2020-2021 Catalog

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FORTIS College

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FORTIS

Your Life. Powered By Learning

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HOLIDAY CALENDAR

01.01.2020	NEW YEAR'S DAY
01.20.2020	MARTIN LUTHER KING, JR DAY
04.10.2020	SPRING BREAK DAY
05.25.2020	MEMORIAL DAY
07.03.2020	INDEPENDENCE DAY
09.07.2020	LABOR DAY
11.26.2020	THANKSGIVING DAY
11.27.2020	DAY AFTER THANKSGIVING
12.24.2020	CHRISTMAS EVE
12.25.2020	CHRISTMAS DAY

INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis College, Smyrna, GA is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of diploma and degree programs. Duncan Anderson is the President and Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis College was established in 1969 as Medix School located in Smyrna, GA. Fortis is located at 2140 South Cobb Drive, Smyrna, GA 30080.

CONSUMER INFORMATION

This Catalog is published in order to inform students and others of Fortis College's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between Fortis College and any individuals. The information provided is current and accurate as of the date of publication.

Fortis College reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

Fortis College expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

Fortis College affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.
Fortis College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 2140 South Cobb Drive, Smyrna, GA, 30080

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College is institutionally accredited by the Accrediting Bureau of Health Education Schools, (ABHES), 7777 Leesburg Pike, Suite 314N., Falls Church, VA 22043, telephone: (703) 917-9503, fax: (703) 917-4109, www.abhes.org.
- Fortis College holds institutional and associate degree-granting approval granted by the Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, (770) 414-3300, www.gnpec.org.
- The Fortis College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org. To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, (214)703-8445, FAX: (214)703-8992, www.coaemsp.org.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org.
- The Office of EMS/Trauma, Region III, located at 2600 Skyland Dr., Upper Level, Atlanta, GA 30319 is responsible for the approval of all AEMT, EMT, and Paramedic courses. The Office of EMS/Trauma, Region III can be contacted by telephone at (404) 248-8995, or by fax at (404) 248-8948. The web address is www.dph.georgia.gov/EMS

Fortis College's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis College's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

MISSION AND PURPOSES

Fortis College provides postsecondary career education to both traditional and nontraditional students through a variety of diploma and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis College strives to develop within its students the desire for lifelong and continued education. The staff at Fortis College believes that they make an important contribution to the economic growth and social well-being of the area. Fortis College educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of Fortis College:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound diploma and associate of applied science programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

CRITICAL STRENGTHS OF FORTIS COLLEGE

Career-oriented programs: The College's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by Fortis College.

Qualified, caring faculty: In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

Small classes and personal attention: A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

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

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to College accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Dean of Education and/or Program Directors: descriptions of

academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer.

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

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

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

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

PROGRAM AND POLICY CHANGES

Fortis College reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

FACILITIES AND EQUIPMENT

Fortis College occupies a 44,858 square foot facility at 2140 South Cobb Drive, Smyrna, GA 30080. A learning resource center is available with Internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications.

Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Fortis College also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities. The facility is handicapped accessible.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis College is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to Eric Goodman, Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

NON-DISCRIMINATION STATEMENT

Fortis College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the College or treatment in its programs, activities, advertising, training, placement, or employment. The Campus President is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Deputy Title IX Coordinator, Carlo Barden at 2140 South Cobb Drive, Smyrna, GA 30080, or by email at cbarden@fortiscollege.edu. The College's *Consumer Information Guide* contains more detailed information about the College's Title IX grievance procedures. The *Consumer Information Guide* is available online at http://www.fortisedu.info/:

The Deputy Title IX COORDINATOR must act equitably and promptly to resolve complaints and should provide a response within seven working days.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Fortis College receives all required documentation. All records received become the property of Fortis College.

GENERAL ADMISSION REQUIREMENTS

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or College in the form of a valid high school certification or an earned college degree higher than a diploma that is completed. Acceptable documentation includes an official transcript or other official documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of Fortis College.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

   The SLE minimum entrance requirements by program are as follows:

Diploma Programs	
Dental Assisting	11
Emergency Medical Technician	15
HVACR	11
Medical Assisting	11
Paramedic	17
Pharmacy Technician	11
Welding Technician	11
Associate Degree Programs	
Dental Assisting	13
Dental Hygiene	16
Medical Assisting	13
Medical Office Administration	13

   Note: In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.
7. Applicants must pay the enrollment fee and complete all tuition payment requirements.
8. Applicants must meet all financial obligations.
9. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

1. After achieving a passing score on the SLE, the applicant will be given the opportunity to take the HESI Evolve Reach Admission Assessment Exam in English and Math. The proctored examination must be monitored by a trained staff person who does not report within the admission department. An applicant must achieve a combined score of 75 in order to be eligible for admission to the Dental Hygiene Program.
2. Applicants are also required to complete the Personality Profile and Learning Style components of the HESI Exam.
3. Prior to taking the HESI, students are encouraged to purchase a HESI review workbook to prepare for the assessment. To obtain the current edition of the HESI Evolve Reach Admission Assessment Exam Review, an applicant may visit the website https://evolve.elsevier.com/studentlife/hesi.html or consult the Dental Hygiene Program Director for information on how to order the review workbook.
4. If the applicant is dissatisfied with his or her scores after the first exam attempt, he or she will be directed by the program director to complete the HESI online remediation session, before being allowed to take the exam again. The re-examination can be administered during one of the regularly scheduled examination sessions on campus. The score selected for ranking purposes will be the higher of the two scores. Students are allowed two attempts at taking the HESI exam within a twelve-month period.
5. The applicant must complete a 2 to 4-page typed essay outlining why the applicant wants to enter into the Dental Hygiene profession. The Dental Hygiene Program Director may elect to include an

additional topic. The essay must be completed on campus. The applicant must schedule a time to work on the essay on campus and the program director will arrange for the applicant to have access to a computer. After the essay is completed, the applicant will meet with the program director. The program director or his or her designee scores the essay using the Essay Rubric.

6. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his or her designee.
7. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S Passport.
8. The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
9. Applicants must submit to and have a negative drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test
10. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. Results must be in the applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
11. With the exception of Hepatitis B, all required immunizations are to be completed prior to or within the first week of the first term that the student starts a Dental Hygiene program.
12. When all the above admissions requirements are completed with the exception of immunizations as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the College President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.
13. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.
14. After the Dental Hygiene Program Admission Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.
15. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE and/or HESI examinations in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.

Ranking for Student Admission into the Dental Hygiene Program

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, (5) score on the Admission Assessment Exam (A2), and (6) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.
- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.
- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.

High School /College GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in college science courses	+10

- Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 16 required.

Test Score Range	Points
16 – 20	5
21 – 25	10
26 – 29	20
30 – 50	30

- Admission Assessment Exam (A2) Score. Points will be assigned according to the composite score on the three tests – English and math, ranging from 0 to 60.

Test Score Range	Points
75 - 79%	20
80 – 85%	40
86 – 89%	50
90 – 95%	55
96+%	60

- Work Experience in an Allied Health Field or U.S. Military Service. Points will be assigned according the amount of time the applicant has worked in an allied health field or served in the US Military, ranging from 0 to 30.

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6 + years	30

Essential Skills and Functional Abilities for Dental Hygiene Students

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

Motor Abilities

- Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care

Manual Dexterity

- Ability of the student to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

Perceptual/Auditory Ability

- Sensory and perceptual ability to assess patients for providing dental hygiene care

Behavioral/Interpersonal/Emotional

- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.
- Ability to effectively and accurately operate equipment and utilize instruments safely in laboratory and clinical environments.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE PHARMACY TECHNICIAN PROGRAM

Applicants must submit to and pass a criminal background check administered by the school prior to starting the program or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields, and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Dean of Education in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE EMS PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for the programs listed above.

(Fortis College Graduates who have previously completed the admission process within one year will only be required to complete those items marked with an asterisk*)

1. The applicant must achieve a Verbal Skills score of 268 and a Quantitative Skills score of 237 on the Wonderlic Basic Skills Test (WBST) to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections, are eligible to retake the low scoring section. However, a minimum of 48 hours must elapse after the first test before the 2nd attempt may be administered.
2. All Medical Technology programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.
3. * Submit to and pass a 10-panel drug screening. Test results must be in the applicant's admission files before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test
4. * Interview with EMS Program Director or his/her designee.
5. Submit to and pass a healthcare student criminal background check prior to starting the program that may include the following done in a standardized fashion:
   - Social Security Trace
   - Residency History Report
   - 7-year County Criminal (Federal Criminal on Case by Case basis)
   - Nationwide Database with Sex Offender Registry
   - Nationwide Healthcare Fraud and Abuse
   - Office of Inspector General List of Excluded Individuals/Entities
   - General Services Administration List of Parties Excluded from Federal Programs
   - US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
   - State Exclusion List
   - Employment Verification
6. If the applicant has one or more felony or misdemeanor convictions related to crimes of physical assault, use of a weapon, sexual abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and theft, the applicant will not be eligible for enrollment. Results must be in the applicant's admission file before starting the program. The applicant should know that a history of criminal convictions may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the Program Director to discuss the consequences of the results which may include denial of program admission.
7. Prior to enrollment, Paramedic students must hold a current EMT/AEMT license. EMT licensure or credentialing must remain current throughout the program.
8. * The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
9. Students must read and sign a technical functions statement of understanding.
10. * The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S. Passport. For EMT and Paramedic Programs, students must have a valid driver's license.
11. Since some externship sites may be farther than 50 miles from campus; applicants must sign a statement of understanding of the travel requirements.

ADDITIONAL REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS, AFTER PROGRAM ACCEPTANCE

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Medical Technology program:

- With the exception of Hepatitis B, all required immunizations must be completed prior to or within the first six week grading period that the student starts school.
- The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.

TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results.

AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online**.** The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or the College's Admissions Office.

READMISSION

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to different program of study should contact the Admissions office.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to the Director of Student Services. The applicant must meet with the Director of Student Services to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Dean of Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications are reviewed and approved by a committee comprised of the College's Campus President, Dean of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA), and can increase his or her credits earned to credits attempted ratio to comply with the College's SAP policy. If approved for re- admission, the student will re-enter the College in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter. A student who fails to meet SAP after the first quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the College Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Education will establish a course schedule for program completion.

ORIENTATION

Fortis College provides an orientation program to help students adjust to the College environment.

Orientation is held by the College prior to the start of each program start. College policies, student responsibilities, and any questions are addressed at the orientation.

HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE DENTAL ASSISTING, MEDICAL ASSISTING, MEDICAL OFFICE ADMINISTRATION, AND PHARMACY TECHNICIAN PROGRAMS

Students in the: Dental Assisting, Medical Assisting, Medical Office Administration, and Pharmacy Technician programs must either present documentation of having had Hepatitis B injections 1 and 2 and a TB test within an acceptable timeframe, or must complete the first two Hepatitis B injections and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

Students in the Pharmacy Technician program must submit to and pass a drug screen in the term prior to starting externship. Any student whose test results turn out to be inconclusive (such as diluted sample or insufficient sample) will be required to be retested at his or her own expense. Acceptable test results must be documented prior to the student being assigned to an externship site.

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or Dean of Education.

Submit documentation of the following immunizations:

- Hepatitis B (first two in the series of three shots or positive titer);
- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)

ADDITIONAL IMMUNIZATIONS/VACCINATIONS

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies/externship sites where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The College has identified a standard immunization policy, but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

HEALTH AND IMMUNIZATION REQUIREMENTS

The allied health industry and the College's programs of study require allied health professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, that the condition will not be aggravated by or endanger others associated with the student in required coursework.

Students enrolled in allied health programs are required to have at least the first two Heptavax B hepatitis series of vaccinations (of a three vaccination series), as well as a negative PPD (Tuberculosis test) prior to starting their Externship/Clinical portion of training. In the event of a positive PPD the student is required to complete a chest x-ray to show the absence of active Tuberculosis. Students may, after consultation with their physician, decline the Heptavax B series of injections with written notification of the declination provided to the Registrar. Declining the Heptavax shots may adversely affect the student's ability to be placed into an Externship site.

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis College should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the College, to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credit. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Medical Technology programs must have been completed within the past three years (36 months).
- Mathematics and prerequisite science courses and Medical Technology programs must have a grade of " B" or higher on the transcript from the awarding institution
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in **subject areas equivalent to courses within the student's** Fortis College program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

Fortis College does not award credit for life or work experience.

