

Fortis College, Centerville, OH

Consumer Information Guide Supplement

Effective date: November 30, 2011

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COPIES OF APPROVALS

School accreditation, approvals, and membership certificates are displayed on campus. The Campus President should be contacted to request copies or address questions regarding accreditation, licensure, or approvals. Students may also contact the agencies listed below for information regarding the school's accreditation and approvals.

- Fortis College has institutional accreditation from the Accrediting Commission of Career Colleges and Schools, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212 www.accsc.org.
- Fortis College is registered with the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, (614) 455-2752, toll free (877) 275-4219, <http://scr.ohio.gov/>.
- Fortis College's Medical Assisting, Nursing, Paralegal, and Criminal Justice Associate Degree programs are authorized by the Ohio Board of Regents, 30 E. Broad Street, 30 E. Broad Street, 36th floor, Columbus, Ohio 43215, (614) 466-6000, www.regents.ohio.gov.
- Fortis Institute Online (a division of Fortis College, Centerville, OH) is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, (888) 224-6684 and by the Division of Private Occupational Schools, Department of Higher Education, State of Colorado, 1560 Broadway, Suite 1600, Denver CO 80202 (303) 866-2723. Fortis Institute Online is not regulated in Texas under Chapter 132 of the Texas Education Code.
- Fortis College programs have the following programmatic accreditation/approvals:
 - Medical Assisting associate degree program – accredited by the American Association of Medical Assistants/Commission on Accreditation of Allied Health Education Programs (AAMA/CAAHEP), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, (312) 899-1500
 - Paralegal associate degree program – approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL 60654, (312) 988-5522;
 - Heating, Ventilating, AC & Refrigeration program – accredited by the Partnership for Air Conditioning, Heating, and Refrigeration Accreditation (PAHRA), 2111 Wilson Blvd., Suite 500, Arlington, VA 22201, (703) 524-8800;
 - Practical Nursing (full approval by the Ohio Board of Nursing) and the Associate Degree in Nursing (provisional approval by the Ohio Board of Nursing) programs, 17 South Hugh Street, Suite 400, Columbus, OH 43215, (614) 466-3947;
 - Associate Degree in Nursing program – accredited by the National League of Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, Ohio Emergency Medical Services Board (Paramedic Program), P.O. Box 182073, 1920 West Broad Street, Columbus, OH 43218, (614) 466-9447.

ACADEMIC IMPROVEMENT PLANS

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Director of Education for copies of the FORTIS College - Centerville Academic Improvement Plan.

STUDENT COMPLAINTS

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to:

- Disciplinary action taken for a violation of student conduct standards,
- Admissions decisions,
- Tuition and fees matters,
- Financial awards or policies including Satisfactory Academic progress, and
- Educational policies, procedures and grading concerns.

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non academic matters should first be addressed directly with the head of the department or departments involved.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he/she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the FORTIS College - Centerville SAP policy.

A student wishing to escalate his or her complaint should follow the five steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level students are encouraged to address the issue verbally with the department head.
2. If the dispute cannot be resolved through addressing the department head, the second step is to appeal in writing to the Campus President/Director. The written complaint must be submitted within seven (7) calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve to dispute to date. When submitting an appeal the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

The Campus President/Director will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President/Director will then convene the Campus Appeals Committee which will consist of the Campus President/Director and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

A response from Appeals Committee must be provided to student within seven (7) calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the regional office within seven (7) calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven (7) calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required. For students enrolled in nursing programs, there is a variant to the escalation process in Step 3. Please refer to the school's catalog for specifics.
4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven (7) calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven (7) calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns directing to the state licensing authority, the college's accrediting body, the programmatic accreditor/approving agency, and/or the Better Business Bureau.

Students who reside out of state may contact any of the agencies listed below or contact the Campus Director for information about agencies in their local area.

The title and address of the state licensing authority is:

State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215, (614) 455-2752.

Online Division: Commission for Independent Education, Florida Department of Education. 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, (888) 224-6684 and the Division of Private Occupational Schools, Department of Higher Education, State of Colorado, 1560 Broadway, Suite 1600, Denver CO 80202 (303) 866-2723.

The title and address of the accrediting commission is:

Accrediting Commission of Career Colleges and Schools, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

The titles and addresses of the programmatic accreditor/approving agencies are:

Associate Degree Programs: Ohio Board of Regents, 30 E. Broad Street, 30 E. Broad Street, 36th floor, Columbus, Ohio 43215, (614) 466-6000, www.regents.ohio.gov.

