

CHARTER COLLEGE

CHANGE YOUR LIFE. START HERE.

CATALOG SUPPLEMENT BELLINGHAM

The Catalog Supplement is part of the College Catalog & Student Handbook.
Bellingham, WA

Administration

Effective: 02/10/2015

Shane Reeder
Campus President
ADA Coordinator

Shelley Anderson
Director of Admissions

Sarah Kirton
Regional Director of Financial Aid

Sydney Brady
Campus Manager

Dawnell Fish
Tina Ruff
Career Services Officers

Open
Corporate Librarian

Lisa Tuck
Student Success Officer

Joel Nelson
Director of Academic Operations for Online Education

Faculty

Name	Job Title	Subject Area	Credentials
Tina Brodrick	Program Manager	Dental Assisting	M.B.A., Golden Gate University, Business Administration; B.A., West Coast University, Business Administration
Marilyn Lim-Carreon	Program Manager	Medical Assistant, Student Success	M.B.A., University of Phoenix, Business Administration; B.S.B.M., University of Phoenix, Business Management
Margaret Clark	Lead Instructor	Medical Assistant	A.A.S. Nursing, Ventura College; A.A.S. Liberal Arts, Ventura College; P.N. Nursing, South Central College
Carri Johnson	Lead Instructor	Dental Assisting	A.A.S., Bates Technical College, Dental Assisting; A.S., Pierce College, Dental Assisting
Derek Klemetsen	Instructor	Criminal Justice	J.D., Gonzaga University; B.S. in Political Science, University of Washington
Richard Thatcher	Instructor	Student Success	M.B.A, Harvard University B.A. in Mathematics, Dartmouth University
Sundae Anderson	Instructor	Student Success	Master's, Washington State University, Education; B.A., Seattle Pacific University, English
Antoinette Caskey	Instructor	Student Success	B.A., Western Washington University, Education
Stephanie Crabtree	Instructor	Medical Assistant	L.P.N, Skagit Valley College
Celia Farr	Instructor	General Education	M.Ed., Western Washington University; B.A. in Linguistics, Western Washington University; A.A. in General Studies, Wenatchee Valley College
Cynthia Fryer	Instructor	Dental Assisting	Certificate, Bellingham Technical College, Dental Assisting
Jacqueline Kauhi	Instructor	Student Success	M.B.A., Western Washington University; B.A., University of Hawaii, French
Tammy Ryan	Instructor	Dental Assisting	Certificate, Eton Technical Institute, Dental Assisting

Faculty

Name	Job Title	Subject Area	Credentials
Todd Schwiesow	Instructor	Student Success	B.A., Washington State University, Criminal Justice
Sandra Smith	Instructor	Medical Assistant	B.S., Grand Canyon University, Nursing; A.D., Southwestern Oregon Community College, Nursing

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

2015	
Module Dates	
Start	End
01/05/15	02/08/15
02/09/15	03/15/15
03/16/15	04/19/15
04/20/15	05/24/15
05/25/15	06/28/15
06/29/15	08/02/15
08/03/15	09/06/15
09/07/15	10/11/15
10/12/15	11/15/15
11/16/15	12/20/15

Academic Calendar

Effective: 08/19/2014

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

*The make-up day for the morning and evening shifts of SS1001 Student Success Strategies and MA1620 Medical Office Emergencies are scheduled for September 5, 2014. The make-up day for all other courses is August 22, 2014.

Tuition and Fees

Effective 02/11/2015

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Business Administration	63.0	\$21,735	\$0	\$0	\$21,735
Dental Assisting	69.0	\$23,184	\$0	\$0	\$23,184
Hospitality	69.5	\$23,769	\$0	\$0	\$23,769
Medical Assistant	69.0	\$23,115	\$0	\$0	\$23,115
Medical Office Administrative Assistant	69.0	\$23,115	\$0	\$0	\$23,115
Network Security	63.0	\$21,735	\$0	\$0	\$21,735
Office Administration	72.0	\$23,760	\$0	\$0	\$23,760
Paralegal Studies	69.0	\$23,805	\$0	\$0	\$23,805

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

Charter College Career-Focused Educational Scholarship

Eligibility Requirements:

- High School graduate from accredited high school in 2013 or 2014.
- Complete 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 June 20, 2014. Application with documents are accepted via mail or at the campus.
- Begin classes no later than September 8, 2014.
- All applicants must complete an admission interview with an Admission Representative at Charter College prior to June 20, 2014.
- Application dateline is June 20, 2014.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 18, 2014. 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 2014 High School Scholarship - \$2000

Eligibility Requirements:

- High School graduate from accredited high school in 2013-2014.
- 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 June 20, 2014. Applications, with documents, are accepted via mail or at the campus.
- Begin classes no later than September 8, 2014.
- All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to June 20, 2014.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 18, 2014. 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 Community 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.