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

Fortis College will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

Fortis College must receive and evaluate official transcripts from all postsecondary school(s) previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

FIRST DAY OF CLASS

Dental Assisting, EMT, HVAC&R, Medical Assisting, Medical Office Administration, Pharmacy Technician, and Welding Technology Programs:

01.27.2020	07.20.2020
03.09.2020	08.31.2020
04.20.2020	10.12.2020
06.01.2020	11.23.2020

Dental Hygiene Program

01.27.2020
07.20.2020

Paramedic Program

01.27.2020
06.01.2020
10.12.2020

ACADEMIC PROGRAMS

DIPLOMA PROGRAMS

DENTAL ASSISTING

Length: 1040 Clock Hours/48 Instructional Weeks
Program Quarter Credits: 60
Total Clock Hours, including Recognized Homework Hours: 1360
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the dental assisting program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental assisting field but also for life-long learning and personal and professional growth.

DESCRIPTION

Dental Assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the Dentist to provide assistance. The Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

EXTERNSHIP

An externship component is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a dental setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of this program are eligible for taking the Dental Assisting National Board's (DANB) Radiation Health and Safety (RHS) Exam, and the Infection Control Examination (ICE) Exam.

CAREER OPPORTUNITIES

Graduates of the Dental Assisting program are prepared to seek entry-level employment in the office of a licensed dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	60	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING**	60	4
DAS115	PREVENTIVE DENTISTRY AND NUTRITION**	60	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES**	60	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES**	60	4
DAS130	DENTAL RESTORATIVE PROCEDURES	60	4
DAS135	DENTAL RADIOLOGY**	60	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	60	4
DAS145	DENTAL SPECIALITIES AND EXPANDED FUNCTIONS	60	4
DAS150	CAPSTONE AND CAREER DEVELOPMENT**	60	4
DAS190	EXTERNSHIP I**	160	6
DAS195	EXTERSHIP II**	160	6

EMERGENCY MEDICAL TECHNICIAN

Length: 480 Clock Hours/24Instructional Weeks
Program Quarter Credits: 30 Credits
Total Clock Hours, including Recognized Homework Hours: 760
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

The Emergency Medical Technician (EMT) is the first step towards the exciting occupational field of emergency medical services. The EMT provides basic emergency medical care and transportation for critically injured, emergent and non-emergent patients who access the emergency medical system. The objective of the Emergency Medical Technician program is to provide students with the opportunity to learn the fundamental knowledge and skills necessary to provide basic patient care and transportation so that they are prepared to seek entry-level employment in a comprehensive EMS system.

DESCRIPTION

The Emergency Medical Technician (EMT) diploma program provides the student with basic life-saving and patient care skills focused on the acute management of on-scene care to the sick or injured patient and their transportation to or between health care facilities. In addition to Emergency Medical Responder (EMR) skills, the EMT learns airway and breathing management skills using adjunct devices, pharmacological interventions with prescription, over-the-counter, self-administered and similar medications and advanced trauma care. This program is compliant with National EMS Education Standards allowing graduates of this Diploma program to take the National Registry EMT exam.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of "C+" to be considered passing. Any concentration course below a grade of "C+" must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

EXTERNSHIP

Externship/Field courses are a critical component of this program. Students are supervised by trained and certified professionals during such courses, and they should know there is a zero tolerance policy for inappropriate and/or unsafe actions or behaviors. Essential documentation of patient care is also a critical element of clinical courses, and satisfactory verbal and written communication in clinical activities is a must. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Emergency Medical Technicians must obtain State certification in order to be eligible for employment. To gain such certification, students must demonstrate their competence within the discipline by passing the examinations for National Registry of Emergency Medical Technicians. The registry exams include a computer-based cognitive component and a practical component.

CAREER OPPORTUNITIES

Emergency Medical Technician (EMT) is the first in a series of three levels of pre-hospital care for a professional. Upon successful passing of the National Registry exam, graduates of the program are prepared to seek EMT positions typically found in hospitals, ambulance services, fire departments, security services, and in other emergency services.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
EMT102	EMT Foundations*	120	8
EMT103	EMT Medical Emergencies*	120	8
EMT107	EMT Trauma and Externship*	120	6
EMT104	EMT Certification Review and Testing*	120	8

**INDICATES EMERGENCY MEDICAL TECHNICIAN CONCENTRATION*

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Clock Hours/48 Instructional Weeks
Program Quarter Credits: 64
Total Clock Hours, including Recognized
Homework Hours: 1600
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces and air conditioning equipment.

DESCRIPTION

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Upon graduation from the HVACR program, students will be required to take and pass the EPA certification exam. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

CREDENTIALING EXAMS

Graduates are eligible to take the EPA Universal Certification Exam.

CAREER OPPORTUNITIES

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
HVR105	THERMODYNAMICS	60	4
HVR110	PRACTICAL APPLICATIONS OF ELECTRICITY	60	4
HVR115	HVACR CONTROLS	60	4
HVR120	CONTROLS, MOTORS AND MOTOR CONTROLS	60	4
HVR125	REFRIGERANTS	60	4
HVR130	RESIDENTIAL AIR CONDITIONING	60	4
HVR135	COMMERCIAL AIR CONDITIONING	60	4
HVR140	COMMERCIAL REFRIGERATION CONCEPTS	60	4
HVR145	INDUSTRIAL REFRIGERATION	60	4
HVR150	ELECTRIC HEAT AND HEAT PUMPS	60	4
HVR155	GAS HEATING SYSTEMS	60	4
HVR161	REGIONAL SYSTEMS	60	4
HVR165	HVAC SYSTEM PERFORRMANCE	60	4
HVR170	WATER-BASED HEATING SYSTEMS	60	4
HVR175	HVAC TROUBLESHOOTING AND SERVICE CALLS	60	4
HVR180	EPA CERTIFICATION PREPARATION	60	4

MEDICAL ASSISTING

Length: 780 Clock Hours/36 Instructional Weeks
Program Quarter Credits: 46
Total Clock Hours, including Recognized
Homework Hours: 975
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Health Career Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP105	MEDICAL ANATOMY AND PHYSIOLOGY	60	4
MAS110	CLINCAL PROCEDURES AND TECHNIQUES	60	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	60	4
MAS125	INVASIVE CLINICAL PROCEDURES	60	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	60	4
MAS190	EXTERNSHIP	180	6
MOA110	MEDICAL OFFICE PROCEDURES	60	4
MOA115	MEDICAL RECORDS AND INSURANCE	60	4
MOA120	ELECTRONIC HEALTH RECORDS	60	4

PARAMEDIC

Length: 1010 Clock Hours/48 Instructional Weeks
Program Quarter Credits: 55
Total Clock Hours, including Recognized
Homework Hours: 1490
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

Paramedics must have a commitment to excellence, to life-long learning, and to professional standards uncompromised in any situation. When responding to a call for help, a Paramedic professional brings the knowledge, skill and technology that will save a life and relieve suffering—the qualities people expect to see. The objective of the Paramedic program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. Within the fast-paced and constantly adapting world of Emergency Medical Services, the Paramedics may find themselves performing these advanced skills during on-scene treatment, in an ambulance, helicopter or on an off-shore oil rig.

DESCRIPTION

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The program is compliant with the EMS Education Standards providing graduates who successfully complete the program the ability to test for Paramedic certification with the National Registry or equivalent state examination.

EXTERNSHIP

Externship/Field courses are a critical component of this program. Students are supervised by trained and certified professionals during such courses, and they must know there is a zero tolerance policy for inappropriate and/or unsafe actions or behaviors. Essential documentation of patient care is also a critical element of clinical courses, and satisfactory verbal and written communication in clinical activities is a must. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

ACADEMIC PROGRESSION

Students must have a valid license as an EMT in order to be admitted into the program. In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of "C" to be considered passing. Any concentration course below a grade of "C+" must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

CREDENTIALING EXAMS

Paramedics must obtain state certification in order to be eligible for employment. To gain such certification, students must demonstrate their competence within the discipline by passing the examinations of the National Registry of Emergency Medical Technicians. The registry exams include a computer-based cognitive component and a practical component.

CAREER OPPORTUNITIES

This is the third in a series of three levels of pre-hospital care for a professional: Upon successful passing of the National Registry exam, graduates of the program are prepared to seek Paramedic positions typically found in hospitals, ambulance services, fire departments, security services, and in other emergency services.

ACCREDITATION STATUS

The Paramedic program of Fortis College – Smyrna is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 www.caahep.org.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
ENG101*	ENGLISH COMPOSITION	40	4
PRM200	ADVANCED ANATOMY & PHYSIOLOGY FOR EMS*	60	4
PRM205	INTRODUCTION TO PARAMEDICINE*	60	4
PRM210	PHARMACOLOGY & ALS SKILLS*	60	4
PRM215	MEDICAL EMERGENCIES*	60	4
PRM221	TRAUMATIC EMERGENCIES*	60	4
PRM226	SPECIAL POPULATIONS & OPERATIONS*	60	4
PRM 231	ADVANCED CERTIFICATIONS*	60	4
PRM 236	PROGRAM ASSESSMENT & CAREER DEVELOPMENT*	60	4
PRM 272	EXTERNSHIP I*	75	2.5
PRM 273	EXTERNSHIP I*	75	2.5
PRM 283	EXTERNSHIP II*	75	2.5
PRM 285	EXTERNSHIP II*	75	2.5
PRM 291	EXTERNSHIP III*	150	5
PSY 101*	GENERAL PSYCHOLOGY	40	4

**INDICATES GENERAL EDUCATION COURSES*

PHARMACY TECHNICIAN

Length: 780 Clock Hours/36 Instructional Weeks
Program Quarter Credits: 46
Total Clock Hours, including Recognized
Homework Hours: 975
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

In today's healthcare field, the role of the Pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the Pharmacy Technician has evolved from a simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assists the Pharmacist in direct patient care.

DESCRIPTION

The Pharmacy Technician diploma program provides students with a solid foundation of pharmacy fundamentals and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a pharmacy setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take National Health Career Association's (NHA) exam for the Certification of Pharmacy Technicians (ExCPT).

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment in positions such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP106	ANATOMY & PHYSIOLOGY	60	4
PHT110	FUNDAMENTALS OF PHARMACY	60	4
PHT115	MATHEMATICS FOR PHARMACY TECHNICIANS	60	4
PHT120	DRUG CLASSIFICATION SYSTEMS	60	4
PHT125	PHARMACY PRACTICE AND PRINCIPLES	60	4
PHT130	PHARMACOLOGY FOR PHARMACY TECHNICIANS	60	4
PHT135	INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING CERTIFICATION	60	4
PHT140	PREPARATION AND CAREER DEVELOPMENT	60	4
PHT190	EXTERNSHIP	180	6

WELDING TECHNOLOGY

Length: 960 Clock Hours/48 Instructional Weeks
Program Quarter Credits: 64
Total Clock Hours, including Recognized Homework Hours: 1280
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

Welding technology is widely used in a variety of modern industries. This includes, but not limited to, infrastructure construction, high rise building construction, ship building, and energy and transportation. The objective of the Welding Technology program is to prepare students to seek entry-level employment or advance their career in welding and industrial repairs.

PROGRAM DESCRIPTION

Welding encompasses study in electrical, metallurgy, chemistry, physics, design, and mechanical engineering. Welders may work on various structures; including but not limited to bridges, buildings, pressure vessels and heat exchangers. This would include welding items such as nuclear systems, boilers, storage vessels, transmission and transportation vehicles for water, land, air and space travel, and production and processing machines of all types. The curriculum provides students with a foundation in welding techniques, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level Welder.

CREDENTIALING EXAMS

The Welding Technician program prepares students to take certification exams required by D1.1 Standards used in structural steel.