Nursing programs: Practical Nursing and Associate Degree in Nursing - Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, OH 43215, (614) 466-3947; Associate Degree in Nursing (*only*) -- National League of Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, (212) 363-5555

Medical Assisting: Medical Assisting associate degree program – accredited by the American Association of Medical Assistants/Commission on Accreditation of Allied Health Education Programs (AAMA/CAAHEP), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, (312) 899-1500

Paralegal: Paralegal associate degree program – approved by the American Bar Association (ABA), 321 North Clark Street Chicago, IL 60654, (312) 988-5522

Paramedic: Ohio Emergency Medical Services Board (Paramedic Program), P.O. Box 182073, 1920 West Broad Street, Columbus, OH 43218, (614) 466-9447

HVAC/R: Heating, Ventilating, AC & Refrigeration program – accredited by the Partnership for Air Conditioning, Heating, and Refrigeration Accreditation (PAHRA), 2111 Wilson Blvd., Suite 500, Arlington, VA 22201, (703) 524-8800;

The title and address of the Better Business Bureau is:

Better Business Bureau, 15 W. Fourth St., Suite 300, Dayton, Ohio 45402.

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

Sources (where applicable) of state, local and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the financial aid office or funding grantor for additional information.

- WIA/TAA agency funds may be available through the Montgomery County Job Center, 1111 S. Edwin C. Moses Blvd., Dayton, OH 45422, (937) 498-6770.
- The Nurse Education Assistance Loan Program (NEALP) provides financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in an approved Ohio nurse education program. NEALP provides funding for nurses who intend to serve as instructors or students who intend to serve as nurses after graduation. For more information, visit <http://www.regents.ohio.gov/sgs/nealp/>

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Position

Name

Position

Campus President
 Distance Education Campus Director
 Director of Education
 Director of Human Resources
 Distance Education Director of Admissions
 Regional Vice President
 Distance Education Director of Career Services
 Distance Education Director of Education/Academic Dean
 Distance Education Director of Financial Aid
 Director of Career Services
 Distance Education Director of Student Services
 Distance Education Director of Administration
 Director of Admissions

ADMISSIONS

Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 High School Admissions
 Admissions Representative
 Admissions Representative
 Distance Education Admissions Representative
 Admissions Representative
 Distance Education Admissions Representative
 Distance Education Associate DOA
 Distance Education Associate DOA
 Distance Education Admissions Representative
 Admissions Representative
 Admissions Representative
 Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Admissions Representative – Nursing Aide Program
 Admissions Representative
 Distance Education Admissions Representative
 Assistant Director of Admissions
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Admissions Representative
 Distance Education Admissions Assistant
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Distance Education Admissions Representative
 Assistant Director of Admissions
 High School Admissions
 Admissions Representative

Name

Richard S. Rucker, PhD
 Alec Winters
 Claude Smith
 Dale Myers
 Donald Fisher
 Eric Jacobs
 Deborah Griffith
 Latazia Stuart
 Rachel Karmon
 Robert Laheta
 Jacqueline Mounce
 Chad Feavel
 Sean Kuhn

Aaron Davis, Jr.
 Amanda Tirado
 Antony Straub
 Aramis Torres
 Ashley Potts
 Bryan Gainer
 Brian Schneider
 Brook Berry
 Daniela Williams
 Darryl Dancy
 Dayna Valenti
 Gina Clarke
 Hugh Millard
 Janice Perez
 Jen Knoth
 John Summers
 Kathy Untersinger
 Laura Ryan
 Leandra Wharton
 Lisa Schuepp
 Maureen Cooper
 Maurice Rodgers
 Miguel Rosado
 Mike Folk
 Nancy Lenko
 Nancy Ventura
 Patrick Noe
 Rachelle Payne
 Roheeta Persaud
 Robert Middleton
 Roy Mathis
 Scott MacDonald
 Steve Stetler
 Tria Sorrentino
 Twyla Penn

