

CHARTER COLLEGE

Catalog Supplement 2017-2018
Anchorage
Wasilla – a learning site of Anchorage

The Catalog Supplement is part of the Catalog & Student Handbook.
Anchorage, AK
Wasilla, AK – a learning site of Anchorage

Administration

Effective: 09/08/2017

Joshua Bicchinella
Campus President
ADA Coordinator
Anchorage

Melissa Rigas
Wasilla – a learning
site of Anchorage

Janice Floyd
Dean of Nursing
Anchorage

Michelle Mueller
Director of Admissions

Melinda Renteria
Director of Enrollment
Processing

Sarah Kirton
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Financial Aid

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Director of Retention

Marilyn Lim-
Carreon
Director of Career
Services

Matthew Jaques
Director of Library
Services

Jill James
Chancellor

Joel Nelson
Vice President of
Academic Operations

For education related questions, please see any member of the education team labeled below as a “Program Manager” or “Lead Instructor”.

Faculty

Gardner, Treg - Program Manager

Campus: Anchorage

Subject: Business Office Administration, Computer Information Systems, Computer Networking Systems, Computer Technician, Paralegal Studies

M.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Systems

Hagopian, Dawn - Program Manager

Campus: Anchorage

Subject: Accounting, Business Administration, General Education, MBA

Ed.D., North Central University, Instructional Leadership; M.S., Portland State University; Conflict Resolution; B.S., University of Phoenix, Business Administration

Helzer, Dawn - Program Manager

Campus: Anchorage, Wasilla

Subject: Medical Assistant

B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant

Ruiz, Christy - Program Manager

Campus: Anchorage, Wasilla

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

Tremblay, Larry - Program Manager

Campus: Anchorage, Wasilla

Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant, Online Health, Heating, Ventilation, Air Conditioning, and Refrigeration, Welding

M.A., Georgia Southern University, English; B.A., Western Carolina University, English

Jayd, Tabi - Associate Dean of Nursing

Campus: Anchorage

Subject: Nursing

M.S.N., University of Phoenix, Nursing; B.S.N., University of Phoenix, Nursing; A.A.S., Mount Saint Mary's College, Nursing

Faculty

Abarr, Shelia – Adjunct Nursing Instructor Subject: Nursing B.S.N.; University of Colorado Health Science Center, Nursing	Campus: Anchorage
Alexander, Jodi - Adjunct Nursing Instructor Subject: Nursing B.S.N., University of Phoenix, Nursing; A.A.S., Montcalm Community College, Registered Nursing	Campus: Anchorage
Alonzo, Zoila - Adjunct Instructor Subject: Health Care Administration M.D., University of Santo Domingo, Medicine	Campus: Anchorage
Ara, Sharika – Adjunct Instructor Subject: Medical Office Administrative Assistant PharmD., University of Southern California, Pharmacy; B.S., University of Southern California, Biology	Campus: Anchorage
Asinugo, Ike - Adjunct Instructor Subject: Computer Information Systems M.S., University of Maryland-College Park, Technology Management; B.S., Virginia Commonwealth University, Information Systems	Campus: Anchorage
Barrett, Kevin J. - Adjunct Nursing Instructor Subject: Nursing M.S., North Park University, Nursing; B.S.N., Aurora University, Nursing	Campus: Anchorage
Bass, Brandon - Adjunct Instructor Subject: Computer Information Systems D.C.S., Colorado Technical University, Computer Science; M.S., Colorado Technical University, Systems Engineering; B.S., California State University-Fullerton, Computer Science	Campus: Anchorage
Baysmore, Serita – Adjunct Instructor Subject: General Education M.A., Liberty University, Human Services Counseling	Campus: Anchorage
Brassell, Renee - Adjunct Instructor Subject: Nursing M.S.N., Liberty University; B.S.N., Liberty University	Campus: Anchorage
Brooks, Thomas - Full Time Instructor Subject: General Education M.A., American Public University, American, History; B.A., University of Alaska-Anchorage, History; B.S., Portland State University, Economics; B.A., Multnomah University, Biblical Literature	Campus: Anchorage
Bune, Marisa C. - Full Time Nursing Instructor Subject: Nursing M.S.N., University of Texas-Arlington, Nursing Administration; B.S.N., University of Texas-Arlington, Nursing; A.D.N., El Paso Community College, Nursing	Campus: Anchorage
Burke, Holly - Adjunct Instructor Subject: General Education M.A., Chapman University, Counseling; B.A., University of San Diego, Communication	Campus: Anchorage