CAREER OPPORTUNITIES

The graduate is prepared to seek entry-level employment in positions such as Aluminum Welder, Brazer, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, M I G Welder, Solderer, Arc Operator, Welder, and Welder Fitter/Fabricator.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
SKW101	INTRODUCTION TO THE SKILLED PROFESSIONS	60	4
MAT110	APPLIED MATHEMATICS	60	4
WLD101	PRINCIPLES OF WELDING TECHNOLOGY	60	4
WLD105	WELDING SYMBOL INTERPRETATIONS AND INSPECTION	60	4
WLD110	CUTTING PROCESSES	60	4
WLD115	SHIELDED METAL ARC-WELDING	60	4
WLD120	SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT	60	4
WLD125	GAS METAL ARC-WELDING	60	4
WLD130	GAS METAL ARC-WELDING FIT AND ALIGNMENT	60	4
WLD135	FLUX CORE ARC-WELDING	60	4
WLD140	FLUX CORE ARC-WELDING APPLICATIONS	60	4
WLD145	GAS TUNGSTEN ARC-WELDING	60	4
WLD150	GAS TUNGSTEN ARC-WELDING APPLICATIONS	60	4
WLD155	PIPE WELDING TECHNIQUES	60	4
WLD160	WELDING FABRICATION CONCEPTS	60	4
WLD165	WELDING CERTIFCATION AND CAREER DEVELOPMENT	60	4

ASSOCIATE DEGREE PROGRAMS

DENTAL ASSISTING

Length: 1400 Clock Hours/72 Instructional Weeks
Program Quarter Credits: 92 Credits
Total Clock Hours, including Recognized
Homework Hours: 1400
Credential Awarded: Associate of Science
Mode of Delivery: Residential

The Dental Assisting Program meets programmatic requirements as a DA 1 program

OBJECTIVE

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the Dental Assisting program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental assisting field but also for life-long learning and personal and professional growth.

DESCRIPTION

Dental Assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. The Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

EXTERNSHIP

An externship component is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a dental setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of this program are eligible for taking the Dental Assisting National Board's (DANB) Radiation Health and Safety (RHS) Exam, and the Infection Control Examination (ICE).

CAREER OPPORTUNITIES

Graduates of the Dental Assisting program are prepared to seek entry-level employment in the office of a licensed Dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP106	ANATOMY & PHYSIOLOGY	60	4
AHP200	COMMUNICATIONS FOR HEALTH PROFESSIONALS	60	4
AHP210	ETHICS & REGULATORY COMPLIANCE	60	4
COM205	EFFECTIVE COMMUNICATION	40	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING**	60	4
DAS115	PREVENTATIVE DENTISTRY AND NUTRITION**	60	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES**	60	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES**	60	4
DAS130	DENTAL RESTORATIVE PROCECURES**	60	4
DAS135	DENTAL RADIOLOGY**	60	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	60	4
DAS145	DENTAL SPECIALITIES AND EXPANDED FUNCTIONS**	60	4
DAS150	CAPSTONE AND CAREER DEVELOPMENT**	60	4
DAS190	EXTERNSHIP I**	160	6
DAS195	EXTERNSHIP II**	160	6
ENG101	ENGLISH COMPOSITION	40	4
MAT101	COLLEGE MATHEMATICS*	40	4
PSY101	GENERAL PSYCHOLOGY*	40	4
SCI210	ENVIRONMENTAL SCIENCE*	40	4
SOC101	SOCIOLOGY*	40	4

*Indicates General Education Course
** Indicates Dental Assisting Concentration

DENTAL HYGIENE

Length: 2412 Contact Hours/120 Instructional Weeks/Ten 12-Week Quarters
Program Quarter Credits: 141.5 Credits
Credential Awarded: Associate of Science
Total Clock Hours, including Recognized
Homework Hours: 2412
Mode of Delivery: Residential

EDUCATIONAL OUTCOMES

The objective of the Dental Hygiene Program is to prepare students to become licensed oral health professionals who practice as an integral part of the dental health team. Students in this program are trained to provide preventative, educational and therapeutic services supporting the total health of their patients while controlling oral disease symptoms and promoting good oral health. Students will acquire knowledge and exhibit competency in clinical skills required to perform oral health procedures including: oral health care assessment, removal of calculus, stains and plaque from teeth, exposing and developing radiographs, periodontal treatment procedures, application of preventative and therapeutic agents, and educational methods for assisting patients to achieve good oral hygiene. Dental Hygienists can be employed in a variety of health care settings including: private dental offices, schools, public health clinics, hospitals, correctional institutions, nursing homes, government agencies as an advisor or researcher, as an educator or administrator of a program, or dental sales.

This program is offered at the Associate of Science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers. Instructional delivery for this program of study is conducted on campus, and through approved clinical experiences.

The Dental Hygiene program requires that students successfully pass all course work. A student failing a course will be dismissed from the program and must complete the re-entry process prior to re-admission. The minimum score for the successful completion of each concentration course is 78%.

ACCREDITATION STATUS

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

ELIGIBILITY FOR DENTAL HYGIENE LICENSURE EXAMINATION

During the last term of the program, the student is eligible to sit for the National Dental Hygiene Examination and the Central Regional Dental Testing Service Examination, both requiring passing scores before a graduate can complete an application for Dental Hygiene licensure. The cost of these examinations is approximately $1400.00. Dental Hygiene licensure is required by all states before a graduate can practice as a Dental Hygienist.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP116	HUMAN ANATOMY & PHYSIOLOGY I	60	4
AHP117	HUMAN ANATOMY & PHYSIOLOGY II	60	4
COM205	EFFECTIVE COMMUNICATION*	40	4
ENG101	ENGLISH COMPOSITION	40	4
MAT101	COLLEGE MATHEMATICS*	40	4
PDC200	CAREER DEVELOPMENT	60	4
PHI321	ETHICS*	40	4
PSY101	GENERAL PSYCHOLOGY*	40	4
SOC101	SOCIOLOGY*	40	4
SCI118	CHEMISTRY I*	60	4
SCI119	MICROBIOLOGY*	60	4
SCI120	BIOCHEMISTRY*	60	4
DAS114	RADIOLOGY I**	60	4
DHG100	NUTRITION**	60	4
DHG104	INTRODUCTION TO DENTAL HYGIENE LAB I**	60	4
DHG105	INTRODUCTION TO DENTAL HYGIENE LAB II*	60	4
DHG110	ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL	60	4
DHG111	ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL	60	4
DHG112	PROCESS OF CARE I**	60	4
DHG191	DENTAL HYGIENE CLINIC**	60	2
DHG192	DENTAL HYGIENE CLINIC**	60	2
DHG193	DENTAL HYGIENE CLINIC**	60	2
DHG194	DENTAL HYGIENE CLINIC**	60	2
DHG195	DENTAL HYGIENE CLINIC**	60	2
DHG196	DENTAL HYGIENE CLINIC**	60	2
DHG200	DENTAL MATERIALS**	60	4
DHG212	PROCESS OF CARE II**	60	4
DHG220	PERIODONTOLOGY**	60	4
DHG230	HEALTH PROMOTION**	60	4
DHG240	GENERAL/ORAL PATHOLOGY**	60	4
DHG250	PHARMACOLOGY AND PAIN	60	4
DHG291	ADVANCED DENTAL HYGIENE CLINIC	60	2
DHG292	ADVANCED DENTAL HYGIENE CLINIC**	84	2.5
DHG293	ADVANCED DENTAL HYGIENE CLINIC	60	2
DHG294	ADVANCED DENTAL HYGIENE	84	2.5
DHG295	ADVANCED DENTAL HYGIENE	60	2
DHG296	ADVANCED DENTAL HYGIENE CLINIC**	84	2.5
DHG312	PROCESS OF CARE III**	60	4
DHG314	RADIOLOGY II**	60	4
DHG320	PERIODONTOLOGY II**	60	4
DHG330	COMMUNITY ORAL HEALTH**	60	4

*Indicates General Education Course
**Indicates Dental Hygiene Concentration

MEDICAL ASSISTING

Length: 1380 Clock Hours/72 Instructional Weeks
Program Quarter Credits: 94 Credits
Total Clock Hours, including Recognized
Homework Hours: 1380
Credential Awarded: Associate of Science
Mode of Delivery: Residential

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of Medical Assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually “generalists," handling both administrative and clinical duties. They report directly to an Office Manager, Physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take National Health Career Association‘s (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to see entry-level positions as Medical Assistants performing the medical procedure, lab techniques, and front office duties described above.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP106	ANATOMY AND PHYSIOLOGY	60	4
AHP200	COMMUNICATIONS FOR HEALTH PROFESSIONS	60	4
AHP210	ETHICS & REGULATORY COMPLIANCE	60	4
COM205	EFFECTIVE COMMUNICATION*	40	4
ENG101	ENGLISH COMPOSITON*	40	4
MAS110	CLINICAL PROCEDURES AND TECHNIQUES	60	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	60	4
MAS120	HUMAN DISEASE & PHARMACOLOGY	60	4
MAS125	INVASIVE CLINICAL PROCEDURES	60	4
MAS130	CLINICAL SPECIALITIES	60	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	60	4
MAS190	EXTERNSHIP	180	6
MAT101	COLLEGE MATHEMATICS*	40	4
MOA110	MEDICAL OFFICE PROCEDURES	60	4
MOA115	MEDICAL RECORDS AND INSURANCE	60	4
MOA120	ELECTRONIC HEALTH RECORDS	60	4
MOA125	MEDICAL INSURANCE & BILLING	60	4
MOA130	BOOKKEEPING IN THE MEDICAL OFFICE	60	4
PSY101	GENERAL PSYCHOLOGY*	40	4
SCI210	ENVIRONMENTAL SCIENCE*	40	4
SOC101	SOCIOLOGY*	40	4

*Indicates general education course

MEDICAL OFFICE ADMINISTRATION

Length: 1380 Clock Hours/72 Instructional Weeks
Program Quarter Credits: 94 Credits
Total Clock Hours, including Recognized Homework Hours: 1380
Credential Awarded: Associate of Science
Mode of Delivery: Residential

OBJECTIVE

Quality patient care often begins in the front office when a patient enters a medical office or health care facility, and is greeted by a knowledgeable and professional Medical Office Administrator or Assistant. Medical Office Administrator/Assistants provide support to patients and providers by performing vitally important administrative functions, such as greeting patients, scheduling appointments, verifying insurance eligibility, patient medical records, copay collections, and insurance billing. The objective of the Medical Office Administration program is to prepare students with a solid foundation of knowledge and technological skills so that they can seek entry-level positions in medical and allied health facilities.

DESCRIPTION

The Medical Office Administration curriculum provides fundamental knowledge and a hands-on skill expected in the workplace at the entry level and prepares students to effectively support a medical office or facility. Students acquire general administrative and organizational skills as well as sound knowledge of medical terminology, insurance, basic coding, hospital admission and medical billing. Students learn to use management and electronic health record software for efficient management of patient health information to complete daily office tasks.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take National Health Career Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Graduates of the Medical Office Administration program leave the program equipped with professional competencies to seek entry-level employment for positions such as: Medical Office Assistant, Administrative Medical Assistant, Patient Account Representative, Insurance Billing Representative, Medical Records Clerk, and Patient Financial Services Representative.

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4
AHP106	ANATOMY & PHYSIOLOGY	60	4
AHP110	NUTRITION & HUMAN HEALTH	60	4
AHP200	COMMUNICATIONS FOR HEALTH PROFESSIONALS	60	4
AHP210	ETHICS & REGULATORY COMPLIANCE	60	4
CMP101	COMPUTER APPLICATIONS	60	4
CMP110	APPLICATIONS FOR BUSINESS COMMUNICATION	60	4
COM205	EFFECTIVE COMMUNICATION*	40	4
ENG101	ENGLISH COMPOSITION*	40	4
MAT101	COLLEGE MATHEMATICS*	40	4
MAS120	HUMAN DISEASE & PHARMACOLOGY	60	4
MBC125	REIMBURSEMENT METHODS & PROCEDURES	60	4
MOA110	MEDICAL OFFICE PROCEDURES	60	4
MOA115	MEDICAL RECORDS AND INSURANCE	60	4
MOA120	ELECTRONIC HEALTH RECORDS	60	4
MOA125	MEDICAL INSURANCE & BILLING	60	4
MOA130	BOOKKEEPING IN THE MEDICAL OFFICE	60	4
MOA135	ADMINISTRATIVE SPECIALTIES & CAREER DEVELOPMENT	60	4
MOA190	EXTERNSHIP	180	6
PSY101	GENERAL PSYCHOLOGY*	40	4
SCI210	ENVIRONMENTAL SCIENCE*	40	4
SOC101	SOCIOLOGY*	40	4

**Indicates General Education Course*

ACADEMIC POLICIES & SERVICES

ACADEMIC ACHIEVEMENT/GRADING

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

The progress and quality of students work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 or below	0.0
P	Proficient in the course	N/A

Other letter grades used by the College include:

I	Incomplete
L	Leave of Absence
W	Withdrawn
WF	Withdrawn Failing
TR	Transfer Credit

Medical and Dental Technology Programs. A minimum grade of "C+" (78%) is required to pass all concentration courses in the following programs: Dental Hygiene and EMS programs including Emergency Medical Technician (EMT) and Paramedic. If a student earns a grade below "C+" (78%) in these courses, the student has failed the course and is required to retake the course.