Position

High School Admissions
 Admissions Representative
 Distance Education Admissions Representative
 Student Accounts
 Student Accounts
 Bookstore Supervisor
 Business Office Manager
 Career Services Advisor
 Distance Education Career Services Advisor
 Distance Education Career Services Director
 Career Services Advisor
 Distance Education Career Services Director
 Distance Education Student Success Coordinator
 Registrar
 Program Chair, Dental Assisting
 Program Chair Electronics Engineering Electronics Instructor
 Distance Education - Program Associate Dean
 Distance Education - Program Associate Dean
 Distance Education - Program Associate Dean
 Distance Education Student Success Coordinator
 Asst. Nursing Registrar
 Program Chair, Paralegal and Criminal Justice
 Program Chair, Pharmacy Technician
 Distance Education - Program Associate Dean
 Program Director of the Medical Assisting Program and the Medical Coding Program
 EMS Program Chair
 Distance Education Registrar
 Program Administrator, PN Program
 Regional Dean of Nursing/Interim Program Administrator, ADN Program
 Nursing Office Administrator
 Distance Education Assistant Registrar
 HVAC Department Chair

FACILITIES
 Maintenance / Housekeeping
 Maintenance
 Maintenance / Housekeeping
 Maintenance / Housekeeping
 Distance Education Assistant Director of Financial Aid
 Distance Education Financial Aid Advisor
 Financial Aid Officer
 Distance Education Financial Aid Advisor
 Financial Aid Officer
 Distance Education Financial Aid Advisor
 Distance Education Financial Aid Advisor
 Distance Education Financial Aid Advisor
 Distance Education Financial Aid Advisor
 Financial Aid Officer
 Distance Education Financial Aid Advisor
 Assistant Director of Financial Aid

Name

Vanessa Trenor
 Vicky Perrin
 William Dudley, Jr.
 Becky Mills
 Davida Brown
 Melissa Morris
 Yolonda Law
 Barbara Monnin
 Beth Bellone
 Colleen VanAmpting
 Jack Tracey
 Rebecca McCain
 Ameena Diamond-Tortorella
 Andrea Behr
 Debi Yawn
 -TBD-
 Gina Akly
 Jeannie Thompson
 Karen Kapiotis
 Kenneth Brown
 Kyle Hutchinson
 Mimi Summers, Esq.
 Nichole Webster
 Patrick Ray
 Sandra Quinn
 Dennis Owens
 Stephanie Schaus
 Gail Kidwell
 Terri Harville
 Susan Merritt
 Veronica Melendez
 William Caudill, Jr.

Deborah Bradley
 Larry Bradley
 Susan Hartley
 Toni Bradley
 Allen Bissionette
 Angie Reyes
 Brian Stephenson
 Denise Mathis
 Donna Brunk
 James Perez
 Jennifer Clarke
 Jennifer Engle
 Jiana Logue
 Kimberly Alexander
 Laura Thomson
 Lynda Lindsey

Position

Distance Education Financial Aid Advisor
 Financial Aid Officer
 Financial Aid Officer
 Director of Financial Aid
 LRC Manager
 Distance Education eLibrary Resource Advisor
 Distance Education Administrative Assistant Education
 Receptionist
 Distance Education Receptionist
 Student & Clinical Faculty Mentor
 Distance Education Receptionist
 Clinical Coordinator
 Distance Education Administrative Assistant
 Distance Education Administrative Assistant Education
 Nursing Office Manager
 Human Resources/Payables

Name

Mathew Hawes
 Rachelle Williams
 Rebecca Cramer
 Tom Barker
 Stephenie Rostron
 Lorraine Adriansen
 Brena Hickman
 Britni Bastian
 Cara Gardner
 Charlene Moderwell
 Dena Thanasas
 James Foster
 John Fisher
 Marlene Chevalleau
 Susan Merritt
 Susan Ruble

INSTRUCTIONAL STAFF

Instructor

Adam Misner

ACC107 Accounting I; COP102 Word Processing; COP106 Computer Fundamentals
 Concepts; COP107 Office Equipment and Procedures; COP208 Database
 Management; COP209 Spreadsheets (MS Office 2007); COP211 Website
 Development

Adrian Mayer

NUR 100 Clinicals

Amanda Fox

AH103: Computer and Office Applications; BUS121: Interpersonal Relations;
 GRA100: Introduction to Graphic Design; GRA101: Design Literacy; GRA102: Color
 Theory and Design; GRA103 Digital Illustration (CS4); GRA104 Typography;
 GRA202: Advertising Design II; GRA206: Multimedia Design; MKT102: Overview of
 Internet Marketing

