

College Catalog

Remington College

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NOTICE: This catalog is effective as of the date of publication. The institution reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate or as required by changes in applicable regulations. The accompanying addendum supplements this catalog, and this catalog and the addendum comprise the complete College Catalog.

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INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Houston North Campus (Greenspoint Area) or Houston South Satellite Location (Webster Area) ("Campus"), we encourage you to read this Catalog to gain a full understanding of the various programs and services offered by Remington College, and to talk with Campus Representatives.

For those of you who have made the decision to attend Remington College, congratulations! We hope that you will find your time at Remington College to be both educational and rewarding, and that your efforts will help you on your way to a better career and a more fulfilling and enjoyable life. Please take the time to read this entire Catalog to obtain a thorough understanding of the programs and services.

By way of introduction, Remington College is a common name used by all campuses of a group of affiliated companies of nonprofit post-secondary educational institutions. Remington College, and the predecessor owners, have operated the colleges since 1985. Currently Remington College has one or more campus locations in the following states: Alabama, Louisiana, Ohio, Tennessee, and Texas.

Remington College offers both degree and non-degree (diploma) programs of study intended to provide students with the education and training needed for entry-level positions in a variety of career fields including: business, computers/information technology, criminal justice, electronics, graphic arts and health sciences (sometimes referred to as "allied health programs").

Financial aid is available for those who qualify. (For a detailed discussion of available financial aid and financial assistance programs, refer to the Financial Aid section of this Catalog.)

In addition to financial aid and financial assistance services, each Remington College campus also offers placement assistance to assist students in their effort to find suitable employment upon completion of their program of study. (For more information see the Student Services section of this Catalog.)

CAMPUS LOCATION AND FACILITIES

The Campus is located at 11310 Greens Crossing Boulevard, Suite 300, Houston, TX and is comprised of approximately 43,000 square feet, including 18 lecture classrooms that are networked and can be used for laptop programs, eight computer labs, three medical labs, one X-ray lab, two dental labs, one pharmacy lab, one forensics/crime scene lab, four cosmetology lecture rooms, a student salon, a pedicure/manicure area, two facial rooms, an Information Resource Center, an indoor and outdoor student break area, one faculty work room, and administrative offices. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

The Campus also operates a satellite location that is located at 20985 Interstate 45 South, Webster, TX 77598. The satellite location is comprised of approximately 34,000 square feet including 20 lecture classrooms/computer classrooms, six allied health labs, one process technology lab, one cosmetology salon, a Learning Resource Center, student break room, and ample administrative areas. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

ACCREDITATION, AFFILIATIONS AND LICENSING

Remington College:

- Is eligible for participation in Title IV programs. Financial aid is available for those who qualify.
- Is approved for the training of veteran and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for vocational rehabilitation programs where available.

ACCSC ACCREDITATION

Remington College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, phone number (703) 247-4212. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a national accrediting agency.

Remington College's GED Test Preparation Course is not within the Campus' scope of accredited programs.

STATE LICENSURE

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. The Campus and Satellite Location each hold a Certificate of Authorization issued by the Texas Higher Education Coordinating Board (THECB). The Certificate of Authorization legally authorizes Remington College to grant degrees, grant credits toward degrees, and to use certain protected academic terms in the State of Texas. Specifically, the institution has qualified for an exemption as defined in Chapter 7.3 of the THECB's rules. Authority for this exemption is based on the institution's accreditation with the ACCSC. The cosmetology training portion of the Cosmetology associate degree program are licensed and regulated by the Texas Department of Licensing and Regulation.

CONTRACTUAL RELATIONSHIPS

A student contracting with Remington College has a legal relationship only with Remington College and has no legal relationship with other affiliated companies. Students agree and acknowledge by the signing of their Application and Enrollment Agreement (and such other documents as may be required for admission to Remington College), that no legal relationship exists between the students and any legal entity other than Remington College.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT

The vision of Remington College is to operate at all times in accordance with the highest ethical standards while continually striving to improve the quality of education, services and value provided to our students, employers and the community, and to provide security to our employees and their families by ensuring the long-term viability of our Campuses.

The mission of Remington College is to contribute to the public good by providing relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career fields. Remington College believes that a well-educated workforce contributes to the economic and social vibrancy of the diverse communities in which its students, faculty, and staff live. To accomplish its mission, Remington College is committed to providing a caring learning environment in which a technically rich, intellectually stimulating, quality education is delivered by a dedicated faculty and staff.

ADMISSIONS REQUIREMENTS AND PROCEDURES

To be admitted an applicant must:

- 1) Execute an Application and Enrollment Agreement with Remington College. If the applicant is under 18 years of age, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant.

Applicants for the Cosmetology program, who do not hold an active cosmetology operator license issued by the Texas Department of Licensing and Regulation, must also complete a Notice to Prospective Students Regarding Licensing Requirements for Cosmetology Positions in Texas form.

Applicants for the Dental Assisting and Medical Assisting with X-Ray Tech (Limited Scope) programs must also (i) complete a Criminal History Acknowledgement and Self-Disclosure Form and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check prior to executing an Application and Enrollment Agreement.

- 2) Provide documentation of high school graduation or equivalent (such as a GED) prior to enrollment (i.e., before the Enrollment Agreement is signed by the accepting school official and before being allowed to start classes).

The high school diploma or equivalent must be from a high school or GED testing center recognized by Remington College and the documentation must be in English or have been translated to English by a recognized translator or by the office of the Provost for Remington College. Satisfactory documentation includes, but is not limited to, any of the following items:

- a) Copy of the high school diploma or equivalent, such as a GED.
- b) Copy of a high school or college transcript indicating high school graduation status.
- c) Copy of form DD214 indicating graduation status.
- d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
- e) Such other documentation as deemed acceptable by the Provost for Remington College.

Student with Foreign High School Transcripts

Applicants for admission who have obtained a high school diploma outside of the United States must provide proof that they hold the equivalent of a U.S. high school diploma, prior to attending class. This proof must be obtained by having the high school diploma translated to English, evaluated, and certified as equivalent to a U.S. high school diploma by a foreign evaluation service which is recognized by the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The applicant is responsible for paying all fees associated with the evaluation. The Provost, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

- 3) Applicants must complete Remington College's Career Path Assessment and Online Risk Profile. Remington College also provides enrolling students with a non-credit, asynchronous online orientation to become acquainted with the learning management system in which online coursework will be delivered.
- 4) For admission to the Cosmetology associate degree program, applicants must submit the Admission Essay. The Program Director of the Cosmetology Associate Degree Program determines a prospective student's eligibility for admission, reviews students' progression issues, and considers readmission requests. In determining an applicant's eligibility for admission, the Program Director will consider, among other factors, Wonderlic score, academic experience, and writing sample quality.

Students will be accepted for admission on a space available basis. Should multiple prospective students be evaluated as equally eligible for admission, admission will be offered in the order in which the prospective students applied. The Cosmetology Associate Degree Program is a limited access program, which may result in qualified applicants not having the opportunity to enroll in the program until a future enrollment date.

A candidate must attend the pre-admission interview, as well as orientation, in order to matriculate into the Cosmetology degree program. Exceptions will only be granted for service in the US armed forces or reserves, or in the case of emergency. Such emergencies will require a signed note from a physician or other licensed healthcare provider, or other appropriate documentation (obituary, or documentation from a US Court of Law).

- 5) No later than 30 days after the class start date the student must have made satisfactory financial arrangements to provide for complete payment of all amounts expected to be due to the institution for Tuition and fees. This requirement may include, but is not limited to, the completion of credit applications, financial aid applications and forms (if the applicant wishes to apply for financial aid), and the execution of promissory notes or other documents necessary to obtain the requisite financial aid or other financial assistance. Students who have not met this requirement to the satisfaction of Remington College will be dropped, and any Tuition charged up to this date will be the responsibility of the student. **Any exceptions to this requirement must be approved in writing by the Director of Financial Aid (or his/her designee) for Remington College.**
- 6) Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to first attending a scheduled class of the program for which the applicant is applying, and the applicant must be able to meet the applicable attendance requirements for activation.

ACTIVATION

In order to be activated (to officially become a student), applicants must meet the minimum requirements as set forth below. Applicants who do not meet the activation criteria will be canceled.

CRITERIA FOR ACTIVATION

- Satisfy the requirements for admissions as set forth above, and
- Satisfy the attendance requirements as set forth below.

In addition to the above, the criminal background check performed on Dental Assisting and Medical Assisting with X-Ray Tech (Limited Scope) applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department.

Activation Period

The activation period begins the first day classes are scheduled to begin and ends at the close of the last day of scheduled classes in the second week of the term in which the applicant begins classes. Any exceptions to the activation deadline must be approved by the Provost (or his/her designee) for Remington College.

Attendance Requirements for Activation

In order to be eligible for activation, all applicants must meet the following attendance requirements for the term in which they begin classes:

- For applicants enrolled in courses delivered residentially that do not have a prefix of "COS": Attend at least one class on at least 50% of the days classes are scheduled in the first or second week of the term.
- For applicants enrolled in the Cosmetology associate degree program who are scheduled for a cosmetology course, which is identified with a prefix of "COS:" Attend at least 35 clock hours during the first two weeks of the term.
- For applicants enrolled in only courses delivered via distance education (on-line): log into the online classroom at least once during first two weeks of the term.

Applicants enrolled in courses delivered both residentially and via distance education (on-line) will be required to meet the activation requirements for applicants enrolled in courses delivered residentially. However, please note that failure to attend any scheduled distance education (on-line) courses during the first two weeks may result in the applicant being dropped from those courses. Please see the Procedures-Drop/Add Period and Adding or Dropping Courses policies for additional information.

Exceptions to the Attendance Requirements for Activation may be granted only upon written request from the Director of Campus Administration or Campus Dean and with the written approval of the Provost (or his/her designee) for Remington College.

In the event any scheduled classes are canceled due to weather or other reasons during the first two weeks of the term, the College Head Registrar of Remington College and the Director of Campus Administration shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

PROCEDURES-DROP/ADD PERIOD

For "new students" (i.e., individuals beginning their program of study), and for former students who are "re-enrolling" in a program of study in which they were previously enrolled, the drop/add period is equal to the "activation period".

For continuing students beginning a new term, the drop/add period is one week (ending at 11:59 PM Central time on the seventh day of the term). The drop/add period is the same for all programs.

Adding or Dropping Courses

Students may add a course(s) or drop from a course(s) during the drop/add period. Additionally, a student will be dropped from any course in which the student has no positive attendance recorded during the drop/add period. No grade will be recorded and no Tuition will be charged for courses dropped during the drop/add period.

A student who was dropped from a course for having no positive attendance recorded during the drop/add period, may request to be reinstated into the course. Such request must be made in writing and submitted to the Campus Dean within 72 hours of the end of the drop/add period and, in order to be granted, requires the approval of the Provost (or his/her designee).

Students may drop courses after the drop/add period, however, a grade will be recorded and Tuition will be charged. Students who drop or are dropped from a course(s) after the drop/add period will receive the following grade(s):

- A "W" if student drops/is dropped before 50% of Grading Period is completed.
- A "W" if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An "F" if failing after 50% of Grading Period.

PRIOR LEARNING CREDIT

After being admitted as a student at Remington College, the student can request a Course Challenge. A Course Challenge is a request to complete an exam similar to the final exam for the course. Some exams may require a lab demonstration component. The test will be a proctored exam, administered by a program specific representative.

Successful completion of the exam with a grade of 70% or higher will qualify for Prior Learning Credit. The course grade will show on the student's transcript as "TO" to document course completion. Once enrolled, the student can request the Course Challenge Request Form from the Director of Campus Administration or Campus Dean. A Course Challenge is not eligible once a student attempts the course. The completed form must be submitted and the Course Challenge exam must be completed prior to attempting or attending the course for which the student is requesting the challenge. A student is no longer eligible to request a Course Challenge once the student attempts 50% of the program credits.

Not all courses are eligible for Prior Learning Credit and certain programs may require a higher passing grade to fulfill the program specific requirements. The Provost can authorize approval for a Course Challenge when mitigating circumstances are presented. Prior Learning Credit will be counted as attempted and earned credit for the purpose of measuring the quantitative component of Satisfactory Academic Progress, but will not be calculated in the student's Grade Point Average for the purpose of measuring the qualitative component of Satisfactory Academic Progress.

TRANSFER CREDIT FOR COURSES OTHER THAN COSMETOLOGY COURSES

This section does not apply to recipients of military/veteran education benefits. Transfer credits for students eligible to receive Veteran Education Benefits are governed by the Transfer of Credit Policy for Recipients of Military/Veteran Education Benefits section of this Catalog.

Remington College will consider accepting transfer credits only from accredited colleges and universities, Joint Services Transcript (JST), Defense Activity for Non-Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, and/or Community College of the Air Force (CCAF). Cosmetology courses are identified with a prefix of "COS."

In order for credits from another accredited college or university to be accepted as transfer credits:

- The credits must have been determined by the appropriate campus administrator and the Campus registrar, or his or her designee, to be at the appropriate level and "equivalent" to the course or courses being obviated by virtue of transfer credit being accepted;
- Remington College must be provided with an official transcript directly from the "sending" institution;
- The student must have earned a grade of "C" or higher, and;
- The determination that a transfer credit will be accepted must be made prior to attempting 50% of the program credits and at least one week before the term in which the student is scheduled to take the course or courses to be obviated. A student who enrolls/registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving transcripts if the course proves to be unnecessary.

In some instances Remington College may determine that a credit accepted for transfer credit will satisfy the requirement for replacement for a course or courses, even though the exact amount of credit hours may exceed or be less than the credit hours of the course being replaced by a small margin. For example, if Remington College has a course with a seven (7) quarter credit hour value, and the course being excepted for transfer was four (4) semester hours, then Remington College may, at the discretion of the Provost, or his or her designee, award seven (7) quarter credit hours for the transferred course and consider the seven (7) quarter credit hour requirement to have been met, even though the course transferred in converts to only six (6) quarter credit hours. The determination to award a credit hour value higher than the calculated converted value, or "rounding up," requires the written concurrence and approval of the Provost of Remington College, and the final determination of whether such "rounding-up" is approved shall be based solely on his or her professional judgment. Conversely, the course being transferred in may convert to a higher quarter credit hour value than the course being replaced, in which case the transfer credit awarded will be only the amount of the course being replaced/obviated by the transfer credits ("rounding down"). For purposes of calculating the conversion of Semester credit hours into Quarter credit hours, the ratio of one semester credit hour to one and one-half quarter credit hours (1:1.5) shall be applied.

No more than 50% of a program's total credit hour requirements may be satisfied with transfer credits. Exceptions to extend up to 75% transfer credit must be approved by the Provost. Credit hours earned at a Remington College location other than the Houston North Campus (Greenspoint Area) or Houston South Satellite Location (Webster Area) are not deemed to be transfer credits for purposes of applying this transfer credit limitation, and the grades earned therein shall be included in the calculation of the student's CGPA.

TRANSFER CREDIT FOR COSMETOLOGY COURSES

Cosmetology courses are identified with a prefix of "COS." Students who hold an active cosmetology operator license issued by the Texas Department of Licensing and Regulation may be eligible to receive transfer credits for the COS prefix courses in the Cosmetology associate degree program.

Remington College may accept students who have attended other (non-Remington College) cosmetology programs or schools provided that the student meets Remington College's Admissions Criteria. Prospective students may be eligible to receive a limited amount of "transfer credits" provided that the prospective student demonstrates an acceptable level of knowledge and competence in the subject matter taught at Remington College to the satisfaction of a Remington College Cosmetology Instructor and the Cosmetology Program Chair, who will jointly conduct an assessment of the prospective student's skills and knowledge.

The Instructor and the Program Chair will recommend the amount of transfer credit to be awarded by Remington College and the Campus Dean will approve, reject or modify that recommendation. The determination of the Campus Dean shall be final. Prospective students who will not be receiving Veteran's Benefits may receive transfer credits for a maximum of 50% of the clock hours of the program. Exceptions may be granted by the Provost to extend transfer credit up to 75% of the total program clock hours.

Transfer credits must be applied prior to the first day of attendance in the program. No partial module credits will be transferred. Prospective students who will be receiving Veteran's Benefits will be subject to the Veteran's Administration Transfer of Credit Policy.

TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF MILITARY/VETERAN EDUCATION BENEFITS (TUITION ASSISTANCE, POST 9/11 GI BILL®, ETC.)

All applicants eligible to receive military/veteran education benefits must complete and sign a "Record of Previous Education and Training for Military/Veteran Students" form and identify any previous education and/or training, prior to being activated, so the Campus can evaluate whether any credit should be given for the previous education and/or training identified by the applicant. In order to receive credit for previous education and/or training (and remain eligible for military/veteran education benefits), the Campus must receive an official transcript or a notarized equivalent from each previous postsecondary institution and/or military training facility attended with respect to the courses/training identified by the applicant on the "Record of Previous Education and Training for Military/Veteran Students" form.

All applicants with previous education and/or training identified must also complete and sign a "FERPA – Consent to Release of Personally Identifiable Information and Education Records," authorizing each previous postsecondary institution and/or military training facility to release the applicant's transcripts to the Campus. The Campus will attempt to obtain these transcripts (or notarized equivalents) by sending a written request to each previous postsecondary institution and/or military training facility identified by the applicant on the "Record of Previous Education and Training for Military/Veteran Students" form. To the extent the Campus and/or applicant have difficulty in obtaining any transcript(s), the Campus will work with the Department of Defense, applicable military branch and/or Department of Veteran's Affairs in a further effort to obtain these transcripts. While the Campus will attempt to obtain these transcripts, assistance from the applicant may be necessary, including but not limited to, the payment of any outstanding balance or fees owed to the previous postsecondary institution and/or military training facility required for the release of the transcripts.

All transcripts (or notarized equivalents) must be received by the Campus by the end of the activation period. If all transcripts are not received in time to be evaluated by the end of the activation period, the applicant will not be activated as an official student, and the student will not be charged any tuition. The only exception to providing all transcripts by the end of the activation period is if/when the transcripts pertain solely to prior training that is not applicable to the program for which the student has applied as determined by Remington College's Provost. In that case, upon approval of the Provost, the applicant can be activated as a student and will have two quarters to provide the transcripts; however, if all transcripts are not received in time to be evaluated during the student's first two quarters of enrollment, the student may not be certified to receive military/veteran education benefits, and the student will be personally responsible for all tuition associated with his/her enrollment.

Upon receipt of the transcripts for the identified training, the Campus will evaluate them to determine whether any credit should be given for the previous education and/or training identified by the student with respect to the program in which student has enrolled, as well as determine whether a skills test evaluation is required to demonstrate the requisite proficiency in the applicable field of study. Following the evaluation(s), the Campus will issue the appropriate credit(s) toward the student's program. The Campus will maintain a written record of previous education and training of any student eligible for military/veteran education benefits, as well as the Campus' evaluation of the student's previous education and training that clearly indicates that appropriate credit has been given for all previous education and/or training identified by the student.

LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Remington College has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from Remington College. Accordingly, Remington College does not make any representation that credits from Remington College will be transferable to any non-affiliated college or educational institution, nor is any representative of Remington College authorized to make any such representation or promise of transferability.

Remington College offers programs that are career-focused. The courses that comprise the programs are designed to offer training considered to be required or desired for a specific career. Accordingly, the courses may be very different from courses that might be offered by an educational institution that offers more traditional, and therefore, more generalized education.

The student is advised that Remington College accepts no liability if credits earned at Remington College will not transfer to another educational institution, except that such credits may be accepted by other Remington College campuses. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Prospective students are advised not to attend this Campus if their intention is to obtain credits for the purpose of transferring those credits to a non-affiliated educational institution. Remington College does not promise, represent or guarantee that credits from Remington College will transfer to any non-affiliated college or educational institution.

As previously described in this Catalog, Remington College is a member of a group of affiliated campuses. Each of the affiliated campuses accepts transfer credits from other affiliated campuses to the extent that the receiving campus offers identical or substantially similar programs or courses.

While some non-affiliated educational institutions may accept the transfer of credits from the programs offered by Remington College, students and prospective students should assume that credits from Remington College will not transfer to non-affiliated educational institutions. The Application and Enrollment Agreement contains language advising students that credits from Remington College are not likely to be accepted by non-affiliated educational institutions and that Remington College accepts no liability related thereto.

FULL-TIME STUDENTS

Students enrolled in degree programs are considered to be full time if they are enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter or scheduled for eighteen (18) or more Credit Hours for the Term.

Students enrolled in diploma programs are considered to be full time if they are scheduled for 20 classroom or laboratory hours per week.

NON-DEGREE/DIPLOMA SEEKING ENROLLMENT

The non-degree/diploma seeking status is designed for part-time students who do not seek an academic degree at Remington College. This can include students completing courses that may or may not include a credit hour basis. Enrollment as a non-degree/diploma seeking student does not guarantee automatic admission to Remington College as degree/diploma seeking student. Individuals who wish to apply for non-degree/diploma seeking status must complete the application for admission. Acceptance as a non-degree/diploma seeking student is not automatic. Applicants must be 18 years old or have parental/guardian approval to enroll. Students enrolled as non-degree/diploma seeking are limited to 30 attempted Quarter Credit Hour courses. Enrollment in non-credit courses is unlimited. Credit earned as a non-degree/diploma student cannot be considered for credit at Remington College until the admission criteria has been met by the student for the declared program.

Non-degree/diploma seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree/diploma seeking students who do not enroll in one or more consecutive courses must reapply for non-degree/diploma admission. Non-degree/diploma seeking students are not eligible for financial aid. Non-degree/diploma students must pay for courses prior to starting class using non-Title IV funds. Tuition and fees are the same for degree seeking and non-degree/diploma seeking students and can be found in tuition and fees section of the catalog addendum. Non-degree/diploma students will be held to the same code of conduct, attendance, refund policies, and all other guidelines as set forth in the campus catalog.

Enrollment for non-degree/diploma seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). Non-degree/diploma seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

RE-ENROLLMENT AND RE-ENTRY POLICY

Former students of Remington College who have dropped or been dropped and who wish to return to Remington College to re-enroll into the same program in which they were previously enrolled, or to re-enter Remington College in a different program are generally eligible to re-enroll or re-enter provided that:

- It has been less than 10 years since the date on which the former student ceased enrollment at Remington College,
- The program into which the former student wishes to re-enroll or to enter is being offered by the Campus at the time, and
- He or she meets the eligibility requirements for enrolling in the program that are applicable at the time.

Former students who have been out of Remington College for more than one year but less than ten years and who earned a cumulative GPA of less than 2.5 during their prior enrollment will be eligible to re-enroll or re-enter only with the express written approval of the Provost, which approval shall be at the sole discretion of the Provost.

Former students wishing to re-enroll or re-enter must have completed an Application no later than the close of business on the Tuesday preceding the start date of the term into which they seek to re-enroll or re-enter.

Note: Program requirements of the various programs may change over time. Accordingly, students wishing to re-enroll should be aware that some or all of the credit hours earned during their prior enrollments may not qualify for credit toward the current program requirements.