Faculty

I-Nesbit, Eshe - Adjunct Nursing Instructor Subject: Nursing B.S.N., Chamberlain College of Nursing, Nursing	Campus: Anchorage
Kadian-Baumeyer, Kat - Lead Instructor Subject: Business Administration M.S., Thomas A. Edison State College, Management; B.A., Felician College, Management/Marketing	Campus: Anchorage
Karriker, Audrey - Adjunct Nursing Instructor Subject: Nursing B.S.N., Kaplan University, Nursing	Campus: Anchorage
Lanigan-Libby, Janet - Lead Instructor Subject: Paralegal Studies J.D., Regis College, Law; B.A., Regis College, Political Science	Campus: Anchorage
Laub, Stacey - Adjunct Instructor Subject: General Education M.S., American Public University System, Environmental Policy and Management; B.S., Humboldt State University, Natural Resources Planning and Interpretation	Campus: Anchorage
Lilly, Cynthia - Lead Instructor Subject: Medical Assistant	Campus: Wasilla
Mignott, Andrea - Adjunct Instructor Subject: Medical Assistant, Medical Office Administrative Assistant M.B.A., American Intercontinental University, Healthcare Management; B.S., Macon State University, Health Information Management	Campus: Wasilla
Mola, Yenilen - Adjunct Instructor Subject: Medical Assistant, Medical Office Administrative Assistant Diploma, Medical and Dental Training Center, Medical Assistant	Campus: Anchorage, Wasilla
Moore, Lisa - Full Time Nursing Instructor Subject: Nursing M.S.N., DePaul University, Nursing; B.S.N., DePaul University, Nursing	Campus: Anchorage
Mowery, Christopher A. – Full Time Nursing Instructor Subject: Nursing D.N.P, Concordia University-Wisconsin, Leadership; M.S.N., Benedictine University, Public Health; B.S.N., Texas Woman's University, Nursing	Campus: Anchorage
Nix, Damarie - Adjunct Instructor Subject: Allied Health J.D., University of Florida, Law; M.S., Florida Gulf Coast University, Health Science; B.S., University of North Florida, Health Science; A.A., Florida State College, Personal Enrichment	Campus: Anchorage, Wasilla
Nofs, Elizabeth - Adjunct Instructor Subject: Business Office Administration B.A., University of Michigan-Ann Arbor, Biology	Campus: Anchorage

Academic Calendar

Effective: 07/17/2017

Program Start Dates

Year	Module Dates		Estimated Completion Dates by Program Length (in weeks)							
	Start Date	End Date	20	35	40	50	55	60	80	100
2017	01/23/17	02/26/17	06/11/17	09/24/17	10/29/17	01/14/18	02/18/18	03/25/18	08/12/18	01/06/19
	02/27/17	04/02/17	07/16/17	10/29/17	12/03/17	02/18/18	03/25/18	04/29/18	09/16/18	02/10/19
	04/03/17	05/07/17	08/20/17	12/03/17	01/14/18	03/25/18	04/29/18	06/03/18	10/21/18	03/17/19
	05/08/17	06/11/17	09/24/17	01/14/18	02/18/18	04/29/18	06/03/18	07/08/18	11/25/18	04/21/19
	06/12/17	07/16/17	10/29/17	02/18/18	03/25/18	06/03/18	07/08/18	08/12/18	01/06/19	05/26/19
	07/17/17	08/20/17	12/03/17	03/25/18	04/29/18	07/08/18	08/12/18	09/16/18	02/10/19	06/30/19
	08/21/17	09/24/17	01/14/18	04/29/18	06/03/18	08/12/18	09/16/18	10/21/18	03/17/19	08/04/19
	09/25/17	10/29/17	02/18/18	06/03/18	07/08/18	09/16/18	10/21/18	11/25/18	04/21/19	09/08/19
2018	10/30/17	12/03/17	03/25/18	07/08/18	08/12/18	10/21/18	11/25/18	01/06/19	05/26/19	10/13/19
	12/04/17	01/14/18	04/29/18	08/12/18	09/16/18	11/25/18	01/06/19	02/10/19	06/30/19	11/17/19
	01/15/18	02/18/18	06/03/18	09/16/18	10/21/18	01/06/19	02/10/19	03/17/19	08/04/19	12/22/19
	02/19/18	03/25/18	07/08/18	10/21/18	11/25/18	02/10/19	03/17/19	04/21/19	09/08/19	02/02/20
	03/26/18	04/29/18	08/12/18	11/25/18	01/06/19	03/17/19	04/21/19	05/26/19	10/13/19	03/08/20
	04/30/18	06/03/18	09/16/18	01/06/19	02/10/19	04/21/19	05/26/19	06/30/19	11/17/19	04/12/20
	06/04/18	07/08/18	10/21/18	02/10/19	03/17/19	05/26/19	06/30/19	08/04/19	12/22/19	05/17/20
	07/09/18	08/12/18	11/25/18	03/17/19	04/21/19	06/30/19	08/04/19	09/08/19	02/02/20	06/21/20
08/13/18	09/16/18	01/06/19	04/21/19	05/26/19	08/04/19	09/08/19	10/13/19	03/08/20	07/26/20	
09/17/18	10/21/18	02/10/19	05/26/19	06/30/19	09/08/19	10/13/19	11/17/19	04/12/20	08/30/20	

