



CATALOG SUPPLEMENT 2017-2018
Farmington

Administration

Effective: 08/17/2017

Tammy Wilhelm
Campus Manager
ADA Coordinator

Tessa Selch
Assistant Director of Admissions

Tracy McClenathan
Director of Retention

Melinda Renteria
Director of Enrollment Processing

Sarah Kirton
Regional Director of Financial Aid

Marilyn Lim-Carreon
Director of Career Services

Matthew Jaques
Director of Library Services

Jill James
Chancellor

Joel Nelson
Vice President of Academic Operations

Faculty

Helzer, Dawn - Program Manager

Subject: Medical Assistant

B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant

Ruiz, Christy - Program Manager

Subject: Student Success

M.B.A., Everest University, Human Resources; B.S.B.A., California State University-San Marcos, Management/Marketing; A.A., North Idaho College, Psychology

Tremblay, Larry - Program Manager

Subject: Online Health

M.A., Georgia Southern University, English; B.A., Western Carolina University, English

Barlow, Erik - Adjunct Instructor

Subject: Student Success

M.S., Colorado State University, Information Technology Management; B.S., Colorado State University, Information Technology

Borgialli, Athena - Full Time Student Success Instructor

Subject: Student Success

M.A., New Mexico Highlands University, Educational Leadership; B.S., University of Wyoming, Laramie, Marketing

Burns, Heather - Full Time Instructor

Subject: Medical Assistant

Certificate, Mountainland Applied Technology College, Medical Assistant; Certificate, Mountainland Applied Technology College, Nurse Assistant

Kenney, Andrea - Adjunct Instructor

Subject: Student Success

M.B.A., University of Mary, Business Administration; B.S., Montana State University Billings, Organizational Communication and Public Relations

Mathews, Kendra - Adjunct Instructor

Subject: Medical Assistant

B.S., University of Wyoming, Nursing

Faculty

Russo, Michelle – Lead Instructor

Subject: Medical Assistant

B.S., University of New Mexico-Albuquerque, Nursing

Winstedt, Rachel - Advising Medical Specialist (Part Time)

Subject: Medical Assistant

N.D., Bastyr University, Naturopathic Medicine; B.S., University of Washington, Molecular Cellular and Developmental Biology

Academic Calendar

Effective: 07/17/2017

Program Start Dates

Year	Module Dates		Estimated Completion Dates by Program Length (in weeks)
	Start Date	End Date	
			40
2017	01/23/17	02/26/17	10/29/17
	02/27/17	04/02/17	12/03/17
	04/03/17	05/07/17	01/14/18
	05/08/17	06/11/17	02/18/18
	06/12/17	07/16/17	03/25/18
	07/17/17	08/20/17	04/29/18
	08/21/17	09/24/17	06/03/18
	09/25/17	10/29/17	07/08/18
	10/30/17	12/03/17	08/12/18
2018	12/04/17	01/14/18	09/16/18
	01/15/18	02/18/18	10/21/18
	02/19/18	03/25/18	11/25/18
	03/26/18	04/29/18	01/06/19
	04/30/18	06/03/18	02/10/19
	06/04/18	07/08/18	03/17/19
	07/09/18	08/12/18	04/21/19
	08/13/18	09/16/18	05/26/19
	09/17/18	10/21/18	06/30/19

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.

Holidays and Make-Up Days

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

Holiday	Make-Up Day
May 29, 2017	June 2, 2017
July 4, 2017	July 7, 2017
September 4, 2017	September 8, 2017
November 23, 2017	December 1, 2017
November 24, 2017	December 8, 2017
December 25-31, 2017	N/A
January 1, 2018	January 5, 2018

Tuition and Fees

Effective: 07/17/2017

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant	69.0	\$23,115	\$0	\$0	\$23,115

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. 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* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Administration fee**	\$75
NCCT Exam Fee (2 nd or 3 rd attempt, fee is per attempt)	\$90
Duplicate CPR card	\$7

**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.*