The eligibility of the Applicant seeking to re-enroll or re-enter is subject to the following criteria:

ACADEMIC CRITERIA

- 1) Former students who were dropped for violating the Student Code of Conduct ("SCC") are not eligible to reenroll or re-enter.
- 2) Former students who were dropped for failure to maintain Satisfactory Academic Progress ("SAP") are not eligible to re-enroll.
- 3) Former students must have completed and executed both an Application and an Enrollment Agreement which has been executed by an authorized representative of Remington College and both documents must have been fully executed prior to the beginning (start time) of the class or term into which the Applicant is attempting to re-enroll or re-enter.
- 4) Former students who have dropped three times are not eligible to re-enroll or re-enter except this limitation can be waived in rare and special circumstances ONLY by the Provost of Remington College.

Note: Occasionally, students will be dropped by Remington College for administrative reasons, such as when a class needed by the student is not being offered in the upcoming term. Such drops will be recorded as "Administrative Drops" and will NOT be counted as a "drop" for purposes of the three drop limitation described above.

FINANCIAL CRITERIA

Former students seeking to re-enroll or re-enter must have made satisfactory financial arrangements in order to be eligible to re-enroll or re-enter. Generally the financial arrangements will be deemed satisfactory if the Applicant has demonstrated his or her ability to pay his or her cost of attendance for the re-enrollment or re-entry and satisfactorily address any outstanding balances from their prior enrollment.

OTHER CONSIDERATIONS

Notwithstanding the above provisions, the Director of Campus Administration has the authority to determine that a former student is not eligible to re-enroll or re-enter if, in the opinion of the Director of Campus Administration, the re-admittance of the former student would be detrimental to the Campus and its students.

NONDISCRIMINATION POLICY

The Campus does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. The Campus does not make any pre-admission inquiries regarding an individual's disability. The Campus admits students of any race, color, national and ethnic origin or other protected characteristic to all rights privileges, programs and activities generally accorded or made available to students at the Campus. The Campus does not discriminate on the basis of race, color, national and ethnic origin or other protected characteristic in the administration of its educational policies, scholarship and loan programs and other Campus administered programs. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and all applicable state civil rights laws.

ADMISSION OF DISABLED INDIVIDUALS

Remington College does not discriminate against persons with disabilities that can satisfy Remington College's admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by Remington College. When necessary, Remington College will make reasonable accommodations to enable students to participate in the programs offered by Remington College.

ACCOMMODATIONS FOR DISABLED INDIVIDUALS

When necessary, Remington College will make reasonable accommodations to enable students with disabilities to participate in the programs offered by Remington College. If an applicant or current student has a disability that might require an accommodation, notice must be given to Remington College so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While Remington College will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their Admissions Representative of their disability and immediately schedule a meeting with the Director of Campus Administration. The Director of Campus Administration will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by Remington College. Some accommodations may take time to implement, and thus, applicants must give Remington College notice of their disability sufficiently in advance of their selected start date to enable Remington College to provide an accommodation timely. If Remington College does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Campus Dean at Remington College and schedule a meeting with the Director of Campus Administration. The Director of Campus Administration will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by Remington College. Some accommodations take time to implement, and thus, students must give Remington College notice sufficiently in advance of the date when an accommodation needs to be made to enable Remington College to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

Remington College has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to Remington College to participate in Remington College's educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Information Resource Center, student break rooms, restrooms, and support services areas at Remington College. If Remington College has multiple floors either an elevator is available or classes will be taught on floors accessible by disabled students or some other accommodation will be made.

Any student with an impairment of sensory, manual, or speaking skills will be assisted with the provision of auxiliary educational aids when necessary. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. Remington College accepts third-party payment for auxiliary aids and services from agencies such as rehabilitation services or charitable organizations.

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. Remington College has designated the Director of Campus Administration to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with Remington College's Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College's compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's address is: Remington College, 7131 Business Park Lane, Lake Mary, FL 32746, and the toll-free telephone number is 800-333-2755.

TUITION AND ADDITIONAL FEES

PROGRAM TUITION

Tuition is the amount students will be charged in accordance with the terms of the Application and Enrollment Agreement as the cost of program in which they have enrolled and includes books, supplies and equipment necessary for the program. Tuition charges, application fees, and any additional fees applicable are set forth in the addendum to the Catalog provided during the enrollment process and are set forth specifically in the Application and Enrollment Agreement.

18 MONTH ASSOCIATE DEGREE PROGRAMS (QUARTERLY CALENDAR START DATES)

Tuition for a Full-Time Student (*i.e.* enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter) is posted to the student's account based on the cost per quarter rate specified in the Application and Enrollment Agreement. Tuition for students enrolled in less than twelve (12) Credit Hours at the end of the add/drop period of a Quarter is posted to the student's account based on the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period, then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

ALL OTHER PROGRAMS

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in a payment period (term) at the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

DAMAGED PROPERTY FEES

Students will be charged for the repair or replacement of any Remington College property lost or damaged by a student or stolen while in the student's custody. This includes damage to any part of the building or its immediate surroundings, as well as to damage to instructional equipment, including computers.

NON-SUFFICIENT FUNDS FEE

A fee of \$25.00 will be charged on all checks returned by the bank for non-sufficient funds.

PRIOR LEARNING CREDIT COURSE CHALLENGE FEE

Students requesting a course challenge under the Prior Learning Credit policy will be charged \$150.00 per course. This fee is non-refundable once the course challenge request has been approved. If the request is denied, the fee will be refunded.

REPLACEMENT OF DEGREE/DIPLOMA FEE

Graduates will be charged \$45.00 for a duplicate copy of their degree/diploma.

STUDENT VERIFICATION FEE

Students will be charged \$25.00 per enrollment verification.

TRANSCRIPT FEE

Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. Any additional transcript requests will be charged \$45.00 per transcript for official transcripts and \$25.00 per transcript for unofficial transcripts.

PAYMENT POLICY

All Tuition and fees shall be due and payable in accordance with the terms of the Application and Enrollment Agreement executed by the student, which provides that Tuition and fees for the program are due and payable in full prior to the first day of classes. As set forth in the Application and Enrollment Agreement, Remington College may permit the student to make payment of some or all of the Tuition at a later date but shall have no obligation to do so, and any decision to allow payment at a later date shall be in the sole discretion of Remington College.

Remington College will grant students a Tuition payment deferral if, and only if, Remington College has a reasonable basis to believe that the student will receive financial aid or other financial assistance from a funding source acceptable to Remington College, in its sole discretion, in an amount acceptable to Campus.

The student's obligation to pay Tuition under the Application and Enrollment Agreement is not contingent upon the student receiving financial aid or financial assistance. Stated otherwise, the student will owe the Tuition due under the Application and Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student's Tuition obligations in full.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI BILL® no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI BILL® benefits.

FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial aid, as the term is used in this document, means funds made available to assist students through governmental programs. Financial assistance means non-governmental sources of funds made available to assist students.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend college. Eligibility for financial aid is determined by the department or agency responsible for administration of the financial aid program, for example, the United States Department of Education ("USDE") administers the Title IV financial aid programs. This Campus participates in the Title IV programs, but it does so only to assist students in obtaining financial aid available under the Title IV programs. Remington College has no role in determining whether a student is eligible for financial aid.

Applications for financial aid are accepted at any time, and students are encouraged to apply in advance of the beginning of their program and academic years in order to allow adequate time for the USDE to determine the amount of financial aid, if any, that the student is eligible to receive. Students may only apply for, be accepted in, be actively registered in, and receive financial aid for one program at a time.

FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION ("EFC"), AND ELIGIBILITY AMOUNT

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the USDE. Financial need is the difference between the costs of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The costs of attendance include Tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, and related expenses of the students' dependents, if any.

The EFC is a measure of the students financial strength and indicates how much of the students and the students family financial resources (for dependent students) should be available to help pay for educationally related expenses. The EFC is calculated from the information students report on the FAFSA and according to a formula established by law. The student's family income (taxable and untaxed) and assets are considered in determining the EFC. Family size and the number of family members who will be attending college are also considered.

Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student's parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year.

Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, a student may receive is made by the USDE, and Remington College does not have any influence over that determination. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs.

TITLE IV AWARDS

All Title IV financial aid awards are made for one financial aid award year or less. The amount of financial aid a student is eligible to receive can change each financial aid award year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each financial aid award year, continue to demonstrate financial need, and:

- 1) Remain in good standing with Remington College,
- 2) Maintain Satisfactory Academic Progress ("SAP"), and
- 3) Not have a drug-related criminal conviction which renders them ineligible.

FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES

STUDENT ELIGIBILITY

In order to receive aid from Federal Student Aid Programs, students must meet certain criteria as noted below:

Financial Need

Except for some loan programs, students must show that they have financial need according to the USDE requirements. See Financial Need and Expected Family Contribution section of this Catalog for further information on this topic.

Education Requirements

- Must demonstrate by one of the following means that they are qualified to enroll (and therefore may be eligible) for Federal Student Aid (FSA) Programs:
 - Have a high school diploma or General Educational Development (GED) certificate;
 - Pass an approved ability-to-benefit (ATB) test;
 - Meet other standards a specific state has established and has been approved by the USDE;
 - Complete a high school education in a home school setting approved under state law.
- Must be enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Must meet satisfactory academic progress standards established by the institution.

Legal and Other Requirements

- Must be a U.S. Citizen or eligible non-citizen.
- Must have a valid Social Security number (SSN), unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Must have certified when applying for FSA that these funds will be used for educational purposes only, and that there is no current default on a federal student loan, and that no refund is due on a federal student grant.
- Must comply with Selective Service registration. If the student is a male aged 18 through 25 and has not registered, the student can (at the same time the FAFSA is completed) give the Selective Service System permission to register by means of completing the FAFSA. Students can also register for Selective Service online at www.sss.gov.
- Generally, must not have been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving FSA funds.
- Must not be incarcerated in a federal or state penal institution.

Application for Title IV financial aid and the determination of whether an applicant qualifies for such financial aid and the amount thereof involves the following procedures:

COMPLETION OF APPLICATION

The applicant must complete the Free Application for Federal Student Aid (“FAFSA”) and provide any additional required documents or information for each financial aid award year of their enrollment. All Title IV financial aid awards are made for one financial aid award year or less, and eligibility determinations for Title IV financial aid awards are made each award year. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs and student eligibility for such programs.

DETERMINATION OF NEED, COST OF ATTENDANCE, AND ELIGIBILITY AMOUNT

Congress has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student’s Title IV financial aid may not exceed the “cost of attendance” as defined by applicable Title IV regulations. The information contained in the FAFSA will be used to make this calculation. Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student’s parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student’s parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, that a student may receive, is made by the USDE, and Remington College does not have any influence over that determination.

VERIFICATION

- All applicants are subject to being selected by the USDE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
- Selected applicants must submit the information required to complete their verification no later than 14 days from the date of notification. Applicants who have been selected for verification will be notified by the Student Finance Department.
- If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, Remington College may require the student to pay the current amount owed to Remington College, and the student’s failure to make such payments may result in the student being dropped.
- Students will be notified by mail of the results of verification if it results in a change of the student’s scheduled award.
- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

ENTRANCE AND EXIT INTERVIEW AND LOAN NOTIFICATION

The USDE requires that any students receiving a Federal Direct Loan be notified that their funds have been received by Remington College. The USDE requires that students withdrawing or graduating receive exit counseling. A representative of Remington College will conduct exit counseling with each student who withdraws or graduates either by telephone, mail, or by other electronic communication. The purpose of exit counseling is to inform the student of the amount of loans Remington College has received on behalf of the student while the student was enrolled at Remington College, any refunds that may have been or will be made, and the estimated repayment schedule for the student's loans.

TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY

FEDERAL PELL GRANT

This grant is designed to assist students in need and who desire to continue their education beyond high school. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN

Federal Direct Subsidized Stafford Loans are low interest loans that are made to eligible students directly from the U.S. Department of Education. The Federal Direct Subsidized Stafford Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Stafford Loan program until the student enters "repayment period," which as a general rule begins six months after the student leaves school.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

Federal Direct Unsubsidized Stafford Loans are loans made to eligible students directly from the U.S. Department of Education. The term "unsubsidized" means that interest expense is incurred from the time advances are made under the loan, even though no payments are due until the student enters the repayment period.

FEDERAL DIRECT PLUS LOAN

Federal Direct PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal Direct PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. Repayment begins within 60 days of the final loan advance (disbursement), unless the parent qualifies for and is granted a deferment by the lender. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.
- The yearly limit on a Federal Direct PLUS Loan is equal to the student's cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal Direct PLUS Loan.

NON-FEDERAL LOAN OPTIONS

In addition to the federal loans referenced above, Remington College can provide students with information on other loan programs available. These loan programs, commonly referred to as "alternative loans" or "private financing," are offered by banks or other financial institutions, and eligibility determinations are made by the banks or financial institutions and are not within the control or influence of Remington College. Accordingly, Remington College cannot guarantee a student's eligibility to participate in any private financing programs.

VETERAN'S BENEFITS

The Campus is approved for veterans training. Applications for veteran's benefits may be obtained at the Campus or from the Veterans Administration ("VA"). Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration, and the Campus has no ability to influence such determinations.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI BILL® no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI BILL® benefits.

OTHER FINANCIAL AID PROGRAMS

Students may also, if eligible, receive financial aid from various other state or federal agencies, departments, or programs including, but not limited to: the Bureau of Indian Affairs, the Trade Readjustment Allowances ("TRA"), the Division of Vocational Rehabilitation, or under the Workforce Investment Act ("WIA"). The Campus may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon the Campus as being their sole source of all information regarding the availability of such programs, if any.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

The Academic Achievement Scholarship is available to students enrolling for the first time in one of the programs designated for participation in the Academic Achievement Scholarship program, and who satisfy the eligibility requirements set forth below and begin their course of study on or after December 3, 2012. The Academic Achievement Scholarship is not available to re-enrolling or re-entering students.

The amount of an Academic Achievement Scholarship is \$500 per academic year (typically 9 months). To be eligible to receive an Academic Achievement Scholarship, a student must have 1) graduated from high school in 2014 or later with a cumulative high school grade point average of 3.00 or higher based on a 4.00 scale and 2) submitted an Academic Achievement Scholarship Application.

For a list of the programs designated for participation in the Academic Achievement Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

CAREER READY SCHOLARSHIP

The Career Ready Scholarship is available to students enrolling in one of the programs designated for participation in the Career Ready Scholarship program, and who satisfy the eligibility requirements set forth below. The amount of a Career Ready Scholarship is \$1,500, which is awarded upon successful completion of the student's program and is applied towards the student's balance, if any, at the time of graduation. To be eligible to receive a Career Ready Scholarship, a student must 1) be a civil servant, a first responder, a law enforcement officer, active military, reservist, or government agency employee; 2) provide proof of employment from an approved agency at enrollment or at re-enrollment/re-entry and upon completion of the program; 3) enroll in and graduate from a Remington College program designated for participation in the Career Ready Scholarship program; and 4) have submitted a Career Ready Scholarship Application prior to enrollment. For a list of the programs designated for participation in the Career Ready Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

NEW CAREER SUCCESS SCHOLARSHIP

The New Career Success Scholarship is available to students enrolling in Remington College for the first time that can satisfy the eligibility requirements set forth below and begin their course of study in one of the programs designated for participation in the New Career Success Scholarship program on or after December 3, 2012. The New Career Success Scholarship is not available to re-enrolling or re-entering students.

The New Career Success Scholarship provides either 1) \$1,500 per academic year (typically 9 months) to students enrolled in eligible degree programs or 2) \$1,000 per program to students enrolled in eligible diploma programs. To be eligible to receive a New Career Success Scholarship, a student must a) demonstrate Financial Need, as determined by the Student Finance Department at the Remington College Campus the student attends and b) submit a New Career Success Scholarship Application and satisfy the eligibility criteria set forth therein.

The Financial Need definition within the New Career Success Scholarship criteria has been revised. Financial Need means the Total Income reflected on the student's Institutional Student Information Report (ISIR) is less than or equal to the most recent National Median Household Income as published by the U.S. Census Bureau.

For a list of the programs designated for participation in the New Career Success Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

STUDENT SERVICES

ACADEMIC ADVISEMENT

Students' primary sources of assistance with regard to their academic program are the Program Chairpersons and the Campus Dean. Concerns or questions regarding specific courses can be directed to the instructors.

Students who are experiencing difficulty with a course are urged to seek assistance from their instructor. Campus faculty members, along with the Program Chairperson and Campus Dean, are typically available for academic advisement to discuss a student's academic progress, tutoring opportunities, or other topics related to a student's program of study.

CAREER SERVICES

REMINGTON COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT BEFORE OR AFTER GRADUATION.

The Campus has a Career Services Department that is available to assist students in their efforts to obtain employment after graduation. The availability of the Career Services Department and the assistance it provides is not a guarantee or assurance that the student will obtain employment.

The Career Services Department offers the following services:

- Assistance to students with the design of résumés as well as the completion of employment applications for both full-time and part-time employment opportunities.
- Assistance to students with job interviewing techniques, advice on professional appearance, and job interview follow-up techniques.
- Extends invitations to prospective employers to visit the Campus, interview graduating students, present employment opportunities, administer employment tests, and offer employment applications to graduating students.

COUNSELING

The Campus does not employ a licensed counselor but maintains a resource guide that includes agencies that provide counseling services to assist students with coping skills, who are in abusive relationships, have a drug dependency, etc. The resource guide is located in the student resource center and a copy may be obtained from the librarian.

HEALTH, SECURITY, AND SAFETY

Students are responsible for their own security and safety both on Campus and off Campus, and must be considerate of the security and safety of others. Remington College accepts no responsibility or obligation whatsoever for any student's personal belongings that are lost, stolen, or damaged, whether on or off Campus premises or during any Campus activities. Remington College accepts no responsibility or obligation with respect to any altercations or disputes between students, whether on or off Remington College's premises or for any damages or injuries arising therefrom. Students should immediately report any medical, criminal, or other emergency occurring on the Campus premises to the Director of Campus Administration or the Campus Dean (or any other Campus official if the Director of Campus Administration or Campus Dean are not available). Upon receipt of any report of a medical or criminal emergency, Remington College may, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, Remington College may require the reporting student to confirm in writing the details of the criminal emergency reported.

Classrooms and laboratories are designed to meet the requirements of the various federal, state and local building codes, and the board of health and fire marshal regulations.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Remington College to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on Campus to students and employees, and to make such information and statistics available to prospective students and employees upon request. Students or prospective students may obtain this information from the Campus Dean or the Director of Campus Administration.

Students may also obtain this information at any time by visiting the following website: <http://studentinfo.remingtoncollege.edu/>.

HOUSING

Remington College does not operate its own housing facilities, nor does it endorse or supervise any particular housing complex.

LIBRARY OR INFORMATION RESOURCE CENTER

The Information Resource Center ("IRC") maintains materials which support the academic programs of the Campus. The IRC is located in the same facility as the Campus and is accessible to students during and outside classroom hours on all regularly scheduled class days. Students also have access to a collegiate-level online library at Remington College or may log in from locations outside the Campus. (The terms "library," "Information Resource Center," "Learning Resource System," "Learning Resource Center," or other similar designations may be used interchangeably by Remington College.)

ORIENTATION

Staff and faculty members conduct one or more orientation sessions for new students. Orientation sessions generally provide information on program schedules, Campus policies and procedures, overview of student's financial aid responsibilities, services offered by the Career Services Department, the Code of Student Conduct, and other issues that may be of interest to students.

PROFESSIONAL ASSOCIATIONS OR CLUBS

If a student is interested in membership in professional associations or clubs, he or she can meet with the Campus Dean to discuss and arrange for such memberships.

PROGRAMS OF STUDY

This catalog lists programs offered by the Campus as of the date this catalog was published. Any additions or changes to the catalog's required disclosures will be published as an addendum to this catalog.

COURSE DELIVERY METHODS

Courses offered may be delivered exclusively in person (residentially), exclusively online, or via a combination of both modalities.

CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Typical class schedules for on-site courses are:

Programs Other than the Cosmetology Program

Monday through Thursday-Mornings: 8:00 AM to 12:50 PM
Monday through Thursday-Evenings: 6:00 PM to 10:50 PM

Cosmetology Associate Degree Program

Monday through Friday: 9:00 AM to 1:00 PM

The break times may occur each hour (as in 50 minutes of class time followed by 10 minutes of break time). The instructors and the class are provided flexibility in determining exactly when the break periods will occur.

From time to time alternative days may be substituted, particularly in the event that scheduled class days fall on a holiday or to make up for days on which the campus may be closed for inclement weather or as a result of a force majeure (damage to or mechanical problems with the campus facility, local power outages, etc.).

Occasionally, in response to space constraints, higher than anticipated enrollments in a particular program, or for other reasons, the campus will schedule Diploma or Degree program class sessions on an alternative schedule. When alternative days or session start times are used, the number of minutes of actual class time and break time will remain consistent with the typical schedule (250 minutes of class time and 40 minutes of break time).

In the event that Remington College determines to provide an extended meal break time in conjunction with an alternative schedule that might bridge a normal mealtime (such as a 10:00 AM to 2:50 PM schedule), the provision of an extended meal break will not change the actual number of minutes of class time, but would extend the total length of the session by the number of additional break time minutes provided for a meal break. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours. The administrative offices at the campus are generally open from 8:00 a.m. to 10:50 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday and 9:00 a.m. to 1:00 p.m. on Saturday.

Classes are offered and scheduled Remington College in sequences or combinations to allow the student to complete the program in a timely manner. Remington College reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed in the Course Description Section of this Catalog.

For courses other than the Cosmetology courses, the maximum session size (number of students) permitted in the classroom setting of a residential course is typically 30, and in a laboratory setting a maximum of 24 students per instructor. The maximum number of students permitted in an online class session is 30. As a general rule, classes are usually smaller than the maximum. For the Cosmetology courses, the maximum number of students in a course session is 25 for each full-time licensed instructor.

EXPLANATION OF COURSE NUMBERING SYSTEM

The course numbering system is a classification system based on course content and level of degree program. A course is identified by a prefix and level code.

- Prefix – An abbreviation is used to identify the program or content area. For example: MA represents Medical Assisting.
- Level – A number follows the prefix.

Admissions Criteria 100 and 200 Level Courses – The associate degree or diploma programs use 100 or 1000 and 200 or 2000 level numbers. The first digit typically indicates the level of the course. Lower division courses in the associate degree or diploma programs are given a 100 or 1000 level number. Courses in the upper division of the associate degree or diploma programs that may have a prerequisite requirement are given a 200 or 2000 level number.

EDUCATIONAL EQUIPMENT

The following equipment is available for various educational programs. Remington College reserves the right to change the educational equipment list below to meet current program objectives.

- Business/Management course equipment may include the following depending on program area: computer(s), software, printer(s), scanner(s), and calculator(s).
- Cosmetology equipment may include: mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- Dental Assisting equipment may include: operatories with fully positional dental chairs, panoramic x-ray developing equipment, model trimmers, high speed and low speed hand pieces.
- Facility maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).
- HVAC equipment may include: refrigeration systems, air conditioners, heat pumps, and air conditioning and refrigeration service equipment.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, X-ray equipment, otoscopes/ophthalmoscopes with thermometers, blood pressure cuff sets, skeletons, defibrillators, and stethoscopes.
- Medical Office Administration course equipment may include: computer(s) with medical office simulation software.
- Process Technology equipment may include: pumps, compressors, heat exchangers, controllers, and closed-loop processing systems.