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
GE2110	07/26/2017 9:00am-1:30pm	07/21/2017 9:00am-1:30pm	Anchorage
GE2110	07/31/2017 9:00am-1:30pm	08/04/2017 9:00am-1:30pm	Anchorage

Tuition and Fees

Effective: 09/08/2017

Certificate Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Available at Anchorage Campus Online Modality Only)	72	950	760	\$23,760	\$0	\$23,760
Computer Technician (Available at Anchorage Campus Online Modality Only)	72	1,075	860	\$21,672	\$0	\$21,672
Heating, Ventilation, Air Conditioning and Refrigeration (Available at Anchorage Campus Only Blended Modality)	72	1,045	835	\$24,480	\$0	\$24,480
Medical Assistant (Available at Anchorage and Wasilla Campuses Blended Modality)	69	1,120	895	\$23,115	\$0	\$23,115
Medical Office Administrative Assistant (Available at Anchorage Campus Online Modality Only)	72	960	765	\$24,120	\$0	\$24,120
Welding (Available at Anchorage Campus Blended Modality Only)	72	1,045	835	\$26,712	\$0	\$26,712

Associate of Applied Science Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Allied Health* (Available at Anchorage Campus Online Modality Only)	90	500	380	\$13,500	\$0	\$13,500
Business Administration* (Available at Anchorage Campus Online Modality Only)	90	500	380	\$13,500	\$0	\$13,500
Computer Networking Systems (Available at Anchorage Campus Online Modality Only)	108	1,585	1,265	\$41,364	\$0	\$41,364
Nursing (Available at Anchorage Campus Only)	108	1,960	1,570	\$58,806	\$0	\$58,806
Paralegal Studies (Available at Anchorage Campus Online Modality Only)	99	1,270	1,015	\$42,669	\$0	\$42,669

Bachelor of Science Programs

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration* (Available at Anchorage Campus Online Modality Only)	180	1135	915	\$41,400	\$0	\$41,400
Computer Information Systems (Available at Anchorage Campus Online Modality Only)	180	2,535	2,025	\$62,100	\$0	\$62,100
Health Care Administration* (Available at Anchorage Campus Online Modality Only)	196.5	1,418	1,100	\$39,405	\$0	\$39,405

Master's Program

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration (Available at Anchorage Campus Online Modality Only)	56	740	590	\$10,976	\$0	\$10,976

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.

*The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program.

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
Nursing Honor Society - Alpha Delta NU-Delta Tau Membership Fee	\$15
Duplicate CPR card	\$7
NCLEX-RN Exam Fee (2 nd and after; fee is per attempt)	\$275

**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.*

Placement Rates

Reported: 02/23/2017

Listed below is the placement information for each of the programs reported to the campus accreditation body on an annual basis. The below information is representative of students that completed their program between July 1, 2015 and June 30, 2016.

Program	Percentage (%)
Master's in Business Administration	50
B.S. in Accounting	100
B.S. in Business Administration	89
B.S. in Business Management Accounting with concentrations	100
B.S. in Business Management Technology	0
B.S. in Computer Information Systems	N/A
B.S. in Computer Science	80
B.S. in Criminal Justice	20
B.S. in Health Care Administration	56
B.S. in Information Technology Engineering with concentrations	50
A.A.S. in Allied Health	54
A.A.S. in Applied Technology	25
A.A.S. in Business Administration	47
A.A.S. in Computer Networking Systems	N/A
A.A.S. in Criminal Justice	24
A.A.S. in Health Information Technology	46
A.A.S. in Network Security	67
A.A.S. in Nursing	86
A.A.S. in Paralegal Studies	43
Certificate in Accounting	33
Certificate in Business Office Administration	52
Certificate in Computer Technician	21
Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration	48
Certificate in Hospitality	25
Certificate in Marketing Through Digital and Social Media	67
Certificate in Medical Assistant	49
Certificate in Medical Office Administrative Assistant	31
Certificate in Network Security	17
Certificate in Paralegal Studies	18
Certificate in Welding	14
Campus Total	41

The placement information is calculated by using the following formula:

(Placed by job title + Placed by skills + Placed by benefit of training)

 ((Completers + Graduates) - (Exemptions*))

* Exemptions are: pregnancy, death or other health-related issues, continuing education, military service, visa restrictions, enrollment in English as a Second Language (ESL) program, and incarceration.

Performance Information Disclosure

These are the data reported to ACICS by the institution in its most recent Campus Accountability Report.