

**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.

## ANNOUNCED 09/21/2021

PAGE: 163

The following course description was revised to read:

### MA1320 PATIENT CARE CONCEPTS

4.5 QUARTER CREDIT HOURS

#### PREREQUISITES: NONE

This course introduces the ~~medical assistant's role in concepts of~~ patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

## UPDATED 09/10/2021

PAGE: 27

The following was revised to read:

### CHARTER COLLEGE ALUMNI TUITION DISCOUNT

Charter College would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Diploma, Certificate, or Associate's program and enroll in another program, will receive a 15% tuition discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College/Charter Institute.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one tuition discount as the Alumni Tuition Discount is per program.

## UPDATED 09/10/2021

PAGE: 91

The following schedule changes were made to the *Academic Calendar* due to holidays, weather closures, make-up days, etc.:

Course Make-Up	Original Date & Time	Make-Up Date & Time	Location (Main, Non-Main, or SEC)
<u>SS1110 AM1 M</u>	<u>9/10/21 9:00am to 1:30 pm</u>	<u>9/8/21 9:00 am to 1:30 pm</u>	<u>Oxnard</u>
<u>SS1110 PM1 M</u>	<u>9/10/21 6:00 pm to 10:30 pm</u>	<u>9/9/21 6:00 pm to 10:30 pm</u>	<u>Canyon Country</u>
<u>SS1110 PM1 M</u>	<u>9/10/2021 6:00 pm to 10:30 pm</u>	<u>9/9/21 6:00 pm to 10:30 pm</u>	<u>Oxnard</u>

## EFFECTIVE 08/24/2021

PAGE: 143

The following statement in the *Diploma in Phlebotomy* program was revised to read:

### LAB COURSES

Lab courses are facilitated at a local Charter campus. Students enrolling through the Anchorage campus are scheduled to attend lab ~~at the in~~ Anchorage ~~campus or Wasilla~~ and students enrolling through the Vancouver campus are scheduled to attend lab ~~at either the in~~ Billings, Missoula, Vancouver, Fife, Lacey, or ~~the Pasco campus~~.

The following was revised to read:

## REFUNDS

### ALASKA

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6<sup>th</sup>) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

### CALIFORNIA

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The following formula is used to calculate refunds of tuition and fees. An enrollment period is defined as a quarter which is ten (10) weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Tuition charges for the quarter in which the student withdraws are based on the student's last day of attendance and the number of days attended in the quarter. The last day of attendance is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. The amount owed equals the daily charge for the quarter (total institutional charge for the quarter, divided by the number of days in the quarter), multiplied by the number of days the student attended, or was scheduled to attend, through the student's last day of attendance. Students completing more than 60% of the quarter will be charged 100% of the tuition for the quarter. This refund formula is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

### MONTANA

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6<sup>th</sup>) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

## NEW MEXICO

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance.

For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 50% of the tuition and fees for that quarter. A student that attends after the fourth (4<sup>th</sup>) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	50%
Week 3	25%
Week 4	25%
Week 5-10	0%

## WASHINGTON

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance.

For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6<sup>th</sup>) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

## RETURN OF TITLE IV FUNDS

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College will be evaluated to determine if their eligibility for aid recalculated (Return to Title IV calculation) based on the percentage of the payment period completed (*percentage of Title IV aid earned*). This calculation must occur within 30 days of the student's date of withdrawal. The date of withdrawal is the date the student officially notifies the College of their intent to withdraw or the date the College determines the student has violated one or more of the following College policies:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see Satisfactory Academic Progress, if applicable)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see Students with Financial Balances).

Students that meet one of the following requirements are exempt from a Return to Title IV Funds calculation:

1. The student completes all requirements for graduation within the payment period;
2. The student successfully completes Title IV-eligible coursework in one module or a combination of modules that equals 49% or more of the number of countable days in the payment period; or
3. The student successfully completes Title IV-eligible coursework equal to or greater than what Charter College considers to be half-time enrollment for the payment period.

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the number of days the student was scheduled to attend (which equals the number of days in the modules that were eventually used to determine the amount of the student's Title IV eligibility for the period) times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17<sup>th</sup>) day of a period with seventy (70) days, the percentage of Title IV aid earned is 24.29% (17/70 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant;
5. Iraq and Afghanistan Service Grants; and,
6. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Alaska Supplemental Education Loan;
2. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
3. The student.

