

CHARTER COLLEGE

Catalog Supplement 2017-2018
Oxnard
Canyon Country and Lancaster – learning sites of Oxnard

The Catalog Supplement is part of the Catalog & Student Handbook.
Oxnard, CA
Canyon Country and Lancaster, CA - learning sites of Oxnard

Administration

Effective: 11/01/2017

Paul Dilger
**Campus President
ADA Coordinator
Oxnard**

Christina Albert
**Campus President
ADA Coordinator
Canyon Country – a learning site
of Oxnard**

Kimberly Thunderbird
**Campus President
ADA Coordinator
Lancaster – a learning site of
Oxnard**

Jill James
Chancellor

Joel Nelson
**Vice President of Academic
Operations**

Matthew Jaques
Director of Library Services

Sarah Kirton
Regional Director of Financial Aid

Shellee Kilbride
Director of Student Finance

Marilyn Lim-Carreon
Director of Career Services

Tracy McClenathan
Director of Retention

Melinda Renteria
Director of Enrollment Processing

Susan Orosco
Senior Director of Admissions

Faculty

Helzer, Dawn - Program Manager
Subject: Medical Assistant
B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant
Campus: Oxnard, Canyon Country, Lancaster

Johnson, Justin - Program Manager
Subject: Emergency Medical Technician
B.S., University of Phoenix, Business
Campus: Oxnard, Canyon Country, Lancaster

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
Campus: Oxnard, Canyon Country, Lancaster

Simpson, Linda - Program Manager
Subject: Dental Assisting, Veterinary Assistant
M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development; Diploma, ETON Technical Institute, Medical Assisting
Campus: Oxnard, Canyon Country, Lancaster

Tremblay, Larry - Program Manager
Subject: Aviation, Online Health, Heating, Ventilation, Air Conditioning, and Refrigeration
M.A., Georgia Southern University, English; B.A., Western Carolina University, English
Campus: Oxnard, Canyon Country, Lancaster

Ackerman, George - Adjunct Instructor
Subject: Business Administration
Ph.D, Capella University, Criminal Justice; J.D., Nova Southeastern University, Law; M.B.A, Nova Southeastern University, Business; M.S., Nova Southeastern University, Criminal Justice; M.S., Lynn University, Sports; B.A, Nova Southeastern University, Criminal Justice
Campus: Oxnard

Faculty

Alvarez, Angie - Lead Instructor Subject: Medical Assistant Certificate, Western Technical Institute, Medical Assisting	Campus: Oxnard
Bard, Paul - Adjunct Instructor Subject: Student Success M.S., Baker College, Information Systems; B.S., University of Phoenix, Information Technology	Campus: Canyon Country
Barnett, CJ - Adjunct Instructor Subject: Medical Assistant	Campus: Oxnard
Barone, Lindsey - Adjunct Instructor Subject: Dental Assisting Certificate, Cypress College, Dental Assisting	Campus: Canyon Country
Brown, Michael – Program Supervisor (Part Time) Subject: Aviation M.A., Biola University, Christian Apologetics; B.S., University of Colorado, Aerospace Engineering	Campus: Oxnard
Burke, Holly - Adjunct Instructor Subject: General Education M.A., Chapman University, Counseling; B.A., University of San Diego, Communication	Campus: Oxnard
Chavez, Scott – Full Time Instructor Subject: Dental Assisting B.S., California State University, Northridge, Health Science	Campus: Oxnard
Cortez, Mary - Adjunct Instructor Subject: Medical Assistant Diploma, Bryman College, Medical Office Management	Campus: Canyon Country
DeMartino, VirLynda - Adjunct Instructor Subject: General Education Ph.D., University of Florida, Nuclear Engineering; M.S.E., University of Florida, Nuclear Engineering; B.S.E., University of Florida, Nuclear Engineering	Campus: Oxnard
Dinc, Gurkan - Full Time Instructor Subject: Student Success M.B.A., Ashford University, Business Administration; B.S., California State University Long Beach, International Business; A.S., Antelope Valley College, Business Administration; A.A., Antelope Valley College, Letters, Arts, and Sciences; Certificate, Cornell University, Marketing Strategy	Campus: Lancaster
Duncan, Jeffrey - Adjunct Instructor Subject: Aviation B.S., Utah Valley University, Aviation Science	Campus: Oxnard
Durand, Christian - Adjunct Instructor Subject: Dental Assisting B.S., University of California-Riverside, Biology; A.A., Oxnard College, Liberal Arts & Science	Campus: Oxnard

