

# CHARTER COLLEGE

**CHANGE YOUR LIFE. START HERE.**

**Catalog Supplement 2017-2018**  
**Pasco**  
**Yakima – A Learning Site of Pasco**

The Catalog Supplement is part of the Catalog & Student Handbook.  
Pasco, WA  
Yakima, WA – a learning site of Pasco

## Administration

**Effective: 01/30/2017**

**Brenda Slusser**  
**Campus President**  
**ADA Coordinator**  
**Pasco**

**Daisy Mendoza**  
**Campus Manager**  
**ADA Coordinator**  
**Yakima – a learning site of Pasco**

**Isaiah Jensen**  
**Director of Admissions**  
**Pasco**

**Marilyn Lim-Carreon**  
**Director of Career Services**

**Matthew Jaques**  
**Corporate Librarian**

**Sarah Kirton**  
**Regional Director of Financial Aid**

**Joel Nelson**  
**Vice President of Academic Operations**

## Faculty

<b>Name</b>	<b>Job Title</b>	<b>Subject Area</b>	<b>Credentials</b>	<b>Campus</b>
Treg Gardner	Program Manager	Business Office Administration	M.I.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Technology	Yakima
Mark Green	Program Manager	Heating, Ventilation, Air Conditioning, and Refrigeration	M.E.D., Lesley University; B.S., University of Nevada, Business Administration	Pasco, Yakima
Dawn Helzer	Program Manager	Medical Assistant	B.S., Charter College, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant	Pasco, Yakima
Christy Ruiz	Program Manager	Student Success	M.B.A., Everest University, Human Resources; B.S., California State University, San Marcos-Business Administration Service Sector; A.A., North Idaho College, Psychology	Pasco, Yakima
Linda Simpson	Program Manager	Dental Assisting	M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development	Pasco
Randy Blair	Supervising Radiology Dentist	Dental Assisting	D.D.S., University of Detroit Mercy, Dentistry; B.S., Washington State University, Biology	Pasco
Laura Kuykendall	Lead Instructor	Medical Assistant		Pasco

## **Faculty**

<b>Name</b>	<b>Job Title</b>	<b>Subject Area</b>	<b>Credentials</b>	<b>Campus</b>
Marcus Mitchell	Lead Instructor	Heating, Ventilation, Air Conditioning, and Refrigeration	A.A.S., Yakima Valley Community College, Heating, Ventilation, Air Conditioning, and Refrigeration Technology	Yakima
Karrie Myre	Lead Instructor	Medical Assistant	B.S., Central Washington University, Physical Education; Certificate, PIMA Medical Institute, Medical Assistant	Yakima
Heidi Steckline	Lead Instructor	Dental Assisting	Certificate, Yakima Valley Community College, Dental Assisting; A.A.S., Columbia Basin College	Pasco
Garrett Carter	Full Time Instructor	Heating, Ventilation, Air Conditioning, and Refrigeration	A.G.S., Portland Community College, General Studies	Pasco
Shannon Coleman	Full Time Instructor	Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate, Charter College, Heating, Ventilation, Air Conditioning, and Refrigeration	Pasco
Lindsay Curtis	Full Time Instructor	Dental Assisting	Certification, Yakima Valley Community College, Dental Assisting	Pasco
Faith Hageman	Full Time Instructor	Medical Assistant	A.A.S., Charter College, Medical Office Administrations Assistant; Certificate, Charter College, Medical Assistant	Pasco
Vickie Moddrell	Full Time Instructor	Dental Assisting	Certificate, Blue Mountain Community College, Dental Assisting	Pasco
Lori Swanberg	Full Time Instructor	Medical Assistant	Certificate, Yakima Valley Community College, Medical Assistant	Yakima
Deanna Criddle	Full Time Student Success Instructor	Student Success	M.E., Colorado State University-Fort Collins, Education and Human Resource Studies; B.S., Washington State University-Pullman, Zoology	Pasco
Andrea Phillips	Full Time Student Success Instructor	Student Success	M.S., Walden University, Psychology; B.A., Washington State University, Social Sciences; A.A., Yakima Valley Community College, Business	Yakima
Jesse Barbour	Adjunct Instructor	Student Success	B.S., Charter College Anchorage, Computer Science; A.A.S., Charter College-Pasco, Computer Science	Pasco

## **Faculty**

<b>Name</b>	<b>Job Title</b>	<b>Subject Area</b>	<b>Credentials</b>	<b>Campus</b>
Alison Berkenbile	Adjunct Instructor	Medical Assistant		Pasco
Michael Buttrey	Adjunct Instructor	Student Success	B.A., Central Washington University, Social Science	Yakima
Van Henderson	Adjunct Instructor	HVAC	Certificate, Perry Technical Institute, HVAC	Yakima
Darcie Palmer	Adjunct Instructor	Medical Assistant	Certified Medical Assistant, Washington Department of Health	Yakima
Matthew Rowley	Adjunct Instructor	HVAC	Certificate, Charter College Pasco, HVAC	Pasco
Kerri Schindler	Adjunct Instructor	Medical Assistant	Diploma, Yakima Valley Community College, Medical Assisting	Yakima
Julie Stull	Adjunct Instructor	Dental Assisting		Pasco
Melissa Tylnski	Adjunct Instructor	Dental Assisting	B.B.A., American Intercontinental University, Healthcare Management; A.A.S., Columbia Basin College, Dental Assisting, Certificate, Columbia Basin College, Dental Assisting	Pasco

# Academic Calendar

**Effective: 02/10/2017**

## **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

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.

<b>Holiday</b>	<b>Make-Up Day</b>
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

### **Pasco**

*Make-Up Schedule for 02/07/2017*

- 02/10/2017 - HV1210 6:00pm-10:30pm

*Make-Up Schedule for 02/08/2017*

- 02/09/2017 - HV1510 6:00pm-10:30pm
- 02/16/2017 - MA1420 6:00pm-10:30pm

## Tuition and Fees

**Effective: 01/23/2017**

### **Certificate Programs**

<b>Program</b>	<b>Credit Hours</b>	<b>Tuition</b>	<b>Books &amp; Supplies</b>	<b>Fees</b>	<b>Total</b>
Business Office Administration (Available at Yakima Campus Blended Only)	72.0	\$23,760	\$0	\$0	\$23,760
Dental Assisting (Available at Pasco Only)	69.0	\$23,184	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Available at All Campuses)	72.0	\$24,480	\$0	\$0	\$24,480
Medical Assistant (Available at All Campuses)	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 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* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Administration fee**	\$75
NCCT Exam Fee (2 <sup>nd</sup> or 3 <sup>rd</sup> attempt, fee is per attempt)	\$90

*\*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.*