Amber Myrick

GE206 Critical Thinking

Andy Braun

NUR 143,129,260 Clinicals

Angel Beasley

Instructor

Anita Washington

NUR 129 Clinicals

Annette Glass

MBC100 Anatomy and Physiology

April Raines

MBC203 HIPAA Overview: Privacy and Security

AH103: Computer & Office Applications; COP101 Messaging &
 Collaboration; COP102 Word Processing; COP106 Computer Fundamental
 Concepts; COP107 Office Equipment & Procedures; COP205 Graphical
 Presentations; COP206 Office Computer Case Study; COP207 Desktop Support
 Skills; COP208 Database Management; COP209 Spreadsheets

Arvind Kumar

NUR Bio 111

Babu Paul

Nursing 240 Clinical Kettering Medical Center

Becky Strunk

Nursing 250 Womens Health and Pediatrics

Nursing 250 Clinicals Kettering Medical Center

Nursing 262 Nursing Concepts

NUR Clinicals

Benita Woodgeard

Instructor	Bill Ames
Instructor	Bill Cass, Esq.
Instructor	Bill Hall
AH101 Professional and Career Development; CJ101 Introduction to Criminal Justice; CJ110 Emergency Medical Services and Firearm Safety; CJ 203 Customer Service Principles; CJ208 International Criminality National Security and Terrorism; GE206 Critical Thinking	Bill (William) Young
NUR143 Lecture	Bob Gauder
AH100 Business Communications; BUS112 Principles of Management; BUS119 Business Management Principles	Bradley Hamilton
Teacher's Assistant	Brandi Hall
MCS 302 Coding & Billing	Brenda Brown
NUR 100 Clinicals	Brenda Lamb
NUR 129 ,IV Therapy	Brenda Sipes
NUR Clinicals	Brenda Wynn-Jones
HVA305, HVL305, HVA302, & HVACR206	Brian Swallows
NUR 100 Clinicals	Celeste Fatora
MED 125 & 126, Anatomy I & II, MED 265 Med Terminology and MCS204 Term/Pharm	Cheryl McGaha
NUR 100 Lecture	Chitisupang Weekes
MCS 128 Human Relations MED 129 Critical Thinking, MCS 130 Professional Development, ENG 110 Communications MCS 311 Health Management Records	Christine Frapwell
Instructor	Constance Schuller
NUR 261Clinicals , Lab . Lecture	Corrine Hedrick
NUR 100,143 Clinicals	Cynthia Mangen
COM107 - Computer Software Applications	Dan Neville
COP102 - Word Processing	
AH103 - Computer and Office Applications	
MED 251 Pharmacology, MED 125 & 126 Anatomy I & II MED 270 medical math COA 105 Accounting	Danny Smith
MAT098 Remedial Math CPR Instructor	
Electronics Instructor	David Davis
BUS114 Entrepreneurship; BUS119 Business and Management Principles; BUS121 Interpersonal Relations; COP102 Word Processing; COP106 Computer Fundamental Concepts; COP210 Desktop Publishing	David Moradian
CJ101 Introduction to Criminal Justice, CJ102 Criminology	David Ray
CJ202 Basic Legal Concepts	
Instructor	Dean Williams
NUR 129,143 Clinicals	Deborah Stormer
Instructor	DeeAnn Hoog
Instructor	Denise Unger
Instructor	Dennis J Owens

NUR 100 Clinicals	Diane Tousignant
NUR250 Clinicals	Dianne Hendrickson
Instructor	Don Terpstra
MED 101 Clinic I, MED 102 Clinic II, MED 201 Clinic III	Donnette Lowe
Instructor	Dr. Jan Waddel
Instructor	Elaina Yenkovitch
MED 143 Electronic Records	Emma Jean Isentrager
NUR 129 Clinicals	Fran Koubek
NUR 110 Concepts	
HESI Math Tutor	Frank Irwin
Instructor	Frank Leibold
Instructor	G. Christy Bowman
MBC100 Anatomy and Physiology; MBC101 Medical Technology; MBC 103 Automated Medical Office; MAA100 Introduction to the Healthcare Field	Garry Argro
HVACR106 Mechanical & Electrical	Gary Camden
HVACR106 Mechanical & Electrical	Greg Robinson
Teach communication and business classes, including GE205 Effective Communication	Gregory Ellis
MBC104 Medical Transcription; MBC105: Insurance Billing and Coding I; MBC107: Fundamentals of Medical Coding I; MBC200: Advanced Medical Coding I; MBC201: Advanced Medical Coding II	Guerda Louissaint
MCS 101 Medical Coding ICD9, MCS 201 Medical Coding CPT	Harold Alexander
Instructor	Heather Whitaker
General Education courses and Business HR courses; BUS203 Customer Service Principles; GE203 General Psychology; HR204 Employee Relations	Ileana Roiz-Felipe
MBC100 Fundamental of Anatomy and Physiology; MBC101 Medical Terminology; MBC102 Medical Office Procedures and Administration	Isabelle Tardif
Instructor	J. Nickolas Kuntz
CJ112 Juvenile Justice, CJ206 Ethics in Criminal Justice, CJ207 Criminal Procedure and Criminal Evidence	James Conroy
Instructor PSY 101 Psychology	Jan Waddell
Instructor	Jason Culham
MBC103 Automated Medical Office; MBC104 Medical Transcription; MBC105 Insurance Billing and Coding I	Jeanette Paez
COP106 Computer Fundamental Concepts	Jeff Wright
COP205 Graphical Presentations	
COP209 Spreadsheets, GRA102 Color Theory and Design	
Instructor	Jennifer Karpinsky
NUR 143 Theory , Clinicals	Jennifer Phelps
NUR 140 Clinicals	Jo Ann Scott

