funds are limited. Applicants are encouraged to apply early.

Conditions of Award:

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

Charter College Career-Focused Educational Scholarship - \$1500 (Certificate Program)

Eligibility Requirements:

- High School graduate from accredited high school in 2014-2015.
- Complete an essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: one (1) to two (2) pages, typed.
- Submit application with essay and official High School transcript no later than July 10, 2015, to start no later than August 3, 2015 OR September 11, 2015, to start no later than October 12, 2015. Applications, with documents, are accepted via mail or at the campus.

- All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to July 5, 2015 for the July 10, 2015 submission or September 4, 2015 for the September 11, 2015 submission.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 24, 2015, for the August 3, 2015 start and September 25, 2015, for the October 12, 2015 start. Scholarship funds are limited. Applicants are encouraged to apply early.

Conditions of Award:

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

Placement Rates

Effective: 11/03/2014

Listed below is the placement information for each of the programs reported to the campus accreditation body on an annual basis. The below information is representative of graduates that completed their program between July 1, 2013 and June 30, 2014.

Program	Percentage (%)
B.S. in Business Administration	100%
B.S. in Business Management Accounting with concentrations	100%
B.S. in Business Management Technology	89%
B.S. in Construction Management with concentrations	100%
B.S. in Criminal Justice	100%
B.S. in Health Care Administration	50%
B.S. in Information Technology Engineering with concentrations	100%
A.A.S. in Allied Health	100%
A.A.S. in Business Administration	100%
A.A.S. in Business Management Practice	90%
A.A.S. in Computer Science with concentrations	86%
A.A.S. in Computerized Accounting	100%
A.A.S. in Criminal Justice	85%
A.A.S. in Health Information Technology	88%
A.A.S. in Heating, Ventilation, Air Conditioning, and Refrigeration	100%
A.A.S. in Medical Office Administration: concentration in Medical Assistant	100%
A.A.S. in Network Security	100%
A.A.S. in Paralegal Studies	92%
Certificate in Business Administration	94%
Certificate in Computerized Office Specialist	90%
Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration	95%
Certificate in Medical Assistant	96%
Certificate in Network Security	100%
Certificate in Network Technology	90%
Certificate in Paralegal Studies	100%
Certificate in Welding	100%
Campus Total	95%

*The placement information is calculated by using the total graduates, minus any graduate placement waiver reason (i.e., continuing education, medical or military), and dividing by the total graduates placed.

Expected Completion Time

Effective: 10/28/2014

Program	Campus	Normal Completion Time (in weeks)
Master's in Business Administration	Anchorage Only	40
B.S. in Accounting	Anchorage/Wasilla	50
B.S. in Business Administration	Anchorage Only	50
B.S. in Computer Science	Anchorage Only	50
B.S. in Criminal Justice	Anchorage/Wasilla	50
B.S. in Health Care Administration	Anchorage/Wasilla	60
A.A.S. in Allied Health	Anchorage/Wasilla	20
A.A.S. in Applied Technology	Anchorage/Wasilla	20
A.A.S. in Business Administration	Anchorage Only	20
A.A.S. in Criminal Justice	Anchorage/Wasilla	55
A.A.S. in Health Information Technology	Anchorage/Wasilla	60
A.A.S. in Paralegal Studies	Anchorage/Wasilla	55
A.A.S. in Network Security	Anchorage Only	20
A.A.S. in Nursing	Anchorage Only	80
Certificate in Business Administration	Anchorage/Wasilla	35
Certificate in Heating, Ventilation, Air Conditioning and Refrigeration	Anchorage Only	40
Certificate in Hospitality	Anchorage/Wasilla	40
Certificate in Medical Assistant	Anchorage/Wasilla	40
Certificate in Medical Office Administrative Assistant	Anchorage/Wasilla	40
Certificate in Network Security	Anchorage Only	35
Certificate in Office Administration	Anchorage/Wasilla	40
Certificate in Paralegal Studies	Anchorage Only	40
Certificate in Welding	Anchorage Only	40

Course sequencing and prerequisite courses are located in the College Catalog.