

**CHARTER INSTITUTE**

*A Division of Charter College*

**CATALOG SUPPLEMENT 2017-2018**  
**Farmington**

The Catalog Supplement is part of the Catalog & Student Handbook.  
Farmington, NM

## Administration

**Effective: 09/07/2017**

**Tammy Wilhelm**  
Campus Manager  
ADA Coordinator

**Tessa Selch**  
Assistant Director of Admissions

**Tracy McClenathan**  
Director of Retention

**Melinda Renteria**  
Director of Enrollment Processing

**Sarah Kirton**  
Regional Director of Financial Aid

**Marilyn Lim-Carreon**  
Director of Career Services

**Matthew Jaques**  
Director of Library Services

**Jill James**  
Chancellor

**Joel Nelson**  
Vice President of Academic  
Operations

## Faculty

**Helzer, Dawn** - Program Manager

Subject: Medical Assistant

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

**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

**Tremblay, Larry** - Program Manager

Subject: Online Health

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

**Barlow, Erik** - Adjunct Instructor

Subject: Student Success

M.S., Colorado State University, Information Technology Management; B.S., Colorado State University, Information Technology

**Borgialli, Athena** - Full Time Student Success Instructor

Subject: Student Success

M.A., New Mexico Highlands University, Educational Leadership; B.S., University of Wyoming, Laramie, Marketing

**Burns, Heather** - Full Time Instructor

Subject: Medical Assistant

Certificate, Mountainland Applied Technology College, Medical Assistant; Certificate, Mountainland Applied Technology College, Nurse Assistant

**Drumheller, Matthew** - Adjunct Instructor

Subject: Student Success

M.Div., Austin Presbyterian Seminary, Theology & Homiletics; M.A., Texas Tech University, Communication Studies; B.A., McMurry University, Communication

**Edwards, Amanda** - Full Time Student Success Online Instructor

Subject: Student Success

M.B.A., Grand Canyon University, Business Administration; B.S., Oregon Institute of Technology, Marketing and Small Business Management

## **Faculty**

**Fields, Joyce** - Full Time Student Success Online Instructor

Subject: Student Success

M.S., California State University-East Bay, Education; B.S., Pittsburg State University, Education

**Mathews, Kendra** - Adjunct Instructor

Subject: Medical Assistant

B.S., University of Wyoming, Nursing

**Rogers, Kimberly** - Program Supervisor

Subject: Online Health

M.B.A., Colorado Technical University, Health Care Management; M.B.A., Colorado Technical University, Human Resource Management; B.S., Grand Valley State University, Liberal Studies; A.A., Grand Rapids Community College, Nursing

**Rollins-Hatcher, Mia** - Adjunct Instructor

Subject: Medical Assistant

B.S., Western Kentucky University, Health

**Russo, Michelle** – Lead Instructor

Subject: Medical Assistant

B.S., University of New Mexico-Albuquerque, Nursing

# Academic Calendar

**Effective: 07/17/2017**

## **Program Start Dates**

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

## Tuition and Fees

**Effective: 07/17/2017**

### Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
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* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Administration fee**	\$75
NCCCT Exam Fee (2 <sup>nd</sup> or 3 <sup>rd</sup> attempt, fee is per attempt)	\$90
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.