Faculty

Edwards, Amanda - Full Time Student Success Online Instructor Campus: Oxnard
Subject: Student Success
M.B.A., Grand Canyon University, Business Administration; B.S., Oregon Institute of Technology, Marketing and Small Business Management

Fields, Joyce - Full Time Student Success Online Instructor Campus: Oxnard
Subject: Student Success
M.S., California State University-East Bay, Education; B.S., Pittsburg State University, Education

Flynn, Carolyn - Adjunct Instructor Campus: Oxnard
Subject: General Education
M.Ed., University of Phoenix, Adult Education; M.B.A., Letourneau University, Business Administration; B.S., Letourneau, Business Management; A.A., Peralta Community College, General Studies

Freeman, Gary - Lead Instructor Campus: Lancaster
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration
Resident Insurance Producer, California Department of Insurance; Core Curricula Instructor, NCCER; HVAC Instructor, NCCER; EPA Certification Proctor, Mainstream Engineering Corporation

Garcia, Kimberly - Lead Instructor Campus: Canyon Country
Subject: Medical Assistant
Diploma, Bryman College, Medical Assisting

Garrett, Dalene
Interim Lead Instructor Campus: Canyon Country
Adjunct Instructor Campus: Lancaster
Subject: Dental Assisting
A.S., San Diego Mesa College, Registered Dental Assistant; Certificate, San Diego Mesa College, Registered Dental Assistant

Gil, Astrid - Lead Instructor Campus: Canyon Country
Subject: Dental Assisting
Registered Dental Assistant, Dental Board of California; Coronal Polish Certification, Dental Professionals of California; Radiology Certification, Associated CA Dental Team Consultants; Pit and Fissure Sealant Certification, Dental Professionals of California; BLS Instructor, American Heart Association

Green, Amber - Full Time Instructor Campus: Oxnard
Subject: Veterinary Assistant
A.S., Los Angeles Pierce College, Veterinary Technology

Henzlik, Evan - Adjunct Instructor Campus: Oxnard
Subject: Emergency Medical Technician
B.S., Arizona State University, Medical Studies

Heredia, Dante - Adjunct Instructor Campus: Oxnard
Subject: Student Success
Ph.D., University of Nevada-Reno, Cellular Molecular Physiology and Pharmacology; B.S., University of Nevada Reno, Biology

Lanigan-Libby, Janet - Lead Instructor Campus: Oxnard
Subject: Legal
J.D., Regis College, Law; B.A., Regis College, Political Science

Faculty

Mola, Yenilen - Adjunct Instructor Subject: Medical Assistant	Campus: Oxnard
Novy, Laurie - Full Time Instructor Subject: General Education Ed.D, Nova Southeastern University, Educational Leadership; M.S., Illinois State University, English; B.S., Illinois State University, English	Campus: Oxnard
Murphy, John - Adjunct Instructor Subject: Emergency Medical Technician B.A., Fort Hayes State University, History	Campus: Canyon Country
Ochs, Debra - Full Time Student Success Instructor Subject: Student Success J.D., Ventura College of Law, Law; M.B.A., Loyola University of Chicago, Finance; B.A., Augustana College, Political Science/Public Administration	Campus: Oxnard
Ortiz-Colella, Irene - Adjunct Instructor Subject: Medical Assistant D.C., Palmer College of Chiropractic, Chiropractic; B.S., Lynn University, Biology; A.A.S., Palm Beach Community College, General Education	Campus: Oxnard
Overman, Mark - Adjunct Instructor Subject: Aviation M.S., Everglades Illinois University, Aviation Management; B.A., Southern Illinois University, Political Science	Campus: Oxnard
Phillips, Jacqueline - Lead Instructor Subject: Medical Assistant A.A.S., Charter College, Allied Health; Certificate, Metro Tech, Surgical Technology; Certificate, Maric College, Medical Assisting	Campus: Lancaster
Pine, Dwayne - Adjunct Instructor Subject: Medical Assistant A.A., Kings University, Christian Ministries; Certificate, Clarita Career College, Medical Assistant	Campus: Canyon Country
Pinnell, Erik - Adjunct Instructor Subject: Emergency Medical Technician A.A., Antelope Valley College, Admin of Justice	Campus: Lancaster
Pustlynik, Nina - Adjunct Instructor Subject: Medical Assistant M.B.A., University of Phoenix, Health Care Management; D.H.A., University of Phoenix, Health Administration	Campus: Lancaster
Ramey, Christy - Lead Instructor Subject: Dental Assisting Diploma, Concorde Career Institute, Dental Assisting	Campus: Oxnard
Riley, Angelina - Adjunct Instructor Subject: Medical Assistant Certificate, Charter College, Medical Assistant	Campus: Lancaster

