

# CHARTER COLLEGE

**CHANGE YOUR LIFE. START HERE.**

**Catalog Supplement 2016-2017**

**Vancouver**

**East Wenatchee, Lacey, and Billings – learning sites of Vancouver**

The Catalog Supplement is part of the Catalog & Student Handbook.

Vancouver, WA

East Wenatchee and Lacey, WA – learning sites of Vancouver

Billings, MT – a learning site of Vancouver

## Administration

**Effective: 08/29/2016**

**Candice Freedman**  
**Campus President**  
**ADA Coordinator**  
**Vancouver**

**Angela Hansen**  
**Campus Manager**  
**ADA Coordinator**  
**East Wenatchee – a**  
**learning site of**  
**Vancouver**

**Dawn Helzer**  
**Campus Manager**  
**ADA Coordinator**  
**Lacey – a learning site of**  
**Vancouver**

**Sean Thomas**  
**Campus Manager**  
**ADA Coordinator**  
**Billings, MT – a learning**  
**site of Vancouver**

**David Breck**  
**Director of Admissions**  
**Vancouver**

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

**Vanessa Watson**  
**Regional Career Services**  
**Supervisor**

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

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

## Faculty

| <b>Name</b>         | <b>Job Title</b> | <b>Subject Area</b>                                                                                                              | <b>Credentials</b>                                                                                                                                                       | <b>Campus</b>                              |
|---------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Marilyn Lim-Carreón | Program Manager  | Medical Assistant                                                                                                                | M.B.A., University of Phoenix, Business Administration; B.S., University of Phoenix, Business/Management                                                                 | Vancouver, East Wenatchee, Lacey, Billings |
| Treg Gardner        | Program Manager  | Business Office Administration, Computer Information Systems, Computer Networking Systems, Computer Technician, Criminal Justice | M.I.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Technology                                                         | Vancouver                                  |
| Mark Green          | Program Manager  | Heating, Ventilation, Air Conditioning, and Refrigeration, Welding                                                               | M.E.D., Lesley University; B.S., University of Nevada, Business Administration                                                                                           | Vancouver                                  |
| 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 | Vancouver                                  |
| Linda Simpson       | Program Manager  | Dental Assisting, Pharmacy Technician                                                                                            | M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development                      | Vancouver, Lacey                           |

## Faculty

| <b>Name</b>         | <b>Job Title</b>                | <b>Subject Area</b>                                                                                                                      | <b>Credentials</b>                                                                                                                                                 | <b>Campus</b> |
|---------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Larry Tremblay      | Program Manager                 | Allied Health, Aviation, Health Care Administration, Medical Office Administrative Assistant                                             | M.A., Georgia Southern University, English; B.A., Western Carolina University, English                                                                             | Vancouver     |
| Angeline Yoder      | Program Manager                 | Accounting, Applied Technology, Business Administration, Hospitality, General Education, Marketing Through Digital and Social Media, MBA | Ed.D., Nova Southeastern University, Education; M.E.d., Bloomsburg University; M.B.A., Bloomsburg University; B.S., Bloomsburg University, Business Administration | Vancouver     |
| Christopher Ferrin  | Director of Pharmacy Technician | Pharmacy Technician                                                                                                                      | Pharm.D., Oregon State University; B.S., University of Oregon, Biology                                                                                             | Vancouver     |
| Jason Furbush       | Director of Pharmacy Technician | Pharmacy Technician                                                                                                                      |                                                                                                                                                                    | Lacey         |
| Open                | Lead Instructor                 | Medical Assistant                                                                                                                        |                                                                                                                                                                    | Billings      |
| Mike Aranda         | Lead Instructor                 | Criminal Justice                                                                                                                         | M.P.A., California State University, Public Administration; B.S., University of Phoenix, Business Management                                                       | Vancouver     |
| Angela Brooks       | Lead Instructor                 | Medical Assistant                                                                                                                        | A.A.S., Charter College, Allied Health; Certificate, Charter College, Medical Assistant                                                                            | Vancouver     |
| Michael Brown       | Lead Instructor                 | Aviation                                                                                                                                 | M.A., Biola University, Christian Apologetics; B.S., University of Colorado, Aerospace Engineering                                                                 | Vancouver     |
| Kimberly Chancey    | Lead Instructor                 | Applied Technology                                                                                                                       | M.S., University of Alaska, Engineering and Science Management; B.S., University of Texas, Electrical Engineering                                                  | Vancouver     |
| Johnathan Cohen     | Lead Instructor                 | Pharmacy Technician                                                                                                                      |                                                                                                                                                                    | Lacey         |
| Elizabeth Hoops     | Lead Instructor                 | Dental Assisting                                                                                                                         | Associates, Chabot College; RDA                                                                                                                                    | Vancouver     |
| Kat Kadian-Baumeyer | Lead Instructor                 | Hospitality                                                                                                                              | M.S., Thomas A. Edison State College; Management; B.A., Felician College, Management/Marketing                                                                     | Vancouver     |
| Thaisy Kirkhart     | Lead Instructor                 | Medical Assistant                                                                                                                        |                                                                                                                                                                    | Lacey         |
| Janet Lanigan-Libby | Lead Instructor                 | Paralegal Studies                                                                                                                        | J.D., Regis College, Law                                                                                                                                           | Vancouver     |
| James Niezgoda      | Lead Instructor                 | Heating, Ventilation, Air Conditioning, and Refrigeration                                                                                |                                                                                                                                                                    | Vancouver     |

