

**CATALOG ADDENDUM
2021-2022**

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

Changes in this Addendum are indicated by ~~marking through removed language~~ and underlining new language.

EFFECTIVE 04/27/2021

PAGE: 179-180

The following was revised to read:

CERTIFICATE IN DENTAL ASSISTING

Radiation protection and monitoring devices are available for each Dental Assisting student. ~~All Dental Assisting sStudents~~ will be issued a dosimeter within the first module of attendance and are required to wear the issued dosimeter badge at all times while in the dental lab. Charter College will provide the dosimeters to all students quarterly. Students will leave the dosimeters on the campus in a designated location in the lab. Lost dosimeters must be replaced for a fee.

All students working in the dental labs are being exposed to radiation from the x-ray equipment will follow the ALARA “as low as reasonably achievable” principle. Basic protective measures will be executed at all times to minimize the time spent near a radioactive source, maximizing the distance away from the radioactive source, and the use of shielding between the person and the radioactive source. Additionally, students are not permitted to hold image receptors.

Radiation Safety for Pregnant Individuals

All students working in the dental lab who are pregnant, must sign the Written Declaration of Pregnancy and provide a doctor's note stating whether the doctor approves of the student taking radiographs. If approved to take radiographs, a dosimeter badge must be worn at all times while in the dental lab and lead aprons must be worn while radiographs are being taken.

In the event of abnormal exposure levels:

1. It will be necessary for the campus to find out why the exposure is abnormal, and correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.
3. The campus will follow all regulatory requirements for over-exposure.

EFFECTIVE 04/23/2021

PAGE: 7

The following was revised to read:

ASSOCIATE OF APPLIED SCIENCE IN NURSING

The associate nursing program at Charter College at the Anchorage campus located in Anchorage, Alaska is accredited by the:

Accrediting Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is initial continuing accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>
<http://www.acenursing.com/accreditedprograms/programsearch.htm>

EFFECTIVE 04/23/2021

PAGE: 58

TECHNOLOGY REQUIREMENTS

Students enrolled in blended or online courses are required to have: ~~and maintain a functional computer less than five (5) years old, high-speed Internet access, and a supported web browser. Other system requirements include the following:~~

- A functioning e-mail account (provided by Charter College)
- Microsoft Office 365 (provided by Charter College)

- ~~Adobe Reader, version DC~~
- Access to and maintain a functional computer less than five (5) years old, high-speed Internet access, and a supported web browser. Other system requirements include the following:
 - Intel I3 Processor or higher
 - Minimum 4 GB of RAM
 - High-speed Internet access
 - Internet connection (DSL or faster)
 - Wireless connection (802.11n or ac)
 - At least two of the following supported web browsers:
 - Chrome: Versions 75 or higher
 - Firefox: Versions 67 or higher
 - Safari: Versions 11 or higher
 - Sound card and computer speakers to listen to audio presentations
 - Headset/microphone
 - Operating Systems for PC users
 - Windows 8
 - Windows 10
 - Operating Systems for Mac users
 - OS X 10 - version 10.8x or newer
 - Media Player
 - Apple QuickTime for Mac users
 - Windows Media Player for PC users
- ~~The following software is recommended for PC and Mac users:~~
- ~~Adobe Reader, version DC~~

PROGRAMS INCLUDING A COMPUTER

Alternatively, the College will issue a computer to students enrolling in select programs (see *Programs Including a Computer for more information*).

EFFECTIVE 04/05/2021

PAGES: 33-34

The following was revised to read:

INSTITUTIONAL FUNDING OPTION FOR ALASKA, CALIFORNIA, MONTANA & NEW MEXICO CAMPUSES

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. It is Charter's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. Charter College has no preferred lender relationships.

For students who have exhausted these options, the College offers an institutional financing option called a *Retail Installment Contract (RIC)*; the RIC is commonly referred to as Charter College Credit. A Retail Installment Contract without credit worthiness is available.

While a student attends the College and for three (3) months after graduating, the interest rate is at 0% interest. Payments are due on the first of every month after attending class. If the finance plan extends beyond three (3) months after graduation or the student stops attending, the interest rate increases to 8% until the finance plan is paid in full.

Students are expected to keep their account current. Students over 60 days delinquent may be blocked from beginning classes in their next term.

Charter College is unable to service loans in the States of Illinois and New York. Student's residing in the states of Illinois and New York are not eligible for a CCC payment plan or cash payment by term options. Any student with an owing account balance (GAP) after

all other discount and aid has been applied will be required to make a single payment to cover the owing balance. This single payment must be received by Friday of Week 1.

IPAY+ IN-SCHOOL TUITION PAYMENT MATCH PROGRAM

Students who have a Charter College Credit payment plan and make their in-school payments on time are eligible for the iPay+ In-School Tuition Payment Match Program. The iPay+ In-School Tuition Payment Match Program will match the dollar amount of each scheduled in-school payment paid on time.

A student must have a portion of their tuition funded by a third party (Title IV, Grants, VA, WIOA, etc.) to be eligible for the iPay+ In-School Tuition Payment Match Program. The College reserves the right to determine eligible cash payments as it sees fit. Cash paying students, by definition, are not eligible for the iPay+ In-School Tuition Payment Match Program.

If a student makes their in-school payment on time, an adjustment for the amount of the scheduled payment will be applied to the student's account the following business day. If a credit balance would be created by applying the iPay+ In-School Tuition Payment Match Program adjustment, the adjustment will not be applied.