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, the designated minimum passing grade may be higher. Students who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the College. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus. The Dental Hygiene, Emergency Medical Technician and Paramedic Programs require "C+" (78%) as the minimum passing grade for core courses.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives a "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation.
- A course in which a student receives a "WF" grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

ACADEMIC HONORS

Fortis College recognizes students who have achieved a better than average scholastic record.

Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List.

Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

President's List

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

Valedictorian

The Valedictorian represents both academic and personal achievement. The Valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The College's Campus President will select a student from this group to be the Valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The Valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

CLINICAL EVALUATION

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passing. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinic or laboratory activities will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

INCOMPLETE GRADE POLICY

It is the student's responsibility to complete all coursework within the prescribed timeframes. Students may request a grade of "I" or "Incomplete" at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him or her from completing the required coursework by the last scheduled day of class. Students must request an "Incomplete" grade by filing out an Incomplete Grade Request form. The student's instructor will co-sign the form with the student. The instructor is responsible for turning the form into the Registrar.

All incomplete work must be completed and turned in for grading no later than 14 calendar days after the commencement of the next grading period. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an Incomplete (I) grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. They receive no quality points and are not included in CGPA.

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements, and in order to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements, and in order to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a Financial Aid Officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay a students expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

COURSE AUDIT

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinical/externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one academic module, six weeks. Auditing a class may lengthen the time it takes for a student to complete the program.

COURSE REFRESHER

To refresh their knowledge and skills, graduates of Fortis College may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

TRANSCRIPT OF GRADES

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $5.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student's financial obligations to Fortis College or state or federal loan agencies are not current.

GRADUATION REQUIREMENTS

Upon successful completion of all requirements of their chosen program of study, students will be awarded the diploma or degree that they have earned.

To be eligible for graduation, students must have

1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
3) Completed the program within 1.5 times the program's length as published in the Standards of Academic Progress policy in this catalog.
4) Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services.
5) Returned any school property, including books, materials and equipment.
6) Made satisfactory arrangements with the Business Office to meet all financial obligations to Fortis College.

LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the College until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

COUNSELING/ADVISEMENT

Academic advising is available throughout the student's enrollment at the College to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The College does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the Colleges management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the College does not provide counseling services, it does maintain a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the Instructor, Program Director, or Dean of Education to schedule tutoring with an Instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the Instructor or Dean of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

ACADEMIC APPEALS

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their Instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one Program Director who was not the instructor for the course if the issue is grade related and the Director of Student Services. The student may attend, if desired, but without representation. This meeting will be held within fourteen calendar days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Boards decision. The notification will be sent no later than the end of the seventh business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy, the student will remain withdrawn from the school until the appeal is successful. See *SAP Appeals & Financial Aid Probation* of the *Satisfactory Academic Progress* section of this catalog for more information if the student is appealing termination due to failure to maintain satisfactory academic progress.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the Instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the College will be withdrawn from any course he or she does not attend within a 14 calendar day period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical/externship hours within the assigned grading period.

Students are responsible for making-up assignments and work missed as a result of an absence at the discretion of the Instructor. The Instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, and the Dean of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the Colleges actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her Instructor.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the Instructor. See the *Incomplete Grade Policy*.

TARDINESS/EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to student tardiness or leaving early is recorded as time absent from class.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

With the exception of scheduled holidays and breaks, the College programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN) which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the College during these brief periods.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
2) The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
3) The student must be able to return to the same payment period, or term for which the SPN is granted.
4) The Campus President and Financial Aid Director **must** approve the SPN request.
5) Any approved SPN means that the School will not charge the tuition, books, or fees for the module of instruction for which the student is not in attendance.

ACADEMIC LEAVE OF ABSENCE

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving a Leave of Absence:

1) The request and reason(s) for the Academic Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the College may grant an ALOA on behalf of a student without prior written request as long as the College can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s) may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy and will have the same impact as usual. ***SAP will need to be calculated for the student before a decision on the ALOA is determined***. If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the College prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

WITHDRAWAL

In order to remain in "Active" status at the College, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the College in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the College, by notifying the College in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what the College can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining whether or not the student can remain enrolled in the program.

Withdrawals as a Result of Failure to Attend

A student attending the College will be withdrawn from any course he or she does not attend within a 14 calendar day period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Effective Date of Withdrawal

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

Dismissal from the Program and the College

Students who have been dismissed from the College may not be eligible for re-instatement, unless the dismissal was due to failure to meet the College's standards of satisfactory academic progress, in which case the appeal process is to be followed.

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected

EDUCATIONAL DELIVERY SYSTEMS

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Definition of a Credit Hour

Fortis College uses the following clock hour to quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

Out-of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Types of Out-of-Class Work

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Assignment of Out-of-Class Work

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

MAXIMUM CLASS SIZE

Allied Health & Trades	**Dental Assisting**	**EMS**
50:1 Lecture	50:1 Lecture	
32:1 Computer	12:1 Lab	
20:1 Lab		
Dental Hygiene	**Emergency Medical Services**	
20:1 Lecture	24:1 Lecture	
5:1 Clinical	6:1 Lab	

COURSE PROGRAMMING

Fortis College reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 7:00 a.m. and 11:00 p.m., Monday through Friday; and 7:00 a.m. and 5:00 p.m. on Saturday.

Some courses require clinical hours at hospitals and skilled healthcare facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal College hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non-negotiable by students.

COLLEGE CLOSURES

The College reserves the right to close the College during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the College's telephone number.

In the event that the College must cancel classes due to emergencies, the College will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

COURSE ADD/DROP

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

CLINICALS AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
    a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy, where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students
    a. Most programs at this College are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of a student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
    a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
    b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
    c. There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
    a. The College maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
    a. Students will meet with the Externship Coordinator or Externship Instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The Externship Instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites rather they will be assigned to a site with which the College has an existing relationship. Should the student want to introduce a new site to the College, the College will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
    b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the Externship Coordinator or Instructor if there is state- specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the externship handbook.
6. Scheduling
    a. A student must be scheduled to begin externship within 14 calendar days of the end of a student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
    b. Hours of externships availability
        i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 a.m. to 6:00 p.m. Mondays through Fridays or normal business hours for the site. Students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
        ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.

c. Length of day, maximum length of day

i. In the interest of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the sites schedule of business hours.

7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence

a. The student must complete 100% of the hours specified in the program outline for externship.

b. The student must report site attendance to the Externship Instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.

c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the Externship Instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.

d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the College's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.

e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved. In addition, in some programs, the student is required to attend meetings at the College to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.

f. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site.

8. Supervision on site

a. Supervision

i. Students will be supervised on site either by a member of the Colleges staff or by a member of the sites staff. The student will be advised of the supervisors name and contact information when the site assignment is given.

ii. If the students supervisor is a member of the sites staff, a member of the Colleges staff will visit that site at least twice during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.

b. Sign-off on attendance

i. The student's supervisor must sign off on time reported back to the College. It is the responsibility of the student to get the supervisors signature on his or her timecard.

9. Safety, confidentiality, professionalism

a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.

10. Dress code, behavior, conduct, and rights and responsibilities

a. At all times the Colleges policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.

11. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the College's policies and discipline will be administered accordingly, up to and including dismissal from the program. Grading, student performance evaluation

a. Academic

i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.

ii. The grade cannot be turned in until all the required hours have been completed.

iii. The site will not assign a grade. The College's Externship Instructor will assign the grade based on first hand observation and input from the site.

iv. The student is required to fill out a survey evaluating the extern site and experience.

v. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements

a. There is a wide and extensive array of program specific conditions that a student must meet in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The College also specifies conditions in order to maintain uniformity of high standards such that the institutions credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The Program Director and Externship Instructor will meet with students to remind them of such requirements.

b. In some states and for some programs, the College is required to conduct a federal and/or state background

check on the student. As part of that background check, the College will request records about any prior criminal or drug related offenses. For some programs, the students driving record may also be checked. See program specific requirements.

c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information

a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.

b. Additional information can also be obtained from the Program Director or the program's Externship Instructor.

c. Any program specific requirements are stated in the program section of this Catalog.

ACADEMIC IMPROVEMENT PLANS

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the Colleges Academic Improvement Plan.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the College in making changes and modifications to improve the quality of programs, instruction, and student services.

LEARNING RESOURCE CENTER

MISSION STATEMENT

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at the College, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

OBJECTIVES

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic data bases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to databases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

DEFINITION

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the College. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of data bases and web-based resources that are accessible on computers in the LRC or at any location in the College. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

CAREER SERVICES

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the College to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the College's completion and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduates' responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the College's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the College reserves the right to contact a graduates employer using various methods to verify information regarding the graduates employment. In some instances, the College may disclose personal information to the employer for the sole purpose of employment verification.

While placement assistance will be provided, the ***College cannot promise or guarantee employment or a specific salary.***

TUITION & FEES

PROGRAM	TUITION	ENROLLMENT FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
DENTAL ASSISTING	$18,230	$100	$72	$375	$327	$0	$0	$0	$413	$19,517
EMERGENCY MEDICAL TECHNICIAN	$9,354	$100	$336	$60	$192	$0	$43	$38	$346	$10,469
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	$17,636	$100	$72	$686	$25	$0	$0	$0	$594	$19,113
MEDICAL ASSISTING	$14,958	$100	$54	$30	$134	$0	$0	$0	$536	$15,812
PARAMEDIC	$17,974	$100	$142	$56	$393	$0	$43	$38	$1,267	$20,013
PHARMACY TECHNICIAN	$15,336	$100	$54	$0	$116	$0	$43	$38	$919	$16,606
WELDING TECHNICIAN	$18,484	$100	$72	$493	$325	$0	$0	$0	$751	$20,225
DEGREE PROGRAMS										
DENTAL ASSISTING	$29,064	$100	$108	$375	$327	$0	$0	$0	$1,280	$31,254
DENTAL HYGIENE	$49,802	$100	$197	$2,820	$1,995	$0	$43	$38	$3,100	$58,095
MEDICAL ASSISTING	$29,916	$100	$108	$30	$134	$0	$0	$0	$1,429	$$31,717
MEDICAL OFFICE ADMINISTRATION	$29,754	$100	$108	$0	$116	$0	$0	$0	$1,766	$$31,844

The Enrollment Agreement obligates the student and the College by the academic quarter for the program of instruction selected by the student. A student's financial obligations will be calculated in accordance with the refund policy in the contract and this College catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the enrollment fee, which is a one-time charge, all other tuition and fees are charged each quarter. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws, or is dismissed by Fortis College for any reason, refunds will be made according to Fortis College's Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis College determines that the student has withdrawn. All refunds will be calculated using the students last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

TUITION REFUND POLICY

A student wishing to officially withdraw should inform Fortis College in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to Fortis College after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student's last date of attendance as documented by Fortis College will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below.

Proportion of Term or Module Taught	Refund Percentage
10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

RIGHT TO CANCEL

An applicant to Fortis College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) calendar day after the date the Applicants Enrollment Agreement with Fortis College was signed by the student and a representative of the College. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis College, 2140 South Cobb Drive, Smyrna, GA 30080, Attention: Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

CANCELLATION/REJECTION POLICY

Fortis College will refund, within 30 days, all monies paid by an applicant who is rejected for enrollment by Fortis College or who enrolls in a program that Fortis College cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. The student is responsible for payment of these charges.

Program Change Fee: $75

FINANCIAL ASSISTANCE PROGRAMS

Fortis College maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This important document may be obtained from the Colleges Financial Aid Office or online at http//studentaid.gov/resources and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the Colleges *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at https://www.fortis.edu/consumer-information.

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the Colleges Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the Colleges Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis College makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the Colleges Financial Aid Officer for the College-specific FSEOG policy.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the Colleges Financial Aid Office.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the Colleges Financial Aid Office.

FEDERAL WORK-STUDY PROGRAM (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the Colleges Financial Aid Office, based on the students financial need and academic progress. Questions regarding the FWSP should be directed to the Colleges Financial Aid Office.

A FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, he or she is notified by letter.

VETERANS' BENEFITS

Fortis College is approved for participation in various funding programs offered through the Veterans Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under Chapter 31 or 33 should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their Chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose 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 due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a pay to be provided under Chapter 31 or 33.

SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

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

VERIFICATION

A students Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non- compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Fortis College has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the Colleges *Consumer Information Guide* or contact the Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from the College and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the College must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

Credit Hour Programs:

$$\frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Return of Unearned FSA Funds

The College must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the College currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the College may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The College will seek the students authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the College of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The College is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the students withdrawal.

The information presented above is subject to change based on Federal regulations.

ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS

For additional information on the following topics, students should consult the Colleges *Consumer Information Guide*, which is available online at http://www.fortisedu.info/

- Loan Repayment and Counseling
- Terms and Conditions for Federal Loan Deferments
- Student Lending Code of Conduct
- Private Education Loans
- EA Institutional Loans
- Preferred Private Education Loan Lender List

SATISFACTORY ACADEMIC PROGRESS

The Colleges Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the College for continued enrollment.

SAP Evaluation Periods

The Colleges SAP standards measure a student's satisfactory academic progress at the end of each quarter. The College will provide an academic grade report to each student at the end of each quarter which will include the students grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A students SAP standing will be calculated based on the students entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The College measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the students CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the students GPA. (See CGPA requirements at each Evaluation Level in the charts below).

Academic/Financial Aid Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Dean of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional quarter to correct the deficiency and meet the minimum requirements at the end of his or her next quarter. The Academic/Financial Aid Warning period shall be one quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the College unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress. In addition, for those programs that are more than two academic years in length, the student must have a "C".

SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

Programs of Study of Less Than One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 & Higher	66.67	2.00

Programs of Study of One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67	2.00
3	32.5 & Higher	66.67	2.00

Programs of Study of More than One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & higher	66.67%	2.00

Dental Hygiene Program (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67	2.00
4	64.5 & Higher	66.67	2.00

SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the College if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the students failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional term a Financial Aid Probationary Period, the Committee determined that the student should be able to meet the Colleges satisfactory academic progress standards by the end of that term. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the students circumstance warrants one. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the College. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWSP) during a Financial Aid Probationary term, the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the College may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committees decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re- established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid

Students who have been terminated from the College for failure to achieve satisfactory academic progress may qualify for readmission to the College for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligibility by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the College at students own expense or through transferring credits into the College.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the College from another postsecondary institution, the transfer credits that were accepted by the College will count as credits attempted and credits completed for purposes of calculating the students quantitative progress. The corresponding

grades will not count toward the students qualitative progress.

If a student is re-admitted into the College, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the students current program of study will be included in determining the students satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the students evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the Colleges academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the College, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student does not repeat a past course more than once.

STUDENT POLICIES

STUDENT RIGHTS

Students accepted into an academic program of study at the College have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts of threats of intimidation, harassment, mockery, insult or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the College of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work, volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the classrooms or laboratory areas. Cell phones are not allowed to be used in the classroom, except for purposes of receiving an emergency call.

BEHAVIOR AND STUDENT ACCOUNTABILITY

Student Responsibility and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the College's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation, national origin or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism – Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

Standards of Student Professional Conduct – General Conduct

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference – it is not all-inclusive. Examples of conduct that may lead to disciplinary action, up to and including dismissal, include:

- Knowingly furnishing false information to Fortis College
- Theft of Fortis College's property; theft, damage, forgery, alteration, misuse or mutilation of Fortis College's documents, records, identification, educational materials or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off Fortis College property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to Fortis College facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the Fortis Colleges expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on College property or at a Fortis College function (Please refer to the Drug Free Policy established by Fortis College for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any College official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy (please refer to the Dress Code Policy established by Fortis College for further information.).

ANTI-HAZING POLICY

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the College, for the purpose of initiation or admission into an affiliation with any organization recognized by the College.

Hazing includes, without limitation, the following as determined by the College: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

Hazing is a violation of the Colleges Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the College.

COPYRIGHT PROTECTION POLICY

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the College's *Consumer Information Guide*, available online at https://www.fortis.edu/consumer-information/.

VIDEO-RECORDING OR AUDIO-RECORDING POLICY

In the interest of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Dean of Education.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school, and as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the College. As such, the College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing,

intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the schools networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the College in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organizations image or reputation; including the use of the College name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the College, without explicit permission from the Campus President of the College
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families
- Posting work-related pictures of College employees, students, or anyone associated with the College, without that person‘s permission
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization‘s computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to educational purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organizations electronic communications systems
- Sending or posting messages that disparage another organization‘s products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

SOCIAL MEDIA

Social media is media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The College values the use of social media, such as Facebook, Instagram, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction.

However, the College also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all times.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

CYBERBULLYING

The College is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The College encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate, or bully a student, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities, or performance. Any transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, or other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately.

DRESS CODE

Each program of study at Fortis College has a dress code. Students must comply with the Colleges dress code while attending classes, including any externship or clinical course. Compliance with the Colleges code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at Fortis College therefore, it is important that each student always presents themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or Fortis College. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Mustaches and beards must be trimmed to an appropriate length.
- Only complimentary conservative makeup should be worn. Heavy makeup, including long false eyelashes or bright eye shadow, is prohibited.

Students dressed inappropriately or who do not follow the dress code may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis College. Questions should be addressed to the specific Program Director.

Accessories

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes.
- Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry is prohibited. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the students' particular uniform or white.

Fortis College students are expected to wear their Fortis College picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for Allied Health and Med-Tech programs, and two uniform shirts for trade programs.

The following standards apply to Allied Health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis College. Questions should be addressed to the specific program director.

DRUG AND ALCOHOL POLICY

The College is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the Colleges Drug Free Program.

A student who violates this policy will be dismissed from the College without recourse, and reported to local law enforcement.

In regards to the Drug Free College Policy and Program, the College reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free College Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the College's Consumer Information Guide, available online at http://www.fortis.edu.

NON-SMOKING/NON-TOBACCO POLICY

The College is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the Colleges premises. Use of tobacco of any kind is not permitted inside the Colleges buildings. Smoking in non-designated areas is a violation of the Colleges Standards of Conduct.

DISCIPLINARY ACTION

Any student who observes a violation of College policies on Anti- Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

SUSPENSION is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

PROBATION is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

DISMISSAL means that the student has been expelled from the College.

The student will be notified in person and in writing, within three business days of the incident being reported to the Campus President, of the selected sanction, together with his or her right to appeal the decision.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the College.

The College reserves the right to suspend or dismiss any student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the Code of Conduct section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the College

Time on suspension will be counted as an absence from the College and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

STUDENT APPEAL PROCESS

Students who are dismissed by the College have the right to appeal that decision. Students must initiate the appeal process by submitting, in writing, the reason why they should be re-admitted to College to the Campus President within 30 days of termination. The Campus President will respond to the appeal, in writing, within two weeks of receipt of the request.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The College provides the following information to all of its employees and students as part of the institutions commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect, they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence, and stalking. Fortis College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found and the Termination or Expulsion Policy can be found at Page 42 of this catalog. Fortis College will provide students with educational materials on TitleIX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form the of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis College-or an employee is urged to make a complaint to the Deputy Title IX Coordinator, Mr. Carlo Barden. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Deputy Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or is a witness in any proceeding is prohibited and will not be tolerated by Fortis College. Should a victim of sexual violence request confidentiality, Fortis College will honor the request to the extent possible and allowed by law. Fortis College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The College does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the students name and address. Vehicles should always be locked to avoid theft.

VISITOR POLICY

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The College maintains education records. Education records are supervised by the Campus President and access is afforded to College officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary College shall have the right to inspect, review and challenge their academic records including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular College hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the College decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the College must have on file written permission in order to release any information from the students educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students records will not be allowed without prior consent. The College may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the College's accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the students name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. Fortis College requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE

The College maintains Student Professional Liability insurance on all students and instructors while at externship or clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the students care, and for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the students enrollment, either by graduation, withdrawal, or dismissal

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The College maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the students curriculum and which is school sponsored. The College recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in College sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program.

The College recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the students responsibility to immediately notify their Instructor, or Externship/Clinical Supervisor and the Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the College. A written report must also be completed.

HIPAA REQUIREMENT

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patients consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individuals name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

FIELD TRIPS

When appropriate, the College may recommend or approve field trips to industrial or professional locations.

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact Well Connect at 1-866-640-4777 to request a list of community resources.

PREGNANCY

Pregnancies should be promptly reported to the respective program director to prevent danger to the students health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's Program Director and Instructor.

GRIEVANCE PROCEDURE

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

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

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

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

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

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

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education.

2. If the dispute cannot be resolved through addressing the Dean of Education, the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

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

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

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committees decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the students mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice Presidents decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the students mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority, the Colleges accrediting body, and/or programmatic agencies. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
(770) 414-3300

The title and address of the institutional accrediting commission is:

Accrediting Bureau of Health Education Schools
777 Leesburg Pike
Suite 314 N Falls
Church, VA 22043
703-917-9503

The titles and addresses of the program-specific approving/accrediting agencies are:

Paramedic Program:
Commission on Accreditation of Allied Health Education Programs
(CAAHEP)
1361 Park Street
Clearwater, FL 33756(727) 210-2350,
www.caahep.org

EMS Programs:
Office of EMS/Trauma, Region III
2600 Skyland Dr., Upper Lever
Atlanta, GA 30319
(404) 248-8995
https://www.dph.georgia.gov/EMS

Dental Hygiene Program:
The Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611
(312) 440-4653, http://www.ada.org

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

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

ARBITRATION

Disputes, claims, or controversies between a student and Fortis College may be subject to arbitration. Please refer to your Enrollment Agreement for applicable provisions.

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, MOA represents courses in the Medical Office Assistant program.

AHP.....Allied Health
BIO.....Biology
CMP.....Computer Technology
COM.....Communications
DAS.....Dental Assisting
DHG.....Dental Hygiene
EMT.....Emergency Medical Technology
ENG.....English
ENV.....Environmental Science
HVR.....HVAC&R
MAS.....Medical Assisting
MBC.....Medical Billing & Coding
MED.....Medical (General)
MOA.....Medical Office Administration
PHT.....Pharmacy Technology
PRM.....Paramedic Technology
PSY.....Psychology
SCI.....Science (General)
SOC.....Sociology
WLD.....Welding

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AHP101 INTRODUCTION TO HEALTH PROFESSIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course, students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set for by government agencies for healthcare facilities and professions. To help students transition successfully into the college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.
Prerequisite: None

AHP105 MEDICAL TERMINOLOGY
4.0 Quarter Credits Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.
Prerequisite(s): None

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.
Prerequisite(s): None

AHP110 NUTRITION AND HUMAN HEALTH
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
The focus of this course is on the exploration of selected principles, concepts, and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.
Prerequisite(s): None

AHP116 HUMAN ANATOMY AND PHYSIOLOGY I
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
This course introduces students to the normal structure and function of the human body. This course emphasizes the primary and accessory structures associated with cells, human tissues, sense organs, integumentary, musculoskeletal, nervous, and endocrine systems. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Virtual laboratory experiences are also included in this course.
Prerequisite(s): None

AHP117 HUMAN ANATOMY AND PHYSIOLOGY II
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
Upon completion of this course, students will understand the general anatomical principles of human body systems. Study will focus upon cardiovascular systems, digestive system, urinary system, respiratory system, endocrine system and reproductive system. Students will also understand the complex interaction between organ systems through the integrating principle of homeostasis and how loss of homeostasis leads to malfunction and disease of the body.
Prerequisite(s): AHP116

AHP200 COMMUNICATIONS FOR HEALTH PROFESSIONALS
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours
This course introduces students to the basic skills of counseling and communication, which are the foundation for all professional interactions. Further, students will understand basic psychological defense mechanisms, which show up throughout therapeutic interactions; they will know to deal with patients who are facing incredible losses; and they will comprehend the significance of human development throughout the lifespan. They will recognize the need to serve special populations and to apply their ski9lls to disease prevention. Additionally, they will learn to work and communicate well within an interdisciplinary team; apply the highest ethical standards of their chosen professions; recognize and respond appropriately to all forms of abuse and discrimination; and address and prevent legal issues. All of the above are placed within an multicultural context allowing the health professional to better reach all patients.
Prerequisite(s): None

AHP205 ETHICS/JURISPRUDENCE
4.0 Quarter Credit Hours
60 Clock Hours (60 Lecture Hours)
This course prepares the allied health student to manage the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.
Prerequisite(s): None