## Faculty

| <b>Name</b>     | <b>Job Title</b>     | <b>Subject Area</b>                                       | <b>Credentials</b>                                                                                                                                         | <b>Campus</b>  |
|-----------------|----------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Nancy Pulido    | Lead Instructor      | Medical Assistant                                         |                                                                                                                                                            | East Wenatchee |
| Kimberly Rogers | Lead Instructor      | Medical Office Administrative Assistant                   | M.B.A., Colorado Technical University, Health Care Management; M.B.A., Colorado Technical University; B.S., Grand Valley State University, Liberal Studies | Vancouver      |
| Robert Steele   | Lead Instructor      | Accounting                                                | MS, Golden Gate University, Taxation; BA, University of California, Santa Barbara, Accounting and Economics                                                | Vancouver      |
| Ryan Stokes     | Lead Instructor      | Welding                                                   |                                                                                                                                                            | Vancouver      |
| Heather Allen   | Full Time Instructor | Student Success                                           | Ph.D., University of Kansas, Pharmacology; B.S., St. Marcy's College, Biology                                                                              | Vancouver      |
| Robert Baines   | Full Time Instructor | Welding                                                   | Certificate, Charter College, Welding                                                                                                                      | Vancouver      |
| Joseph Brantley | Full Time Instructor | Heating, Ventilation, Air Conditioning, and Refrigeration |                                                                                                                                                            | Vancouver      |
| Suzan Degner    | Full Time Instructor | Medical Assistant                                         | Diploma, Concorde Career College, Medical Assistant                                                                                                        | Vancouver      |
| Amanda Edwards  | Full Time Instructor | Business Administration                                   | M.B.A., Grand Canyon University; B.S., Oregon Institute of Technology, Management and Marketing                                                            | Vancouver      |
| Bruce Higdon    | Full Time Instructor | Student Success                                           | DBA, Walden University, Business Administration; M.B.A., City University of Seattle, Marketing; B.B.A., University of Central Oklahoma, Business Marketing | Lacey          |
| Lawan Miller    | Full Time Instructor | Pharmacy Technician                                       |                                                                                                                                                            | Vancouver      |
| Laurie Novy     | Full Time Instructor | General Education                                         | Ed.D., Nova Southeastern University, Educational Leadership; M.S., Illinois State University, English; B.S., Illinois State University, English            | Vancouver      |

# **Academic Calendar**

**Effective: 07/28/2016**

## **Program Start Dates**

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.