The Mayor's GED Scholarship - \$2500

Eligibility Requirements:

- 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.
- Acknowledge permission for receipt of award to be published publicly, online or in print, and to be acknowledged by the Mayor of Bellingham either in person or via written congratulations.
- All applicants must complete an admission interview with an Admission Representative at Charter College.
- Application must be complete and turned in at least 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.

Change Your Life Scholarship – Certificate programs, \$2500; Associate of Applied Science and Bachelor of Science programs, \$3500

Eligibility Requirements:

- Financially independent female, with or without dependents, who has survived domestic partner abuse less than 5 years ago, and demonstrates critical need for financial assistance.
- Is a citizen or legal resident of the United States, eligible to work in the U.S.
- Shows commitment to beginning and completing a program of study at Charter College at the Bellingham location.
- Completion of the *Change Your Life* Essay, an essay describing your academic plans and career goals, specifically explaining how the newly acquired education through Charter college will aid them in entering, or re-entering, the workforce. Explain plan for childcare, transportation, housing, income and emotional support. Provide specific examples. ESSAY FORMAT (maximum): one (1) to two (2) pages, typed.
- A letter of reference provided by a non-profit domestic violence service agency advocate with whom the prospective student is currently working, and with whom the prospective student will work, in cooperation with Charter College faculty and staff, to ensure the success and graduation of the applicant.
- All applicants must complete an admission interview with an Admissions Representative at Charter College.
- Application must be completed and turned in at least one (1) week prior to the anticipated start date.

The cooperating agency advocate must acknowledge on the scholarship application their understanding of accuracy of the information provided by the prospective student, their participation in the student's academic success by authorizing the release of directory and academic information to them, which will be documented by the Student Authorization Release for in accordance with the Family Education Rights and Privacy Act (FERPA).

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.

Whatcom Women in Business Scholarship - \$1000-1500

Eligibility Requirements:

- Completion of the Whatcom Women in Business Scholarship, which can be found at <http://www.wwib.org/scholarships.html> due by May 1, 2014.
- Documentation and submission of acceptance into a post-secondary college or university, or submission of most recent quarter/semester unofficial transcript from previous post-secondary pursuits.
- Submission of a cover letter outlining academic and career goals and objectives for two (2) to five (5) years into the future, and an explanation of why the applicant should receive the scholarship.
- Completion of an admissions interview with a Charter College Admissions Representative.
- Completion of a Charter College Financial Aid planning meeting with an Enrollment Processor.
- Application must be received at least 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.

Silver Reef Tuition Match Agreement

Charter College and the Silver Reef Casino have agreed that any student referred to Charter College by Silver Reef Casino will be eligible for a tuition match program. The amount pledged by Silver Reef Casino toward the referred student's cost of tuition will be matched by Charter College, up to and including \$2000. This agreement is made with the intention to:

- a. Encourage the professional and personal development of employees of Silver Reef Casino
- b. To alleviate the financial burden of education
- c. To produce knowledgeable, capable graduates that will benefit their professional purpose and goals

The following eligibility criteria and processes must be met prior to enrollment into a Charter College program:

- a. Be a currently employed employee with Silver Reef Casino.
- b. Produce documentation of recommendation to the college by Silver Reef Casino Director of HR, including the proposed amount to be pledged by Silver Reef Casino, as well as any conditions Silver Reef Casino may have for student to qualify for tuition assistance (i.e., GPA, attendance, completion of program...).
- c. Matching funds from Charter College will be applied to program charges only and will not result in any cash payments to the student.
- d. Matching funds from Charter College will be applied to the student's account upon the receipt of payment from Silver Reef Casino.
- e. Should a student fail to graduate from Charter College, all funds matched by Charter College must be repaid in full. The amount matched by Charter College will be added to their student account and collected by Charter College. The student will be notified of the addition of these funds to their amount owed to Charter College. The collection of funds pledged by Silver Reef Casino will be the responsibility of Silver Reef Casino.

Student Performance Expectations for the Duration of their Program:

- a. The enrolled student must maintain a GPA of 2.0 or higher.
- b. The enrolled student must maintain satisfactory attendance:
 - i. Students are expected to attend every scheduled class session, be on time, and attend for the entire scheduled class time...Students who miss more than 20% of their scheduled class time (based upon contact hours assigned to the course) will earn a grade of "F" in that course. Students who are tardy or who leave class before the scheduled class end time must sign in or sign out and will be marked absent for the class time they miss. The cumulative class time missed by the student will be included in the calculation to determine if the student has been absent more than 20% of the scheduled class time."
 - ii. Students who fail to attend classes for more than 14 consecutive days will be subject to involuntary withdrawal from the College.