Remington College will provide the online learning management system (“LMS”) via which online courses will be delivered. At the time of the printing of this Catalog, Remington College intends to use the Canvas LMS, but reserves the right to change the LMS platform at its discretion.

Below are the current requirements and recommendations.

Computer Requirements:

- Computer less than 5 years old preferred for optimal use
- Valid email address
- Color monitor
- Sound card with speakers or headphones
- 4 GB of RAM
- 1 GB of free disk space
- Broadband Internet connection (DSL or cable recommended)
- Web browser (Chrome is highly recommended)
- Cookies must be enabled
- [JavaScript must be enabled](#)
- [Pop-up blocker is turned off](#)

Software Recommendations:

- Chrome
- [Adobe Acrobat Reader](#)
- [Adobe Flash](#)
- Word Processing Software will be needed to view some course documents. Microsoft Office is preferred. OpenOffice is acceptable. OpenOffice is free software available at <http://www.openoffice.org>. Google Docs is also acceptable.

Browser Recommendations:

Browser	Minimum version required	Recommended version
Google Chrome	30.0	Latest
Mozilla Firefox	25.0	Latest
Apple Safari	6	Latest

Students with technical questions or who are experiencing technical difficulties accessing the LMS or online library resources should contact their instructor for technical assistance or direction to someone who can provide technical assistance.

PROFESSIONAL LICENSURE DISCLOSURE

Per U.S. Federal Regulations 34 C.F.R. §668.43 (2019 Rules), the Campus provides the following disclosure related to the educational requirements for professional licensure and certification for its programs at the Campus.

This disclosure is strictly limited to the Campus's determination of whether the educational programs stated below, if successfully completed, would be sufficient to meet the educational licensure or certification requirements in a state related to the programs stated below. Please note, if the state does not regulate/license a specific educational field, then Campus programs have been determined to be sufficient for these purposes. The Campus cannot provide verification of an individual's ability to meet licensure or certification requirements unrelated to its educational programming. Further, the Campus does not provide any guarantee that any particular state licensure or certification entity will approve or deny your application. "Has not determined" as stated below does not mean the educational program will not ultimately be approved by the state entity, or that licensure could not result from attending this program. Furthermore, this disclosure does not account for changes in state law or regulation that may affect your application for licensure and occur after this disclosure has been made. **Enrolled students and prospective students are strongly encouraged to contact their State's licensure entity to review all licensure and certification requirements imposed by their state(s) of choice.**

Dental Assisting Diploma Program

The Campus has designed an educational program curriculum for a Diploma of Dental Assisting, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a dental assisting license in the following states: Texas.

The Campus has designed an educational program curriculum for a Diploma of Dental Assisting, which if successfully completed is **insufficient to meet** the licensure and certification requirements for a dental assisting license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for a Diploma of Dental Assisting, if successfully completed, is sufficient to meet the licensure and certification requirements for a dental assisting license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Medical Assisting with X-Ray Tech (Limited Scope) Diploma Program

The Campus has designed an educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed **is sufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Texas.

The Campus has designed an educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed is **insufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), if successfully completed, is sufficient to meet the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Cosmetology Associate's Degree Program

The Campus has designed an educational program curriculum for an Associate's Degree of Cosmetology, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a cosmetology license in the following states: Texas.

The Campus has designed an educational program curriculum for an Associate's Degree of Cosmetology, which if successfully completed is **insufficient to meet** the licensure and certification requirements for a cosmetology license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for an Associate's Degree of Cosmetology, if successfully completed, is sufficient to meet the licensure and certification requirements for a cosmetology license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Medical Assisting with X-Ray Tech (Limited Scope) Associate's Degree Program

The Campus has designed an educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed **is sufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Texas.

The Campus has designed an educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed is **insufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), if successfully completed, is sufficient to meet the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

DENTAL ASSISTING DIPLOMA 8 Months

The Dental Assisting Diploma Program provides training in performing invasive procedures, such as placing retraction cords and dental dams, as well as non-invasive procedures, such as patient education. The Program also provides training in preparing operatories for dental patient treatment, taking dental impressions, and identifying oral disease indications. The objective of this Program is to prepare graduates for entry-level positions as dental assistants in work locations such as dentist offices.

Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Dental Assisting Diploma Program is divided into seven monthly (28 weeks) academic periods, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Each state has a dental practice act that governs the duties dental assistants can perform. According to the Texas Workforce Commission: Effective September 1, 2006, to become a registered dental assistant in the state of Texas, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law, a dental assistant must be registered with TSBDE in order to take X-rays at a dentist's office.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Dental Assisting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
DA112	Basic Body Systems and Functions	60	0	0	4.00
DA113	Orientation to Dental Assisting	10	10	0	1.00
DA122	Oral Anatomy	40	0	0	2.50
DA123	Oral Radiology Basics	40	0	0	2.50
DA132	Chairside Assisting I	30	30	0	3.50
DA133	Dental Office Emergencies	10	10	0	1.00
DA142	Dental Science I	20	20	0	2.50
DA143	Dental Materials I	20	20	0	2.50
DA153	Computer and Office Applications	30	30	0	3.50
DA162	Dental Science II	20	20	0	2.50
DA163	Dental Materials II	20	20	0	2.50
DA173	Clinical Oral Radiology	10	10	0	1.00
DA174	Chairside Assisting II	12	28	0	2.00
DA186	Externship	0	0	160	6.00
Total:		362	198	160	39

FACILITY MAINTENANCE

DIPLOMA

9 Months

The Facility Maintenance program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level positions in the Building Maintenance industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels and schools, as well as working independently in variety of maintenance areas.

Program completion normally requires 9 months (36 weeks) for full-time students.

The Facility Maintenance Program is divided into 9 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Facility Maintenance.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
Total:		400	320	0	44

HEATING, VENTILATION, AND AIR CONDITIONING

DIPLOMA

12 Months

The Heating, Ventilation and Air Conditioning (HVAC) Diploma Program provides in-depth training in HVAC systems and demonstrates the hands-on skills needed to successfully maintain and troubleshoot today's complex heating, air conditioning, and refrigeration systems, up to and including commercial and industrial systems. It establishes a framework of understanding of environmental issues associated within the HVAC industry and presents theory, diagnostics, and repair procedures. Typical operating conditions, and systematic troubleshooting, maintenance, and installation techniques are also presented. The program includes exposure to indoor air quality standards and discusses various sources of indoor pollution with an emphasis on molds and how to improve indoor air quality.

The objective of this Program is to prepare graduates for entry-level positions in the HVAC industry, such as in residential heating and cooling, commercial or industrial heating and cooling, and residential, commercial, or industrial refrigeration and freezers. Students also receive training in commercial freight or shipping refrigerant systems and domestic air conditioning or refrigeration appliances.

This Program trains students in accordance with the National Skill Standards for HVAC technicians. The Program requires completion of a minimum of 59 credit hours, including any transfer credits that have been accepted. Program completion normally requires 12 months for full-time students.

The HVAC Program is divided into 12 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Heating, Ventilation and Air Conditioning.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV125	Fundamental HVAC Maintenance	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
HV142	Motors and Motor Control	20	40	0	3.50
HV152	Residential Heating	40	40	0	5.00
HV162	Residential AC	40	40	0	5.00
HV172	Introduction to Air Conditioning and Major Components	40	40	0	5.00
HV182	Commercial Refrigeration Systems	20	40	0	3.50
HV195	Domestic Appliances and Cold Water Air Conditioning	40	40	0	5.00
HV200	Heat Pumps and Hydronic Heating	40	40	0	5.00
HV202	Ventilation and Air Flow	40	40	0	5.00
HV209	Hydronic Systems	40	40	0	5.00
Total:		480	480	0	59

MEDICAL ASSISTING

DIPLOMA

9 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry level positions as medical assistants in a clinical or administrative role, to include insurance billing clerks, medical billers, laboratory technicians, or medical receptionist in work locations such as hospitals, clinics, nursing homes, and home health agencies.

Program completion normally requires 9 months. The Program is divided into 9 monthly academic periods (modules) comprised of 8 months of classroom and laboratory instruction, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MA160	Introduction to Healthcare Services*	65	0	0	4.5
MA161	Health Science Procedures*	45	25	0	4.5
MA162	Anatomy and Physiology with Terminology A*	60	10	0	4.5
MA163	Anatomy and Physiology with Terminology B*	60	10	0	4.5
MA164	Clinical Procedures A**	20	60	0	4.5
MA165	Clinical Procedure B**	20	60	0	4.5
MA166	Pharmacology**	45	25	0	4.5
MA167	Insurance Applications, Billing, and Coding**	40	35	0	4.5
MA168	Capstone and Certification**	20	0	0	1.0
MA169	Clinical Experience	0	0	160	6.0
Total:		375	225	160	43.0

*This course is offered in an online format.

**This course is offered in a hybrid format, which includes in-person and online components.

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

DIPLOMA

12 Months

The Medical Assisting with X-Ray Tech (Limited Scope) Diploma Program provides training in administrative and clinical procedures, including limited radiography. The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as Non-Certified Radiologic Technicians. Students are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with Section 143.16 of Title 25, Texas Administrative Code (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or practitioner, refer to Section 143.17(f)(11)(B).

Program completion normally requires 12 months for full-time students. The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom and laboratory instruction, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting with X-Ray Tech (Limited Scope). Graduates may be eligible to apply for the Non-Certified Radiologic Technician Registry (NCT Registry) through the Texas Medical Board. A record of criminal activity may impact/limit a graduate's ability to be listed on the NCT Registry in Texas. A disclosure/caution to prospective students is available from Admissions Department. Also, information regarding the process of applying for the NCT Registry is available at <http://www.tmb.state.tx.us/page/non-certified-radiological-technicians>.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra I	20	0	0	2.00
GE205	Introduction to Algebra II	20	0	0	2.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS115	Law, Ethics, and Therapeutic Communication	10	50	0	3.00
HS114	Externship	0	0	160	6.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA139	Healthcare Insurance	15	15	0	2.00
MAX112	Radiographic Imaging Protocols and Positioning	20	20	0	2.50
MAX113	Radiographic Specialization and Positioning	40	40	0	5.00
MAX115	Capstone and Certification Preparation	40	0	0	3.00
MAX122	Radiology and Imaging	20	20	0	2.50
Total:		520	360	160	64

MEDICAL OFFICE ADMINISTRATION

DIPLOMA

8 Months

The Medical Office Administration Diploma Program provides training in administrative procedures used in medical offices, many of which are also applicable to other office settings. The training includes, but is not limited to, instruction and training in scheduling, medical records management, billing and collection, and the basic elements of billing and coding for the healthcare and insurances industries, as well as general organizational and office skills.

The objective of this Program is to prepare graduates for entry-level positions such as admissions clerk, front office assistant, insurance coordinator, insurance verification clerk, medical administrative assistant, medical assistant, medical office administrator, medical office assistant, medical billing clerk, medical billing specialist, medical collections clerk, medical claims collector, medical receptionist, medical records clerk, patient access representative, patient account representative, or patient services representative, in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

This Program requires completion of a minimum of 48 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight monthly academic periods (modules), which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded Diploma in Medical Office Administration.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MOA111	Fundamentals of Medical Office Administration*	90	0	0	6.00
MOA112	Healthcare Business Management*	90	0	0	6.00
MOA113	Structure and Function of the Human Body**	90	0	0	6.00
MOA121	Law, Ethics, and Medical Records*	90	0	0	6.00
MOA122	Fundamentals of Practice Management*	90	0	0	6.00
MOA123	Medical Terminology**	90	0	0	6.00
MOA131	Introduction to Coding**	90	0	0	6.00
MOA132	Basic Medical Coding Applications**	90	0	0	6.00
Total:		720	0	0	48

**This course is offered in an online format.*

***This course is offered in a hybrid format, which includes in-person and online components.*

BUSINESS OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

18 Months

No Longer Enrolling New Students

The Business Office Management Degree Program provides training in business related accounting software and various business office computer applications such as Word, Excel, and Access. Students will also be trained in the fundamentals of payroll administration, employee benefits, bookkeeping, accounting, event planning, and coordination.

The objective of this Program is to prepare graduates for entry-level positions, such as general office specialist, bookkeeper, accounting assistant, payroll office clerk, and administrative assistant.

This Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

The Business Office Management Degree Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science in Business Office Management.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
BN1108	Packaged Applications	6.00
BN1208	Accounting Principles I	6.00
BN1228	Document Processing	6.00
BN1610	Introduction to Management	5.00
BN2408	Accounting Principles II	6.00
BN2410	Payroll Applications	5.00
BN2420	Business Law and Legal Procedures	5.00
BN2428	Computerized Spreadsheets	6.00
BN2480	Personnel Management	5.00
BN2501	Computerized Accounting Applications	3.00
BN2528	Relational Database Applications	6.00
BN2558	Management and Information Processing	6.00
CD1101	Career Development	3.00
Sub Total:		68
<i>Associate or Lower-Level General Education</i>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
Sub Total:		24
Total:		92

COSMETOLOGY
ASSOCIATE OF APPLIED SCIENCE
 18 Months

The Cosmetology Degree Program provides training in various phases of cosmetology, including manicures, pedicures, facials, and wig care.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons, and to introduce students to the basic concepts of starting and/or managing a cosmetology salon or other small business.

This Program requires completion of a minimum of 108 credit hours, including any transfer credits that have been accepted.

The Program is designed to be delivered over 18 months, which are divided into six three-month quarters that are delivered in a hybrid format. In the hybrid format, the COS prefix courses may include in-person (residential) and distance education (on-line) components, and the BN and GE prefix courses are delivered online.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Cosmetology.

Course Number	Course Name	Quarter Credit Hours
COS100	COS I - A	6.00
COS101	COS I - B	6.00
COS102	COS I - C	6.00
COS120	COS II-A	6.00
COS121	COS II-B	6.00
COS122	COS II-C	6.00
COS123	COS II-D	6.00
COS124	COS II-E	6.00
COS125	COS II-F	6.00
COS130	COS III-A	6.00
COS131	COS III-B	6.00
COS132	COS III-C	6.00
BN2108	Business Applications	3.00
BN2110	Small Business Principles	3.00
BN2112	Small Business Basics	3.00
BN2114	Recordkeeping and Financial Statement Basics	3.00
Sub Total:		<i>84</i>
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
Sub Total:		<i>24</i>
Total:		<i>108</i>

FACILITY MAINTENANCE AND TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
 21 Months

The Facility Maintenance and Technology program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level and mid-level positions as well as advancement opportunities in the Building Maintenance and Building Management industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels, schools, as well as working independently in variety of maintenance areas.

The Facility Maintenance and Technology Program requires completion of a minimum of 94 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The Facility Maintenance and Technology Program is divided into seven three-month quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Facility Maintenance and Technology.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
FM200	Green Applications	36	12	0	3.50
FM210	Security and Building Safety Systems	36	12	0	3.50
FM220	Programmable Logic Controllers and Automation	36	12	0	3.50
FM230	Hydraulic and Pneumatic Systems	36	12	0	3.50
BN2108	Business Applications	36	0	0	3.00
BN2110	Small Business Principles	36	0	0	3.00
BN2112	Small Business Basics	36	0	0	3.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
Total:		928	368	0	94

MEDICAL ASSISTING
ASSOCIATE OF APPLIED SCIENCE
 24 Months

The Medical Assisting Degree Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, positions such as medical assistant, clinical or medical administrative assistant, insurance billing clerk, medical biller, collections and billing clerk, or medical receptionist in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

The Program consists of 90 academic quarter credit hours and is designed to be delivered over twenty-four months, which are divided into eight three month quarters that are delivered in hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all other 100- and 200-level courses and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Medical Assisting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
BSN1108	Packaged Applications	60	0	0	6.00
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra Part I	20	0	0	2.00
GE205	Introduction to Algebra Part II	20	0	0	2.00
OGE1517	Literature	60	0	0	6.00
OGE2930	General Education Capstone	60	0	0	6.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS114	Externship	0	0	160	6.00
HS115	Law, Ethics, and Therapeutic Communication	10	50	0	3.00
HS1004	Healthcare Leadership	100	0	0	8.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA119	Reimbursement	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA124	Coding and Billing	40	40	0	5.00
MA133	Capstone and Certification Preparation	40	0	0	3.00
MA136	Healthcare Insurance Applications	20	20	0	2.50
MA139	Healthcare Insurance	15	15	0	2.00
Total:		800	360	160	90

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

ASSOCIATE OF APPLIED SCIENCE

24 Months

The Medical Assisting with X-Ray Tech (Limited Scope) Degree Program provides training in administrative and clinical procedures, including limited radiography. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry level, or advancement in, positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as Non-Certified Radiologic Technicians.

Students are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with Section 143.16 of Title 25, Texas Administrative Code (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or practitioner, refer to Section 143.17(f)(11)(B).

The Program consists of 90 academic quarter credit hours and is designed to be delivered over twenty-four months, which are divided into eight three month quarters that are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all other 100- and 200-level courses and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Medical Assisting with X-Ray Tech (Limited Scope). Graduates may be eligible to apply for the Non-Certified Radiologic Technician Registry (NCT Registry) through the Texas Medical Board. A record of criminal activity may impact/limit a graduate's ability to be listed on the NCT Registry in Texas. A disclosure/caution to prospective students is available from Admissions Department. Also, information regarding the process of applying for the NCT Registry is available at <http://www.tmb.state.tx.us/page/non-certified-radiological-technicians>.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
BSN1108	Packaged Applications	60	0	0	6.00
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra Part I	20	0	0	2.00
GE205	Introduction to Algebra Part II	20	0	0	2.00
OGE1517	Literature	60	0	0	6.00
OGE2930	General Education Capstone	60	0	0	6.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS114	Externship	0	0	160	6.00
HS115	Law, Ethics, and Therapeutic Communication	10	50	0	3.00
HS1004	Healthcare Leadership	100	0	0	8.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA139	Healthcare Insurance	15	15	0	2.00
MAX112	Radiographic Imaging Protocols and Positioning	20	20	0	2.50
MAX113	Radiographic Specialization and Positioning	40	40	0	5.00
MAX115	Capstone and Certification Preparation	40	0	0	3.00
MAX122	Radiology and Imaging	20	20	0	2.50
Total:		800	360	160	90

PROCESS TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
 18 Months

The Process Technology Associate of Applied Science Degree Program provides training in the monitoring and control of processing equipment such as pumps, compressors, heat exchangers, distillation columns, boilers, and furnaces, along with instruction in troubleshooting and problem solving, safety awareness, and product quality testing.

The objective of this Program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions as: plant operators in industries such as petroleum production or refining, pulp and paper production, food processing, chemical manufacturing, power generation, and wastewater treatment; maintenance and/or controls calibration positions in those industries or a variety of other related positions which have the potential to lead to positions as plant or control/manufacturing systems operators.

The core technical instruction for the Process Technology Associate of Applied Science Degree Program is based on a standardized, industry-based curriculum developed by the North American Process Technology Alliance (NAPTA). The curriculum offers a combination of theory and hands-on training that is designed to equip students with required skills through the use of computer simulation modules, computer-based equipment training modules and visits to local industries.

The Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

The Process Technology Program is delivered in a system of six 12-week quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Process Technology.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
BN1117	Packaged Applications	3.00
CD1101	Career Development	3.00
PC1110	Introduction to Process Control	6.00
PC1120	Process Technology Equipment	6.00
PC1130	Process Instrumentation I	6.00
PC1142	Industrial Safety, Maintenance, and Maintenance Equipment	6.00
PC1210	Process Technology Systems	5.00
PC1220	Safety, Health, and Environment	5.00
PC1230	Process Instrumentation II	6.00
PC1240	Introduction to Chemistry	5.00
PC1310	Quality Control	5.00
PC1320	Process Technology Operations	6.00
PC1340	Troubleshooting Process Technology	6.00
	Subtotal:	68
<i>Associate or Lower-Level General Education</i>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
	Subtotal:	24
	Total:	92

COURSE DESCRIPTIONS

Course descriptions include the course number, title, synopsis, and credit hours. Courses offered in diploma programs also include the lecture/theory hours, laboratory hours, and externship hours. For example, "40/0/0" indicates that the course consists of 40 hours of lecture/theory, 0 hours of laboratory work, and 0 hours of externship.

BN1108 **6.00 Quarter Credit Hours**

Packaged Applications

This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.

Prerequisite(s): None

BN1208 **6.00 Quarter Credit Hours**

Accounting Principles I

Students are instructed in the basic principles that businesses use to record business transactions in a double-entry bookkeeping system. Methods and procedures used in collecting, analyzing, and summarizing financial data and reporting financial information are covered.

Prerequisite(s): None

BN1228 **6.00 Quarter Credit Hours**

Document Processing

This course is designed to familiarize students with basic techniques of word processing. Emphasis is placed on how to create, delete, modify, and print documents using a variety of formatting techniques and printing procedures.

Prerequisite(s): BN1108

BN1610 **5.00 Quarter Credit Hours**

Introduction to Management

This course addresses management skills and competencies that help prepare for potential future challenges as leaders in the modern business environment. Instruction covers how to respond to the opportunities and challenges of global management, diversity and ethics issues, team-based management, service management, and developing management trends.

Prerequisite(s): None

BN2108 **3.00 Quarter Credit Hours**

Business Applications

36/0/0

This course emphasizes the development of rudimentary skills in the use of Microsoft Office, the productivity software most widely-used by small businesses. Coursework includes an introduction to using Word, Excel, and PowerPoint.

Prerequisite(s): None

BN2110 **3.00 Quarter Credit Hours**

Small Business Principles

36/0/0

This course is designed to introduce students to the fundamental concepts of creating and managing a small business. Topics include: forms of organization, preparation of a simple business plan, types and sources of financing, and basic financial analysis and decision making, such as lease versus buy decisions, etc.

Prerequisite(s): None

BN2112 **3.00 Quarter Credit Hours**

Small Business Basics

36/0/0

This course is designed to provide students with an awareness of some of the requirements for operating a small business. Topics include: basics of employment law/regulation, basics of taxation, permitting and licensing, etc.

Prerequisite(s): None

BN2114 **3.00 Quarter Credit Hours**

Recordkeeping and Financial Statement Basics

36/0/0

In this course, students will be introduced to recordkeeping requirements, accounting concepts, preparation and interpretation of basic financial statements, and the use of simple computerized accounting software.

Prerequisite(s): None

BN2408 **6.00 Quarter Credit Hours**

Accounting Principles II

This course is a continuation of Accounting Principles I. Students are instructed in the basic principles that businesses use to record business transactions in the double-entry bookkeeping system. Methods and procedures used in collecting, analyzing, and summarizing financial data and reporting financial information are covered.

Prerequisite(s): BN1208

BN2410 **5.00 Quarter Credit Hours**

Payroll Applications

Students are instructed in how various payroll records are generated and used. The payment of wages and salaries and the associated taxes are studied. The appropriate journal and ledger entries are covered as are the completion of all related government forms and the management of various types of employment benefits.