| <b>Academic Calendar<br/>Module Dates</b> |            |
|-------------------------------------------|------------|
| <b>Start</b>                              | <b>End</b> |
| 05/16/2016                                | 06/19/2016 |
| 06/20/2016                                | 07/24/2016 |
| 07/25/2016                                | 08/28/2016 |
| 08/29/2016                                | 10/02/2016 |
| 10/03/2016                                | 11/06/2016 |
| 11/07/2016                                | 12/11/2016 |
| 12/12/2016                                | 01/22/2017 |
| 01/23/2017                                | 02/26/2017 |
| 02/27/2017                                | 04/02/2017 |
| 04/03/2017                                | 05/07/2017 |
| 05/08/2017                                | 06/11/2017 |
| 06/12/2017                                | 07/16/2017 |
| 07/17/2017                                | 08/20/2017 |
| 08/21/2017                                | 09/24/2017 |
| 09/25/2017                                | 10/29/2017 |
| 10/30/2017                                | 12/03/2017 |
| 12/04/2017                                | 01/14/2018 |

## 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 30, 2016                           | June 3, 2016                            |
| July 4, 2016                           | July 8, 2016                            |
| September 5, 2016                      | September 9, 2016                       |
| November 24-25, 2016                   | November 18, 2016<br>& December 2, 2016 |
| December 25, 2016 –<br>January 1, 2017 | N/A                                     |
| January 2, 2017                        | January 6, 2017                         |
| May 29, 2017                           | June 2, 2017                            |
| July 4, 2017                           | July 7, 2017                            |
| September 4, 2017                      | September 8, 2017                       |
| November 23-24, 2017                   | December 1, 2017<br>& December 8, 2017  |
| December 25-31, 2017                   | N/A                                     |
| January 1, 2018                        | January 5, 2018                         |

## Tuition and Fees

**Effective: 07/21/2016**

### **Certificate Programs**

| <b>Program</b>                                                                                   | <b>Quarter Credits</b> | <b>Contact Hours</b> | <b>Tuition</b> | <b>Books &amp; Supplies</b> | <b>Fees</b> | <b>Institutional Total</b> |
|--------------------------------------------------------------------------------------------------|------------------------|----------------------|----------------|-----------------------------|-------------|----------------------------|
| Accounting<br>(Available at Vancouver Campus Only)                                               | 63.0                   | 690                  | \$21,735       | \$0                         | \$0         | \$21,735                   |
| Business Office Administration<br>(Available at Vancouver Campus Online Only)                    | 72.0                   | 775                  | \$23,760       | \$0                         | \$0         | \$23,760                   |
| Computer Technician<br>(Available at Vancouver Campus Only)                                      | 72.0                   | 860                  | \$21,672       | \$0                         | \$0         | \$21,672                   |
| Dental Assisting<br>(Available at Vancouver Campus Only)                                         | 69.0                   | 915                  | \$23,184       | \$0                         | \$0         | \$23,184                   |
| Heating, Ventilation, Air Conditioning and Refrigeration<br>(Available at Vancouver Campus Only) | 72.0                   | 835                  | \$24,480       | \$0                         | \$0         | \$24,480                   |
| Hospitality<br>(Available at Vancouver Campus Only)                                              | 69.5                   | 905                  | \$23,769       | \$0                         | \$0         | \$23,769                   |
| Marketing Through Digital and Social Media<br>(Available at Vancouver Campus Only)               | 72.0                   | 725                  | \$24,264       | \$0                         | \$0         | \$24,264                   |
| Medical Assistant<br>(Available at All Campuses)                                                 | 69.0                   | 985                  | \$23,115       | \$0                         | \$0         | \$23,115                   |
| Medical Office Administrative Assistant<br>(Available at Vancouver Campus Only)                  | 72.0                   | 960                  | \$24,120       | \$0                         | \$0         | \$24,120                   |
| Paralegal Studies<br>(Available at Vancouver Campus Only)                                        | 72.0                   | 730                  | \$24,840       | \$0                         | \$0         | \$24,840                   |
| Pharmacy Technician<br>(Available at Lacey and Vancouver Campuses Only)                          | 69.0                   | 880                  | \$26,703       | \$0                         | \$0         | \$26,703                   |
| Welding<br>(Available at Vancouver Campus Only)                                                  | 72.0                   | 835                  | \$26,712       | \$0                         | \$0         | \$26,712                   |

