

# CHARTER COLLEGE

**Catalog Supplement 2017-2018**  
**Pasco**  
**Yakima – A Learning Site of Pasco**

The Catalog Supplement is part of the Catalog & Student Handbook.  
Pasco, WA  
Yakima, WA – a learning site of Pasco

## Administration

**Effective: 09/07/2017**

**Brenda Slusser**  
**Campus President**  
**ADA Coordinator**  
**Pasco**

**Daisy Mendoza**  
**Campus Manager**  
**ADA Coordinator**  
**Yakima – a learning site**  
**of Pasco**

**Isaiah Jensen**  
**Director of Admissions**  
**Pasco**

**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 Campus: Pasco  
Subject: Online Technology  
M.S., University of Phoenix, Computer Information Systems; B.S., University of Phoenix, Information Systems

**Helzer, Dawn** - Program Manager Campus: Pasco, Yakima  
Subject: Medical Assistant  
B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant

**Ruiz, Christy** - Program Manager Campus: Pasco, Yakima  
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 Campus: Pasco  
Subject: Dental Assisting  
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 Campus: Pasco, Yakima  
Subject: Online Health, Heating, Ventilation, Air Conditioning, and Refrigeration  
M.A., Georgia Southern University, English; B.A., Western Carolina University, English

**Berretta, Matthew** - Full Time Student Success Instructor Campus: Pasco  
Subject: Student Success  
MA, Arizona State University, English; BA, University of Arizona, English

**Bolstad, Kelly** - Full Time Instructor Campus: Pasco  
Subject: Medical Assistant  
A.A.S., Columbia Basin College, Medical Assistant; Certificate, Columbia Basin College, Medical Assistant

## Faculty

<b>Buttrey, Michael</b> - Adjunct Instructor Subject: Student Success B.A., Central Washington University, Social Science	Campus: Yakima
<b>Carter, Garrett</b> - Full Time Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration A.G.S., Portland Community College, General Studies	Campus: Pasco
<b>Coleman, Shannon</b> - Full Time Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration Certificate, Charter College-Pasco, Heating, Ventilation, Air Conditioning, and Refrigeration	Campus: Pasco
<b>Criddle, Deanna</b> - Full Time Student Success Instructor Subject: Student Success M.E., Colorado State University-Fort Collins, Education and Human Resource Studies; B.S., Washington State University-Pullman, Zoology	Campus: Pasco
<b>Curtis, Lindsay</b> - Full Time Instructor Subject: Dental Assisting Certification, Yakima Valley Community College, Dental Assisting	Campus: Pasco
<b>Greiner, Cynthia</b> - Adjunct Instructor Subject: Online Health Graduate Certificate, Central Michigan University, International Health; M.A., Wayland Baptist University, Management; B.S., Wayland Baptist University, Business Administration	Campus: Pasco
<b>Hageman, Faith</b> - Full Time Instructor Subject: Medical Assistant A.A.S., Charter College-Pasco, Medical Office Administrations Assistant; Certificate, Charter College-Pasco, Medical Assistant	Campus: Pasco
<b>Henderson, Van</b> - Adjunct Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration	Campus: Yakima
<b>Kuykendall, Laura</b> - Lead Instructor Subject: Medical Assistant	Campus: Pasco
<b>Mitchell, Marcus</b> - Lead Instructor Subject: Heating, Ventilation, Air Conditioning, and Refrigeration A.A.S., Yakima Valley Community College, Heating, Ventilation, Air Conditioning, and Refrigeration Technology	Campus: Yakima
<b>Moddrell, Vickie</b> - Full Time Instructor Subject: Dental Assisting Certificate, Blue Mountain Community College, Dental Assisting	Campus: Pasco
<b>Myre, Karrie</b> - Lead Instructor Subject: Medical Assistant B.S., Central Washington University, Physical Education; Certificate, PIMA Medical Institute, Medical Assistant	Campus: Yakima
<b>Phillips, Andrea</b> - Full Time Student Success Instructor Subject: Student Success M.S., Walden University, Psychology; B.A., Washington State University, Social Sciences; A.A., Yakima Valley Community College, Business	Campus: Yakima

## Faculty

**Pine, Dwayne** - Adjunct Instructor Campus: Pasco, Yakima  
Subject: Medical Assistant  
A.A., Kings University, Christian Ministries; Certificate, Clarita Career College, Medical Assistant

**Rowley, Matthew** - Adjunct Instructor Campus: Pasco  
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration  
Certificate, Charter College-Pasco, Heating, Ventilation, Air Conditioning, and Refrigeration

**Sawada, Karri** - Adjunct Instructor Campus: Pasco  
Subject: Medical Assistant  
Certificate, Charter College-Pasco, Medical Assistant

**Steckline, Heidi** - Lead Instructor Campus: Pasco  
Subject: Dental Assisting  
Certificate, Yakima Valley Community College, Dental Assisting; A.A.S., Columbia Basin College

**Swanberg, Lori** - Full Time Instructor Campus: Yakima  
Subject: Medical Assistant  
Certificate, Yakima Valley Community College, Medical Assistant; Certificate, Yakima Valley Community College, Medical Terminology

# Academic Calendar

**Effective: 08/01/2017**

## 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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
HV1410	07/25/2017 9:00am-1:30pm	07/26/2017 9:00am-1:30pm	Pasco
HV1410	07/25/2017 6:00pm-10:30pm	07/26/2017 6:00pm-10:30pm	Pasco
HV1410	07/26/2017 11:15am-1:15pm	07/28/2017 11:15am-1:15pm	Pasco
HV1410	07/26/2017 8:15pm-10:15pm	07/28/2017 8:15pm-10:15pm	Pasco

## Tuition and Fees

Effective: 07/17/2017

### Certificate Programs

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Dental Assisting (Available at Pasco Only)	69.0	\$23,184	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Available at All Campuses)	72.0	\$24,480	\$0	\$0	\$24,480
Medical Assistant (Available at All Campuses)	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 Exam* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Administration fee**	\$75
NCCT Exam Fee (2 <sup>nd</sup> or 3 <sup>rd</sup> 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.