NUR 250 Clinicals	
NUR 143 Clinicals	Joan Alston
CJ202 Basic Legal Concepts; CJ203 Customer Service Principles; CJ211 Criminal Investigations; CJ206 Ethics in Criminal Justice	John Dauser
Instructor	John Digel
Electronics Instructor	John Foster
Instructor	John Parry
Instructor	John Russell
Electronics Instructor	John Skeans
MED 266 Office Procedures, MED 267 Office Procedures III	Judith Chadwick
MCS 128 Human Relations	Julian McKittrick
GE202 College Math	Kalpana Kirtane
NUR 100 Lab, Lecture	Karen Agnor
NUR 143 Clinicals, NUR240 Clinicals	Karen Hartman
MBC102 Medical Office Procedures	Karen Kapiotis
MCS 301 Hospital Coding	Kathleen Campbell
SOC 112 sociology, MED 205 Professional Development	Kathleen Pflieger
General Education: Psychology and Critical Thinking; GE203 General Psychology; PDC100 College Success	Kathryn Sellers
NUR 100 Clinicals	Kathy Chapman
NUR 100 Clinicals	Kathy Gonce
NUR 129,143 Clinicals	Kay Friedly
Instructor	Keith Gressly, Esq.
Instructor	Kelley Mays
NUR Lecture , Clinicals 260	Kim Thomas
CJ105 Policing Systems and Procedures, CJ112 Juvenile Justice, CJ207 Criminal Procedure and Criminal Evidence, CJ208 International Criminality, National Security & Terrorism, GE208 Introduction to Sociology	Kimberley Blackmon
NUR Clinicals	Kimberly Holmes
Instructor	Kris Grubaugh-Lisk
AH100 Business Communications AH101 Professional & Career Development, ACC107 Accounting I, ACC108 Accounting II, BUS105 Business Law, BUS113 Business Communications, BUS117 Motivating for Performance	Kristin Sikora
MAA100 Introduction to the Healthcare Field, MBC105 Insurance Billing and Coding I, MBC107 Fundamentals of Medical Coding I, MBC201 Advanced Medical Coding II, MBC203 HIPPA Overview: Privacy and Security	Lakithia Hogens
HVAC Lab Instructor	Larry Britton
Instructor	Laura Woodruff, Esq.
NUR 240 Clinicals	Lena Jackson
Instructor	Lesia Inlow
Instructor	Linda Borgert
Lab Manager, Lab , Clinicals	Linda Francis