AHP210 ETHICS AND REGULATORY COMPLIANCE
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on managing the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.
Prerequisite(s): None

CMP101 COMPUTER APPLICATIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course begins with fundamental principles of computer technology. Students will master computer concepts and terminology and work with commonly used Microsoft applications Word, Excel, PowerPoint, and Outlook. Students will gain skills with this software through assignments and projects. At the end of this course, students will be familiar with the professional applications of Microsoft Office software and its uses in the workplace.
Prerequisite(s): None

CMP110 APPLICATIONS FOR BUSINESS COMMUNICATIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Business communications provides students with the tools that are needed to collect, organize, and present information in a business environment. Students will learn how to use library and Internet resources to collect information. Word processing, spreadsheet, and graphics applications will be used to organize and present business information. Students will be introduced to business report writing, developing and delivering a persuasive presentation, and electronic- mail methods for team-based communication.
Prerequisite(s): CMP101

COM101 COMMUNICATIONS
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one‘s daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.
Prerequisites: None

COM205 EFFECTIVE COMMUNICATION
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one‘s daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.
Prerequisite(s): None

DAS110 FUNDAMENTALS OF DENTAL ASSISTING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy. Students will be introduced to dental office communication and business operating systems.
Prerequisite(s): None

DAS114 RADIOLOGY I
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.
Prerequisite(s): None

DAS115 PREVENTATIVE DENTISTRY AND NUTRITION
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the background importance and practical application of disease transmission prevention and infection control in dentistry, including regulatory agency guidelines. Also presented is the foundation of oral disease prevention including patient education guidelines in oral self-care practices and nutrition.
Prerequisite(s): None

DAS120 DENTAL PROCEDURES AND TECHNIQUES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the foundation of chair side dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.
Prerequisite(s): DAS110

DAS125 DENTAL MATERIALS AND LAB TECHNIQUES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.
Prerequisite(s): DAS110

DAS130 INTRODUCTION TO RADIOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will be introduced to the principles of radiology. The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.
Prerequisite(s): DAS110

DAS135 DENTAL RADIOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.
Prerequisite(s): DAS110

DAS140 DENTAL OFFICE PROCEDURES AND BILLING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed.
Prerequisite(s): None.

DAS145 DENTAL SPECIALTIES AND EXPANDED FUNCTIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.
Prerequisite(s): DAS135

DAS150 CAPSTONE AND CAREER DEVELOPMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are also given an opportunity to review clinical skills acquired throughout the program. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.
Prerequisite(s): DAS135

DAS190 EXTERNSHIP I
6.0 Quarter Credit Hours
160 Clock Hours (10 Lecture /150 Extern Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

DAS195 EXTERNSHIP II
6.0 Quarter Credit Hours
160 Clock Hours (10 Lecture /150 Extern Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

DHG100 NUTRITION
4.0 Quarter Credit Hours
60 Clock Hours (60 Lecture Hours)
This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted.
Prerequisite(s): None

DHG104 INTRODUCTION TO DENTAL HYGIENE LAB I
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture Hours/40 Lab Hours)
This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OHSA regulations, Bloodborne Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences. Ethical concepts related to the Professional Dental Hygienist are presented.
Prerequisite(s): DHG111

DHG105 INTRODUCTION TO DENTAL HYGIENE LAB II
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture Hours/40 Lab Hours)
This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on student-partners in the clinic.
Prerequisite(s): DHG104

DHG110 ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES I
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours
Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.), development and growth of the jaws and the origin and stages of tooth and root formation.
Prerequisite(s): AHP116 and AHP117

DHG111 ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES II
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
This course presents the anatomy, histology and embryology of the human facial structure and presents a comprehensive coverage of the anatomy of the head and neck, and surrounding hard and soft tissues.
Prerequisite(s): AHP116 and AHP117

DHG112 PROCESS OF CARE I
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
This course builds on the foundations of DHG104 and DHG105. The focus is the elements of the dental hygiene process of care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include; risk assessments, patients with medical, physical and psychological conditions as well as the dental hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for sealant placement, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening is presented.
Prerequisite(s): DHG105

DHG191 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite(s): DHG105

DHG192 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to enable the beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level. *Prerequisite(s): DHG191*

DHG193 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to enable the beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite(s): DHG192

DHG194 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is a companion course for DHG 193; the dental hygiene student continues to acquire basic clinic competencies in patient assessments radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.
Prerequisite(s): DHG193

DHG195 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s): DHG194

DHG196 DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene series in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s): DHG195

DHG200 DENTAL MATERIALS
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
DHG200 is an integrated lecture laboratory course that introduces students to the dental laboratory environment. DHG200 focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Lecture topics include dental material standards, dental material properties, and impression materials. Classifications for restorative dentistry, direct restorative materials, indirect restorative materials, removable dental prostheses, sealants and implants are also covered in this course. Students will have hands- on laboratory experience in the proper manipulation of dental materials commonly employed in dentistry.
Prerequisite(s): DHG105

DHG212 PROCESS OF CARE II
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, the principles of local anesthesia administration and nitrous oxide sedation as allowed by state law. Didactic and lab sessions are presented for the clinical skills associated with: Chemotherapeutics, dentinal hypersensitivity, and advanced instrumentation.
Prerequisite(s): DHG112

DHG220 PERIODONTOLOGY I
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatic and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology
Prerequisites: DHG105, DHG111, DAS114 and DHG112

DHG240 GENERAL ORAL PATHOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
This course presents processes of inflammation, wound healing, repair, regeneration and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues.
Prerequisite(s): DHG105

DHG250 PHARMACOLOGY AND PAIN CONTROL
4.0 Quarter Credit Hours
60 Clock Hours (60 Lecture Hours)
This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail.
Prerequisites: DHG212

DHG291 ADVANCED DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s): DHG196

DHG292 ADVANCED DENTAL HYGIENE CLINIC±
2.5 Quarter Credit Hours
84 Clock Hours (0 Lecture Hours/0 Lab Hours/84 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s): DHG291

DHG293 ADVANCED DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
90 Clock Hours (0 Lecture Hours/0 Lab Hours/90 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The student will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s): DHG292

DHG294 ADVANCED DENTAL HYGIENE CLINIC±
2.5 Quarter Credit Hours
84 Clock Hours (0 Lecture Hours/0 Lab Hours/84 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s):DHG293

DHG295 ADVANCED DENTAL HYGIENE CLINIC
2.0 Quarter Credit Hours
60 Clock Hours (0 Lecture Hours/0 Lab Hours/60 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s):DHG294

DHG296 ADVANCED DENTAL HYGIENE CLINIC
2.5 Quarter Credit Hours
84 Clock Hours (0 Lecture Hours/0 Lab Hours/84 Clinic Hours)
This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.
Prerequisite(s):DHG295

DHG312 PROCESS OF CARE III
4.0 Quarter Credit Hours
60 Clock Hours (60 Lecture Hours/0 Lab Hours)
This capstone course is intended to furnish the upper dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision making. Students will take a simulation of the Dental Hygiene National Board Exam.
Prerequisite(s): DHG212

DHG314 RADIOLOGY II
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course is a continuation of DAS114 and builds on the foundations of basic radiology. Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: interpretation of films, complex exposure techniques and management of patients with clinical or systemic issues. During this course, students are assigned to the radiology clinic and provide selected imaging services
Prerequisites: DAS114

DHG320 PERIODONTOLOGY II
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture Hours/20 Lab Hours)
The intent of this course is to present the field of Periodontics to the dental hygiene student. Based on the foundation of the introductory course, the student will survey diseases and disorders of the periodontium and the surgical and non-surgical therapies. Students will gain experience with autonomous decision making of evidence-based treatment planning and case management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment and prevention of periodontal diseases.
Prerequisite(s): DHG220

DHG330 COMMUNITY ORAL HEALTH
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course introduces the history and principles of community dental health and provides knowledge of skills and behaviors necessary to promote dental health and prevent dental disease through organized community based programs. Topics include the prevention of oral disease, health promotion and communication theories, dental epidemiology and oral indices, and principles of community program assessment, planning, implementation and evaluation. Issues surrounding access to care and the development of community dental programs are presented. In addition, students will gain insight into research design, statistical methods and evaluation through a project to evaluate the dental literature. The student will develop and participate in a community-based program from the planning stage through to evaluation
Prerequisite(s) DHG105

EMT102 EMT FUNDAMENTALS
8.0 Quarter Credit Hours
120 Clock Hours (40 Lecture Hours/80 Lab Hours)
In this course, students will become competent in the preparatory components of the prehospital environment including Patient Assessment, Airway Management, Pharmacology, Shock and Resuscitation. The student will also complete an American Heart Association Basic Life Support training program as part of the course.
Prerequisite(s): None

EMT103 EMT MEDICAL EMERGENCIES
8.0 Quarter Credit Hours
120 Clock Hours (40 Lecture Hours/80 Lab Hours)
In this course, students will discuss the administrative components of the prehospital environment and become competent in providing care for common medical emergencies to which EMTs respond. Students will learn and apply the essential assessment skills necessary to accurately identify and care for patients suffering from a variety of medical conditions.
Prerequisite(s): EMT102

EMT104 EMT CERTIFICATION REVIEW AND TESTING
Quarter Credit Hours 8.0
120 Clock Hours (40 Lecture Hours / 80 Lab Hours)
This course reviews the content of the program and provides students with opportunities to test themselves, analyze sample exam questions, practice skills, and engage in discussions that will help demonstrate mastery of knowledge and skills addressed throughout the program. The course will prepare students to successfully complete both the written and practical EMT National Registry exams. Students must attempt each exam once during the course. Students will demonstrate career readiness skills to seek employment as an EMT.
Prerequisite: EMT107

EMT107 EMT TRAUMA AND EXTERNSHIP
8.0 Quarter Credit Hours
120 Clock Hours (20 Lecture Hours/40 Lab Hours/60 Externship Hours)
An essential skillset of an EMT is the ability to quickly identify and manage injuries based on the mechanism of injury and assessment of the patient. This course will provide students with the ability to recognize and provide treatment for bleeding, shock, soft tissue injuries, musculoskeletal care, injuries to the head, neck, spine, chest and abdomen, and environmental emergencies. Students will also learn about basic rescue operations including gaining access, simple rescue equipment, and techniques for removing the patient from a vehicle. Students will also complete a clinical externship where they will apply the skills they have learned throughout the program in real-world situations.
Prerequisite: EMT103

ENG101 ENGLISH COMPOSITION
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.
Prerequisite(s): None

HVR115 HVACR CONTROLS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electromechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state there characteristics.
Prerequisite(s): None

HVR105 THERMODYNAMICS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction and radiation.
Prerequisite(s): None

HVR110 PRACTICAL APPLICATIONS OF ELECTRICITY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.
Prerequisite(s): None

HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.
Prerequisite(s): None

HVR130 RESIDENTIAL AIR CONDITIONING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components.
Prerequisite(s): None

HVR135 COMMERCIAL AIR CONDITIONING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems.
Prerequisite(s): HVR125

HVR140 COMMERCIAL REFRIGERATION CONCEPTS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration.
Prerequisite(s): HVR125

HVR145 INDUSTRIAL REFRIGERATION
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.
Prerequisite(s): HVR125

HVR150 ELECTRIC HEAT AND HEAT PUMPS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.
Prerequisite(s): HVR105

HVR155 GAS HEATING SYSTEMS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems.
Prerequisite(s): None

HVR161 REGIONAL SYSTEMS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
The Regional Systems course allows a custom approach to the needs of each region of the country. Where heating with oil is not a common heating method, or where state or regional certifications are required, this course can be tailored to the needs of each school. Oil Heating introduces students to the equipment and controls of oil heating components. Solar Energy teaches the integration of solar energy systems to the HVAC industry. The installation and operation of Mini-Splits are discussed, along with installation and tune-up techniques for single and multi-split heat pump systems. Zoning Controls teaches the operation and wiring of ducted zone systems. Duct Fabrication gives hands-on experience with the most common air distribution techniques. And the Natural Gas Technician provides specific regional instruction on gas pip sizing, combustion air requirements, and venting for natural gas appliances.
Prerequisite(s): HVR105

HVR165 HVAC SYSTEM PERFORMANCE
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.
Prerequisite(s): HVR105

HVR170 WATER-BASED HEATING SYSTEMS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air.
Prerequisite(s): HVR105