*The percentage of earned Title IV aid* may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

**ANNOUNCED 08/18/2021**

**PAGE: 13**

The following was added to the *Admissions Disclosures*:

#### **EXTERNSHIP – MEDICAL ASSISTANT, DENTAL ASSISTING, PHARMACY TECHNICIAN**

Prior to attending externship, students must provide documentation of the following:

1. Hepatitis B vaccination series.
  - a. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
2. Passing a tuberculosis screening within the past year.
3. California: COVID-19 vaccination.
4. Montana: MMR and Varicella vaccination series.
5. Washington: COVID-19 vaccination.

## EXTERNSHIP – VETERINARY ASSISTANT

Prior to attending externship, students must provide documentation of the following:

1. California: COVID-19 vaccination.
2. Washington: COVID-19 vaccination.

**ANNOUNCED 08/18/2021**

**PAGES: 17-18**

The following was added to the *Admissions Requirements - Institutional*:

### WASHINGTON

1. All students must **attest** to having one (1) of the following:
  - a. A high school diploma;
  - b. A recognized equivalency certificate (e.g., GED); or
  - c. Having passed a State-authorized examination recognized as the equivalent of a high school diploma;
    - i. (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. If a student does not meet one those requirements, they must provide documentation of an official passing score for an approved ability to benefit test prior to the first scheduled course.
3. Fife: Beginning September 30, 2021, all students are required to show proof of COVID-19 vaccination to enter the facility.

**ANNOUNCED 08/18/2021**

**PAGE: 13**

The following was revised in *Externship/Clinical Experiences*:

In order to be eligible for the externship/clinical experience, students must:

- Complete all core courses
- Demonstrate program competencies to a qualified instructor of the program via the skills check-off process.
- Provide documentation of completing the Hepatitis B vaccination series (Not applicable to the Certificate in Veterinary Assistant Program)
  - Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
- Provide documentation of passing a tuberculosis screening within the past year (Not applicable to the Certificate in Veterinary Assistant Program)
- Students ~~enrolled-attending~~ in Montana: provide documentation of completing the MMR and Varicella vaccination series
- Students attending in California: By October 8, 2021, provide documentation of COVID-19 vaccination, including 1) two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson) and 2) two-week waiting period.
  - The College cannot guarantee a partner site will allow unvaccinated students to complete externship hours; therefore, students who decide to abstain from the COVID-19 vaccination will be withdrawn from the College prior to externship. Students who abstain from the vaccine are not eligible for the Leave of Absence-COVID-19 (LOACOVID) or Extern Leave of Absence-COVID-19 (EXINCCOV).
- Students attending in Washington: By October 18, 2021, provide documentation of COVID-19 vaccination, including 1) two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson) and 2) two-week waiting period.
  - The College cannot guarantee a partner site will allow unvaccinated students to complete externship hours; therefore, students who decide to abstain from the COVID-19 vaccination will be withdrawn from the College prior to externship. Students who abstain from the vaccine are not eligible for the Leave of Absence-COVID-19 (LOACOVID) or Extern Leave of Absence-COVID-19 (EXINCCOV).
- Students attending externship in Washington and California after the September 27, 2021 module:
  - Students are required to be fully vaccinated, including the two-week waiting period, no later than the first day of the externship module.
  - The College cannot guarantee a partner site will allow unvaccinated students to complete externship hours; therefore, students who decide to abstain from the COVID-19 vaccination will be withdrawn from the College prior to externship. Students who abstain from the vaccine are not eligible for the Leave of Absence-COVID-19 (LOACOVID) or Extern Leave of Absence-COVID-19 (EXINCCOV).
- Meet the requirements of Satisfactory Academic Progress (SAP)

- Provide Career Services with a current resume
- Provide Career Services with a completed student needs assessment
- Complete the non-disclosure agreement with the extern/clinical site
- Be current in financial obligations to the College

## ANNOUNCED 08/16/2021

PAGE: 22

The following was added to *Admissions Requirements – Program*:

### ASSOCIATE OF APPLIED SCIENCE IN NURSING

#### CLINICAL ADMISSION REQUIREMENTS

Prior to all clinical assignments for the duration of the program, it is the student's responsibility to submit to the Clinical Coordinator the following documentation:

1. Certificate of completion of training on Health Insurance Portability and Accountability Act (HIPAA) and Bloodborne Pathogen (provided prior to clinical by Charter College).
2. Basic Life Support (BLS) card, which must not expire before the anticipated graduation date.
3. Proof of health insurance.
4. [Proof of COVID-19 vaccination including two-dose \(Pfizer/BioNTech, Moderna\) or one-dose \(Johnson & Johnson\).](#)

### INACTIVE PROGRAMS

## ANNOUNCED 07/19/2021

Charter College is not enrolling new or returning students into this program version. New or returning students will be entered into the most current program version.