MBC102 Medical Office Procedures and Administration; MBC104 Medical Transcription; MBC107 Fundamentals of Medical Coding II; MBC200 Advanced Medical Coding I; MBC202 Medical Billing and Coding Preparation and Practicum	Linda McHenry
NUT115 Nutrition	Lisa Greaser
AH103 Computer and Office Applications; COP208 Database Management; COP210 Desktop Publishing with InDesign(CS5); GRA100 Introduction to Graphic Design; GRA203 Web Design I (CS4) GRA205 Digital Photography	Lisa Juarez
NUR 100 Lab , Lecture, Theory	Lisa Lambdin
NUR260 Clinicals	Liz Pulley
HVA205, HVL205, & HVACR208	Lynn Gray
CJ103 Principles of Criminal Law; GE203 General Psychology	Marcos Bocanegra
MBC107 Fundamentals of Medical Coding I; MBC108 Fundamentals of Medical Coding II; MBC200 Advanced Medical Coding I; MBC201 Advanced Medical Coding II	Marisol Soto
MED 143 Electronic Records	Mary Ann Alspaugh
Instructor	Mary Beth Markus
GE202 College Math	Mary McGee
CMP 102 Microsoft 2007, MED 143 Electronic Records	Mary Ann Pflum
English Instructor	Mathew Birdsall
Instructor	Matthew Collett
MED 265 Medical Terminology, MED 203 Clinic III, MED 291, Externship, MED 251 Pharmacology	Melanie Briggs
NUR 100 Clinicals	Melissa Setser
Instructor	Michael I Dodds
MBC101 Medical Terminology, MBC102 Medical Office Procedures and Administration MBC106 Insurance Billing and Coding II	Mindy Lamb
Instructor	Molly Guth-Gressly, Esq.
Instructor	Monty Harrison
AH101 Professional and Career Development, GE204 English Composition GE206 Critical Thinking	Nancy Berger
AH103 Computer and Office Applications, COP106 Computer Fundamental Concepts, COP107 Office Equipment and Procedures, COP209 Spreadsheets, COP205 Graphical Presentations	Naveed Bhatti
COP106 Computer Fundamental Concepts	Nick Daniels
COP107 Office Equipment and Procedures	
AH100 Business Communications, MBC101 Medical Terminology, MBC102 Medical Office Procedures	Nicolette Christie
NUR 100 Clinicals	Oda Holliday
Nursing Office Assistant	Pam Keene
MAA100 Introduction to the Healthcare Field; MBC101 Medical Terminology	Pamela Karasy
BUS105 Business Ethics and Law	Patricia Hewitt
BUS221 Human Resource Mangement	
MBC105 Insurance Billing and Coding I, MBC203 HIPAA Overview: Privacy and Security, MBC106 Insurance Billing and Coding II, MBC103 Automated Medical	Patricia Orr

Office, MBC108 Fundamentals of Billing and Coding II, MBC202 Medical Coding Practicum	
Instructor	Patrick Johnson
MBC102 Medical Office Procedures, MBC108 Fundamentals of Medical Coding II, MBC200 Advanced Medical Coding I, MBC202 Medical Billing and Coding Preparation and Practicum, MBC203 HIPPA Overview: Privacy and Security	Paula White
Instructor	Penny Collett
NUR 240 Clinicals	Porothea Dennis
BUS203 Customer Service Principles, COP102 Word Processing, COP107 Office Equipment and Procedures	Quiana Dickenson-Wade
COP206 Office Computer Case Study	
Instructor	Rebecca Inkrott
Instructor	Richard Kaplan, Esq.
HVA205, HVL205, & HVACR208	Robert Corcoran
NUR. 143 Clinicals	Robin Logsdon
NUR 143 Clinicals	Robyn Ladson
NUR143 Clinicals	Rosalee Montes
GE204 English Composition, GE206 Critical Thinking, AH101 Professional & Career Development	Rosie Branciforte
HVAC Lab Instructor	Ryan Lynd
AH100 Business Communications, AH101 Professional and Career Development, BUS105 Business Ethics & Law, BUS112 Principles of Management, BUS113 Business Communications, BUS115 Introduction to Marketing, BUS116 Introduction to E-Commerce, BUS118 Managing Teams; BUS119 Business and Management Principles, BUS221 Human Resource Management, PDC100 College Success	Samantha Eaddy
NUR 143 Lecture , Concepts	Sandi Williams
MCS 101 Coding I ICD 9 coding MED 266 & MED 267 Office Procedures II & III	Sandra Quinn
NUR 129 Lecture & Theory	Sandy Ratliff
NUR 143 ,261 Clinicals	Sarah Fay
CJ103 Principles of Criminal Law CJ104 Introduction to Corrections CJ112 Juvenile Justice, CJ202 Basic Legal Concepts, CJ207 Criminal Procedure and Criminal Evidence, CJ210 Tactical Communications & Crisis Intervention	Sharon Longworth
NUR Clinicals	Stephanie Triplett
NUR Clinicals , theory , Lecture	Stephanie Williams
NUR 130 Lecture ,	
NUR 100 Clinicals	
COP106 Computer Fundamental Concepts, COP205 Graphical Presentations, COP208 Database Management (MS Office 2007), COP210 Desktop Publishing, GRA100 Introduction to Graphic Design	Tim Warchocki
Instructor	Ted Zwyer, Esq.
Instructor	Terri Carine
MBC101: Medical Terminology, MBC102 Medical Office Procedures and Administration, MBC103: Automated Medical Office, MBC104: Medical Transcription, MBC203: HIPAA Overview: Privacy and Security	Terri Randolph
Instructor	The Honorable J. Timothy