IPAY+ OUT-OF-SCHOOL TUITION PAYMENT PROGRAM

Students who have a Charter College Credit payment plan and make their out-of-school payments on time are eligible for the iPay+ Out-of-School Tuition Payment Program. The iPay+ Out-of-School Tuition Payment Program will match 50% of each scheduled out-of-school payment paid on time.

Those students who are no longer in school, who have a Charter College Credit payment plan, and make their out-of-school payments on time are eligible for the iPay+ Out-of-School Tuition Payment Program. If a student makes their out-of-school payment on time, an adjustment for 50% of the scheduled payment will be applied to the student's account within 48 business hours. If a credit balance would be created by applying the iPay+ Out-of-School Tuition Payment Match Program adjustment, the adjustment will not be applied.

INSTITUTIONAL FUNDING OPTION FOR WASHINGTON CAMPUSES

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. It is Charter's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. Charter College has no preferred lender relationships.

For students who have exhausted these options, the College offers an institutional payment plan option called a *Retail Installment Contract (RIC)*; the RIC is commonly referred to as Charter College Credit. A Retail Installment Contract without credit worthiness is available.

The interest rate is at 0% interest. Payments are due on the first of every month after attending class.

Students are expected to keep their account current. Students over 60 days delinquent may be blocked from beginning classes in their next term.

Charter College is unable to service loans in the States of Illinois and New York. Student's residing in the states of Illinois and New York are not eligible for a CCC payment plan or cash payment by term options. Any student with an owing account balance (GAP) after all other discount and aid has been applied will be required to make a single payment to cover the owing balance. This single payment must be received by Friday of Week 1.

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If a student makes their in-school payment on time, an adjustment for the amount of the scheduled payment will be applied to the student’s account the following business day. If a credit balance would be created by applying the iPay+ In-School Tuition Payment Match Program adjustment, the adjustment will not be applied.

IPAY+ OUT-OF-SCHOOL TUITION PAYMENT PROGRAM

Students who have a Charter College Credit payment plan and make their out-of-school payments on time are eligible for the iPay+ Out-of-School Tuition Payment Program. The iPay+ Out-of-School Tuition Payment Program will match 50% of each scheduled out-of-school payment paid on time.

Those students who are no longer in school, who have a Charter College Credit payment plan, and make their out-of-school payments on time are eligible for the iPay+ Out-of-School Tuition Payment Program. If a student makes their out-of-school payment on time, an adjustment for 50% of the scheduled payment will be applied to the student’s account within 48 business hours. If a credit balance would be created by applying the iPay+ Out-of-School Tuition Payment Match Program adjustment, the adjustment will not be applied.

EFFECTIVE 03/31/2021 PAGES: 21, 117

The following was revised in the *Admissions Requirements – Program and Programs of Study*:

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING (DEGREE COMPLETION)

1. All students must **attest** to having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - a. External applicants: Official transcripts with 36 quarter credit hours in a medical billing and coding concentration; or,
 - b. Internal applicants: Graduate from a Charter College Medical Office Administrative Assistant, Charter College Health Unit Coordinator, or previous Charter College billing and coding program.
3. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
4. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

EFFECTIVE 03/10/2021 PAGE: 33

SUMMARY OF ADMISSIONS REQUIREMENTS

State	HS Graduation or Equivalent			Distance Education Interview Form	Compulsory School Age	Photo ID
	Evidence	<u>Attestation</u>	ATB (eligible for select programs)			
Alaska		•	•	•		•
California	•		•	•		
Montana		•		•		
New Mexico	•			•	•	
Washington		•	•	•		

The following information was added:

VETERANS' BENEFITS

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Charter College will inquire about each veteran's previous education and training. Veterans should request unofficial transcripts from all prior institutions, including military training, traditional college coursework and vocational training, submitting them for review. If a class is deemed to be transferable, then the Veteran would need to submit an official transcript allowing Charter College to grant the credit as appropriate.

Check with the College's School Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

Charter College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Charter College is required to limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has reached the 85% limit, the veteran may enroll but will not be eligible for VA funding. Chapter 35 and 31 veterans may continue with enrollment if the 85% limit has been reached.

G.I. Bill

[G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs \(VA\). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.](https://www.benefits.va.gov/gibill)

The following information was added:

INSTITUTIONAL FUNDING OPTION

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PROGRAMS OF STUDY – INACTIVE

EFFECTIVE 06/22/2020

CERTIFICATE IN BUSINESS OFFICE ADMINISTRATION

DELIVERY METHOD: BLENDED

CAMPUS: CANYON COUNTRY, OXNARD, FIFE, LACEY, PASCO, YAKIMA

LENGTH: 40 WEEKS

NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS IN THIS PROGRAM VERSION. RE-ENTRY STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS TO RETURN.

PROGRAM DESCRIPTION

The Certificate in Business Office Administration program includes topics in management of technology, marketing, business fundamentals, human relations, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:

1. Knowledge of Work Environments
 - a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
 - b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
 - a. Use word processing software to correctly format and complete business documents in mailable formats.
 - b. Produce complex documents containing graphics and tables with relative speed and efficiency.
 - c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
 - a. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
 - b. Use appropriate business English in written and verbal communication
 - c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
 - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Marketing Skills
 - a. Use marketing theory and strategies to explore all aspects of marketing
 - b. Produce a marketing plan from initial analysis to final implementation and evaluation.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5

BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
	Grand Total	760	72.0

¹This course is taught on-ground, blended, or online.

²This course is taught online.

When a BA-prefix or OFM-prefix course is repeated, it may be taught online.