### ASSOCIATE OF APPLIED SCIENCE IN NURSING

**DELIVERY METHOD: ON-GROUND**

**CAMPUS: ANCHORAGE**

**LENGTH: 80 WEEKS**

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>Concentration Requirements</b>			
NU1010	Fundamentals of Nursing	35	3.5
NU1010L	Fundamentals of Nursing Lab	40	2.0
NU1010C	Fundamentals of Nursing Clinical	60	2.0
NU1015	Pharmacology for Nursing	40	4.0
NU1015L	Pharmacology for Nursing Lab	30	1.5
NU1015C	Pharmacology for Nursing Clinical	60	2.0
NU1020	Gerontological Nursing and Community Health	40	4.0
NU1205	Medical-Surgical Nursing I	60	6.0
NU1205L	Medical-Surgical Nursing I Lab	40	2.0
NU1205C	Medical-Surgical Nursing I Clinical	60	2.0
NU2305	Medical-Surgical Nursing II	60	6.0
NU2305L	Medical-Surgical Nursing II Lab	40	2.0
NU2305C	Medical-Surgical Nursing II Clinical	60	2.0
NU2405	Maternal/Child Nursing	40	4.0
NU2405L	Maternal/Child Nursing Lab	20	1.0
NU2405C	Maternal/Child Nursing Clinical	60	2.0
NU2505	Pediatric Nursing	40	4.0
NU2505L	Pediatric Nursing Lab	20	1.0

<b>NU2505C</b>	Pediatric Nursing Clinical	60	2.0
<b>NU2605</b>	Mental Health Nursing	40	4.0
<b>NU2605C</b>	Mental Health Nursing Clinical	60	2.0
<b>NU2705</b>	Leadership and Management	40	4.0
<b>NU2705C</b>	Leadership and Management Clinical	120	4.0
<b>NU2800</b>	NCLEX Review	40	4.0
<b>SC1800</b>	Anatomy and Physiology I	60	5.0
<b>SC1900</b>	Anatomy and Physiology II	60	5.0
	<b>General Education Requirements</b>		
<b>GE1105</b>	Human Growth and Development	45	4.5
<b>GE1115</b>	Sociology of the Family	45	4.5
<b>GE2110</b>	College Mathematics	50	4.5
<b>GE2310</b>	Written and Oral Communication Practices	45	4.5
<b>GE2410</b>	Ethical Principles Across Societies	45	4.5
<b>SC2310</b>	Microbiology	55	4.5
	<b>Grand Total</b>	<b>1570</b>	<b>108.0</b>

## ANNOUNCED 07/08/2021

Charter College is not enrolling new students into this program.

## CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

*DELIVERY METHOD: BLENDED*

*CAMPUS: YAKIMA*

*LENGTH: 40 WEEKS*

Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>HV1110</b>	Basic HVAC Science and Electrical	45	4.5
<b>HV1210</b>	Basic Refrigeration and Air Properties	45	4.5
<b>HV1220</b>	Refrigeration Pipe, Duct and Flue Systems	55	4.5
<b>HV1230</b>	Refrigerants and Oils	55	4.5
<b>HV1240</b>	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
<b>HV1310</b>	Maintenance and Start up Skills	55	4.5
<b>HV1410</b>	Residential and Commercial Controls	55	4.5
<b>HV1420</b>	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5
<b>HV1510</b>	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
<b>HV1610</b>	Gas and Oil Heating Systems	55	4.5
<b>HV1620</b>	Boiler, Chiller, and Cooling Tower Systems	55	4.5
<b>HV1630</b>	Residential and Commercial AC and Heat Pumps	55	4.5
<b>HV1710</b>	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
<b>SS1001</b>	Student Success Strategies <sup>1</sup>	45	4.5
<b>SS1110</b>	Technology Fundamentals <sup>1</sup>	50	4.5
<b>SS1210</b>	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Grand Total</b>	<b>835</b>	<b>72.0</b>

<sup>1</sup>This course is taught on-ground, blended, or online.

<sup>2</sup>This course is taught online.