Faculty

Rollings, Regina - Adjunct Instructor

Campus: Oxnard

Subject: General Education

Ph.D., California School of Organizational Psychology, Organizational Psychology; M.A., California School of Organizational Psychology, Organizational Psychology, M.A., San Jose State University, Speech Communication; B.A., University of Georgia, Journalism

Rogers, Kimberly – Program Supervisor

Campus: Lancaster

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

Schieltz, Sharon - Lead Instructor

Campus: Oxnard

Subject: Veterinary Assistant

R.V.T., Pierce College; A.A., Moorpark College, Liberal Arts and Science

Starr, Theresa - Adjunct Instructor

Campus: Oxnard

Subject: Medical Assistant

Tassone, Richard - Full Time Student Success Instructor

Campus: Canyon Country

Subject: Student Success

M.B.A., University of California-Irvine, Business Administration; B.B.A., California State University Fullerton, Business Administration

Villella, Jamie - Full Time Instructor

Campus: Lancaster

Subject: Dental Assisting

Diploma, Clarita Career College, Dental Assistant

Weltman, Laura - Adjunct Instructor

Campus: Oxnard

Subject: Student Success

J.D., University of Laverne College of Law, Law; M.P.A., University of Southern California, Judicial Administration; B.A., University of California-Santa Barbara, Law and Society

Academic Calendar

Effective: 11/03/2017

Program Start Dates

Year	Module Dates		Estimated Completion Dates by Program Length (in weeks)		
	Start Date	End Date	40	70	120
2017	01/23/17	02/26/17	10/29/17	06/03/18	05/26/19
	02/27/17	04/02/17	12/03/17	07/08/18	06/30/19
	04/03/17	05/07/17	01/14/18	08/12/18	08/04/19
	05/08/17	06/11/17	02/18/18	09/16/18	09/08/19
	06/12/17	07/16/17	03/25/18	10/21/18	10/13/19
	07/17/17	08/20/17	04/29/18	11/25/18	11/17/19
	08/21/17	09/24/17	06/03/18	01/06/19	12/22/19
	09/25/17	10/29/17	07/08/18	02/10/19	02/02/20
	10/30/17	12/03/17	08/12/18	03/17/19	03/08/20
2018	12/04/17	01/14/18	09/16/18	04/21/19	04/12/20
	01/15/18	02/18/18	10/21/18	05/26/19	05/17/20
	02/19/18	03/25/18	11/25/18	06/30/19	06/21/20
	03/26/18	04/29/18	01/06/19	08/04/19	07/26/20
	04/30/18	06/03/18	02/10/19	09/08/19	08/30/20
	06/04/18	07/08/18	03/17/19	10/13/19	10/04/20
	07/09/18	08/12/18	04/21/19	11/17/19	11/08/20
	08/13/18	09/16/18	05/26/19	12/22/19	12/13/20
	09/17/18	10/21/18	06/30/19	02/02/20	01/24/21

