

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: 09/01/2017

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

Melinda Renteria
Director of Enrollment
Processing

Sarah Kirton
Regional Director of
Financial Aid
Jill James
Chancellor

Tracy McClenathan
Director of Retention
Joel Nelson
Vice President of
Academic Operations

Marilyn Lim-Carreon
Director of Career
Services

Matthew Jaques
Director of Library
Services

Faculty

Gardner, Treg - Program Manager
Subject: Online Technology
M.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Systems
Campus: Pasco

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

Tremblay, Larry - Program Manager
Subject: Online Health, Heating, Ventilation, Air Conditioning, and Refrigeration
M.A., Georgia Southern University, English; B.A., Western Carolina University, English
Campus: Pasco, Yakima

Berretta, Matthew - Full Time Student Success Instructor
Subject: Student Success
MA, Arizona State University, English; BA, University of Arizona, English
Campus: Pasco

Bolstad, Kelly - Full Time Instructor
Subject: Medical Assistant
A.A.S., Columbia Basin College, Medical Assistant; Certificate, Columbia Basin College, Medical Assistant
Campus: Pasco

Faculty

Buttrey, Michael - Adjunct Instructor Subject: Student Success B.A., Central Washington University, Social Science	Campus: Yakima
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
Greiner, Cynthia - Adjunct Instructor Subject: Online Health Graduate Certificate, Central Michigan University, International Health; M.A., Wayland Baptist University, Management; B.S., Wayland Baptist University, Business Administration	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	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
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

Pine, Dwayne - Adjunct Instructor
 Subject: Medical Assistant
 A.A., Kings University, Christian Ministries; Certificate, Clarita Career College, Medical Assistant

Rowley, Matthew - Adjunct Instructor Campus: Pasco
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration
Certificate, Charter College-Pasco, Heating, Ventilation, Air Conditioning, and Refrigeration

Sawada, Karri - Adjunct Instructor
Subject: Medical Assistant
Certificate, Charter College-Pasco, Medical Assistant

Steckline, Heidi - Lead Instructor
 Subject: Dental Assisting
 Certificate, Yakima Valley Community College, Dental Assisting; A.A.S., Columbia Basin College

Swanberg, Lori - Full Time Instructor
Subject: Medical Assistant
Certificate, Yakima Valley Community College, Medical Assistant; Certificate, Yakima Valley Community College, Medical Terminology

Winstedt, Rachel - Advising Medical Specialist (Part Time) 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: 08/01/2017

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
HV1410	07/25/2017 9:00am-1:30pm	07/26/2017 9:00am-1:30pm	Pasco
HV1410	07/25/2017 6:00pm-10:30pm	07/26/2017 6:00pm-10:30pm	Pasco
HV1410	07/26/2017 11:15am-1:15pm	07/28/2017 11:15am-1:15pm	Pasco
HV1410	07/26/2017 8:15pm-10:15pm	07/28/2017 8:15pm-10:15pm	Pasco

Tuition and Fees

Effective: 07/17/2017

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
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.*