

CATALOG SUPPLEMENT PASCO

Administration

Effective: 03/31/2014

Josh Swayne
Interim Campus President

Jennifer Bateman
Director of Career Services

Sarah Kirton
Regional Director of Financial Aid

Shane Smith
Director of Admissions

Tracy McClenathan
Director of Student Success
ADA Coordinator

Erica Watson
Corporate Librarian

Deborah Jones, Ed.D.
Interim Director of Online Academic
Operations

Faculty

Name	Job Title	Program	Credentials
Janell Bowles	Program Chair	Office Administration	M.Ed., Utah State University; BA, Southern Utah University
Cynthia Diesel	Program Chair	Dental Assisting, Medical Assistant	Diploma, United Health Careers Institute
Bruce Pritchard	Program Chair	HVACR, Industrial Maintenance Technician, Network Security	Certificate in HVAC/R, JM Perry Tech; Bachelor of Education, Harris University
	Lead Instructor	Applied Technology	
Robert Wright	Program Chair	Paralegal Studies, Criminal Justice	L.L.M., Franklin Pierce Law Center; J.D., University of Louisville; B.A., Centre College
Pamela Felke	Lead Instructor	Hospitality	B.A., Political Science, Colorado State University
Kimberly Rogers	Lead Instructor	Allied Health, Health Information Technology	M.A. in Human Resources Management, Colorado Technical University; M.A. in Health Care Management, Colorado Technical University; B.A. in Liberal Arts, Grand Valley State University

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Faculty

Name	Job Title	Program	Credentials
Angeline Yoder	Lead Instructor	Business Administration	Ed.D., Nova Southeastern University; M.B.A., Bloomsburg University; B.S., Bloomsburg University
Elias Balentine	Instructor	Network Security	A.A.S. in Information Systems/Network Administration, Vance-Granville Community College
Shannon Coleman	Instructor	HVACR	Certificate in HVAC/R, Charter College
Randy Ginter	Instructor	HVACR	A.A.S., Walla Walla Community College
Faith Hageman	Instructor	Dental Assisting	A.A.S. in Medical Office Administrations: Medical Assistant, Charter College; Certificate in Medical Assistant, Charter College
Dawn Helzer	Instructor	Medical Assistant	M.A.A. in Medical Assisting, Columbia Basin College
Linda Mayovsky	Externship Instructor	Medical Assistant	Certificate in Medical Assisting, Charter College
Vickie Moddrell	Instructor	Dental Assisting	Certificate, Blue Mountain Community College
Anthony Powell	Instructor	HVACR	A.A.S. in Applied Technology, Charter College; Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration, Charter College
Matthew Rowley	Instructor	HVACR	Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration, Charter College
Melissa Tylinski	Instructor	Dental Assisting	B.B.A. in Healthcare Management, American InterContinental; A.A.S. in DTA, Columbia Basin College; Certificate in Dental Assisting, Columbia Basin College
Erin Vasquez	Instructor	Dental Assisting	Certificate, Tri-Tech Skills Center
Dewayne Winslow	Instructor	HVACR	A.A.S., San Joaquin Valley College

CATALOG SUPPLEMENT PASCO

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		2015	
Module Dates		Module Dates	
Start	End	Start	End
01/06/14	02/09/14	01/05/15	02/08/15
02/10/14	03/16/14	02/09/15	03/15/15
03/17/14	04/20/14	03/16/15	04/19/15
04/21/14	05/25/14	04/20/15	05/24/15
05/26/14	06/29/14	05/25/15	06/28/15
06/30/14	08/03/14	06/29/15	08/02/15
08/04/14	09/07/14	08/03/15	09/06/15
09/08/14	10/12/14	09/07/15	10/11/15
10/13/14	11/16/14	10/12/15	11/15/15
11/17/14	12/21/14	11/16/15	12/20/15

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

CATALOG SUPPLEMENT PASCO

Tuition and Fees

Effective: 03/17/2014

Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Business Administration	63.0	\$21,750	\$0	\$0	\$21,750
Dental Assisting	69.0	\$23,200	\$0	\$0	\$23,200
Heating, Ventilation, Air Conditioning and Refrigeration	72.0	\$24,500	\$0	\$0	\$24,500
Hospitality	69.5	69.5	\$23,750	\$0	\$0
Industrial Maintenance Technician	72.0	\$25,500	\$0	\$0	\$25,500
Medical Assistant	69.0	\$23,100	\$0	\$0	\$23,100
Network Security	63.0	\$21,750	\$0	\$0	\$21,750
Office Administration	70.5	\$23,750	\$0	\$0	\$23,750

Associate of Applied Science Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Allied Health	90.0	\$13,500	\$0	\$0	\$13,500
Applied Technology	90.0	\$13,500	\$0	\$0	\$13,500
Business Administration	90.0	\$13,500	\$0	\$0	\$13,500
Criminal Justice	99.0	\$41,370	\$0	\$0	\$41,370
Network Security	90.0	\$13,500	\$0	\$0	\$13,500
Paralegal Studies	96.0	\$41,370	\$0	\$0	\$41,370

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.

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Tuition and Fees

Other Costs

Credit Earned by Proficiency Exam or Experiential Learning Credit* (per course)	\$100
Duplication of Student File	\$20
Official Transcript Fee	\$7
Official Transcript Fee (24-hour processing)	\$25
Student ID Replacement Fee	\$20
Administration fee**	\$75
Book Replacement	\$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.*