COP101 Messaging and Collaboration; MBC102 Medical Office Procedures; MBC203 HIPAA Overview: Privacy and Security; MAA203 Customer Service Principles

Campbell
Thomas Cavanaugh

Instructor

Todd Souve, Esq.

AH103 Computer and Office Applications, COP102 Word Processing, COP107 Office Equipment and Procedures, COP207 Desktop Support Skills, BUS105 Business Ethics and Law, GE206 Critical Thinking

Todd Zabel

Communication and general education courses including: GE205 Effective Communication, BUS113 Business Communications, AH100 Business Communications, GE206 Critical Thinking

Trenaye Bailey

HVA305, HVL305, HVA302, & HVACR206

Troy Dobbs

Instructor

Tyrone McConnell

BUS117 Motivating for Performance, BUS119 Business and Management Principles, BUS220 International Business, AH100 Business Communications, BUS105 Business Law, BUS221 Human Resources Mgmt, HR201 Organizational Staffing, HR202 HR Development, HR203 Compensation Mgmt, HR204 Employee Relations, HRM110 Introduction to Hospitality Mgmt, HR105 Introduction to Hospitality Law, HRM206 Human Resources Issues in Hospitality

Ulysses Weakley

NUR 100,129

Valerie Beirise

ENG 110 Communications, COA 105 Accounting

Warren Kappeler

NUR 100 Clinicals and Lecture

Wendy Middleton

CONTACT INFORMATION

The following campus administrators should be consulted to obtain the information listed:

Dean of Education: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer.

Director of Admissions: policies pertaining to admissions requirements and enrollment.

Business Office Manager: tuition charges, payments, adjustments, and refunds.

Financial Aid Director: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid.

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates.

Students may contact any admissions department staff member for copies of consumer information disclosures.

TUITION AND FEES

Please see the charts below for tuition and fees by program, effective 2012.

PROGRAM	TUITION	ENROLL- MENT FEE	BOOKS (ESTIMATE)	TESTING/ CERTIFICATION	UNIFORM/ EQUIPMENT	INSTRUCTIONAL MATERIALS	DRUG SCREEN	BACK- GROUND FEE	GRAD FEE	TOTAL COST
DEGREE PROGRAMS (effective 02/17/2012)										
CRIMINAL JUSTICE	\$26,625	\$100	\$2,600	\$0	\$75	\$350	\$0	\$30	\$150	\$29,930
CYBER SECURITY/FORENSICS	\$24,425	\$100	\$2,350	\$1,200	\$275	\$1,400	\$0	\$60	\$150	\$29,960
ELECTRONIC ENGINEERING TECHNOLOGY	\$25,550	\$100	\$3,100	\$100	\$600	\$300	\$0	\$0	\$150	\$29,900
MEDICAL ASSISTING	\$26,230	\$100	\$2,600	\$345	\$175	\$300	\$0	\$0	\$150	\$29,900
PARALEGAL	\$26,200	\$100	\$3,100	\$0	\$0	\$350	\$0	\$30	\$150	\$29,930

<i>PROGRAM</i>	<i>TUITION</i>	<i>ENROLLMENT FEE</i>	<i>BOOKS (ESTIMATE)</i>	<i>TESTING/ CERTIFICATION</i>	<i>UNIFORM/ EQUIPMENT</i>	<i>INSTRUCTIONAL MATERIALS</i>	<i>DRUG SCREEN</i>	<i>BACK-GROUND FEE</i>	<i>GRAD FEE</i>	<i>TOTAL COST</i>
PARAMEDIC	\$27,060	\$100	\$1,375	\$430	\$285	\$500	\$75	\$60	\$150	\$30,035
<i>PROGRAM</i>	<i>TUITION</i>	<i>ENROLLMENT FEE</i>	<i>BOOKS (ESTIMATE)</i>	<i>ADMIS. TEST</i>	<i>UNIFORM/ EQUIPMENT</i>	<i>INSTRUCTIONAL MATERIALS</i>	<i>DRUG BKGRND.</i>	<i>COMPLETION/ TEST FEE</i>	<i>TOTAL COST</i>	
NURSING	\$28,850	\$100	\$2,150	\$60	\$300	\$1,525	\$195	\$800	\$30,980	

