

CHARTER COLLEGE

CATALOG SUPPLEMENT 2017-2018 Fife

Administration

Effective: 09/07/2017

Tim Allen
Campus President
ADA Coordinator

Maria Sanchez
Director of Admissions

Melinda Renteria
Director of Enrollment
Processing

Sarah Kirton
Regional Director of Financial Aid

Tracy McClenathan
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

Faculty

Gardner, Treg - Program Manager

Subject: Online Technology

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

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

Tremblay, Larry - Program Manager

Subject: Online Health

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

Furbush, Jason - Director of Pharmacy Technician Program (Part Time)

Subject: Pharmacy Technician

Pharm.D., University of Washington, Pharmacy

Jackson, Melissa - Adjunct Instructor

Subject: Dental Assisting

Lantz, Rhonda - Full Time Instructor

Subject: Medical Assistant

Certificate, Bryman College, Medical Assistant

McCook, Benjamin - Adjunct Instructor

Subject: Pharmacy Technician

Diploma, Ashworth College, Pharmacy Tech

Faculty

Monger, Sheila - Lead Instructor

Subject: Dental Assisting

A.A.S., Charter College, Allied Health; Diploma, Bryman College, Dental Assistant

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, Business Administration; B.B.A., American Intercontinental University, Business Administration; A.A., American Intercontinental University, Business Administration; Diploma, Bryman College, Pharmacy Technician

Academic Calendar

Effective: 07/17/2017

Program Start Dates

Year	Module Dates		Estimated Completion Dates by Program Length (in weeks)
	Start Date	End Date	40
2017	01/23/17	02/26/17	10/29/17
	02/27/17	04/02/17	12/03/17
	04/03/17	05/07/17	01/14/18
	05/08/17	06/11/17	02/18/18
	06/12/17	07/16/17	03/25/18
	07/17/17	08/20/17	04/29/18
	08/21/17	09/24/17	06/03/18
	09/25/17	10/29/17	07/08/18
	10/30/17	12/03/17	08/12/18
2018	12/04/17	01/14/18	09/16/18
	01/15/18	02/18/18	10/21/18
	02/19/18	03/25/18	11/25/18
	03/26/18	04/29/18	01/06/19
	04/30/18	06/03/18	02/10/19
	06/04/18	07/08/18	03/17/19
	07/09/18	08/12/18	04/21/19
	08/13/18	09/16/18	05/26/19
	09/17/18	10/21/18	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
Dental Assisting	69.0	\$23,184	\$0	\$0	\$23,184
Medical Assistant	69.0	\$23,115	\$0	\$0	\$23,115
Pharmacy Technician	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 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

Credit Earned by Proficiency* (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
Lost Dosimeter Replacement Fee	\$25
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.*