HVR175 HVAC TROUBLESHOOTING AND SERVICE CALLS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.
Prerequisite(s): HVR105, HVR125

HVR180 EPA CERTIFICATION PREPARATION
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification Universal Exam.
Prerequisite(s): HVR140

MAS110 CLINICAL PROCEDURES AND TECHNIQUES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is an introduct5ion to clinical procedure performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.
Prerequisite(s): None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.
Prerequisite(s): MAS110

MAS120 HUMAN DISEASES AND PHARMACOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.
Prerequisite(s): None

MAS125 INVASIVE CLINICAL PROCEDURES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.
Prerequisite(s): MAS110

MAS130 CLINICAL SPECIALTIES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to provide students with the skills and knowledge needed to perform clinical diagnostic testing and treatments. Specimen collect techniques, assistive devices, TB testing, respiratory tests and EKGs will be reviewed. Students will learn how to assist with specialty exams, including ophthalmic, audiometric, pediatric, prenatal, and neurological exams. The medical assistant's role in treatments will also be discussed. An emphasis on working with special populations, providing patient education, and documenting will be provided.
Prerequisite(s): MAS110

MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national certification examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.
Prerequisite(s): MAS110

MAS190 EXTERNSHIP
6.0 Quarter Credit Hours
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

MAT101 COLLEGE MATHEMATICS
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.
Prerequisite(s): None

MAT110 APPLIED MATHEMATICS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides students with an introduction and review of basic mathematical concepts by associating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It also builds a knowledge basis for students, which they can apply in the classroom and workplace. Whole numbers, fractions, decimals, and percentages are introduced, reviewed, and applied to life and job site events. Measurement in English and metrics are introduced, and calculated. Pre-algebra and algebra concepts are explained, reviewed, and used to solve problems and equations. Practical plane geometry, solid figures, triangle trigonometry, and trigonometric ratio are introduced, discussed, and computed. Statistical analysis is introduced and calculated.
Prerequisite(s): None

MBC125 REIMBURSEMENT METHODS AND PROCEDURES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.
Prerequisite(s): MOA115

MOA110 MEDICAL OFFICE PROCEDURES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skill related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical and safety concepts related to the medical office will be addressed.
Prerequisite(s): None

MOA115 MEDICAL RECORDS AND INSURANCE
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.
Prerequisite(s): None

MOA120 ELECTRONIC HEALTH RECORDS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, offices visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real-world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.
Prerequisite(s): None

MOA125 MEDICAL INSURANCE AND BILLING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500 universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.
Prerequisite(s): MOA115

MOA130 BOOKKEEPING IN THE MEDICAL OFFICE
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.
Prerequisite(s): MOA115

MOA135 ADMINISTRATIVE SPECIALTIES AND CAREER DEVELOPMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Through a comprehensive review of all skills acquired in previously completed office administration classes, the student will prepare to sit for the NHA Certified Medical Administrative Assistant (CMAA) examination. Students will explore career development and employment opportunities. Topics discussed will include: cover letters, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after interviews, and continuing education. Life skills and professional behaviors will also be addressed.
Prerequisite(s): MOA115

MOA190 EXTERNSHIP
6.0 Quarter Credit Hours
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

PDC200 CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.
Prerequisite(s): None

PHI321
4.O Quarter Credit Hours
40 Clock Hours (40 Lecture / 0 Lab Hours)
This course is an exploration of different ethical theories that often appear opposite in stance. Students will evaluate the different focus of these theories to gain an understanding of the different viewpoints, examining their similarities and differences. Students will learn to differentiate ethical considerations from emotion, intuition, reason, morals, and free will, but will appreciate the relationship among them. Ethical theories will be considered in conjunction with many scenarios so that students will understand the application of ethical theories in different settings. Additionally, students will have the opportunity to study ethical views affecting many current controversial topics in greater detail, choosing the topic(s) upon which they will focus. Student will gain a far greater understanding of different ethical theories, and will also learn to appreciate differences in views on sensitive topics.
Prerequisites: None

PHT110 FUNDAMENTALS OF PHARMACY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.
Prerequisite(s): None

PHT115 MATHEMATICS FOR PHARMACY TECHNICIANS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.
Prerequisite(s): None

PHT120 DRUG CLASSIFICATION SYSTEMS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.
Prerequisite(s): None

PHT125 PHARMACY PRACTICE AND PRINCIPLES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.
Prerequisite(s): PHT110

PHT130 PHARMACOLOGY FOR PHARMACY TECHNICIANS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.
Prerequisite(s): PHT110

PHT135 INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.
Prerequisite(s): PHT110

PHT140 CERTIFICATION PREPARATION AND CAREER DEVELOPMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.
Prerequisite(s): PHT110

PRM200 ADVANCED ANATOMY AND PHYSIOLOGY FOR EMS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
A thorough understanding of anatomy and physiology is essential for advanced level EMS providers. By understanding the location and function of organs and body systems, EMS personnel are better able to predict potential traumatic injuries and identify medical conditions. Topics covered include: anatomic terms, cells, skeletal and muscle tissue, the circulatory, lymphatic, immune, respiratory, nervous, gastrointestinal, urinary, reproductive, endocrine, and integumentary systems, as well as metabolism and body fluid balance, human genetics, and special sensory systems.
Prerequisite(s): None

PRM205 INTRODUCTION TO PARAMEDICINE
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture Hours/40 Lab Hours)
The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care to critical and emergent patients who access the EMS system. This course serves as a review of the skills and knowledge learned in the EMT and AEMT courses, and as an introduction to the advanced knowledge and skills of a paramedic. Topics covered include: EMS systems, principles of research, safety/well-being of the paramedic, medical/legal and ethical issues, pathophysiology, disease processes and advanced assessment techniques, including multi-lead ECGs and capnogrphy.
Prerequisite(s): None

PRM210 PHARMACOLOGY & ALS SKILLS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture / 40 Lab Hours)
This course is designed to build upon the paramedic student's advanced knowledge and skills of pharmacology including vascular access, medication administration and drug calculations, as well as pharmacodynamics, indications, contraindications, side effects, routes and dosages of specific medications used by the paramedic. In addition, techniques of advanced airway management, artificial ventilations, and intubation are covered. Additional topics include multi-lead ECGs, blood glucose monitoring, use of CPAP/BiPAP, obtaining venous blood samples and blood chemistry analysis.
Prerequisite(s): PRM200, PRM205

PRM215 PARAMEDIC MEDICAL EMERGENCIES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to build upon the material presented during the AEMT course relative to the identification and management of medical emergencies. Topics covered include: pathophysiology, assessment and treatment of emergencies pertaining to neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and toxicology. In addition, hematology, environmental conditions and psychiatric disorders will be discussed.
Prerequisite(s): PRM200, PRM210

PRM221 TRAUMATIC EMERGENCIES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to enhance the paramedic student's knowledge of advanced principles and techniques for the assessment and management of traumatic injuries. Topics covered include: kinematics of trauma, trauma systems, trauma assessment, bleeding, soft tissue injuries, chest, abdominal, genitourinary, orthopedic, head, face, neck, spine, nervous system, multisystem trauma, environmental emergencies and trauma in special populations. Students are also introduced to the CDC Field Triage Decision Scheme.
Prerequisite(s): PRM215

PRM226 SPECIAL POPULATIONS AND OPERATIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to build upon the paramedic student's knowledge of patients in special populations as well as the skills of ambulance operations and field experience. Topics covered include: obstetrics, neonatology, pediatrics, geriatrics and patients with special needs. Students will also expand their knowledge and skills of advanced EMS operations including: principles of operating a ground ambulance, incident management, mass-casualty incidents, air medical transport, vehicle extrication, hazardous materials awareness, terrorism and disaster management so they can effectively function as a team leader in various types of emergency situations. Students will also obtain certification in Pediatric Education for Prehospital Professions (PEPP).
Prerequisite(s): PRM200, PRM221

PRM231 ADVANCED CERTIFICATIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to allow students in the paramedic program to achieve advanced certifications appropriate for the role of paramedic. Topics include: traumatic injuries, medical problems, including cardiac emergencies, and pediatric conditions. Upon successful completion of this course and/or the individual training program, students will receive certifications in Pre-hospital Trauma Life Support (PHTLS) or equivalent; Advanced Cardiac Life Support (ACLS) or equivalent and Pediatric Emergencies for Pre-hospital Professionals (PEPP) or equivalent.
Prerequisite(s): PRM221, PRM226

PRM236 PROGRAM ASSESSMENT AND CAREER DEVELOPMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture / 40 Lab Hours)
This course reviews the content of the program and provides students with opportunities to test themselves, analyze sample exam questions, practice skills and engage in discussions that will help the demonstration of mastery of knowledge and skills addressed throughout the program. The course will prepare the student for the externship experience and to be properly prepared for the National Registry Exam. Students are taught job search topics, including interview, preparation, and technique, employee/employer expectations and resume preparation.
Prerequisite: PRM231

PRM272 EXTERNSHIP I
5.0 Quarter Credit Hours
75 Clock Hours (75 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): PRM215

PRM273 EXTERNSHIP I
5.0 Quarter Credit Hours
75 Clock Hours (75 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): PRM215

PRM283 PRM EXTERNSHIP II
2.5 Quarter Credit Hours
75 Clock Hours (75 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student fain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): PRM221, PRM273

PRM291 PRM EXTERNSHIP III
5.0 Quarter Credit Hours
150 Clock Hours (150 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.
Prerequisite(s): PRM231, PRM236

PSY101 GENERAL PSYCHOLOGY
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology inter-twined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.
Prerequisite(s): None

SCI118 CHEMISTRY
4.0 Quarter Credit Hours
60 Clock Hours (30 Lecture/30 Lab Hours)
This course introduces chemistry concepts including measurements, matter and energy, atoms and elements, nuclear chemistry, ionic and molecular compounds, chemical quantities and reactions, gases, solutions, and acids & bases, and equilibrium.
Prerequisite(s): None

SCI119 MICROBIOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture/20 Lab Hours)
This course is a study of microorganisms and the manner in which they affect health, characteristics, growth requirements, methods of transfer and reactions of the body toward invading organisms; principles of underlying immunity; food, water industrial and ecological microbiology. Therefore, the course will also include host defense mechanisms that interact with microorganisms. At the end of this course, you will understand the history of microbiology and how microbes are grown, studied, and controlled. You will know what types of diseases viral, fungal, and bacterial pathogens can cause, such as dental caries. Furthermore, you will know the general mechanisms of how they cause disease and the buildup of biofilm / plaque leads to dental caries.
Prerequisite(s): SCI118, SCI120

SCI120 BIOCHEMISTRY
4.0 Quarter Credit Hours
60 Clock Hours (40 Lecture/20 Lab Hours)
This course provides instruction in the introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.
Prerequisite(s): SCI118

SCI210 ENVIRONMENTAL SCIENCE
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
Applying the scientific principles of biology, chemistry and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues will be explored, including how to make a personal positive impact on the environment.
Prerequisite(s): None

SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students will receive an overview of the trades professions, and learn the basics of safety, equipment use and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking and using computer technology for resources and class assignments.
Prerequisite(s): None

SOC101 SOCIOLOGY
4.0 Quarter Credit Hours
40 Clock Hours (40 Lecture Hours)
Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.
Prerequisite: None

WLD101 PRINCIPLES OF WELDING TECHNOLOGY
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides an introduction to welding technology with an emphasis on developing welding safety habits for identifying health concerns and potential hazards; wearing of personal protection equipment, safety inspection of welding equipment, equipment repair and maintenance; and adhering to laboratory principles and rules. Additionally, students will be introduced to the welding certification requirements and practice oxy-fuel, plasma arc, and carbon arc-cutting processes.
Prerequisite(s): None

WLD105 WELDING SYMBOL INTERPRETATION AND INSPECTION
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces basic elements of weld sketches, drawings, and welding symbols found in shop drawings, welding prints, and basic welding forms. Emphasis is placed on interpreting sketch and symbol information to fabricate a weldment. Destructive and non-destructive testing methods will be developed through practicing examination, exploring their functionality and usability in the industry, and visually inspecting and measuring welds to identify discontinuities and defects. At the conclusion of this course, students will be able to utilize print reading, inspection, and testing procedures for weldments according to drawings and standards used in the industry.
Prerequisite(s): None