<i>PROGRAM</i>	<i>TUITION</i>	<i>ENROLLMENT FEE</i>	<i>BOOKS (ESTIMATE)</i>	<i>TESTING/ CERTIFICATION</i>	<i>UNIFORM/ EQUIPMENT</i>	<i>INSTRUCTIONAL MATERIALS</i>	<i>DRUG SCREEN</i>	<i>BACK-GROUND FEE</i>	<i>GRAD FEE</i>	<i>TOTAL COST</i>
DIPLOMA PROGRAMS (effective 02/17/2012)										
DENTAL ASSISTING	\$16,410	\$100	\$700	\$25	\$275	\$840	\$0	\$60	\$150	\$18,560
EMERGENCY MEDICAL TECHNICIAN	\$7,728	\$100	\$700	\$180	\$285	\$200	\$75	\$60	\$150	\$9,478
ELECTRONIC SYSTEMS TECHNICIAN	\$11,990	\$100	\$1,250	\$160	\$500	\$300	\$0	\$0	\$150	\$14,450
HEATING, VENTILATING, AC AND REFRIGERATION	\$13,551	\$100	\$450	\$175	1,100	\$600	\$0	\$0	\$150	\$16,126
MEDICAL CODING SPECIALIST	\$14,825	\$100	\$2,000	\$825	\$0	\$300	\$0	\$0	\$150	\$18,200
MICROSOFT NETWORK TECHNOLOGY	\$13,608	\$100	\$1,300	\$700	\$200	\$600	\$0	\$60	\$150	\$16,718
PHARMACY TECHNOLOGY	\$16,615	\$100	\$700	\$195	\$90	\$350	\$0	\$60	\$150	\$18,260
<i>PROGRAM</i>	<i>TUITION</i>	<i>ENROLLMENT FEE</i>	<i>BOOKS (ESTIMATE)</i>	<i>ADMIS. TEST</i>	<i>UNIFORM/ EQUIPMENT</i>	<i>INSTRUCTIONAL MATERIALS</i>	<i>DRUG BKGRND.</i>	<i>COMPLETION/ TEST FEE</i>	<i>TOTAL COST</i>	
PRACTICAL NURSING	\$20,800	\$100	\$1,550	\$60	\$375	\$1,150	\$195	\$800	\$25,030	

<i>PROGRAM</i>	<i>TUITION</i>	<i>REGISTRATION FEE</i>	<i>INSTRUCTIONAL MATERIALS FEE</i>	<i>UNIFORMS</i>	<i>BOOK CHARGE</i>	<i>BACKGROUND CHECK</i>	<i>DRUG SCREEN</i>	<i>GRADUATION FEE</i>	<i>TOTAL</i>
DISTANCE EDUCATION: DEGREE PROGRAMS (effective 01/26/2012)									
BUSINESS MANAGEMENT	\$26,925	\$125	\$915	\$0	\$2,588	\$0	\$0	\$0	\$30,553
BUSINESS MANAGEMENT - ACCOUNTING	\$26,925	\$125	\$915	\$0	\$3,000	\$0	\$0	\$0	\$30,965
CRIMINAL JUSTICE	\$25,725	\$125	\$915	\$0	\$3,150	\$0	\$0	\$0	\$29,915
DIGITAL GRAPHIC DESIGN	\$28,560	\$125	\$1,800	\$0	\$2,730	\$0	\$0	\$0	\$33,215
HOSPITALITY MANAGEMENT	\$25,130	\$125	\$915	\$0	\$2,940	\$0	\$0	\$0	\$29,110
HUMAN RESOURCES MANAGEMENT	\$28,720	\$125	\$915	\$0	\$2,800	\$0	\$0	\$0	\$32,560
INTERNET MARKETING	\$28,560	\$125	\$1,800	\$0	\$2,450	\$0	\$0	\$0	\$32,935
MEDICAL ADMINISTRATIVE ASSISTANT	\$25,130	\$125	\$915	\$0	\$2,520	\$0	\$0	\$0	\$28,690
MEDICAL BILLING AND CODING	\$25,840	\$125	\$915	\$0	\$3,040	\$0	\$0	\$0	\$29,920