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	November 17, 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
DA1210	07/20/2017 11:15am-1:15pm	07/19/2017 11:15am-1:15pm	Canyon Country
VA1140	08/01/2017 6:00pm-10:30pm	08/02/2017 6:00pm-10:30pm	Oxnard
VA1140	08/08/2017 6:00pm-10:30pm	08/09/2017 6:00pm-10:30pm	Oxnard
SS1001	09/08/2017 6:00pm-10:30pm	09/07/2017 6:00pm-10:30pm	Lancaster
HV1420	09/08/2017 6:00pm-10:30pm	09/08/2017 1:00pm-5:30pm	Lancaster
DA1120	09/11/2017 9:00am-1:30pm	09/15/2017 9:00am-1:30pm	Canyon Country
SS1001	09/18/2017 9:00am-1:30pm	09/20/2017 9:00am-1:30pm	Canyon Country
SS1001	09/18/2017 6:00pm-10:30pm	09/20/2017 9:00am-1:30pm	Canyon Country
VA1200	10/31/2017 6:00pm-10:30pm	11/02/2017 6:00pm-10:30pm	Oxnard
VA1200	11/02/2017 6:00pm-8:00 pm	11/09/2017 8:15pm-10:15pm	Oxnard
HV1240	11/24/2017 6:00pm-8:00pm	11/10/2017 8:15pm-10:15pm	Lancaster
HV1630	11/24/2017 8:15pm-10:15pm	12/01/17 8:15pm-10:15pm	Lancaster

Tuition and Fees

Effective: 07/17/2017

Certificate Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Dental Assisting (Available at All Campuses)	69.0	\$6,048	\$23,184	\$0	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Available at Lancaster Only)	72.0	\$6,120	\$24,480	\$0	\$0	\$0	\$24,480
Medical Assistant (Available at All Campuses)	69.0	\$6,030	\$23,115	\$0	\$0	\$0	\$23,115
Veterinary Assistant (Available at Oxnard Only)	69.0	\$6,030	\$23,115	\$0	\$0	\$0	\$23,115

Associate of Applied Science Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	116.5	\$13,050	\$80,000	\$0	\$0	\$0	\$80,000
Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	116.5	\$20,610	\$38,700	\$0	\$0	\$0	\$38,700
Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	114.5	\$15,075	\$95,964	\$0	\$0	\$0	\$95,964
Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	114.5	\$22,635	\$38,700	\$0	\$0	\$0	\$38,700
Commercial Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	110.5	\$13,050	\$69,190	\$0	\$0	\$0	\$69,190
Commercial Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	110.5	20,610	\$38,700	\$0	\$0	\$0	\$38,700
Commercial Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	109.0	\$13,850	\$82,578	\$0	\$0	\$0	\$82,578
Commercial Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	109.0	\$21,410	\$38,700	\$0	\$0	\$0	\$38,700

Bachelor of Science Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	191.5	\$13,050	\$104,300	\$0	\$0	\$0	\$104,300

Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	191.5	\$20,610	\$73,530	\$0	\$0	\$0	\$73,530
Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	190.0	\$15,075	\$120,264	\$0	\$0	\$0	\$120,264
Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	190.0	\$22,635	\$73,530	\$0	\$0	\$0	\$73,530
Aeronautics: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	191.5	\$13,050	\$93,490	\$0	\$0	\$0	\$93,490
Aeronautics: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	191.5	\$20,610	\$73,530	\$0	\$0	\$0	\$73,530
Aeronautics: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	190.0	\$13,850	\$106,878	\$0	\$0	\$0	\$106,878
Aeronautics: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	190.0	\$21,410	\$73,530	\$0	\$0	\$0	\$73,530

*The Student Tuition Recovery Fund Assessment is non-refundable.

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.

Aviation Programs

***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.

Domestic Students

Tuition Billing by Quarter Credit Hour	
Courses delivered online by the College and Ground School delivered by the Flight Partner	\$300 per quarter credit hour
Fixed Wing Flight Lab courses delivered by the Flight Partner	\$3,904 per quarter credit hour
Rotor Flight Lab courses delivered by the Flight Partner	\$6,168 per quarter credit hour

M-1 Visa International Students

Tuition Billing

Courses delivered online by the College	\$430 per quarter credit hour
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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
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.*