Prerequisite(s): BN1208

BN2420 **5.00 Quarter Credit Hours**

Business Law and Legal Procedures

This course is comprised of an in-depth study of legal and ethical components of business. Emphasis is placed on how to analyze and determine why successful companies have high standards for product quality, concern for employee safety, and reputations for fairness and good service. Students are instructed in procedures for conducting business effectively while conforming to the basic rules of society, both those embodied in law and those embodied in ethical customs. Case studies and selected readings are covered to reinforce critical issues. Written reports and oral presentations are used to strengthen communication skills.

Prerequisite(s): None

BN2428 **6.00 Quarter Credit Hours**

Computerized Spreadsheets

This course covers the theory of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macros.

Prerequisite(s): BN1108

BN2480 **5.00 Quarter Credit Hours**

Personnel Management

This course addresses the skills that are critical for any manager's success. These skills include a full range of personal, interpersonal, and organizational knowledge and competence. The course also focuses on relevant management skills that are useful in a technological work environment. A problem-based study helps to answer fundamental and specific management questions and analyze challenges that may arise on the job.

Prerequisite(s): BN1610

BN2501 **3.00 Quarter Credit Hours**

Computerized Accounting Applications

In this course, students study accounting principles applied through the use of the microcomputer. Emphasis is placed on practical experience and students are evaluated on their mastery of computerized accounting software including general ledger, accounts receivable, and accounts payable.

Prerequisite(s): BN1208

BN2528 **6.00 Quarter Credit Hours**

Relational Database Applications

This course covers the practical use of relational database programs. A computerized simulation project is designed to enable students to learn both manual and electronic records. Topics include relational databases, data manipulation, data control, datasheets, tables, queries, forms and macros.

Prerequisite(s): BN1108

BN2558 **6.00 Quarter Credit Hours**

Management and Information Processing

Instruction includes discussions on management concepts, organizational behavior, business ethics, supervisory skills, performance and productivity evaluations, and problem solving and decision making. Instruction also includes ways in which information technology and information systems are used by different organizational functions and at different management levels. Coursework includes individual and group assignments, projects and case studies, and written reports and oral presentations.

Prerequisite(s): None

BSN1108**6.00 Quarter Credit Hours****Packaged Applications**

This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.

Prerequisite(s): None

CD1101**3.00 Quarter Credit Hours****Career Development**

This series of lectures and discussions concentrate on developing habits of personal success. Emphasis is placed on assessing qualifications, developing a job search network, preparing résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up.

Prerequisite(s): None

CD203**1.00 Quarter Credit Hour****Career Development Fundamentals****20/0/0**

This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on assessing qualifications, developing a job search network, preparing résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up.

Prerequisite(s): None

CD204**1.00 Quarter Credit Hour****Career Development Principles****20/0/0**

This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on problem-solving strategies to be used in the workplace, ethical decision making, personal money management, and employment law.

Prerequisite(s): None

COS100**6.00 Quarter Credit Hours****COS I-A**

This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels.

Prerequisite(s): None

COS101**6.00 Quarter Credit Hours****COS I-B**

In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques.

Prerequisite(s): None

COS102**6.00 Quarter Credit Hours****COS I-C**

This course focuses on the study and practice of hair design, hair shaping (cutting), thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety.

Prerequisite(s): None

COS120**6.00 Quarter Credit Hours****COS II-A**

This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes braiding and extensions, wig styling and care, and chemical texturizing, such as permanent waving concepts, and hair color theory and applications.

Prerequisite(s): COS100, COS101, COS102

COS121 **6.00 Quarter Credit Hours**
COS II-B

This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal and facial services.

Prerequisite(s): COS100, COS101, COS102

COS122 **6.00 Quarter Credit Hours**
COS II-C

This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients.

Prerequisite(s): COS100, COS101, COS102

COS123 **6.00 Quarter Credit Hours**
COS II-D

This course provides an introduction to salon management and a refresher for state rules and regulations as they pertain to bacteriology and sanitation. Focus of instruction is on client services, skills practice, front desk procedures, and inventory control.

Prerequisite(s): COS100, COS101, COS102

COS124 **6.00 Quarter Credit Hours**
COS II-E

This course is designed to refresh students on the subject of anatomy and physiology, and how cosmetology services and products can affect the body. Basic chemistry is reviewed through instruction on creating custom formulas of hair color and lighteners. Salon practice of hairstyling, cutting, and other basic services continues.

Prerequisite(s): COS100, COS101, COS102

COS125 **6.00 Quarter Credit Hours**
COS II-F

This course includes the study of shampoos and conditioning products and the practice of styling, shaping, chemical relaxing and curl reformation. This course also includes performing services for clients and models in a professional salon setting.

Prerequisite(s): COS100, COS101, COS102

COS130 **6.00 Quarter Credit Hours**
COS III-A

This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments and practicing salon management. Focus of practice is on hair design and shaping.

Prerequisite(s): COS120, COS121, COS122, COS123, COS124, COS125

COS131 **6.00 Quarter Credit Hours**
COS III-B

This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, as well as nail and skin care.

Prerequisite(s): COS120, COS121, COS122, COS123, COS124, COS125

COS132 **6.00 Quarter Credit Hours**
COS III-C

This course includes performing services for clients and models, and maintaining client records in the salon setting. Focus of practice is on permanent waving and chemical relaxing. This course also includes completion of a practical exam, or "Mini-Board" on all the previously taught courses to prepare students for licensing.

Prerequisite(s): COS120, COS121, COS122, COS123, COS124, COS125

DA112 **4.00 Quarter Credit Hours**
Basic Body Systems and Functions **60/0/0**

Coursework includes an introduction to the terminology and functions of body systems. Instruction includes specific terms relative to general anatomy and physiology of the human body, including systems, planes, cavities, and basic units.

Prerequisite(s): None

- DA113** **1.00 Quarter Credit Hour**
Orientation to Dental Assisting **10/10/0**
 This course addresses the history of dentistry. Instruction is provided in the skills performed by members of the dental team, as well as the educational requirements and professional organizations that represent each of the dental professions. Instruction also includes how to prepare a patient for care, including recording patient information and recording vital signs. Coursework includes an introduction to the law as it pertains to the dentistry field.
Prerequisite(s): None
- DA122** **2.50 Quarter Credit Hours**
Oral Anatomy **40/0/0**
 In this course, instruction is provided in location, structures, and functions of head and neck anatomy, including bones of the head and face, musculature, innervation, and the circulatory system. This course also provides instruction in the structure and forms of human teeth, and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.
Prerequisite(s): None
- DA123** **2.50 Quarter Credit Hours**
Oral Radiology Basics **40/0/0**
 In this course, instruction is provided in the history and biological effects of radiation, safety precautions, components of the dental X-ray unit, and their function. This course is designed to explain how X-rays are produced and to describe the composition, sizes, types, and storage requirements of dental X-ray film.
Prerequisite(s): None
- DA132** **3.50 Quarter Credit Hours**
Chairside Assisting I **30/30/0**
 In this course, instruction addresses dental office design and working environment, and how to perform four-handed dental procedures. Instruction also addresses the requirements for special needs patients, instrument grasps and transfer. The scope of oral and maxillofacial surgery, orthodontics, pediatric dentistry and periodontics are covered. Students also receive instruction on how to identify the equipment used and procedures of oral and maxillofacial surgery, orthodontics, pediatric dentistry, and periodontics. .
Prerequisite(s): DA112, DA113, DA122, DA123
- DA133** **1.00 Quarter Credit Hour**
Dental Office Emergencies **10/10/0**
 In this course, instruction includes how to prepare for and deal with common medical and dental emergencies, and be familiar with the necessary contents of an office emergency kit. Instruction also addresses procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. Students must pass the CPR exam and practicum to pass this course.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA142** **2.50 Quarter Credit Hours**
Dental Science I **20/20/0**
 In this course, instruction includes information about the helpful and harmful microorganisms affecting humans. Instruction also addresses methods and instruments used to study microorganisms. The importance of prevention of oral disease and treatment of periodontal disease as well as infection control standards, including requirements of the OSHA Bloodborne Pathogens Standard, hazardous materials handling, labeling, inventory, housekeeping, laundry, and disposal of hazardous materials are covered.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA143** **2.50 Quarter Credit Hours**
Dental Materials I **20/20/0**
 In this course, instruction addresses the parts of dental hand instruments, categories and uses, functions of dental burs, abrasives, dental handpieces, and the importance and function of instrument tray systems and color coding. This course provides instruction in the types of restorative materials and cements used in general dentistry, the standards and organizations responsible for those standards, the role of the dental assistant in chairside restorative procedures, and the properties of dental materials.
Prerequisite(s): DA112, DA113, DA122, DA123

DA153 **Computer and Office Applications** **3.50 Quarter Credit Hours**
30/30/0

This course provides instruction in the overall aspects of computerized business office systems pertaining to a dental office, dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records managements, accounts receivable, management of patients' accounts, accounts payable, inventory control, and recall systems management. Patient scheduling, records management, accounts receivable, management of patient accounts, and accounts payable are emphasized. This course also provides instruction in the importance of accurate charting and interpretation for diagnosis, consultation, and financial and billing purposes.

Prerequisite(s): DA112, DA113, DA122, DA123

DA162 **Dental Science II** **2.50 Quarter Credit Hours**
20/20/0

This course provides instruction in the process of inflammation, identification of oral lesions, oral diseases and related biological, physical, and chemical agents, as well as hormonal, developmental, and nutritional disturbances. Students are instructed in basic pharmacology and drugs associated with treating diseases, their use in dentistry, related terms, parts of a prescription, and types of anesthetics..

Prerequisite(s): DA112, DA113, DA122 DA123, DA132, DA133, DA142, DA143, DA153

DA163 **Dental Materials II** **2.50 Quarter Credit Hours**
20/20/0

This course provides instruction in the scope and use of removable and fixed prosthodontics. This course also provides instruction in the steps in diagnosis and materials required in treatment, the importance of a consultation appointment, the advantages and disadvantages of partial and full dentures, the steps required in denture polishing, relining and repair, and the function of an overdenture. Instruction includes the definition of an endodontist and how endodontics relates to the dental practice.

Prerequisite(s): DA112, DA113, DA122 DA123, DA132, DA133, DA142, DA143, DA153

DA173 **Clinical Oral Radiology** **1.00 Quarter Credit Hour**
10/10/0

In this course, students are instructed in how to expose and process diagnostically acceptable intraoral and extraoral dental films, using both the paralleling and bisecting techniques, common production errors, processing techniques, mounting procedures, identification of radiographic landmarks, the procedures and state policies required for dental offices to ensure quality radiographs, and the use of imaging systems for dental purposes.

Prerequisite(s): DA112, DA113, DA122 DA123, DA132, DA133, DA142, DA143, DA153

DA174 **Chairside Assisting II** **2.00 Quarter Credit Hours**
12/28/0

This course provides instruction in a variety of expanded dental functions, many of which are specifically listed as allowable under individual state dental practice acts. Aspects addressed in the section include preparation, application, and removal of a dental dam; placement, application, and removal of a dental matrix and wedge; rationale and procedure for coronal polish; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements, suture removal and postoperative patient care following oral surgical procedures; placement and removal of gingival retraction devices; preparation and application of enamel sealant material, benefits and types of dental bleaching materials, application techniques, and patient education instructions.

Prerequisite(s): DA112, DA113, DA122 DA123, DA132, DA133, DA142, DA143, DA153

DA186 **Externship** **6.00 Quarter Credit Hours**
0/0/160

Upon successful completion of all other courses in the Dental Assisting Program, students are eligible to participate in a 160-hour clinical externship. The clinical externship enables students to work in the clinic applying the principles and practices learned in the classroom. Externs work under the direct supervision of dentists and qualified personnel at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.

Prerequisite(s): DA112, DA113, DA122 DA123, DA132, DA133, DA142, DA143, DA153, DA162, DA163, DA173, DA174

GE116 **Written Communication** **2.00 Quarter Credit Hours**
20/0/0

This course is designed to examine how sentence structures, paragraphs and essays apply to the written communication process. Critical thinking strategies will be developed when inventing, composing, and revising text for specific audiences and/or writing situations.

Prerequisite(s): None

FM100 OSHA and LEED	3.50 Quarter Credit Hours 40/20/0
This course presents the 10 Hour OSHA training as well as introductory information on LEED and energy efficiency. The course will also cover various environmental trends in the construction and trades industry. <i>Prerequisite(s): None</i>	
FM105 Small Power Equipment and Appliances	3.50 Quarter Credit Hours 40/20/0
This course presents the basic operations and maintenance of small power equipment commonly used in a facilities maintenance role. The course will also provide basic training on repair and maintenance of small appliances. <i>Prerequisite(s): None</i>	
FM110 Facility Maintenance I - Residential	5.00 Quarter Credit Hours 40/40/0
This course presents training on the role of a facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic maintenance and repairs, and general preparation for potential positions in residential facilities maintenance. <i>Prerequisite(s): None</i>	
FM120 Facility Maintenance II - Commercial	5.00 Quarter Credit Hours 40/40/0
This course presents training on the role of a commercial facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic commercial maintenance and repairs, and general preparation for potential positions in commercial facilities maintenance. <i>Prerequisite(s): None</i>	
FM130 Electrical	5.00 Quarter Credit Hours 40/40/0
This course presents training on basic safety for electrical work as well as performing electrical repairs and installation. Other topics will include electrical terminology, residential installation and code requirements, how to research and troubleshoot residential electrical issues. Learners will perform residential electrical work in a lab setting. <i>Prerequisite(s): None</i>	
FM140 Carpentry and Finishing	5.00 Quarter Credit Hours 40/40/0
This course presents information about carpentry installation and repair in residential and commercial environments. Learners will practice basic safety and carpentry skills in a lab setting. Other topics include: basic finishing work, drywall repair and installation, and commercial and residential code compliance. <i>Prerequisite(s): None</i>	
FM150 Plumbing	5.00 Quarter Credit Hours 40/40/0
This course presents plumbing terminology, troubleshooting processes, as well as installation and maintenance training and experience in lab setting. This course will also provide valuable information regarding plumbing code compliance. <i>Prerequisite(s): None</i>	
FM200 Green Applications	3.50 Quarter Credit Hours 36/12/0
This course presents information on trending building systems with an emphasis on energy efficiency, alternative energy sources, and environmentally responsible building and maintenance solutions. <i>Prerequisite(s): None</i>	
FM210 Security and Building Safety	3.50 Quarter Credit Hours 36/12/0
This course presents information on the use and maintenance of trending facility security systems, security plans, building safety planning, and industry trends in Smart Home and Wired/Wireless Safety Systems. <i>Prerequisite(s): None</i>	
FM220 Programmable Logic Controllers and Automation	3.50 Quarter Credit Hours 36/12/0
This course presents information on the use, maintenance, and repair of programmable logic controllers and automation systems used in residential, commercial and industrial mechanical systems. <i>Prerequisite(s): None</i>	

FM230	3.50 Quarter Credit Hours
Hydraulic and Pneumatic Systems	36/12/0
This course presents information about the maintenance of Hydraulic and Pneumatic Systems used in many commercial and industrial facilities. Topics covered in this course will include safety, hydraulic and pneumatic system basics, repair, and common uses.	
<i>Prerequisite(s): None</i>	
GE117	2.00 Quarter Credit Hours
Social Psychology	20/0/0
This course is designed to provide students with an understanding of the social and biological determinants of human behavior. Coursework includes the examination of personality and learning.	
<i>Prerequisite(s): None</i>	
GE118	2.00 Quarter Credit Hours
Speech Communication	20/0/0
This explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.	
<i>Prerequisite(s): None</i>	
GE119	2.00 Quarter Credit Hours
General Psychology	20/0/0
This survey course is designed to provide students with an understanding of the cognitive determinants of human behavior. Coursework includes the examination of memory, thought, motivation, emotion, and psychological disorders.	
<i>Prerequisite(s): None</i>	
GE204	2.00 Quarter Credit Hours
Introduction to Algebra I	20/0/0
This course focuses on the use of whole numbers, integers, fractions, decimals, and variable expressions as methods of problem solving. The goal of the course is to develop proficiency in the foundational elements of mathematics.	
<i>Prerequisite(s): None</i>	
GE205	2.00 Quarter Credit Hours
Introduction to Algebra II	20/0/0
This course focuses on the use of equations, proportions, percentages, and basic statistics as methods of problem solving. The goal of the course is to develop proficiency in mathematical calculations.	
<i>Prerequisite(s): GE204</i>	
GE1118	6.00 Quarter Credit Hours
Introduction to Psychology	
This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.	
<i>Prerequisite(s): None</i>	
GE1218	6.00 Quarter Credit Hours
Oral Communication	
This course explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.	
<i>Prerequisite(s): None</i>	
GE1318	6.00 Quarter Credit Hours
College Algebra	
The purpose of this course is to provide students with an understanding of a wide variety of algebraic concepts and problem-solving methods. Topics include algebraic skills, problem-solving applications, equations and inequalities, graphing, relations and functions (including exponential, logarithmic, linear, polynomial, rational, and absolute value), systems of equations, and binomial theorem.	
<i>Prerequisite(s): None</i>	

GE1418 **6.00 Quarter Credit Hours**
English Composition

This course is designed to provide students practice in reading and writing expository and argumentative prose. The various elements of composition, such as logical organization, effective diction, and complete and varied development are stressed. A formal research paper is required.

Prerequisite(s): None

HS1004 **8.00 Quarter Credit Hours**
Healthcare Leadership

This course offers an opportunity develop the skills needed to become an effective leader in the healthcare field. Instruction provides tools and insights while integrating modern leadership ideas and practices with well-established methods in a way that may help to develop well-informed and practical leaders in the healthcare environment.

Prerequisite(s): None

HS111 **3.50 Quarter Credit Hours**
Health Science Essentials **30/30/0**

This course encompasses the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations, how to safely work with biohazardous materials and bloodborne pathogens, and an overview of HIV and hepatitis as they relate to healthcare providers. The basics of medical terminology including word roots, prefixes, suffixes, combining forms and word-building rules are presented along with terms used to describe and define anatomical locations. Coursework also includes training in basic first aid and certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students must pass the CPR/first aid exam and practicum to pass this course. Medical documentation is also covered in this course.

Prerequisite(s): None

HS112 **3.50 Quarter Credit Hours**
Health Science Business Procedures **30/30/0**

This course is designed to introduce basic computer concepts and Microsoft office applications. The laboratory portion offers the opportunity to create Word documents, Excel spreadsheets, and PowerPoint presentations. Students are expected to apply the skills they learn to documents commonly used in the healthcare setting such as correspondence, spreadsheets, and patient education.

Prerequisite(s): None

HS114 **6.00 Quarter Credit Hours**
Externship **0/0/160**

The externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Current CPR certification, current first aid certification, and the externship handbook standards for Hepatitis B vaccination must be obtained before beginning externship.

Prerequisite(s): CD203, CD204, HS115, MA133 or MAX115

HS115 **3.00 Quarter Credit Hours**
Law, Ethics, and Therapeutic Communication **10/50/0**

This course focuses on guidelines affecting health laws and regulations on the federal and state levels. Emphasis is also placed on foundational communication skills for healthcare professionals who provide patient care.

Prerequisite(s): HS111, HS112

HV102 **5.00 Quarter Credit Hours**
Basic Refrigeration Theory **40/40/0**

This course is an introduction to the current state of HVAC technology, theory, and safety. Study includes the principles of thermodynamics, energy, and matter and how those concepts apply to refrigeration. Students are also instructed in the use of applicable HVAC tools and equipment, as well as the fundamental mathematics needed to analyze and maintain HVAC systems.

Prerequisite(s): None

HV125 **5.00 Quarter Credit Hours**
Fundamental HVAC Maintenance **40/40/0**

This course presents the methods of evacuating, recharging, recovering, and disposing refrigerants; the various types of tubing and piping in HVAC systems; and the proper methods of configuring and connecting pipes or tubing. HVAC system calibration instruments are discussed and used. This course also continues the study of mathematics needed to analyze and maintain HVAC systems.