### **Associate of Applied Science Programs**

| <b>Program</b>                                                                                            | <b>Quarter Credits</b> | <b>Contact Hours</b> | <b>Tuition</b> | <b>Books &amp; Supplies</b> | <b>Fees</b> | <b>Institutional Total</b> |
|-----------------------------------------------------------------------------------------------------------|------------------------|----------------------|----------------|-----------------------------|-------------|----------------------------|
| Allied Health<br>(Available at Vancouver Campus Only)                                                     | 90.0                   | 380                  | \$13,500       | \$0                         | \$0         | \$13,500                   |
| Applied Technology<br>(Available at Vancouver Campus Only)                                                | 90.0                   | 385                  | \$13,500       | \$0                         | \$0         | \$13,500                   |
| Aviation: Concentration in Fixed Wing (Domestic Students Only)***<br>(Available at Vancouver Campus Only) | 116.5                  | 1315                 | \$80,000       | \$0                         | \$0         | \$80,000                   |
| Aviation: Concentration in Rotor (Domestic Students Only)***<br>(Available at Vancouver Campus Only)      | 114.5                  | 1275                 | \$87,025       | \$0                         | \$0         | \$87,025                   |
| Business Administration<br>(Available at Vancouver Campus Only)                                           | 90.0                   | 380                  | \$13,500       | \$0                         | \$0         | \$13,500                   |
| Computer Networking Systems<br>(Available at Vancouver Campus Only)                                       | 108.0                  | 1,265                | \$41,364       | \$0                         | \$0         | \$41,364                   |
| Paralegal Studies<br>(Available at Vancouver Campus Only)                                                 | 99.0                   | 1,015                | \$42,669       | \$0                         | \$0         | \$42,669                   |

## Bachelor of Science Programs

| Program                                                                                                      | Quarter Credits | Contact Hours | Tuition  | Books & Supplies | Fees | Institutional Total |
|--------------------------------------------------------------------------------------------------------------|-----------------|---------------|----------|------------------|------|---------------------|
| Accounting<br>(Available at Vancouver Campus Only)                                                           | 180.0           | 935           | \$41,400 | \$0              | \$0  | \$41,400            |
| Aviation: Concentration in Fixed Wing<br>(Domestic Students Only)***<br>(Available at Vancouver Campus Only) | 191.5           | \$104,300     | \$0      | \$0              | \$0  | \$104,300           |
| Aviation: Concentration in Rotor<br>(Domestic Students Only)***<br>(Available at Vancouver Campus Only)      | 190.0           | \$111,325     | \$0      | \$0              | \$0  | \$111,325           |
| Business Administration<br>(Available at Vancouver Campus Only)                                              | 180.0           | 915           | \$41,400 | \$0              | \$0  | \$41,400            |
| Computer Information Systems<br>(Available at Vancouver Campus Only)                                         | 180.0           | 2,025         | \$62,100 | \$0              | \$0  | \$62,100            |
| Health Care Administration<br>(Available at Vancouver Campus Only)                                           | 196.5           | 1,100         | \$39,405 | \$0              | \$0  | \$39,405            |

## Master's Programs

| Program                                                         | Quarter Credits | Contact Hours | Tuition  | Books & Supplies | Fees | Institutional Total |
|-----------------------------------------------------------------|-----------------|---------------|----------|------------------|------|---------------------|
| Business Administration<br>(Available at Vancouver Campus Only) | 56.0            | 590           | \$38,920 | \$0              | \$0  | \$38,920            |

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.

### Aviation Programs

\*\*\*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.

#### Domestic Students

| Tuition Billing by Quarter Credit Hour                                          |                                 |
|---------------------------------------------------------------------------------|---------------------------------|
| Courses delivered online by the College                                         | \$300 per quarter credit hour   |
| Fixed Wing Ground School and Flight Lab courses delivered by the Flight Partner | \$2,000 per quarter credit hour |
| Rotor Ground School and Flight Lab courses delivered by the Flight Partner      | \$2,450 per quarter credit hour |

## Other Costs

|                                                                                 |       |
|---------------------------------------------------------------------------------|-------|
| Credit Earned by Proficiency Exam or Experiential Learning Credit* (per course) | \$100 |
| Duplicate Certificate Fee                                                       | \$50  |
| Official Transcript Fee                                                         | \$7   |
| Administration fee**                                                            | \$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.*