Administration

Effective: 04/24/2017

Tim Allen
Campus President
ADA Coordinator

Maria Sanchez
Director of Admissions

Jill James
Chancellor

Joel Nelson
Vice President of Academic Operations

Marilyn Lim-Carreon
Director of Career Services

Tracy McClenathan
Director of Retention

Melinda Renteria
Director of Enrollment Processing

Matthew Jaques
Director of Library Services

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

Simpson, Linda - Program Manager
Subject: Dental Assisting, Pharmacy Technician
M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development; Diploma, ETON Technical Institute, Medical Assisting

Coronado, Lisa - Adjunct Instructor
Subject: Medical Assistant
Diploma, Eagle Gate College, Medical Assisting

Gookstetter, Sheila - Lead Instructor
Subject: Dental Assisting
Diploma, Everest College, Dental Assisting

Hammond, Michela - Adjunct Instructor
Subject: Student Success
B.S., Seattle University, Computer Science

Jackson, Melissa - Adjunct Instructor
Subject: Dental Assisting
B.S., Walden University, Healthcare Management; A.A.S., Pima Medical Institute, Healthcare Administration

Lantz, Rhonda - Full Time Instructor
Subject: Medical Assistant
Certificate, Bryman College, Medical Assistant
Faculty

McCook, Benjamin - Adjunct Instructor
Subject: Pharmacy Technician
Diploma, Ashworth College, Pharmacy Tech

Merritt, Amy - Adjunct Instructor
Subject: Dental Assisting
A.A., South Seattle Community College, General Studies; A.A., Renton Technical College, Dental Assistant

Scapa, Benjamin - Director of Pharmacy Technician
Subject: Pharmacy Technician
Pharm.D, University of the Pacific, Pharmacy

Schroeder, Edgar - Adjunct Instructor
Subject: Student Success
M.B.A., University of Detroit Mercy, Business Administration; B.B.A., Central Michigan University, Business Administration

Stewart, David - Full Time Student Success Instructor
Subject: Student Success
Ph.D., University of California-Berkeley, Anthropology; M.B.A., City University of Seattle, Business; B.A., University of Washington-Seattle, Anthropology

Thomas, Leilana - Lead Instructor
Subject: Medical Assistant
Diploma, Eton Technical Institute, Medical Assistant

Tibbetts, Donna - Lead Instructor
Subject: Pharmacy Technician
M.B.A., American InterContinental University; B.B.A, American InterContinental University; A.A., American InterContinental University, Business

Tracer, Erin - Adjunct Instructor
Subject: Medical Assistant
Diploma, Everest College, Medical Assisting

Winstedt, Rachel - Advising Medical Specialist
Subject: Medical Assistant
N.D., Bastyr University, Naturopathic Medicine; B.S., University of Washington, Molecular Cellular and Developmental Biology
The Catalog Supplement is part of the Catalog & Student Handbook.

Fife, WA

Academic Calendar
Effective: 05/8/2017

Program Start Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Dates</th>
<th>Estimated Completion Dates by Program Length (in weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>2017</td>
<td>01/23/17</td>
<td>02/26/17</td>
</tr>
<tr>
<td></td>
<td>02/27/17</td>
<td>04/02/17</td>
</tr>
<tr>
<td></td>
<td>04/03/17</td>
<td>05/07/17</td>
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<tr>
<td></td>
<td>05/08/17</td>
<td>06/11/17</td>
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<tr>
<td></td>
<td>06/12/17</td>
<td>07/16/17</td>
</tr>
<tr>
<td></td>
<td>07/17/17</td>
<td>08/20/17</td>
</tr>
<tr>
<td></td>
<td>08/21/17</td>
<td>09/24/17</td>
</tr>
<tr>
<td></td>
<td>09/25/17</td>
<td>10/29/17</td>
</tr>
<tr>
<td></td>
<td>10/30/17</td>
<td>12/03/17</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Make-Up Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 29, 2017</td>
<td>June 2, 2017</td>
</tr>
<tr>
<td>July 4, 2017</td>
<td>July 7, 2017</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>November 23, 2017</td>
<td>December 1, 2017</td>
</tr>
<tr>
<td>November 24, 2017</td>
<td>December 8, 2017</td>
</tr>
<tr>
<td>December 25-31, 2017</td>
<td>N/A</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>January 5, 2018</td>
</tr>
</tbody>
</table>

Make-Up Schedule for 02/06/2017
- 02/10/2017 - SS1001  9:00am-1:30pm

Make-Up Schedule for 02/07/2017
- 02/07/2017 - DA1110  11:00am-3:30pm
- 02/07/2017 - MA1120  11:00am-3:30pm
- 02/07/2017 - PT1310  11:00am-3:30pm

Make-Up Schedule for 03/09/2017
- 03/17/2017 - DA1310  6:00pm-10:30pm

Make-Up Schedule for 04/20/2017
- 04/19/2017 - DA1110  9:00am-11:00am

Make-Up Schedule for 04/20/2017
- 04/19/2017 - PT1120  11:15am-1:15pm
Make-Up Schedule for 04/25/2017
  • 05/03/2017 - DA1110  9:00am-1:30pm
Make-Up Schedule for 04/27/2017
  • 05/04/2017 - DA1110  11:15am–1:15pm
Make-Up Schedule for 05/04/2017
  • 05/05/2017 - MA1320  8:15pm–10:15pm
Make-Up Schedule for 05/04/2017
  • 05/05/2017 - MA1520  6:00pm–8:00pm
Tuition and Fees
Effective: 04/03/2017

Certificate Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Books &amp; Supplies</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
<td>69.0</td>
<td>$23,184</td>
<td>$0</td>
<td>$0</td>
<td>$23,184</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>69.0</td>
<td>$23,115</td>
<td>$0</td>
<td>$0</td>
<td>$23,115</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>69.0</td>
<td>$23,115</td>
<td>$0</td>
<td>$0</td>
<td>$23,115</td>
</tr>
</tbody>
</table>

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.

Other Costs

<table>
<thead>
<tr>
<th>Cost</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Earned by Proficiency* (per course)</td>
<td>$100</td>
</tr>
<tr>
<td>Duplicate Certificate Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$7</td>
</tr>
<tr>
<td>Administration fee**</td>
<td>$75</td>
</tr>
<tr>
<td>NCCT Exam Fee (2nd or 3rd attempt, fee is per attempt)</td>
<td>$90</td>
</tr>
<tr>
<td>Lost Dosimeter Replacement Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Duplicate CPR card</td>
<td>$7</td>
</tr>
</tbody>
</table>

*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.