

## CATALOG SUPPLEMENT YAKIMA

### Administration

**Effective: 09/08/2014**

James Tanner  
**Campus President**

Jennifer Bateman  
**Director of Career Services**

Sarah Kirton  
**Regional Director of Financial Aid**

Open  
**Campus Manager**

Tracy McClenathan  
**Director of Student Success  
ADA Coordinator**

Erica Watson  
**Corporate Librarian**

Shane Smith  
**Director of Admissions**

Joel Nelson  
**Director of Academic Operations for  
Online Education**

### Faculty

<b>Name</b>	<b>Job Title</b>	<b>Subject Area</b>	<b>Credentials</b>
Cynthia Diesel	Program Chair	Medical Assistant	Diploma, United Health Careers Institute
Open	Program Chair	HVAC	

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## Academic Calendar

**Effective: 09/08/2014**

### **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.

<b>2014</b>	
<b>Module Dates</b>	
<b>Start</b>	<b>End</b>
09/08/14	10/12/14
10/13/14	11/16/14
11/17/14	12/21/14

<b>2015</b>	
<b>Module Dates</b>	
<b>Start</b>	<b>End</b>
01/05/15	02/08/15
02/09/15	03/15/15
03/16/15	04/19/15
04/20/15	05/24/15
05/25/15	06/28/15
06/29/15	08/02/15
08/03/15	09/06/15
09/07/15	10/11/15
10/12/15	11/15/15
11/16/15	12/20/15

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### **Holidays and Make-Up Days**

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

<b>2014</b>	
<b>Holiday</b>	<b>Make-Up Day</b>
Thanksgiving November 27-30, 2014	December 5, 2014 & December 12, 2014
Winter Break December 22, 2014- January 4, 2015	N/A

<b>2015</b>	
<b>Holiday</b>	<b>Make-Up Day</b>
Memorial Day May 25, 2015	May 29, 2015
Independence Day July 4, 2015	N/A
Labor Day September 7, 2015	September 11, 2015
Thanksgiving November 26-29, 2015	November 20, 2015 & December 4, 2015
Winter Break December 21, 2015 – January 3, 2016	N/A

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## Tuition and Fees

**Effective: 09/08/2014**

### Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Heating, Ventilation, Air Conditioning and Refrigeration	72.0	\$24,480	\$0	\$0	\$24,480
Medical Assistant	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. 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 or Experiential Learning Credit* (per course)	\$100
Duplicate Certificate Fee	\$50
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.*