

CHARTER COLLEGE

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: 04/11/2017

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

Jill James
Chancellor

Joel Nelson
Vice President of Academic Operations

Marilyn Lim-Carreon
Director of Career Services

Tracy McClenathan
Director of Retention

Melinda Renteria
Director of Enrollment Processing

Matthew Jaques
Corporate Librarian

Faculty

Gardner, Treg - Program Manager
Subject: Business Office Administration
M.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Systems
Campus: Yakima

Green, Mark - Program Manager
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration
M.Ed., Lesley University; B.S., University of Nevada, Business Administration
Campus: Pasco, Yakima

Helzer, Dawn - Program Manager
Subject: Medical Assistant
B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant
Campus: Pasco, Yakima

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
Campus: Pasco, Yakima

Simpson, Linda - Program Manager
Subject: Dental Assisting
M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development; Diploma, ETON Technical Institute, Medical Assisting
Campus: Pasco

Barbour, Jesse - Adjunct Instructor
Subject: Student Success
B.S., Charter College-Anchorage, Computer Science; A.A.S., Charter College-Pasco, Computer Science
Campus: Pasco

Berkenbile, Alison - Adjunct Instructor
Subject: Medical Assistant
Campus: Pasco

Blair, Randy - Supervising Radiology Dentist
Subject: Dental Assisting
D.D.S., University of Detroit Mercy, Dentistry; B.S., Washington State University, Biology
Campus: Pasco

Buttrey, Michael - Adjunct Instructor
Subject: Student Success
B.A., Central Washington University, Social Science
Campus: Yakima

Faculty

Carter, Garrett - Full Time Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration A.G.S., Portland Community College, General Studies	Campus: Pasco
Coleman, Shannon - Full Time Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration Certificate, Charter College-Pasco, Heating, Ventilation, Air Conditioning, and Refrigeration	Campus: Pasco
Criddle, Deanna - Full Time Student Success Instructor Subject: Student Success M.E., Colorado State University-Fort Collins, Education and Human Resource Studies; B.S., Washington State University-Pullman, Zoology	Campus: Pasco
Curtis, Lindsay - Full Time Instructor Subject: Dental Assisting Certification, Yakima Valley Community College, Dental Assisting	Campus: Pasco
Hageman, Faith - Full Time Instructor Subject: Medical Assistant A.A.S., Charter College-Pasco, Medical Office Administrations Assistant; Certificate, Charter College-Pasco, Medical Assistant	Campus: Pasco
Henderson, Van - Adjunct Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration Certificate, Perry Technical Institute, HVAC	Campus: Yakima
Kuykendall, Laura - Lead Instructor Subject: Medical Assistant	Campus: Pasco
Mitchell, Marcus - Lead Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration A.A.S., Yakima Valley Community College, Heating, Ventilation, Air Conditioning, and Refrigeration Technology	Campus: Yakima
Moddrell, Vickie - Full Time Instructor Subject: Dental Assisting Certificate, Blue Mountain Community College, Dental Assisting	Campus: Pasco
Myre, Karrie - Lead Instructor Subject: Medical Assistant B.S., Central Washington University, Physical Education; Certificate, PIMA Medical Institute, Medical Assistant	Campus: Yakima
Palmer, Darcie - Adjunct Instructor Subject: Medical Assistant Certified Medical Assistant, Washington Department of Health	Campus: Yakima
Phillips, Andrea - Full Time Student Success Instructor Subject: Student Success M.S., Walden University, Psychology; B.A., Washington State University, Social Sciences; A.A., Yakima Valley Community College, Business	Campus: Yakima

Faculty

Raigoza, Jessica - Adjunct Instructor

Campus: Pasco

Subject: Student Success

M.Ed., Heritage University, Organizational Leadership; M.Ed., Heritage University, Teaching & Learning; B.A., Eastern Washington University, English

Rowley, Matthew - Adjunct Instructor

Campus: Pasco

Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Certificate, Charter College-Pasco, Heating, Ventilation, Air Conditioning, and Refrigeration

Steckline, Heidi - Lead Instructor

Campus: Pasco

Subject: Dental Assisting

Certificate, Yakima Valley Community College, Dental Assisting; A.A.S., Columbia Basin College

Stull, Julie - Adjunct Instructor

Campus: Pasco

Subject: Dental Assisting

Swanberg, Lori - Full Time Instructor

Campus: Yakima

Subject: Medical Assistant

Certificate, Yakima Valley Community College, Medical Assistant

Tylinski, Melissa - Adjunct Instructor

Campus: Pasco

Subject: Dental Assisting

B.B.A., American Intercontinental University, Healthcare Management; A.A.S., Columbia Basin College, Dental Assisting, Certificate, Columbia Basin College, Dental Assisting

Winstedt, Rachel - Advising Medical Specialist

Campus: Pasco, Yakima

Subject: Medical Assistant

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

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.

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

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: 04/03/2017

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
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 nd or 3 rd attempt, fee is per attempt)	\$90
Lost Dosimeter Replacement Fee	\$25
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.*