Prerequisite(s): HV102, HV132

HV132	5.00 Quarter Credit Hours
Basic Electricity	40/40/0
This course introduces the theory and concepts of electricity and HVAC automated control systems, including the study of indoor air quality and causes of poor air quality. Using test equipment, students are instructed in how to measure voltage, resistance, power, and amperage in electrical circuits. Students are also instructed in the use, applications, troubleshooting, and repair of automated HVAC controls.	
<i>Prerequisite(s): None</i>	
HV142	3.50 Quarter Credit Hours
Motors and Motor Control	20/40/0
This course addresses the functions and maintenance of electrical motors and the motor control components of an HVAC system. The theory and application of electrical motors and how to troubleshoot and repair motors are studied.	
<i>Prerequisite(s): HV132</i>	
HV152	5.00 Quarter Credit Hours
Residential Heating	40/40/0
This course addresses residential heating systems. Emphasis is placed on the diversity of heating systems and how they operate. Students receive instruction in how to troubleshoot and service residential heating systems.	
<i>Prerequisite(s): HV132</i>	
HV162	5.00 Quarter Credit Hours
Residential AC	40/40/0
This course addresses residential air conditioning (cooling) systems. Emphasis is placed on the diversity of refrigeration systems and how they operate. Air comfort, distribution, and balance are discussed. The course focuses on the installation, operation, and troubleshooting of air conditioning system components and controls.	
<i>Prerequisite(s): HV102, HV132</i>	
HV172	5.00 Quarter Credit Hours
Introduction to Air Conditioning and Major Components	40/40/0
This course is an introduction to the installation, operation, and servicing of commercial HVAC systems. The training covers evaporators, compressors, condensers, and expansion components. Troubleshooting and maintenance of these systems are also covered in lab settings.	
<i>Prerequisite(s): None</i>	
HV182	3.50 Quarter Credit Hours
Commercial Refrigeration Systems	20/40/0
This course is designed to teach the knowledge and skills necessary for the installation, troubleshooting, and repair of refrigeration equipment found in commercial environments. The installation, start-up, and maintenance of walk-in units, reach-in refrigerators, freezers, and ice machines are studied. Basic refrigeration systems for commercial shipping and freight are also discussed.	
<i>Prerequisite(s): HV102, HV132, HV172</i>	
HV195	5.00 Quarter Credit Hours
Domestic Appliances and Cold Water Air Conditioning	40/40/0
This course is an introduction to residential refrigeration, freezers, and portable air conditioning units. Coursework addresses the components, operation, maintenance, and troubleshooting of chilled water air conditioning systems.	
<i>Prerequisite(s): HV102, HV132, HV172</i>	
HV200	5.00 Quarter Credit Hours
Heat Pumps and Hydronic Heating	40/40/0
This course presents the theory and operation of air source heat pumps and introduces students to hydronic heating theory and operation. Troubleshooting and servicing heat pump equipment, systems and controls are also covered.	
<i>Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162</i>	
HV202	5.00 Quarter Credit Hours
Ventilation and Air Flow	40/40/0
This course is designed to expand students' knowledge of the components and operation of airflow system design and installation. Effects of house pressure and components such as passive inlets, outlets, and transfer grilles are discussed. Students are instructed how to verify performance and perform testing, troubleshooting, service, and maintenance of airflow systems. Codes and standards, fan types, ventilation, humidifiers, dehumidifiers, and filters are covered. Indoor air and environmental quality concerns are also discussed.	
<i>Prerequisite(s): None</i>	

HV209	5.00 Quarter Credit Hours
Hydronic Systems	40/40/0
This course will present an understanding of the design, components, installation and operation of modern hydronic heating systems. Students are instructed how to assess the thermal and hydraulic performance of a hydronic system and to calculate the optimum performance of that system. Students are also be instructed how to troubleshoot and service hydronic equipment, systems and controls.	
<i>Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162</i>	
MA111	5.00 Quarter Credit Hours
Fundamentals of Medical Assisting	40/40/0
This course provides an overview of the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations to prepare students to work with biohazardous materials and bloodborne pathogens. This course also covers the profession of medical assisting and introduces phlebotomy and injections. Coursework includes an introduction to medical terminology and the structure, function, and pathophysiology of the skeletal and muscular systems.	
<i>Prerequisite(s): None</i>	
MA114	3.50 Quarter Credit Hours
Medical Laboratory Procedures	30/30/0
This course introduces the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA)-waived testing. This course also covers the anatomy, physiology and terminology of the hematological and lymphatic systems. Laboratory instruction includes using a microscope, completing lab requisitions, and performing laboratory testing.	
<i>Prerequisite(s): HS111, HS112, MA111</i>	
MA115	3.50 Quarter Credit Hours
Specialty Exams, Urinalysis, and Microbiology	30/30/0
Specialty examinations are presented in this course, including obstetrics/gynecology, pediatrics, male reproductive, gerontology, and other examinations of the body. Urinalysis, one of the most frequently performed procedures in the medical office laboratory, is addressed in this course as well. Basic microbiology principles and procedures are also covered. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the urinary system; male and female reproductive systems; obstetrics; and child health.	
<i>Prerequisite(s): HS111, HS112, MA111</i>	
MA116	2.00 Quarter Credit Hours
Pharmacology	15/15/0
This course addresses the pharmacology skills and procedures needed by medical assistants in the ambulatory care setting, including pharmacology uses, sources, forms, delivery routes and the laws governing controlled substances. In addition, this course addresses the administration of drugs and performance of basic medication conversions and dosage calculations. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the endocrine and integumentary systems; and the terminology of pharmacology.	
<i>Prerequisite(s): MA114, MA115</i>	
MA118	2.50 Quarter Credit Hours
Cardiac Specialty Procedures	20/20/0
This course examines the circulatory and respiratory systems including the structure and function of the heart, blood vessels, and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograms (EKGs).	
<i>Prerequisite(s): MA114, MA115</i>	
MA119	2.50 Quarter Credit Hours
Reimbursement	20/20/0
This course introduces reimbursement methodologies, electronic health records (EHRs), and reimbursement and coding for the largest insurance providers.	
<i>Prerequisite(s): MA114, MA115</i>	

<p>MA122 Nervous and Digestive Systems Topics discussed in this course include the structure and function of the human digestive and nervous systems. Common digestive system and nervous system disorders are included in course discussions, as well as general nutritional requirements, guidelines, and disorders. The course covers appropriate medical terminology and abbreviations used for body systems presented. Patient ambulation skills as well as assisting with minor surgical procedures, autoclave, and wound care are included in this course. The laboratory portion includes the opportunity to continue practicing all previously learned skills. <i>Prerequisite(s): MA114, MA115</i></p>	<p>2.50 Quarter Credit Hours 20/20/0</p>
<p>MA124 Coding and Billing This course integrates foundational coding concepts with disease classification and medical office coding procedures. It introduces Parts 1 and 2 of the ICD-9-CM, along with common procedural terminology (CPT) coding. <i>Prerequisite(s): MA114, MA115</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>MA133 Capstone and Certification Preparation This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcare Association (NHA). Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used. <i>Prerequisite(s): HS115, MA116, MA139, MA118, MA119, MA122, MA136, MA124</i></p>	<p>3.00 Quarter Credit Hours 40/0/0</p>
<p>MA136 Healthcare Insurance Applications This course is designed to explain managed healthcare concepts such as processing an insurance claim, report generation, and scheduling. <i>Prerequisite(s): MA114, MA115</i></p>	<p>2.50 Quarter Credit Hours 20/20/0</p>
<p>MA139 Healthcare Insurance This course is designed to introduce the skills required to specialize in health insurance, including computerized billing and office management techniques. <i>Prerequisite(s): MA114, MA115</i></p>	<p>2.00 Quarter Credit Hours 15/15/0</p>
<p>MA160 Introduction to Healthcare Services This course provides an introduction into the Allied Health career field, to include Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. This course also covers the profession of Medical Assisting and the venues in which a Medical Assistant can be employed in. Students are also instructed on Medical terminology word structures. <i>Prerequisites: None</i></p>	<p>4.50 Quarter Credit Hours 65/0/0</p>
<p>MA161 Health Science Procedures This course provides the students with the information on how to work with patients in a clinical setting in adherence with the health laws and regulations on federal and state levels. The emphasis is placed on foundational communication skills for healthcare professionals who provide patient care. Students will also focus on the characteristics of professionalism within the healthcare field to include personal presence and interpersonal exchanges. <i>Prerequisites: None</i></p>	<p>4.50 Quarter Credit Hours 45/25/0</p>
<p>MA162 Anatomy & Physiology with Terminology A Coursework introduces students to the terminology and functions of the mechanical structure of the human body to include planes, cavities, and basic units. The systems and terminology associated with this course are the integumentary system, skeletal system, muscular system, and nervous system. <i>Prerequisites: None</i></p>	<p>4.50 Quarter Credit Hours 60/10/0</p>

<p>MA163 Anatomy & Physiology with Terminology B This course instructs students on the structure, function, and terminology of the human body. The systems studied in this course are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system. <i>Prerequisites: None</i></p>	<p>4.50 Quarter Credit Hours 60/10/0</p>
<p>MA164 Clinical Procedures A This course focuses on the procedures related to phlebotomy. Students will then focus on applying these skills to the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA) waived testing. Students will become familiar with the use of microscopic materials and complete lab requisitions. The course will also provide information on aseptic techniques, documentation, collecting health history, vital signs, and sterilization techniques. <i>Prerequisites: MA162, MA163</i></p>	<p>4.50 Quarter Credit Hours 20/60/0</p>
<p>MA165 Clinical Procedures B This course introduces basic microbiological procedures associated with urinalysis and other blood testing procedures. Specialty examinations such as obstetrics and gynecology, gerontology, specimen collection, and other examinations of the body will be addressed in this course as well. Quality control, specimen processing, and immunology procedures will also be provided in this course. <i>Prerequisites: MA162, MA163, MA164</i></p>	<p>4.50 Quarter Credit Hours 20/60/0</p>
<p>MA166 Pharmacology This course examines the use of pharmacological skills needed by medical assistants in both ambulatory care and basic pharmacology for the hospital setting. Pharmacology uses, sources, forms, delivery routes, proper medication documentation, and the laws concerning controlled substances are addressed. In addition, the use of a Physician's Desk Reference (PDR) is discussed along with the administration of drugs. Students will learn the performance of basic medical conversions and dosage calculations and measurement conversions. <i>Prerequisites: MA162, MA163, MA164, MA165</i></p>	<p>4.50 Quarter Credit Hours 45/25/0</p>
<p>MA167 Insurance Applications, Billing, and Coding This course provides students with the basic coding principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies. <i>Prerequisites: MA162, MA163, MA164, MA165</i></p>	<p>4.50 Quarter Credit Hours 40/35/0</p>
<p>MA168 Capstone and Certification This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Registered Medical Assistant (RMA) exam from American Medical Technologists. Remington reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used. <i>Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167</i></p>	<p>1.00 Quarter Credit Hours 20/0/0</p>
<p>MA169 Clinical Experience Upon successful completion of all other courses in the Medical Assisting program, students will be eligible to participate in a 160-hour clinical experience. This clinical experience enables students to work in the clinic, applying principles and practices learned in the program. Students work under the direct supervision of the clinical staff at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation. <i>Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167</i></p>	<p>6.00 Quarter Credit Hours 0/0/160</p>

MAX112 **2.50 Quarter Credit Hours**
Radiographic Imaging Protocols and Positioning **20/20/0**

This course focuses on radiographic physics, radiation production principles of exposure, and image quality. This course also introduces radiographic positioning of the spine, skull, facial bones, and sinuses.

Prerequisite(s): MA114, MA115

MAX113 **5.00 Quarter Credit Hours**
Radiographic Specialization and Positioning **40/40/0**

This course discusses image quality critique, special procedures for working with pediatric and geriatric patients, management of acute care conditions, and the ethics and legal considerations of radiography. Positioning of the extremities, shoulders, and pelvis is also covered in this course.

Prerequisite(s): MA114, MA115

MAX115 **3.00 Quarter Credit Hours**
Capstone and Certification Preparation **40/0/0**

This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.

Prerequisite(s): HS115, MA122, MAX112, MAX113

MAX122 **2.50 Quarter Credit Hours**
Radiology and Imaging **20/20/0**

This course introduces radiological science and covers the value of effective communication. Patient care and OSHA and HIPAA regulations are presented. Law and ethics for the limited radiographer are discussed. Also covered are the safety and maintenance of radiological materials and equipment and radiographic positioning for the chest and abdomen.

Prerequisite(s): MA114, MA115

MOA111 **6.00 Quarter Credit Hours**
Fundamentals of Medical Office Administration **90/0/0**

This course is designed to introduce the career scope and opportunities in administrative medical assisting. It provides an overview of the healthcare environment, receptionist responsibilities, telephone technique, appointment scheduling, and office management. Professional communication techniques are also covered.

Prerequisites: None

MOA112 **6.00 Quarter Credit Hours**
Healthcare Business Management **90/0/0**

This course emphasizes knowledge and skills used by successful managers. Topics include the history of management, making decisions, planning for success, organization, human resources, and business ethics. Activities are designed to familiarize students with the use of computers in business management.

Prerequisites: None

MOA113 **6.00 Quarter Credit Hours**
Structure and Function of the Human Body **90/0/0**

This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.

Prerequisites: None

MOA121 **6.00 Quarter Credit Hours**
Law, Ethics, and Medical Records **90/0/0**

Topics covered in this course include legal and regulatory factors governing health information, such as HIPAA. Medical record systems and management of medical records are also introduced.

Prerequisites: None

MOA122 **6.00 Quarter Credit Hours**
Fundamentals of Practice Management **90/0/0**

This course introduces accounting, financial records, collections, billing, payroll, tax processing, and banking procedures. It also covers the laws affecting these procedures, and how these procedures are applied in the medical office.

Prerequisites: None

MOA123 **6.00 Quarter Credit Hours**
Medical Terminology **90/0/0**
This course describes the medical vocabulary used to create medical records.
Prerequisites: None

MOA131 **6.00 Quarter Credit Hours**
Introduction to Coding **90/0/0**
This course is designed to introduce diseases, disorders, and drug treatments. Basic concepts in ICD-9-CM, ICD-10-CM, CPT, and Level II (HCPCS) coding are also introduced in the context of diagnoses, patient services, and insurance claims. It also offers students the opportunity to review for the certification examination.
Prerequisites: None

MOA132 **6.00 Quarter Credit Hours**
Basic Medical Coding Applications **90/0/0**
This course offers students the opportunity to apply insurance, billing, and coding concepts. The process of transferring health information from the patient record to insurance forms, including use of diagnosis codes are covered in this course. Topics include ledger cards and the handling of unpaid claims. It also offers students the opportunity to review for the certification examination.
Prerequisites: None

OGE1517 **6.00 Quarter Credit Hours**
Literature
This course introduces a range of narrative styles, including novels, drama, and poetry, with the goal of improving comprehension and engagement in literature. Text interpretation, analysis, and reflection are the focus of this course.
Prerequisite(s): None

OGE2930 **6.00 Quarter Credit Hours**
General Education Capstone
This course is designed to facilitate an understanding of how individual and group values and norms affect the acceptance of "facts" within the fields of communication, psychology, and mathematics. Topics include interpersonal communication, human development, psychological health, and applied statistics.
Prerequisite(s): None

PC1110 **6.00 Quarter Credit Hours**
Introduction to Process Control
This course provides an overview of the field of process operations within the process industry. The roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems with which they operate are introduced.
Prerequisite(s): None

PC1120 **6.00 Quarter Credit Hours**
Process Technology Equipment
This course provides an introduction to the field of equipment within the process industry. Equipment concepts related to the process industry, including purpose, components, operation, and the process technician's role for operating and troubleshooting equipment are introduced.
Prerequisite(s): None

PC1130 **6.00 Quarter Credit Hours**
Process Instrumentation I
This course offers an introduction into the field of instrumentation and covers process variables and the various instruments used to sense, measure, transmit, and control these variables. The course also introduces students to control loops and the elements that are found in different types of loops, such as controllers, regulators, and final control elements. The course concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.
Prerequisite(s): PC1110

PC1142 **6.00 Quarter Credit Hours**
Industrial Safety, Maintenance, and Maintenance Equipment
This course addresses basic mechanical skills and repair techniques common to most fields of Process Operations. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out, motorized equipment operation and basic industrial safety knowledge competency testing.
Prerequisite(s): None

PC1210 **5.00 Quarter Credit Hours**

Process Technology Systems

This course focuses on the interrelationship of process equipment and process systems. The coursework provides instruction in arranging process equipment into basic systems, the purpose and function of specific process systems, how factors affecting process systems are controlled under normal conditions, and abnormal process conditions. In addition, the concept of system and plant economics is introduced.

Prerequisite(s): PC1110, PC1120

PC1220 **5.00 Quarter Credit Hours**

Safety, Health, and Environment

This course addresses the types of industrial hazards, including physical, chemical, ergonomic, and biological hazards. Identified within these general hazard types are specific agents, causative factors, and effects, along with controls, alarms, and detection systems. This course also covers the hazardous chemicals found in the process industry.

Prerequisite(s): None

PC1230 **6.00 Quarter Credit Hours**

Process Instrumentation II

This course provides an introduction to switches, relays, and annunciator systems and discusses signal conversion and transmission. Controllers, control schemes, and advanced control schemes are also discussed at a level appropriate for process technicians. The coursework covers digital control, programmable logic control, and distributed control systems and concludes with a discussion of instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions.

Prerequisite(s): PC1110, PC1130

PC1240 **5.00 Quarter Credit Hours**

Introduction to Chemistry

This introductory or preparatory course for technically oriented students is designed to provide a fundamental understanding of the chemical makeup of the world and how that chemistry affects people on a daily basis. It is also designed to develop problem-solving skills partially based on an understanding of chemistry and the effects of materials. This course does not include a laboratory component.

Prerequisite(s): PC1110

PC1310 **5.00 Quarter Credit Hours**

Quality Control

This course presents an overview of the quality control field within the process industry. Quality concepts related to the process industry, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC), are introduced.

Prerequisite(s): None

PC1320 **6.00 Quarter Credit Hours**

Process Technology Operations

This course provides an overview of the operations field within the process industry. Existing knowledge of equipment, systems, and instrumentation is used to understand the operation of an entire unit. Concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations are studied, as is the process technician's role in performing the tasks associated with these concepts within an operating unit.

Prerequisite(s): PC1110, PC1120, PC1130, PC1210, PC1230

PC1340 **6.00 Quarter Credit Hours**

Troubleshooting Process Technology

This course provides a comprehensive overview of modern process technology troubleshooting methods for instrumentation, control loops, and process equipment. Operational information, set points, and start-up procedures for process equipment are also discussed. Other topics may include problems or maintenance procedures related to pump-around and feed systems, compressors, heat transfer, cooling tower systems, boilers, furnaces, distillation and stirred reactor systems.

Prerequisite(s): PC1110, PC1120, PC1130, PC1210, PC1230

ACADEMIC STANDARDS

GRADING LEGEND

Academic standing at the Campus is based on the grading system below. The following grading scale shall apply to all students:

Grade	Quality	Score	Points	Included in GPA
A	Excellent	90% to 100%	4.0	Y
B	Very Good	80% to 89%	3.0	Y
C	Good	70% to 79%	2.0	Y
D	Poor	60% to 69%	1.0	Y
F	Failing	0% to 59%	0.0	Y*
I	Incomplete		0.0	N
TO	Prior Learning Credit		0.0	N
TR**	Transfer Credit		0.0	N
TR-A***	Transfer Credit	90% to 100%	4.0	Y
TR-B***	Transfer Credit	80% to 89%	3.0	Y
TR-C***	Transfer Credit	70% to 79%	2.0	Y
W	Withdrawal		0.0	N

*For exceptions, see Repeating a Course section.

**TR designates credits transferred from any college other than a Remington College campus.

***TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

At the successful completion of all courses in a program, the student is eligible to receive a degree or diploma provided the program has been completed with no less than a 2.0 Cumulative Grade Point Average ("CGPA"). The grade point average for the Grading Period is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outline set forth above and dividing by the total number of credits for the Grading Period. Students will be provided progress reports of their academic status at the conclusion of each Grading Period.

WITHDRAWAL FROM A COURSE

Students who withdraw (voluntarily or involuntarily) from a course after the drop/add period will be assigned the following grade(s):

- A "W" if student drops/is dropped before 50% of Grading Period is completed.
- A "W" if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An "F" if failing after 50% of Grading Period.

REPEATING A COURSE

If a required course is failed, it must be taken again. If a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used (and all prior grades will be ignored) in calculating the CGPA. Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Application and Enrollment Agreement.

INCOMPLETE GRADES

Students at Remington College are expected to complete their coursework during the academic term in which they are enrolled in the course. If a student is unable to complete their coursework during the term in which they are enrolled in the course, the student may submit a request to have a grade of "I" (incomplete) temporarily recorded. To be eligible for a grade of I, the student must have submitted passing work during the course.

A request for a grade of I must be submitted in writing to the instructor of record for the course during the final week of the course, unless an emergency preventing the student from completing the course arises sooner, in which case the request may be submitted prior to the final week of the course. The decision to approve the request for a grade of I is at the discretion of the instructor of record for the course.

If an emergency prevents a student from submitting the written request before the end of the course, the request must be approved by the Provost's Office.

If the student's request for a grade of I is approved, course requirements must be completed and submitted on or before the seventh day from the last day of the term (for example: if the term ends on Thursday, then all course requirements must be submitted not later than Thursday of the following week). Certain course requirements may not be eligible for submission during the incomplete period.

GRADES IN ERROR

If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Campus Dean within 30 days of the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section.)

LEAVE OF ABSENCE

Remington College will allow a student enrolled in a program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the student's last date of attendance prior to the commencement of the LOA. A student must be meeting Satisfactory Academic Progress standards at the time of the LOA request. Acceptable reasons for leave of absence include, but may not be limited to: Medical (self or care for others/family), Financial/Work Related, Military, Childcare, Personal (must be approved by the Provost or designee), Natural Disaster or Emergency, course not offered, or other reasons as mandated by federal or state agencies, laws, or guidelines. Documentation may be required for approval of the LOA. At Remington College an LOA, when approved, will last for no less than one academic quarter.

A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Campus Dean or Administrator. An LOA will not be granted unless Remington College's Provost (or designee) determines that there is a reasonable expectation the student will resume their program within the LOA period. Students enrolled in programs that are being discontinued will not be granted a leave of absence if, upon returning from a leave of absence, the student will not be able to complete the program prior to its termination because of limited course availability. All LOA requests must be reviewed and approved by Remington College's Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. Documentation may be required to substantiate the inability to request the LOA in advance.

A student can request an extension to his or her leave of absence, not to exceed a combined total of 180 days, by submitting the LOA application and any supporting documentation that would warrant an extension. The LOA request will be reviewed by the Provost (or designee). The extension, if approved, must be for the consecutive academic quarter. The request must be made prior to the scheduled return date of the original LOA. A student who fails to return from a Leave of Absence on the first available course following their return date will be withdrawn from the program. A student's failure to return from a leave of absence may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

In some instances, a non-standard Leave of Absence can be granted in the middle of an active course. In those instances, the Leave of Absence must be requested (following the LOA procedures) and approved prior to the start date of the leave. Students taking a non-standard LOA will receive a grade of "W" and will repeat the course upon return with no additional charges. Students with less than 50% of the course remaining can request an Incomplete "I" and complete any remaining coursework within 7 days of their return from leave.

NON-LOA TEMPORARY LEAVE

In some cases, a Non-LOA Temporary Leave may be requested by students attending module-based courses within an academic quarter. Students can, in lieu of being temporarily dropped from the program, request a temporary leave. This amount of time cannot exceed one module within an academic quarter unless extended due to National Disaster or Emergency. In rare circumstances, a student may need a course that is not being offered in a specific module within a quarter. The college will make reasonable efforts to ensure the courses needed are offered and will work with each student to create a completion plan in situations where the student has failed courses or dropped and re-entered into the program.

The request for temporary leave can only be approved for a single module within a quarter for situations where a course is unavailable or one of the qualifying LOA conditions noted above are presented. The student must make the request no later than the last date of the student's current module. Students can request this temporary leave by completing the Leave of Absence form with a reason of Course Not Offered or Temporary Leave with Intent to Resume. The leave must be approved by the Provost or designee.

A student who fails to return from a Non-LOA Temporary Leave on the first available course following their return date will be withdrawn from the program. A student's failure to return from a Non-LOA Temporary Leave may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

In some instances, a non-standard Temp Leave can be granted in the middle of an active course. In those instances, the Temp Leave must be requested (following the Non-LOA Temp Leave procedures) and approved prior to the start date of the leave. Students taking a non-standard Temp Leave will receive a grade of "W" and will repeat the course upon return with no additional charges. Students with less than 50% of the course remaining can request an Incomplete "I" and complete any remaining coursework within 7 days of their return from leave.

SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS

All students must meet the Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College will provide for electronic notification to students via email or posting to the student portal of the results of a SAP evaluation that impacts Title IV eligibility, which includes notification to any student that may be eligible for Title IV aid, regardless of whether they currently receive aid.

Remington College's satisfactory academic progress standards ("SAP") have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe. The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit hours attempted and credit hours completed as indicated on a student's transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached. Minimum Measurement Points occur at the end of each Quarter and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length indicated in the charts below.

Remington College's satisfactory academic progress standards are the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs ("Title IV") or other financial aid and applied consistently to all students without regard to whether they are a full-time or part-time student. A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS

"Appeal" means the appeal by a student of a determination by the School that a student has not meet the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"Appeal Procedures" means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards and to obtain Financial Aid Probation status.

"Appeal Request" means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"CGPA" means a student's cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

"Grading Period" is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course.

"Financial Aid Probation" means the status assigned by the School to a student who (i) is on Financial Aid Warning status and fails to make satisfactory academic progress at the end of the first Quarter or other Minimum Measuring Point occurring after student was placed on Financial Aid Warning status; (ii) has appealed the SAP failure determination made by the School and (iii) after considering the Appeal, the School has determined the student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

"Financial Aid Warning" means the status assigned to a student who is on SAP Met status and subsequently fails to satisfy SAP requirements at the end of a Quarter or as of any other Minimum Measuring Point.

"Minimum CGPA" shall have the meaning consistent with the set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum cumulative grade point average.

"Minimum Pace of Completion" shall have the meaning consistent with the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum number of credits hours earned after attempting a certain number of credit hours (degree and diploma programs) or a minimum number of clock hours earned after attempting a certain number of clock hours. The specific Minimum Pace of Completion Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Satisfactory Academic Progress charts set forth below.

“Minimum Measurement Point” shall mean the end of each Quarter as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length and Minimum Measuring Point in Credit Hours Attempted indicated in the charts set forth below.

“MTF” shall have the meaning consistent with the meaning set forth below in the Satisfactory Academic Progress section of this Catalog, which is maximum timeframe for completion of a program.

“Quarter” is defined differently for students based upon program type or date the student starts class. “Quarter” means a period of time which generally consists of twelve (12) weeks of instructional time, but never less than ten (10) weeks of instructional time.

QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average (“Minimum CGPA”) as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a “W”, or “I” during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached.

If a student receives the temporary grade of “I”, the grade received upon completion of the course or “F” if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student’s program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit or clock hours from another Remington College campus, that are accepted for transfer towards a student’s program will be included in the calculation of the CGPA and will be included in the of the determination of the Minimum Measurement Point. The Minimum Satisfactory Academic Progress chart below lists program lengths and the Minimum CGPA required at the end of the Grading Period wherein each of the Minimum Measurement Points is initially met or exceeded.

If a student’s CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student’s Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.

QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of either a minimum number of credits hours after attempting a certain number of credit hours (degree and diploma programs) or a minimum number of clock hours after attempting a certain number of clock hours. For degree programs, the Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe (“MTF”) for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

The number of credit hours or clock hours required to be completed depends upon the length of the program. A credit hour or clock hour is completed when a grade other than “W” or “I” is assigned to the credit or clock hour. If a student receives the temporary grade of “I”, the grade received upon completion of the course or “F”, if the course is not completed within time allowed for completion, will be used to determine the number of completed credit or clock hours used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours assigned to courses for which a student receives a “W” will be included in the determination of the number of credit or clock hours attempted that is used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours from another institution, including another Remington College campus, that are accepted for transfer towards a student’s program will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit or clock hours completed and attempted as indicated on a student’s transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree and diploma students.

MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Program Length <i>(Minimum # of Weeks/Months Required to Complete Program)</i>	Minimum CGPA Requirement	Minimum Pace of Completion (% of credits earned versus completed)	Minimum Measurement Point in Quarters
24 Months 21 Months 20 Months 18 Months	1.00	33%	End of Quarter 1
	1.20	50%	End of Quarter 2
	1.40	55%	End of Quarter 3
	1.60	60%	End of Quarter 4
	1.80	60%	End of Quarter 5
	2.00	66.67%	End of Quarter 6 and each Quarter thereafter
13 Months 12 Months 9 Months 8 Months	1.00	33%	End of Quarter 1
	2.00	66.67%	End of Quarter 2
	2.00	66.67%	End of Quarter 3 and subsequent quarters

If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped and such failure will impact a student's eligibility to receive assistance under the Title IV programs.

Satisfactory Academic Progress Statuses

SAP Met Status

A "SAP Met" status indicates that at the established measurement points the student satisfied all SAP evaluation criteria. A student with SAP Met status remains eligible for Title IV funding.

Financial Aid Warning Status

A Financial Aid Warning status indicates a student who was on SAP Met status subsequently fails to satisfy satisfactory academic progress standards at the end of a Quarter or any other Minimum Measuring Point.

Financial Aid Probation Status

A Financial Aid Probation status indicates a student who is on Financial Aid Warning status fails to meet satisfactory academic progress standards at the end of the Quarter or other Minimum Measuring Point first occurring after student was placed on Financial Aid Warning status; that has appealed the SAP failure determination and the School has determined the Student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

Financial Aid Warning

A student on SAP Met status who subsequently fails to meet a qualitative or quantitative component of the SAP requirements set forth above will be placed on Financial Aid Warning status. If the student satisfies the requirements of a failed SAP component as of the next Minimum Measuring Point for the component failed, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to be removed from Financial Aid Warning and gain SAP Met status. A student removed from Financial Aid Warning will be classified as SAP Met status.

The student remains eligible for Title IV while on Financial Aid Warning status.

Financial Aid Probation

If a student on Financial Aid Warning status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point and the student Appeals the determination that the student failed to meet SAP standards, the student will be placed on Financial Aid Probation status if the School determines the student should be able to meet the SAP requirements by the end of the next Quarter or other Minimum Measuring Point or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

A student on Financial Aid Probation will have their Title IV eligibility reinstated and be eligible to receive Title IV disbursements.

If a student placed on Financial Aid Probation status satisfies the requirements of a failed component as of the next Minimum Measuring Point for the component failed occurring after the student is placed on Financial Aid Probation status, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to gain SAP Met status and be removed from Financial Aid Probation status. A student removed from Financial Aid Probation status will be classified as SAP Met status. If a student placed on Financial Aid Probation status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point or the time specified in the student's academic plan if the plan specifies a date beyond the next Minimum Measuring Point, the student will be Dropped for failing to meet SAP requirements unless a waiver is granted by the Provost for Remington College.

A student Dropped for failing SAP requirements will not be eligible to re-enroll or re-enter in any program at any Remington College campus. (See Re-Enrollment and Re-Entry Policy regarding application to Satisfactory Academic Progress Policy.)

SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS

Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Provost for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Provost for Remington College or his/her designee is final.

Appeal Procedures

To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Provost for Remington College. The Appeal request may be sent by email to academic.sap@remingtoncollege.edu, mailed to the Provost, 1800 Eastgate Drive, Garland, TX 75041 or hand-delivered to the Campus Dean at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements. A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the Quarter during which the student was on Financial Aid Warning status or by the next Minimum Measuring Point if it occurs before the end of said Quarter must file an Appeal in order to be placed on Financial Aid Probation status and have their Title IV eligibility reinstated. For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances. The student must set forth in the Appeal Request the basis for the Appeal, why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.

Waiver Procedures

Students who fail to meet SAP requirements while on Financial Aid Probation status, as a result of failing to meet the terms and conditions of the academic plan agreed to as a condition to being placed on Financial Aid Probation status, will be Dropped unless the Student is granted a waiver by the Provost of Remington College. A Student must submit a written request for a waiver to the Campus Dean at the Campus. If the Campus Dean at the Campus determines the waiver request has merit, the waiver request shall be forwarded to the Provost of Remington College for review. A Student will not be eligible to participate in Title IV programs if the waiver is granted until the Student regains eligibility to participate in Title IV programs. See Regaining Title IV Eligibility Section below.

Regaining Title IV Eligibility with Remington College

Students who lose eligibility to participate in Title IV programs as a result of failure to meet SAP requirements after being placed on Financial Aid Probation status can regain eligibility to participate in Title IV programs at Remington College as follows:

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a Quarter that occurs after the Student has completed a Quarter while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Quarter without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student that regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students who have two or more Quarters remaining after the Quarter in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Quarter that occurs after the Quarter in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Quarters remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.
4. Students successfully appealing a determination that the student was not making satisfactory progress.

Students who elect to enroll in a program that is different from the one in which the Student was enrolled at the time the Student lost eligibility to participate in Title IV programs will be eligible to participate in Title IV financial aid programs for all Quarters in the new program provided the Student meets the SAP and all other eligibility requirements while enrolled in the new program.

Regaining Title IV Eligibility at Another Post-Secondary Educational Institution

Students may be eligible to regain Title IV eligibility at another post-secondary educational institution.

GRADUATION REQUIREMENTS

A student is eligible for graduation if:

- The student has completed all required courses with a passing grade;
- The student has accumulated the total number of credits required for graduation from the program of study; and
- The student has achieved a Cumulative Grade Point Average of 2.0 or better.

A graduate who has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, will not be eligible to receive their graduation certificate but may receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law.

UNIT OF CREDIT/ACADEMIC HOUR DEFINITION

An academic hour or class is 50 minutes of instruction in a 60-minute period. Academic hours are converted into credit hours to allow for comparison with other post-secondary institutions.

One quarter credit hour equals 30 units comprised of the following academic activities:

- one clock hour in a didactic learning environment equals 2 units;
- one clock hour in a supervised laboratory setting of instruction equals 1.5 units;
- one hour of externship equals 1 unit; and
- one hour of out-of-class work and/or preparation designed to measure the student's achieved competency relative to the required subject matter objectives equals 0.5 unit.

ATTENDANCE POLICY FOR COURSES OTHER THAN COSMETOLOGY COURSES

Remington College considers attendance important to its students' ability to receive the maximum benefit from the educational programs in which they are enrolled. Accordingly, Remington College routinely takes attendance in all its programs and classes, and students are expected and encouraged to attend all the classes for which they are scheduled. Remington College makes no distinction between excused and unexcused absences.

In addition to the academic value students receive from attending as many of the scheduled class sessions as possible, Remington College believes that demonstrating regular and consistent attendance and punctuality helps students to develop good work habits and may improve students' ability to obtain gainful employment upon completion of their educational program. Prospective employers are often interested in a student's attendance record when making hiring decisions or selecting candidates to interview for employment. Success in the workplace requires more than just knowledge. It also requires that employees be reliable, punctual, and committed. Some employers consider a student's attendance history as the best available indicator of whether a student has demonstrated those highly desirable traits.

Students are hereby advised that excessive absences in any class will negatively impact the grade the student receives in that class, with the resultant impact on the student's Cumulative Grade Point Average ("GPA") as set forth below.

Make-up work (i.e. assignments or other class-related work) is not a substitute for attendance. Any make-up work performed by a student shall have no effect on the student's attendance record. In no circumstance shall make-up work be recorded as attendance or be used as a basis for modifying a student's attendance records.

METHOD OF RECORDING ATTENDANCE IN RESIDENTIAL COURSES

Remington College takes attendance for each class session shortly after the beginning of each class session. The exact time when attendance is taken in each class session is at the discretion of the instructor. A student will be considered present only if, in the judgment of the instructor, the student attends "substantially all" of the class, without regard to whether the student is present at the time attendance is taken. Accordingly, a student who is present at the time attendance is taken may be considered absent if the student left the class before having attended "substantially all the class," as determined in the sole judgment of the instructor. Conversely, a student who was absent when attendance was taken but arrives after that point and who, in the sole judgment of the instructor, arrived in time to attend and did attend "substantially all the class" may be considered "present."

Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and avoid being marked absent for classes in which they attended less than the entire class session. A student who disagrees with the instructor's attendance determination may discuss the instructor's determination with the instructor and request that the instructor reconsider his or her determination. Students whose grades are affected by the attendance policy as a result of an attendance determination should seek redress as set forth in the "Grades in Error" section of this Catalog.

Attendance in any off-Campus instructional portion of a program (e.g., externship or clinical courses) is recorded based on appropriate documentation provided.

METHOD OF RECORDING ATTENDANCE IN ONLINE COURSES

Students enrolled in courses that are delivered via a computer ("Online") do not "attend" classes in the same way as resident students whose programs are delivered in the classroom. The courses in online programs are conducted asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc.

METHOD OF RECORDING ATTENDANCE IN CAMPUS-BASED HYBRID COURSES

Students enrolled in courses that are delivered via a combination of residential and distance education ("Online") do not "attend" classes in the same way as residential students whose programs are delivered in the classroom. The courses in campus-based hybrid programs are conducted partially as synchronous (in class) and partially asynchronously (online).

The residential portion is scheduled at the campus. Each course's residential schedule may be different. Students must attend the residential portion to receive attendance as outlined in the "Method of Recording Attendance in a Residential Courses" policy.

The distance education portion of a campus-based hybrid course is taught asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Students will receive attendance in this portion of the course according to the "Method of Recording Attendance in Online Courses" policy.

ATTENDANCE REQUIREMENTS

A student enrolled in a residential course will be dropped for attendance if he or she does not attend at least one class within the period of time which is the lesser of: (a) 10 consecutive scheduled class days or (b) 14 consecutive calendar days (excluding scheduled break periods or unscheduled break periods resulting from inclement weather or cancellations of scheduled days). A student enrolled in an online course who has failed to enter the online classroom for 14 consecutive calendar days during a course will be dropped (the 14 day limitation excludes scheduled break periods). A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

Grade Adjustments for Participation in Residential Courses

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their canvas course. Active participation in the course includes participating in classroom discussions, lab participation, and attending class regularly.

ATTENDANCE POLICY FOR COSMETOLOGY COURSES

Distinctly different from the attendance policies of other programs offered by the Campus, state regulations require that students must attend a minimum number of clock hours. Remington College address the "hours attended" component of the Attendance Policy for the Cosmetology Program in the following way:

- Attendance of at least 125 clock hours in each module of the Cosmetology Program is mandatory in order to receive a passing grade;
- Up to 12.5 clock hours of absences in each module may be excused, which, if approved, will be included in the per module hour requirement as having been attended; however, excused absences do not apply to the state board required hours; and
- Opportunities to make-up clock hours for missed attendance (unexcused) will be available each module. Completion of make-up clock hours sufficient to replace missed attendance must be done in the module within which the Grading Period falls.

EXCUSED ABSENCE POLICY

- Excused absences may be approved for reasons such as: medical, family emergency, military, or jury duty.
- Excused absences must be requested no later than two weeks after the absence via the Excused Absence Request form, which must be approved by the Campus Dean or Cosmetology Program Chair.
- No student that is behind more than 25 clocked-in hours in relation to the normal rate of progress towards state hour requirements (125 hours per module) will be eligible for excused absences, until which time they are back within at least 25 clocked-in hours in relation to the normal rate of progress towards state hour requirements.

The Campus may use an electronic system in which students will be logged into the building and out of the building. Students are required to log out at any time they leave the building for break and will only be counted present for the time they are in the building and in the classroom, performing procedures or receiving other instruction. Remington College is required to provide attendance information by an attendance reporting system to the Texas Department of Licensing and Regulation (TDLR).

PROGRAM CHANGES

Students are required to complete a new Application and Enrollment Agreement in order to change programs.

INDEPENDENT STUDY

Remington College reserves the use of Independent Study to rare or mitigating circumstances presented by the student. In situations where students have mitigating circumstances, the Dean may authorize a student, on a voluntary basis, to take a course as an Independent Study. Unless approved by the Provost, the total amount of independent study should not exceed 10% of the total program credits required for graduation. Students should not be granted an Independent Study for a course previously attempted.

Situations that merit the use of Independent Study are rare. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.) The Campus Dean is authorized to approve an Independent Study for a student. The Campus Dean must submit a request for an Independent Study to the Registrar for final approval and scheduling. An approved Independent Study must be supervised by a dedicated faculty member and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- Be actively pursuing a program of study,
- Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and
- Have a history of good attendance and academics, and
- Make the request to the Campus Dean (signing the Independent Study Contract), and
- Must present mitigating circumstances to warrant the need for an Independent Study.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS

Students may cancel their Application and Enrollment Agreement with Remington College without penalty and terminate their obligations by notifying the Campus prior to midnight of the third business day after the Application and Enrollment Agreement is signed by the student.

If the student has not visited the Campus prior to execution of an Application and Enrollment Agreement, the student may cancel the Application and Enrollment Agreement without penalty and terminate the obligations hereunder within three business days following a tour of the Campus facility and inspection of equipment.

If the student gives the required notice of cancellation, all payments made by the student pursuant to the Application and Enrollment Agreement will be returned within 30 days from the receipt of student's notice of cancellation.

RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED

If a Student does not attend enough classes to be activated or otherwise fails to meet the criteria for activation, he or she will not be charged any Tuition, and any monies previously paid as Tuition will be refunded. (See Catalog for the Campus' Activation Policy.) Remington College will make any refund to which a Student may be entitled under this section within thirty (30) days of the end of the Activation Period.

WITHDRAWAL NOTIFICATION

In the event a Student intends to withdraw from the Student's program, the Student is urged to provide withdrawal notification to one of the following individuals: the Student's Instructor, the Program Chair for the program in which the Student is enrolled (if any), the Campus Dean, the Director of Student Finance or any other member of the Student Finance Department. Failure to provide withdrawal notification will result in the withdrawal date of determination being based upon the Campus' attendance policy, as set forth in the College Catalog, and most likely will result in any refunds due to the Student being made at a later date than would have been made had the Student provided the withdrawal notification.

EXIT CALCULATION AND REFUND POLICIES

Information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Campus Student Finance Department.

The following is a brief and general explanation of rules, regulations and policies applicable to the making of the Exit Calculation. In the event that any conflict exists between this explanation and the rules, regulations and policies applicable to the various financial aid programs, such rules, regulations and policies as modified and amended from time to time shall be applied. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such.

In the simplest terms, the Exit Calculation and refund process consists of four steps:

- 1) Computing the amount of Tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the state refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus he/she was dropping or the last date the student attended class.)
- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see "Return of Title IV Funds" section below.
- 3) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes Remington College any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student's lenders (see Refund Distribution Order for the Return of Title IV Funds section).

RETURN OF TITLE IV FUNDS

Up through the point in time when 60% of the calendar days in a Financial Aid Payment Period has passed a pro rata schedule is used to determine how much Title IV financial aid program funds "Title IV Funds" the student has "earned" (is entitled to retain) at the time the student drops or is dropped. After the 60% point, a student has "earned" 100% of the program funds.

For purposes of calculating any required return of Title IV Funds, the percentage of the Financial Aid Payment Period completed is the total number of calendar days in the Financial Aid Payment Period for which the assistance is awarded divided into the number of calendar days that have occurred in that period as of the day the student withdrew. "Calendar days" for these purposes is something of a term of art, and will be interpreted in accordance with applicable regulations, which may not represent the actual number of pure calendar days in every case. For example, scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a Financial Aid Payment Period (denominator) and the number of calendar days completed in that period (numerator).

Any required refunds of Federal Title IV Funds will be made within forty-five (45) days after the earlier of the date on which it has been determined that a Student Drops, has been Dropped, or is deemed to have been Dropped. Any refund of funds other than of Federal Title IV Funds will be made in accordance with applicable law.

REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS

Refunds of unearned Title IV Funds will be made in the following order: 1) Unsubsidized Direct Loans (other than Direct PLUS Loans); 2) Subsidized Direct Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants for the Financial Aid Payment Period for which a return of funds is required; 5) Iraq and Afghanistan Service Grant, for which a return of funds is required.

INSTITUTIONAL REFUND POLICY

Remington College charges a \$100 administrative fee for any Student who Drops or is Dropped before 60% of the calendar days in a Payment Period. The table below indicates the amount of Tuition the Applicant will be charged (the amount Remington College has earned) if the Applicant is activated and Drops or is Dropped.

If Student Drops or is Dropped when classes have been held for:	Student's Tuition charges will be:
10% or less of a Payment Period	10% of the current Payment Period Tuition cost + Adm. Fee
More than 10% but not more than 20%	20% of the current Payment Period Tuition cost + Adm. Fee
More than 20% but not more than 30%	30% of the current Payment Period Tuition cost + Adm. Fee
More than 30% but not more than 40%	40% of the current Payment Period Tuition cost + Adm. Fee
More than 40% but not more than 50%	50% of the current Payment Period Tuition cost + Adm. Fee
More than 50% but not more than 60%	60% of the current Payment Period Tuition cost + Adm. Fee
More than 60% of a Payment Period	100% of the current Payment Period Tuition cost

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student who withdraws as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 1) If Tuition and fees are collected in advance of the withdrawal, a pro rata refund of any Tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid Tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- 2) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional Tuition, fees, or other charges for the program other than any previously unpaid balance of the original Tuition, fees, and charges for books for the program; or
- 3) The assignment of an appropriate final grade or credit for courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

TDLR REFUND POLICY

For the Cosmetology associate degree program only, the TDLR Refund Policy takes the place of the Institutional Tuition Charging Policy.

- 1) The refund is based on the student's enrollment, computed on the basis of course time expressed in clock hours completed divided by the total Program clock hours.
- 2) The effective date of the termination for refund purposes is the earliest of:
 - a) The last day of attendance, if the student is terminated by the school;
 - b) The date the Campus receives the student's written notice of withdrawal; or
 - c) Ten school days after the last date of attendance.
- 3) Remington College may not retain more than \$100 if Tuition is collected before the course of training begins and the student fails to withdraw from the course of training before the cancellation period expires.
- 4) If the student begins the Program at the Campus and during the last 50% of the Program, withdraws from the Program or their enrollment terminates for any other reason, Remington College:
 - a) May retain 100% of the Tuition and fees paid by the student and
 - b) Is not obligated to refund any additional outstanding Tuition.
- 5) If the student begins the Program at the Campus and before the last 50% of the Program, withdraws from the Program or their enrollment terminates for any other reason, Remington College shall refund:
 - a) 90% of any outstanding Tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the Program, whichever period is shorter;
 - b) 80% of any outstanding Tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the Program, whichever period is shorter, but within the first three weeks of the Program;
 - c) 75% of any outstanding Tuition for a withdrawal or termination that occurs after the first three weeks of the Program, but not later than the completion of the first 25% of the Program, and;
 - d) 50% of any outstanding Tuition for a withdrawal or termination that occurs not later than the completion of the first 50% of the Program.
- 6) A refund owed under the TDLR Refund Policy will be paid not later than the thirtieth day after the date the student becomes eligible for a refund.

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA) FUNDS

Remington College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. If the student has to withdraw due to military service, Remington College will work with the student to identify solutions so that the student's return of TA funds does not result in a student debt.

RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

TITLE IV CREDIT BALANCES

Upon graduation, if a Title IV Credit Balance ("TIV Credit Balance") exists, not more than \$200 of the TIV Credit Balance will be applied to any balance remaining from prior year institutional and non-institutional charges. Any amount remaining after application of the TIV Credit Balance to prior year charges will be refunded directly to the Student, unless the Student informs the Student Finance office of the Campus that the Student wishes to have all or a portion of the TIV Credit Balance returned to the lender(s) to reduce the Student's outstanding loan balance. In such case, the Student will need to sign an authorization directing Remington College to refund to the lender(s) the entire Title IV Credit Balance, or a lesser amount if the Student wants to retain a portion of the Title IV Credit Balance. Amounts returned to lenders shall be disbursed to lender(s) in accordance with the Refund Distribution Order for Return of Title IV Funds.

NON-TIV CREDIT BALANCES

Upon graduation, if a non-TIV credit balance exists, the non-TIV credit balance will be refunded in accordance with the requirements of the third party lender, if any. If no lender exists, the credit balance will be refunded directly to the Student.

RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL

If the student withdraws from Remington College, and after the return of Title IV calculation has been applied, any credit balance remaining will be used to cover any additional institutional and non-institutional charges including but not limited to current and/or prior year balances. Any credit balance remaining on the student's account will be refunded in accordance with the Return of Title IV Funds Distribution Order.

DETERMINATION OF STUDENT BALANCES

As a result of the return of Title IV funds calculation, in some circumstances, funds previously received on behalf of the student may be required to be returned to grantors or lenders. **This can result in the student owing a balance to Remington College even though the student's account might have shown no balance due while the student was still attending.** As set forth in the Application and Enrollment Agreement, the student is responsible for any balance owed Remington College, and Remington College is responsible for the payment of any refunds.

INSTITUTIONAL REFUNDS

Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the institutional refund policy may be applied, if applicable.

STATE REFUNDS

Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the state refund policy may be applied, if applicable.

POST-WITHDRAWAL DISBURSEMENTS

If a student is eligible for a post-withdrawal disbursement, a letter will be mailed identifying the source and the amount of the Title IV aid. The student will have 14 days in which to decline to accept the disbursement. If there is no response, the funds will be returned to the appropriate funding source. The return of these funds will not reduce the obligation of the student to Remington College for any unpaid Tuition.

FORCE MAJEURE

Remington College will not be liable for any damages including but not limited to consequential damages resulting from Remington College's inability to fulfill Remington College's obligations under the Application and Enrollment Agreement including but not limited to the failure to provide the instruction and other resources necessary to enable a student to complete the program in which a student has enrolled or receive a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, act of nature, acts of God or any other cause beyond the control of Remington College. In the event Remington College is unable to perform any of the obligations under the Application and Enrollment Agreement, for any of the reasons set above, Remington College shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue Tuition refunds, other than as required by an applicable refund policy.

ACTIVATION OF MILITARY RESERVIST

Upon receipt of a copy of official military orders evidencing a call to active military duty prior to the completion of a term, Remington College will reverse all charges related to the interrupted term. The student's transcript will reflect the student's withdrawal as a "W" and no grade or credit will be issued for the courses that were not fully completed.

ADMINISTRATIVE POLICIES

CANCELLATION OF CLASSES

It is Campus policy to remain open and to hold classes as scheduled whenever weather conditions allow. The Campus Administrators shall determine when classes will be cancelled due to weather conditions. An announcement of a decision to cancel classes may be broadcast on local radio and/or television stations. Students are responsible for contacting the Campus to determine if the Campus has been closed due to weather.

STUDENT CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in a mature, courteous manner at all times. Any student whose conduct, academic standing, or attendance is regarded as unsatisfactory or unacceptable may be dropped from Remington College.

Specifically, the following conduct may result in disciplinary action, which will vary depending on the severity of the infraction:

- 1) Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to Remington College.
- 2) Forgery, alteration, misuse, or mutilation of Campus documents, records, identification, educational materials, or Campus property.
- 3) Obstruction or disruption of teaching, administration, disciplinary procedures, or other Campus activities including public service functions or other authorized activities on or off premises.
- 4) Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- 5) Theft of or damage to property of Remington College or using or attempting to use Campus property in a manner inconsistent with its designed purpose.
- 6) Unauthorized entry to, use of, or occupation of Campus facilities.
- 7) Intentional or unauthorized interference with a right of access to Campus facilities, or freedom of movement, or speech of any person on the premises.
- 8) Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials, or bombs, explosives, or incendiary devices.
- 9) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- 10) Hazing.
- 11) Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on Campus property or at a Campus function. (Please refer to the Drug-Free and Smoke-Free School Policies as set forth in this catalog.)
- 12) Rioting, aiding, abetting, encouraging, or participating in a riot on Campus property.
- 13) Failure to comply with the verbal or written directions of any Campus official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- 14) Aiding and abetting or inciting others to commit any act of misconduct set forth herein.
- 15) Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature and it is administratively determined that the continued presence of the student would constitute a threat or danger to the students, faculty or staff of Remington College, such student may be temporarily suspended pending disposition of the charges in court.
- 16) Engaging in inappropriate sexual behavior on Campus or violating the Student Sexual Harassment Policy.
- 17) Violation of Remington College policy applicable to use of computers or online services, including:
 - a) Failure to comply with the provisions in the Application and Enrollment Agreement pertaining to the use of computers, networks and online services;
 - b) Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements;
 - c) Misrepresentation of identity through alteration of e-mail names;
 - d) Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
 - e) Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.
- 18) Identity theft or misrepresentation of identity, including, but not limited to, educational fraud related thereto.
- 19) Abuse, intimidation or other forms of online bullying of any person, such as personal attacks on other students or individuals in synchronous or asynchronous sessions (e.g. in chat rooms, by instant message or on bulletin boards).

Remington College reserves the right to delete content or discontinue Campus-provided internet accounts for any reason.

Violation of any of the above may subject the student to any of the following:

- 1) Reprimand.
- 2) Imposition of specific restrictions.
- 3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
- 4) Suspension.
- 5) Termination.

After being suspended, a student may be allowed to resume attending classes only after a written request is submitted to the Director of Campus Administration, and the Director of Campus Administration approves the student's request. Any further infraction of Campus policies may result in expulsion. (See Re-Enrollment and Re-Entry Policy regarding application to Student Conduct and Discipline.)

STUDENT SEXUAL HARASSMENT POLICY

Consistent with Remington College's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 et seq.), the College prohibits Sexual Harassment that occurs within its education programs or activities. As such, the College has implemented a Sexual Harassment Policy and Hearing Procedures to address allegations of Sexual Harassment. The Sexual Harassment Policy is available for viewing and download at <https://www.remingtoncollege.edu/documents/Remington-Sexual-Harassment-Policy.pdf>, and the Hearing Procedures are available for viewing and download at <https://www.remingtoncollege.edu/documents/Remington-Sexual-Harassment-Hearing-Procedure.pdf>.

EMPLOYEE/STUDENT RELATIONSHIPS

Remington College strictly prohibits employees from fraternizing or socializing with students, except as a part of organized Campus social events or activities and students are prohibited from fraternizing or socializing with employees, except as a part of organized Campus social events or activities. This policy prohibits students and employees from dating. This policy applies to students currently enrolled at any campus. Employee/student relationships must maintain the highest level of professional respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such inappropriate relationship also violates Remington College's sexual harassment policy as set forth above. This policy does not apply to students married to an employee prior to becoming a student.

DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES

From time to time, students may have disputes with Remington College resulting from the student's recruitment, enrollment and/or attendance, or otherwise arising out of a student's relationship with Remington College. It is the goal of Remington College to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties

REMINGTON COLLEGE GRIEVANCE PROCEDURES

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may then contact the Program Chair or Academic Dean for assistance in resolving the grievance. If a solution satisfactory to the student is not reached with the Program Chair or Academic Dean, the student may submit his or her grievance, in writing, to the Director of Campus Administration, clearly describing the grievance.

The Director of Campus Administration will review the grievance, seek resolution, and notify the student of the remedy within ten business days of receipt of the grievance, unless it is determined more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the student will be notified of that fact by the Director of Campus Administration. In the event the student is not satisfied with the resolution provided by the Director of Campus Administration, the student may submit a written appeal to Remington College's Department of Student Affairs as the final entity seeking a resolution to a reported grievance.

The Department of Student Affairs will review the facts and evidence presented and, if necessary, will conduct additional investigation into the allegations raised in the grievance. The Department of Student Affairs will formulate a resolution, within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Department of Student Affairs. Once the review is complete, the Department of Student Affairs will promptly inform the student of the decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance. At any time in the grievance process, the student may contact the Remington College Department of Student Affairs for additional support via email at student.affairs@remingtoncollege.edu.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the grievance should be immediately reported to the person stated below who has been designated to handle grievances regarding violations of Remington College's non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above. Any sexual harassment grievance will be handled in accordance with the Campus' sexual harassment policy as set forth herein.

Vice President-Human Resources/Title IX Civil Rights and Age Discrimination Act Coordinator

7131 Business Park Lane
Lake Mary, FL 32746
(407) 562-5500
(800) 333-2755

legal@remingtoncollege.edu

Students should indicate in their grievances any person the student is aware of who has witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should be sure to include with their grievances the best method of contacting them to discuss the grievance and the best time of day for such contact, and whether the students object to being contacted at Remington College. A Remington College official will attempt to make contact with the student, as per the instructions provided by the student, within three business days of receipt of the grievance by a Remington College official.

A Campus official will conduct such investigation, inquiry and research into the matter of the grievance as the official deems necessary to perform a thorough and objective investigation into the allegations raised in the grievance. During this investigation phase of the grievance process, the student will have the opportunity to present witnesses and other evidence in support of his/her allegations. The investigation phase of the grievance process will not last more than seven (7) calendar days, unless the official determines more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the official will notify the student of that fact. Once the investigation has been completed, the Campus official will contact the student promptly to inform the student of the official's decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance, including but not limited to, measures to prevent the recurrence of any discrimination and/or otherwise correct any discriminatory effects on the student and others, as deemed appropriate by the Campus.

ACCREDITING COMMISSION AND STATE AGENCY/STATE BOARD COMPLAINT AND GRIEVANCE PROCEDURES

Notwithstanding the Remington College (sometimes referred to in this section as a "School(s)") grievance procedure, Students may submit grievances or complaints at any time to the appropriate accrediting commission, applicable state regulatory board ("State Board"), or applicable state consumer protection agency ("State Agency").

Accrediting Commission

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Campus Administration or online at www.accsc.org.

State Agency/State Board

Cosmetology Program

Complaints related to the cosmetology training portion of the Cosmetology associate degree program may be submitted to:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711
Telephone: (512) 463-6599
Toll-Free (in Texas): 800-803-9202

Degree Programs

Any current student enrolled in a degree program, any former student who was enrolled in a degree program, or any prospective student considering enrollment in a degree program, may submit complaints to the Texas Higher Education Coordinating Board (“THECB”) via the Student Complaint policy set forth on the THECB’s website at: <http://www.thecb.state.tx.us/studentcomplaints>. Specifically, students may obtain a THECB Student Complaint Form (as well as other forms which it will be necessary for students to complete in order to submit a complaint to the THECB) at the Uniform Resource Locator (“URL”) set forth in the previous paragraph (or by going to the THECB’s main home page at <http://www.thecb.state.tx.us/>, and entering the search term “complaints”). Following completion of the THECB Student Complaint Form (and other required forms, also provided at the URL set forth above), students (or former or prospective students) may submit their complaint using one of the following three options:

- Completing the THECB’s online student complaint form (available at the URL for the THECB’s website set forth above) and uploading the required supporting documentation in Portable Document Format (PDF).
- Sending the required THECB Student Complaint Form and supporting documentation as PDF attachments by email to studentcomplaints@thecb.state.tx.us.
- Mailing printed forms and documentation to:

Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of the student complaint forms are not accepted.

The THECB will require any complainant to exhaust all grievance and appeal procedures that Remington College has established (such policies being set forth in detail in the Catalog) to address student complaints prior to initiating any investigation. All complaints submitted to the THECB must include a completed student complaint form as well as a signed FERPA Consent Release form, and a THECB Consent and Agreement Form (all of which are provided at the URL set forth above). Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is also provided at the URL set forth above. The THECB does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the THECB was the complainant’s exhaustion of Remington College’s grievance procedures. Former students shall file a student complaint form with the THECB no later than one year after the student’s last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the THECB was the complainant’s exhaustion of the institution’s grievance procedures.

Once the THECB receives a student complaint form, the THECB may refer the complaint to other agencies or entities as appropriate (for example, the Consumer Protection Division of the Office of the Attorney General of Texas or to the Accrediting Commission of Career Schools and Colleges, in appropriate circumstances), or the THECB may initiate an investigation itself if the student complaint concerns compliance with the statutes and regulations that the THECB administers. As part of any investigation, the THECB will request a response from Remington College, and may also contact other persons or entities named in the student’s complaint or in Remington College’s response, in order to ascertain all relevant facts. In appropriate cases, the THECB will also attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and to Remington College. In cases in which an informal resolution between the student and Remington College is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner of Higher Education (the “Commissioner”). The Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requesting Remington College to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Diploma Programs

Any current student enrolled in a diploma program, any former student who was enrolled in a diploma program, or any prospective student considering enrollment in a diploma program, may submit complaints to the Attorney General of Texas, Consumer Protection and Public Health, one of the following three options:

- Completing the online consumer complaint form available at <http://txoag.force.com/CPDOnlineForm>, which allows supporting documentation to be uploaded after completing the form.
- Calling the Texas Attorney General’s Consumer Protection Hotline at (800) 621-0508.
- Downloading, printing, and mailing the complaint form and any documentation to the address below. The form can be downloaded at <https://www.texasattorneygeneral.gov/consumer-protection/file-consumer-complaint>.

Office of the Attorney General
Consumer Protection Division
PO Box 12548, Austin, TX 78711-2548

COMPLAINT POLICY FOR STUDENTS RECEIVING VA EDUCATION BENEFITS

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

ALTERNATIVE DISPUTE RESOLUTION

Remington College nor anyone else will stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained ("Borrower Defense Claim"). You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. Only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

In the event that the above grievance procedures do not result in a satisfactory resolution of the dispute, or students are not satisfied with any response to their written complaint filed with the Accrediting Commission or State Board, pursuant to the terms of the Enrollment Agreement, any "Claim", as hereinafter defined, except for a Borrower Defense Claim, brought by either the student or Remington College against the other, or against the employees, agents, owners or officers of Remington College or any affiliates of Remington College or any officers of the owners of Remington College or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association ("AAA").

The Student may contact the Legal Department at Remington College between 8:30a.m. and 5:00p.m. Eastern time at 7131 Business Park Lane Lake Mary, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration. Remington College will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Enrollment Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees.

"Claim" means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between a student and Remington College, except for a Borrower Defense Claim as defined above.

The arbitration shall be governed by the Federal Arbitration Act ("F.A.A."), 9 U.S.C. Sections 1-16 and the AAA's Consumer Arbitration Rules ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the F.A.A., the Arbitration Rules and applicable statutes of limitation and honor claims of privilege recognized by law. The Arbitrator shall not conduct class arbitration; that is, the Arbitrator shall not allow the Student to serve as a representative in any capacity for others in the arbitration. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. Arbitration is mandatory and the Arbitrator's decision is binding.

EXAMINATION OF STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within forty-five (45) days of the day Remington College receives a request for access.

A student who wishes to inspect his/her education records should submit a written request to the Registrar's Office, identifying the records the student wishes to inspect. The Registrar's Office, after determining that access to the requested records is appropriate, will make arrangements for access to the records and notify the student of the time and place where the records may be inspected. If Remington College determines that access to the requested records (or any portion thereof) is not appropriate or permitted under FERPA, then those records will not be provided to the student.

The right to request an amendment to the student's education record(s), which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request an amendment to any education record should submit a written request to the Registrar's Office, clearly identifying the part(s) of the record(s) the student wants amended, as well as the reason(s) for the requested amendment(s). If Remington College decides not to amend the record as requested, Remington College will notify the student in writing of its decision and the student's right to a hearing regarding the request for amendment, as well as additional information regarding the hearing procedures.

The right to provide written consent before Remington College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

For example, Remington College discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (1) a person employed by Remington College in an administrative, supervisory, academic, research, or support staff position (including security personnel); or (2) a person, company, partnership or other entity with whom Remington College is affiliated with or has contracted with as its agent to provide a service instead of using Remington College employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a "legitimate educational interest" if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for Remington College.

Additionally, Remington College has designated the following categories of student information as "directory information":

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Dates of Attendance
- Degree/Diploma Awarded
- Academic and Attendance Awards

Remington College may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the Registrar's Office, objecting to the disclosure of all or part of the directory information, within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Registrar's Office unless and until rescinded in writing by the student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Remington College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

SMOKE- AND TOBACCO-FREE CAMPUS

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking, the use of tobacco products, and use of e-cigarettes/vaping devices are prohibited within any Campus building. This policy applies equally to all employees, students and visitors.

STUDENT DRUG AND ALCOHOL ABUSE POLICY

All Remington College properties are designated as drug-free and alcohol-free environments. For purposes of this policy "Remington College activities" include those activities that are planned, promoted, or sponsored by Remington College and/or student externship sites, including student organization events, and "Remington College property" includes Remington College owned or leased land, facilities, vehicles, and/or equipment.

Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances, illicit drugs or alcohol while on Remington College property and/or participating in Remington College activities. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Additionally, students may not be under the influence of alcohol, illegal drugs, or un-prescribed and/or improperly used controlled substances in any manner while on Remington College property and/or participating in any Remington College activities, whether or not consumed on campus premises or outside of the campus' operating hours.

Students who engage in such behavior will be considered to be in violation of the Student Conduct and Discipline Policy and will be subject to disciplinary action, up to and including expulsion, as well as possible referral for prosecution. Sanctions may also include referrals for appropriate rehabilitation.

Remington College reserves the right to implement several kinds of drug/alcohol testing for students at all locations. The following is a list of drug and alcohol tests that Remington College reserves the right to conduct in accordance with state and federal laws:

- 1) Pre-Enrollment Testing
- 2) Pre-Externship Testing
- 3) Reasonable Suspicion Testing
- 4) Random Testing
- 5) Post-Rehabilitation Testing

LEGAL SANCTIONS

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution and sale of alcohol.

The Federal Controlled Substances Act provides penalties of up to life imprisonment and a range of fines based on amount and type of narcotics for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines not less than \$1,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine for the first offense and up to three times the term of imprisonment and fine for the second offense except as otherwise authorized by law.

Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State's underage drinking laws.

HEALTH RISKS

Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are:

- *Alcohol and other depressants (barbiturates, sedatives, and tranquilizers):* Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- *Marijuana:* Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.
- *Cocaine:* Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- *Hallucinogens (Acid, LSD, PCP, Ecstasy, etc.):* Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- *Narcotics (Heroin, Demerol, Morphine, Codeine, etc.):* Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- *Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.):* Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

AVAILABLE DRUG AND/OR ALCOHOL COUNSELING/TREATMENT

Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems. The following are groups which can be contacted for help:

1-800-NCA-CALL – National Council on Alcoholism Information Line

The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA's State and local affiliate's activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

1-800-662-HELP – Substance Abuse and Mental Health Services Administration

The SAMHSA Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year information service, provided in English and Spanish, for individuals and family members facing substance abuse issues. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information in print on substance abuse and mental health issues.

CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY

Remington College means an Arkansas nonprofit corporation established by name as a post-secondary educational institution that owns and operates the Campus and additional post-secondary educational institutions at other campus locations.

REMINGTON COLLEGE

Angela Tennison, Director
Dr. Archie Cubarrubia, Director
Dr. Jerry White, Director
Kevin Smith, Director
Pam Bell, President
Brandon Shedron, Provost
Adam Martin, General Counsel / Senior Vice President of Human Resources / Secretary
Jeremy Alley, Chief Financial Officer / Controller
J Bonnell, Chief Information Officer
Deborah Diaz, Senior Vice President of Financial Aid
Heather McIver, Senior Vice President of Institutional Innovation
Susan Race, Senior Vice President of Internal Controls
Mike Rhodes, Senior Vice President of Operations
Todd Zvaigzne, Senior Vice President of Operations

Campus History

REMINGTON COLLEGE'S BATON ROUGE CAMPUS

Remington College's Baton Rouge Campus, a branch campus of Remington College's Dallas Campus (Garland) location, began operations in 1998. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington College – Baton Rouge Campus to Remington College – Baton Rouge Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE'S CLEVELAND CAMPUS (MAPLE HEIGHTS)

Remington College's Cleveland Campus (Maple Heights), a branch campus of Remington College's Dallas Campus (Garland) location, began operations in January 1990 as National Education Center. The Campus was an additional location of National Education Center-Vale Technical Institute. In August 1995, Remington University, Inc. purchased the College. In July 1998 Remington College – BCL, Inc. purchased the college. In May 2003 the name of the Campus was changed from Education America – Remington College – Cleveland Campus to Remington College – Cleveland Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE'S DALLAS CAMPUS (GARLAND)

Remington College's Dallas Campus (Garland) is a main campus with the following branch campuses: Remington College's Baton Rouge Campus, Cleveland Campus (Maple Heights), Fort Worth Campus (North Richland Hills), Houston North Campus (Greenspoint area), Knoxville Campus, Lafayette Campus, Memphis Campus, Mobile Campus, Nashville Campus, and Shreveport Campus.

Remington College's Dallas Campus (Garland) opened in January 1987 after its purchase from Bradford Schools. Remington College – Denver Campus, Inc. purchased the college in July 1997. In July 2003 the name of the Campus was changed from Education America – Dallas Campus to Remington College – Dallas Campus. Remington College acquired the Campus in January of 2011. In 2013, the name of the Campus was changed to Remington College, and the main campus status was changed from Remington College's Houston West Campus (Westchase area) to Remington College's Dallas Campus (Garland).

REMINGTON COLLEGE'S FORT WORTH CAMPUS (NORTH RICHLAND HILLS)

Remington College's Fort Worth Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July 1988 as a branch campus of National Education Center – Tampa Technical Institute and was acquired by Remington College – Tampa Campus, Inc. in 1995. From 1995 until May 2003 the Campus was operated under the name Education America – Fort Worth Campus. In May 2003 the name of the Campus was changed to Remington College – Fort Worth Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College. In June 2021, the Campus moved to its present location in North Richland Hills, TX.

REMINGTON COLLEGE'S HOUSTON NORTH CAMPUS (GREENSPOINT AREA)

Remington College's Houston North Campus (Greenspoint area), a branch campus of Remington College's Dallas Campus (Garland) location, was established in February 2004. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – North Houston Campus to Remington College. In 2020, the Campus established a satellite location located in Webster, TX

REMINGTON COLLEGE'S KNOXVILLE CAMPUS

Remington College's Knoxville Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in June 2009. Remington College acquired the Campus in January of 2011. In March of 2019, the Campus relocated from Lake Mary, FL to its present location in Knoxville, TN.

REMINGTON COLLEGE'S LAFAYETTE CAMPUS

Remington College's Lafayette Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was founded in 1940 as Spencer Business College. Remington University, Inc. purchased the college in January 1994. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington Colleges – Lafayette Campus to Remington College – Lafayette Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE'S MEMPHIS CAMPUS

Remington College's Memphis Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July of 1987 as Education America – Southeast College of Technology. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Memphis Campus to Remington College – Memphis Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE'S MOBILE CAMPUS

Remington College's Mobile Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July of 1986 as Education America – Southeast College of Technology ("SCT"). In May 2003 the Campus name was changed to Remington College – Mobile Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE'S NASHVILLE CAMPUS

Remington College's Nashville Campus, a branch campus of Remington College's Dallas Campus (Garland) location, began operations in November 2003. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Nashville Campus to Remington College.

REMINGTON COLLEGE'S SHREVEPORT CAMPUS

Remington College's Shreveport Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in July 2007. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Shreveport Campus to Remington College.

2021 CALENDAR

MEDICAL ASSISTING AND MEDICAL OFFICE ADMINISTRATION DIPLOMA PROGRAMS**

<u>Begin</u>	<u>End</u>
January 25, 2021	February 18, 2021
February 22, 2021	March 18, 2021
March 22, 2021	April 15, 2021
April 19, 2021	May 13, 2021
May 17, 2021	June 10, 2021
June 14, 2021	July 8, 2021
July 12, 2021	August 5, 2021
August 9, 2021	September 2, 2021
September 6, 2021	September 30, 2021
October 4, 2021	October 28, 2021
November 1, 2021	November 25, 2021
November 29, 2021	December 23, 2021
December 27, 2021	January 20, 2022

ALL OTHER DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
January 11, 2021	February 4, 2021
February 8, 2021	March 4, 2021
March 8, 2021	April 1, 2021
April 12, 2021	May 6, 2021
May 10, 2021	June 3, 2021
June 7, 2021	July 1, 2021
July 12, 2021	August 5, 2021
August 9, 2021	September 2, 2021
September 6, 2021	September 30, 2021
October 11, 2021	November 4, 2021
November 8, 2021	December 2, 2021
December 6, 2021	January 6, 2022

COSMETOLOGY, FACILITY MAINTENANCE AND TECHNOLOGY, MEDICAL ASSISTING, AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) DEGREE PROGRAMS

<u>Begin</u>	<u>End</u>
January 11, 2021	April 1, 2021
February 8, 2021	May 6, 2021
March 8, 2021	June 3, 2021
April 12, 2021	July 1, 2021
May 10, 2021	August 5, 2021
June 7, 2021	September 2, 2021
July 12, 2021	September 30, 2021
August 9, 2021	November 4, 2021
September 6, 2021	December 2, 2021
October 11, 2021	January 6, 2022
November 8, 2021	February 3, 2022
December 6, 2021	March 3, 2022

BUSINESS OFFICE MANAGEMENT AND PROCESS TECHNOLOGY DEGREE PROGRAMS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 11, 2021	April 1, 2021
Spring Quarter	April 12, 2021	July 1, 2021
Summer Quarter	July 12, 2021	September 30, 2021
Fall Quarter	October 11, 2021	January 6, 2022

BREAKS**

	<u>Begin</u>	<u>End</u>
Spring Break	April 5, 2021	April 11, 2021
Summer Break	July 5, 2021	July 11, 2021
Fall Break	October 4, 2021	October 10, 2021
Winter Break	December 27, 2021	January 2, 2022

HOLIDAYS

New Year's Day	January 1, 2021
Dr. Martin Luther King Day	January 18, 2021
President's Day	February 15, 2021
Memorial Day	May 31, 2021
Independence Day Observed	July 5, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Veterans Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Friday After Thanksgiving Day	November 26, 2021
Christmas Day Observed	December 24, 2021
New Year's Day Observed	December 31, 2021

**The Campus offers open registration/enrollment.
Some quarters may require make-up days for holidays or breaks.**

*****The calendars for Medical Assisting and Medical Office Administration diploma programs do not include scheduled breaks.***

REMINGTON COLLEGE
Houston North Campus (Greenspoint Area)

ADDENDUM TO CATALOG/VOLUME N-2106 DATED 6/23/2021
Revised: 11/10/22

TUITION SCHEDULE

DIPLOMA IN COSMETOLOGY.....	\$14,730.00
DIPLOMA IN DENTAL ASSISTING.....	\$16,685.00
DIPLOMA IN CONSTRUCTION AND BUILDING MAINTENANCE	\$6,864.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$16,565.00
DIPLOMA IN MEDICAL ASSISTING	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$21,210.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,685.00
ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION AND BUILDING MAINTENANCE TECHNOLOGY	\$14,520.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE).....	\$28,085.00

ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Trina Collins	Director of Campus Administration and Campus Dean
Michael Holmes	Director of Admissions
Verna Denise Hall	Director of Career Services
Rhoda Hamilton.....	Area Director of Student Finance
Cecilia Edwards.....	Cosmetology Program Chair (North)
Lachaya Wright.....	Cosmetology Program Chair (South)
Kimbeth Williams	Health Science Program Chair
Derek Cooksey	HVAC & Construction and Building Maintenance/Technology Program Chair
Donald Fox	Learning Resource Coordinator
Nyesha Clark	Student Financial Service Advisor
Julie Weathersby.....	Externship Coordinator
Patricia Spence	Registrar

COSMETOLOGY

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Cecilia Edwards.....	AAS, Instructor.....	Lone Star College
	Operator and Instructor Licenses	Texas Dept. of Licensing and Regulation
Lachaya Wright.....	AAS, Cosmetology.....	San Jacinto College
	Operator Instructor License	Texas Dept. of Licensing & Regulation

DENTAL ASSISTING

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Milascant Root.....	Registered Dental Assistant	Texas State Board of Dental Examiners

CONSTRUCTION AND BUILDING MAINTENANCE/TECHNOLOGY & HEATING, VENTILATION AND AIR CONDITIONING

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Derek Cooksey	MS, Cyber Security	Southern New Hampshire University
	BS, Criminal Justice; AA, Business	American Intercontinental University
	AOS, Refrigeration Technology II	Universal Technical Institute

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Emma Chamberlain.....	Diploma, Medical Assisting	Bradford College
Francisco Rengifo	Doctorate, Clinical Pathology.....	University of Cartagena
	Doctorate	Metropolitan University School of Medicine
Israel Ramirez	Doctor of Medicine	Havana University School of Medicine
	Certified Medical Assistant	American Registry of Medical Assisting
	BS, Biology	University of San Carlos
Julie Weathersby	AS, Radiology	San Jacinto College
	Certified Medical Radiologic Technician.....	Texas Department of State Services
Kimbeth Williams	AS, Allied Health	Briarcliffe College
Sandra Jeffus	MBA; BS, Business Management	University of Phoenix

MEDICAL OFFICE ADMINISTRATION

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Tossie Thomas	MA, Sociology; BA, Sociology/Psych.	Texas Southern University

ADDITIONAL MODIFICATIONS

- Catalog: The following statement has been added to each page that includes the GI Bill® trademark sign.
GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)
- Cover: The address of the school's main campus has been changed from 1800 Eastgate Drive, Garland, TX 75041 to 9441 Lyndon B. Johnson Fwy., Ste. 400, Dallas, TX 75243, and the main campus fax number is now (800) 884-0729.
- Page 2: The State Licensure statement has been amended to include the additional information provided below.
The Cosmetology diploma program is licensed and regulated by the Texas Department of Licensing and Regulation.
- Page 4: The criminal background check portion of the Criteria for Activation has been amended. The criminal background check performed on Dental Assisting and Medical Assisting with X-Ray Tech (Limited Scope) applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department of the Legal Department's designee.
- Page 4: The Activation Policy has been amended to include the additional requirements stated below.
In order to be eligible for activation, applicants enrolled in the Cosmetology diploma program must attend at least 50 clock hours during the first two weeks of the term.
- Page 7: The Full-Time Students policy has been amended to include the additional requirements stated below.
Students enrolled in the Cosmetology diploma program are considered to be full time if they are scheduled for 24 clock hours per week.
- Page 10: The Tuition and Additional Fees policy has been amended to include the additional provisions stated below.
Cosmetology Diploma Program
Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled clock hours in a payment period (term) at the cost per clock hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.
- Page 10: The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's mailing address provided in the Admission of Disabled Individuals policy has changed. The mailing address is 7415 Maynardville Pike, Suite 101, Knoxville, Tennessee 37928-3763.
- Page 14: The following information has been added to Veteran's Benefits section of the Types of Financial Aid Available to Those Who Quality.
Post-9/11 GI Bill® students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to electronically verify their enrollment with the VA in order to continue receiving their payments. Students who fail to verify or report that they are no longer enrolled in their courses or training will have their MHA and/or kicker payments withheld by the VA. For additional information, please visit https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.
- Page 20: The following information has been added to the Professional Licensure Disclosure.
Cosmetology Diploma Program
*The Campus has designed an educational program curriculum for a Diploma of Cosmetology, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a cosmetology license in the following states: Texas.*
*The Campus has designed an educational program curriculum for a Diploma of Cosmetology, which if successfully completed **is insufficient to meet** the licensure and certification requirements for a cosmetology license in the following states: None known.*
*The Campus **has not determined** whether its educational program curriculum for a Diploma of Cosmetology, if successfully completed, is sufficient to meet the licensure and certification requirements for a cosmetology license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.*

Page 23: The name of the Facility Maintenance program has been changed to Construction and Building Maintenance.

Page 25: MA160, MA161, MA162 (now MA152) and MA163 (now MA153) are no longer being offered in an online format. These courses are now being offered in a hybrid format, which includes in-person and online components.

Page 25: MA162 has been replaced with MA152 Medical Terminology, and MA163 has been replaced with MA153 Anatomy and Physiology. The course descriptions for the new courses are provided below.

MA152 **4.50 Quarter Credit Hours**
Medical Terminology **60/10/0**
This course presents medical terminology applicant to patient care and medical records in the medical assistant role.
Prerequisites: None

MA153 **4.50 Quarter Credit Hours**
Anatomy and Physiology **60/10/0**
This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.
Prerequisites: MA152

Page 27: MOA111, MOA112, MOA121 and MOA122 are no longer being offered in an online format. These courses are now being offered in a hybrid format, which includes in-person and online components.

Page 29: The Campus is no longer enrolling students in the Cosmetology (AAS) degree program.

Page 30: The name of the Facility Maintenance and Technology (AAS) program has been changed to Construction and Building Maintenance Technology (AAS).

Page 33: The Campus is no longer enrolling students in the Process Technology (AAS) degree program.

Page 46: The prerequisites for courses MA166 Pharmacology, MA168 Capstone and Certification, and MA169 Clinical Experience have been amended. MA167 is now a prerequisite for MA166, MA166 is no longer a prerequisite for MA168, and MA168 is now a prerequisite for MA169.

Page 46: The course description for MA168 Capstone and Certification has been revised. The current course description is provided below.

This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.

Page 52: The Satisfactory Academic Progress Definitions have been amended to include the definitions stated below.

“Minimum Percentage of Total Clock Hours in Program Completed Requirement” shall have the meaning consistent with the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog, which is the number of completed clock hours required as a percentage of the total clock hours in the program as of each Measuring Point in Clock Hours Attempted, The specific Minimum Percentage of Total Clock Hours in Program Completed Requirement as of each Minimum Measuring Point for various programs are delineated in Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Payment Period” as used in this policy means 500 clock hours.

Page 53: The Qualitative Component of Satisfactory Academic Progress policy has been amended and replaced with the policy provided below.

QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average (“Minimum CGPA”) as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a “W”, or “I” during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached.

If a student receives the temporary grade of "I", the grade received upon completion of the course or "F" if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student's program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit or clock hours from another Remington College campus, that are accepted for transfer towards a student's program will be included in the calculation of the CGPA and will be included in the of the determination of the Minimum Measurement Point. The Minimum Satisfactory Academic Progress chart below lists program lengths and the Minimum CGPA required at the end of the Grading Period wherein each of the Minimum Measurement Points is initially met or exceeded.

If a student's CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student's Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.

Page 53: The Quantitative Component of Satisfactory Academic Progress policy has been amended and replaced with the policy provided below.

QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of either a minimum number of credits hours after attempting a certain number of credit hours (degree and non-cosmetology/nail technician, diploma programs) or a minimum number of clock hours after attempting a certain number of clock hours. For degree programs, the Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. For diploma Cosmetology and Nail Technician programs the number of clock hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total clock hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached which is defined below as the Minimum Percentage of Total Clock Hours in Program Completed Requirement. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

The number of credit hours or clock hours required to be completed depends upon the length of the program. A credit hour or clock hour is completed when a grade other than "W" or "I" is assigned to the credit or clock hour. If a student receives the temporary grade of "I", the grade received upon completion of the course or "F", if the course is not completed within time allowed for completion, will be used to determine the number of completed credit or clock hours used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours assigned to courses for which a student receives a "W" will be included in the determination of the number of credit or clock hours attempted that is used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours from another institution, including another Remington College campus, that are accepted for transfer towards a student's program will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit or clock hours completed and attempted as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree students. The Minimum Clock Hours Completed Requirement charts below lists program lengths, measuring points in clock hours attempted and the Minimum Percentage of Total Clock Hours in Program Completed Requirement that must be satisfied as of each respective Minimum Measuring Point for diploma students.

Page 54: The Minimum Satisfactory Academic Progress Requirement has been amended to include the table below.

**MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT
(COSMETOLOGY DIPLOMA PROGRAM)**

Program Length	Minimum CGPA Requirement	Minimum Percentage of Total Clock Hours in Program Completed Requirement	Measurement Point in Clock Hours Attempted
8 Months (1000 hours)	1.50	25%	4 months (500 hours)
	2.00	50%	8 months (1000 hours)
	2.00	100%	12 months (1500 hours)

Page 55: The address for mailing a Satisfactory Academic Progress Appeal has been changed from 1800 Eastgate Drive, Garland, TX 75041 to 9441 Lyndon B. Johnson Fwy., Ste. 400, Dallas, TX 75243.

Page 56: The Graduation Requirements have been amended to include the additional requirement stated below.

For the Cosmetology diploma program, the student has accumulated the total number of clock hours required for graduation from the program of study.

Page 56: The Unit of Credit / Academic Hour Definition has been amended to include the additional provisions stated below.

An academic hour or class in the Cosmetology diploma program is 60 minutes of class, lecture, laboratory instruction and practice or recitation in a 60 minute period. Academic hours are converted into credit hours for programs other than the Cosmetology diploma program to allow for comparison with other post-secondary institutions.

Page 61: For the Cosmetology diploma program, the TDLR Refund Policy takes place of the Institutional Refund Policy.

Page 65: Complaints related to the Cosmetology diploma program may be submitted to:

*Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711
Telephone: (512) 463-6599
Toll-Free (in Texas): 800-803-9202*

Page 65: The Vice President-Human Resources/Title IX Civil Rights and Age Discrimination Act Coordinator's mailing address provided in the Remington College Grievance Procedures has changed. The mailing address is 7415 Maynardville Pike, Suite 101, Knoxville, Tennessee 37928-3763.

The Accrediting Commission Student Complaint Procedure has been amended to include the additional information provided below.

Inquiries may also be directed to complaints@accsc.org. A copy of the ACCSC Complaint Form is may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

Page 67: The Legal Department's mailing address provided in the Alternative Dispute Resolution policy has changed. The Student may contact the Legal Department at Remington College at The mailing address is 7415 Maynardville Pike, Suite 101, Knoxville, Tennessee 37928-3763.

Page 70: The list of Remington College's Directors and Officers has been updated with the list below.

*Angela Tennison, Director
Dr. Archie Cubarrubia, Director
Doug Gale, Director
Kevin Smith, Director
Brandon Shedron, President
Heather Hensell, Provost
Adam Martin, General Counsel / Senior Vice President of Human Resources / Secretary
Jeremy Alley, Chief Financial Officer / Controllor
Deborah Diaz, Senior Vice President of Financial Aid
Heather McIver, Senior Vice President of Institutional Innovation
Todd Zvaigzne, Senior Vice President of Operations
JoAnn Boudreaux, Regional Vice President of Operations*

COSMETOLOGY

DIPLOMA

8 Months

The Cosmetology Diploma Program provides training in various phases of cosmetology, including manicures, pedicures, and facials.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons.

Program completion normally requires 32 weeks for full-time students.

The Cosmetology Diploma Program is divided into 8 monthly periods, which are delivered in a hybrid format. In the hybrid format, courses include in-person (residential) and distance education (online) components. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the clinic practices.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Cosmetology.

Course Number	Course Name	Clock Hours			Total Instructional Hours
		Lecture	Lab	Externship	
COS105	COS I - A	40	85	0	125
COS106	COS I - B	40	85	0	125
COS107	COS I - C	25	100	0	125
COS115	COS II - A	20	105	0	125
COS116	COS II - B	20	105	0	125
COS117	COS II - C	20	105	0	125
COS126	COS III - A	0	125	0	125
COS127	COS III - B	15	110	0	125
Total:		180	820	0	1000

COS105 **125 Instructional Hours**
COS I - A **40/85/0**

This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels.

Prerequisite(s): None

COS106 **125 Instructional Hours**
COS I - B **40/85/0**

In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques.

Prerequisite(s): None

COS107 **125 Instructional Hours**
COS I - C **25/100/0**

This course focuses on the study and practice of hair design, hair shaping (cutting), wet and thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety.

Prerequisite(s): None

COS115 **125 Instructional Hours**
COS II - A **20/105/0**

This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes wig styling and care, chemical texturizing, and hair color theory and applications.

Prerequisite(s): COS105, COS106, COS107

COS116 **125 Instructional Hours**
COS II - B **20/105/0**

This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal, and facial services.

Prerequisite(s): COS105, COS106, COS107

COS117 **125 Instructional Hours**
COS II - C **20/105/0**

This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients.

Prerequisite(s): COS105, COS106, COS107

COS126 **125 Instructional Hours**
COS III - A **0/125/0**

This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments, and practicing salon management. Focus of practice is on hair design and shaping.

Prerequisite(s): COS115, COS116, COS117

COS127 **125 Instructional Hours**
COS III - B **15/110/0**

This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, permanent waving and chemical relaxing. This course also includes completion of a practical exam, or "Mini-Board" on all the previously taught courses to prepare students for licensing.

Prerequisite(s): COS115, COS116, COS117

2022 CALENDAR

COSMETOLOGY DIPLOMA PROGRAM

<u>Begin</u>	<u>End</u>
December 6, 2021	January 19, 2022
January 10, 2022	February 6, 2022
February 7, 2022	March 6, 2022
March 7, 2022	April 3, 2022
April 11, 2022	May 8, 2022
May 9, 2022	June 5, 2022
June 6, 2022	July 3, 2022
July 11, 2022	August 7, 2022
August 8, 2022	September 4, 2022
September 5, 2022	October 2, 2022
October 10, 2022	November 6, 2022
November 7, 2022	December 4, 2022
December 5, 2022	January 8, 2023

MEDICAL ASSISTING AND MEDICAL OFFICE ADMINISTRATION DIPLOMA PROGRAMS**

<u>Begin</u>	<u>End</u>
January 24, 2022	February 17, 2022
February 21, 2022	March 17, 2022
March 21, 2022	April 14, 2022
April, 18, 2022	May 12, 2022
May 16, 2022	June 9, 2022
June 13, 2022	July 7, 2022
July 11, 2022	August 4, 2022
August 8, 2022	September 1, 2022
September 5, 2022	September 29, 2022
October 3, 2022	October 27, 2022
October 31, 2022	November 24, 2022
November 28, 2022	December 22, 2022
December 26, 2022	January 19, 2023

ALL OTHER DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
January 10, 2022	February 3, 2022
February 7, 2022	March 3, 2022
March 7, 2022	March 31, 2022
April 11, 2022	May 5, 2022
May 9, 2022	June 2, 2022
June 6, 2022	June 30, 2022
July 11, 2022	August 4, 2022
August 8, 2022	September 1, 2022
September 5, 2022	September 29, 2022
October 10, 2022	November 3, 2022
November 7, 2022	December 1, 2022
December 5, 2022	January 5, 2023

**BUILDING AND CONSTRUCTION MAINTENANCE TECHNOLOGY, MEDICAL ASSISTING, AND
MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) DEGREE PROGRAMS**

<u>Begin</u>	<u>End</u>
January, 10, 2022	March 31, 2022
February 7, 2022	May 5, 2022
March 7, 2022	June 2, 2022
April 11, 2022	June 30, 2022
May 9, 2022	August 4, 2022
June 6, 2022	September 1, 2022
July 11, 2022	September 29, 2022
August 8, 2022	November 3, 2022
September 5, 2022	December 1, 2022
October 10, 2022	January 5, 2023
November 7, 2022	February 2, 2023
December 5, 2022	March 2, 2023

PROCESS TECHNOLOGY DEGREE PROGRAM

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 10, 2022	March 31, 2022
Spring Quarter	April 11, 2022	June 30, 2022
Summer Quarter	July 11, 2022	September 29, 2022
Fall Quarter	October 10, 2022	January 5, 2023

BREAKS**

	<u>Begin</u>	<u>End</u>
Spring Break	April 4, 2022	April 10, 2022
Summer Break	July 4, 2022	July 10, 2022
Fall Break	October 3, 2022	October 9, 2022
Winter Break	December 26, 2022	January 1, 2023

HOLIDAYS

Dr. Martin Luther King Day	January 17, 2022
President's Day	February 21, 2022
Memorial Day	May 30, 2022
Juneteenth Observed	June 20, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Veterans Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Friday After Thanksgiving Day	November 25, 2022

**The Campus offers open registration/enrollment.
Some quarters may require make-up days for holidays or breaks.**

****The calendars for Medical Assisting and Medical Office Administration diploma programs do not include
scheduled breaks.**

REMINGTON COLLEGE
Houston North Campus (Greenspoint Area)

ADDENDUM TO CATALOG/VOLUME N-2211 DATED 11/10/2022
Revised: 11/21/22

TUITION SCHEDULE

DIPLOMA IN COSMETOLOGY.....	\$14,730.00
DIPLOMA IN DENTAL ASSISTING.....	\$16,685.00
DIPLOMA IN CONSTRUCTION AND BUILDING MAINTENANCE	\$6,864.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$16,565.00
DIPLOMA IN MEDICAL ASSISTING	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$21,210.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,685.00
ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION AND BUILDING MAINTENANCE TECHNOLOGY	\$14,520.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE).....	\$28,085.00

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Trina Collins	Director of Campus Administration and Campus Dean
Michael Holmes	Director of Admissions
Verna Denise Hall	Director of Career Services
Rhoda Hamilton	Area Director of Student Finance
Cecilia Edwards	Cosmetology Program Chair (North)
Lachaya Wright	Cosmetology Program Chair (South)
Kimbeth Williams	Health Science Program Chair
Derek Cooksey	HVAC & Construction and Building Maintenance/Technology Program Chair
Donald Fox	Learning Resource Coordinator
Nyesha Clark	Student Financial Service Advisor
Julie Weathersby	Externship Coordinator
Patricia Spence	Registrar

COSMETOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Cecilia Edwards	AAS, Instructor Operator and Instructor Licenses	Lone Star College Texas Dept. of Licensing and Regulation
Lachaya Wright	AAS, Cosmetology Operator Instructor License	San Jacinto College Texas Dept. of Licensing & Regulation

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Milascen Root	Registered Dental Assistant	Texas State Board of Dental Examiners

CONSTRUCTION AND BUILDING MAINTENANCE/TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Derek Cooksey	MS, Cyber Security	Southern New Hampshire University
	BS, Criminal Justice; AA, Business	American Intercontinental University
	AOS, Refrigeration Technology II	Universal Technical Institute

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Derek Cooksey	MS, Cyber Security	Southern New Hampshire University
	BS, Criminal Justice; AA, Business	American Intercontinental University
	AOS, Refrigeration Technology II	Universal Technical Institute

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY	CREDENTIALS	INSTITUTIONS
Emma Chamberlain	Diploma, Medical Assisting	Bradford College
Francisco Rengifo	Doctorate, Clinical Pathology	University of Cartagena
	Doctorate	Metropolitan University School of Medicine
Israel Ramirez	Doctor of Medicine	Havana University School of Medicine
	Certified Medical Assistant	American Registry of Medical Assisting
	BS, Biology	University of San Carlos
Julie Weathersby	AS, Radiology	San Jacinto College
	Certified Medical Radiologic Technician	Texas Department of State Services
Kimbeth Williams	AS, Allied Health	Briarcliffe College
Sandra Jeffus	MBA; BS, Business Management	University of Phoenix

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Tossie Thomas	MA, Sociology; BA, Sociology/Psych.	Texas Southern University