WLD110 CUTTING PROCESSES
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, the student is introduced to basic air carbon arc, oxy-fuel, and plasma arc cutting processes. Development of thermal cutting processes including identification of safety hazards (ANSI Z49.1 Safety in Welding, Cutting and Allied Processes), and wearing of protective equipment; proper assembly, maintenance, testing, and use of equipment; and the production of quality cuts. Students will practice a variety of cutting techniques through the practical experience of the laboratory. At the end of this course, students will be able to make basic cuts using a variety of cutting processes.
Prerequisite(s): WLD101

WLD115 SHIELDED METAL-ARC WELDING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces the fundamental concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, electrode selection, and the production of quality groove and fillet welds in the 1G, 2G, 1F, and 2F positions. Students will develop a theoretical understanding of the SMAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection. After this course the student will be able to perform basic SMAW welding processes.
Prerequisite(s): WLD101

WLD120 SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course develops the concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, and electrode selection. Students will develop the production of quality groove and fillet welds in the 1G, 2G, 3G, and 4G, 1F, 2F, 3F and 4F positions. Students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. At the conclusion of this course students will be prepared to perform quality groove and fillet welds using SMAW processes.
Prerequisite(s): WLD101

WLD125 GAS METAL ARC-WELDING
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces the student to gas metal arc welding processes. Included in GMAW processes is continued development of identification of safety hazards and wearing of proper protective equipment. Assembly, maintenance, repair, and testing of GMAW equipment is introduced; the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions are practiced in the labs and reinforced through self and peer inspection. At the conclusion of this course students will be able to perform basic GMAW processes.
Prerequisite(s): WLD101

WLD130 GAS METAL ARC-WELDING FIT AND ALIGNMENT
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course develops the concepts and techniques involved with the gas metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, and qualification testing. Students will develop the production of quality groove and fillet welds in the 1G, 2G, and 3G; 1F, 2F, and 3F positions and students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. Additionally, students will be introduced to production of groove and fillet welds in the 4G and 4F positions and welds utilizing the GMAW spray transfer in a variety of positions.
Prerequisite(s): WLD101

WLD135 FLUX CORE ARC-WELDING
4.0 Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces the fundamental concepts and techniques involved with the flux core arc welding process, safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions. Students will develop a theoretical understanding of the FCAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.
Prerequisite(s): WLD101

WLD140 FLUX CORE ARC-WELDING APPLICATIONS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture /40 Lab Hours)
This course covers advanced concepts and techniques involved with the flux core arc welding process, as well as a review of such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, and safety testing. Additionally, students will produce of quality fillet and groove welds in the, 1F, 2F, 3F, and 4F and 1G, 2G, 3G, and 4G positions. Students will develop the FCAW-S process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.
Prerequisite(s): WLD101

WLD145 GAS TUNGSTEN ARC-WELDING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces the concepts and techniques involved with the gas tungsten arc welding process, safety procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 4G, 1F, 2F, 3F, and 4F positions. Students will be introduced to GTAW process with carbon steel and Austenitic Stainless Steel, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.
Prerequisite(s): WLD101

WLD150 GAS TUNGSTEN ARC-WELDING APPLICATIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course covers concepts and techniques involved with the gas tungsten arc welding process with a focus on the production of quality groove and fillet welds on austenitic stainless steel in the 1G, 2G, 3G, 1F, 2F, and 3F positions and 1G, 2G, 1F, and 2F positions on aluminum. Additionally, this course covers fundamental concepts such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation.
Prerequisite(s): WLD101

WLD155 PIPE WELDING TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, students are provided an introduction to welding of pipe using the shielded metal arc welding process (SMAW). Included are electrode selection, equipment setup, and safety procedures. The student will describe equipment and required pipe preparation, perform 1G and 2G welds using various electrodes, and practice up and down hill piping techniques. Students will evaluate their performance abilities to troubleshoot for potential problems. Students will develop interpretation of the welding coding system and use available materials and equipment properly.
Prerequisite(s): WLD101

WLD160 WELDING FABRICATION CONCEPTS
4.0 Quarter Credit Hours
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course, students gain a comprehensive overview of metal fabrication techniques. Through lab projects, they practice skills such as using blueprints and taking accurate measurements. Labs allow for gaining competency with fabrication tools, especially automated devices, such as shears, and press brakes. At the end of this course, students will be competent in metal fabrication techniques.

WLD165 WELDING CERTIFICATION AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, students will develop and practice the skills necessary to pass the D1.1 certification test. Pre-testing will be administered at the completion of 30 hours in both GMAW and SMAW. Pretesting identifies students' readiness for an official Certification Test and provides students with direction for continued lab work and hands on practice. This course will also provide the student with marketable job search techniques and skills.
Prerequisite(s): WLD101

STAFF & FACULTY

ADMINISTRATIVE STAFF

Campus President	Mark Williams
Business Office Manager	Sharon Dietz
Registrar	Hannah Leonard-Hinds
Administrative Assistant	Carlo Barden
Business Office Administrator	Beverly Holmes
Dental Clinic Manager	Kathy Boykin-Price

ADMISSIONS

Director of Admissions	Henok Tirfe
Admissions Representative	Chuck Barnett
Admissions Representative	Joanna Buccheri
Admissions Representative	Michele Davis
Admissions Representative	Ethel Gaines
Admissions Representative	Rubenstein Gibbes
Admissions Representative	Sakata Giles
Admissions Representative	Janice Harper
Admissions Representative	Bernard Jones
Admissions Representative	Rochelle Jones
Admissions Representative	Brandon Lynum

CAREER SERVICES

Director of Career Services	Keianna Brown
Career Services Advisor	Susan D'Anna
Career Services Advisor	Tia Noel

FINANCIAL AID

Director of Financial Aid	Silvana Tarca
Financial Aid Officer	Frances Simpson
Financial Aid Officer	Janice Harper
Financial Aid Officer	Grace Butler

LIBRARY

Learning Resource Center Manager	Kimberly Callahan

ACADEMIC LEADERSHIP

DEAN OF EDUCATION
RAYMON SPOTTSVILLE (FULL TIME)
BACHELOR OF SCIENCE IN BIOMEDICAL ENGINEERING,
CASE WESTERN RESERVE UNIVERSITY
MBA, UNIVERSITY OF PHOENIX

DIRECTOR OF STUDENT SERVICES
ARLISA TURNER
BACHELOR OF ARTS IN MATHEMATICS
UNIVERSITY OF VIRGINIA
CHARLOTTESVILLE, VA
MBA, KENNESAW STATE UNIVERSITY

DENTAL ASSISTING PROGRAM

DIRECTOR OF DENTAL ASSISTING PROGRAM
VACANT

Edwards-Richard, Letisha - Faculty (Part-time)
DDS, Meharry Medical College
MPH Health Policy and Management
Emory University
Bachelor of Science Biology/Chemistry
Claflin University

Green, LaKizzy - Faculty (Part-time)
Dental Assisting CDA
Masters of Science in Public Administration
DeVry-Keller School of Management
Bachelor of Science in Public Administration
DeVry-Keller School of Management

Harris, Latasha - Faculty (Part-time)
Certified Dental Assistant
Certified, Expanded Functions Dental Assistant

Holden, Pamela - Faculty (Part-time)
Concorde Career College
Certificate Expanded Function Dental Assistant
EFDA, EFODA, CDA
Certificate Dental Assistant
Portland Paramedical Institute

Keener, Kristy - Faculty (Part-time)
Certified Dental Assistant
State of Georgia Certified Dental Assistant
Expanded Functions
Texas Bible College

Peterson, Andrea - Faculty (Part-time)
Bachelor of Healthcare Management
American Intercontinental University
Dental Assistant Diploma
Atlanta Technical College
Certified Dental Assistant

DENTAL HYGIENE PROGRAM

DIRECTOR OF THE DENTAL HYGIENE PROGRAM
MELYNDA MONTEIRO, (FULL-TIME)
BACHELOR OF SCIENCE IN DENTAL HYGIENE
MEDICAL COLLEGE OF GEORGIA
MASTER OF SCIENCE IN ENVIRONMENTAL HEALTH
UNIVERSITY OF SAINT FRANCIS
LICENSED REGISTERED DENTAL HYGIENIST
GEORGIA BOARD OF DENTISTRY

Artis, Tamara - Faculty (Part-time)
Bachelor of Science in Dental Hygiene
Clayton Stat University
Licensed Registered Dental Hygienist
Georgia Board of Dentistry

Bouloute, Danielle - Faculty (Part-time)
Associate of Science in Dental Hygiene
Clayton State University
Licensed Registered Dental Hygienist
Georgia Board of Dentistry

Boulton, James - Faculty (Full-time)
Bachelor of Science
Chemistry
University of Tennessee at Chattanooga
DDS
University of Texas Center for Health Science
Emory University
Oral Pathology
University of Alabama at Birmingham
School of Dentistry
Endodontics

Burns, Melanie - Faculty (Part-time)
BS in Education, University of Kansas
BS in Dental Hygiene, University of Missouri
Licensed Registered Dental Hygienist
Georgia Dental Board

Doffoney, Erin - Faculty (Part-time)
Bachelor of Science in Dental Hygiene
Clayton State University

Gowland, Amanda - Faculty (Part-time)
Bachelor of Science in Dental Hygiene
Georgia Highlands College

Hopkin, Thomas
Supervising Dentist (Part-time)
Doctor of Dental Surgery
Emory University School of Dentistry

Idlett, Charmaine - Faculty (Part-time)
Associate of Science in Dental Hygiene
Fortis College
Bachelor of Health Science
University of Mississippi Medical Center
Master of Business Administration
Louisiana State University
Licensed Registered Dental Hygienist
Georgia Board of Dentistry

Jones, Kenneisha, Faculty (Part-time)
Bachelor of Arts in General Studies
Southern New Hampshire University
Associate Degree in Dental Hygiene
Mount Ida College
Licensed Dental Hygienist
Georgia Board of Dentistry

Long, Robert - Faculty (Part-time)
Supervising Dentist
Doctor of Dental Medicine
Medical College of Georgia
Licensed Dentist
Georgia Board of Dentistry

Oduyoye, Charles - Faculty (Part time)
Bachelor of Science in Biology
University of Maryland (UMBC)
Doctor of Medicine
Obafeni Awolowo University
Master of Public Health - Epidemiology
Kaplan University College of Health Sciences

Palmer, Darnyl - Faculty (Part-time)
Master in Dental Hygiene
Licensed Registered Dental Hygienist
Georgia Board of Dentistry

Stuart, Bianca - Faculty (Part-time)
Bachelor of Science in Dental Hygiene
Southern Illinois University

EMERGENCY MEDICAL SERVICES PROGRAMS

DIRECTOR OF THE EMERGENCY MEDICAL SERVICES PROGRAMS
PAT WISNIEWSKI (FULL-TIME)
PARAMEDIC, LEVEL III INSTRUCTOR
ASSOCIATE IN FIRE SCIENCE
SOUTHERN COLUMBIA UNIVERSITY

Allen, Rosemary - Faculty (Part-time)
EMS Clinical Coordinator
Certified Paramedic
State of Georgia
Level II EMS Instructor
State of Georgia
Basic Life Support
Advanced Cardia Life Support
Pediatric Advanced Life Support
American Heart Association

Bailey, Christopher - Faculty (Part-time)
Emergency Medical Services
Diploma, Paramedic
Fortis College
Paramedic, Level II Instructor
National Registry of EMT's
Georgia Office of Emergency Medical Services

Barrett, Justin - Faculty (Part-time)
Paramedic, Level I Instructor

Gadsden, April - Faculty (Part-time)
Paramedic, Level III Instructor
Associate of Science
Trident Technical College

Hameister, Richard - Faculty (Part-time
Emergency Medical Services
Associate of Science
Kennesaw State University
Paramedic Diploma
Oakland College
National Registry & Georgia State Office of EMS
EMS Instructor, Level III
Georgia State Office of Emergency Medical Services

Hebert, John - Faculty (Part-time)
Emergency Medical Services
Paramedic, Level II Instructor
National Registry of EMTs
Georgia Office of Emergency Medical Services

Taylor, Ronald - Faculty (Part-time)
Paramedic, Level II Instructor
Business Administration
Georgia State University

GENERAL EDUCATION PROGRAM

Brown, April - Faculty (Part-time)
MS School Counseling
Mercer University
BA Psychology
Spelman College

Isaac, Ann - Faculty (Part-time)
General Education
Master of Science in Human Resources
Georgia State University
Bachelor of Science in Sociology
Spelman College

Norris, Melvin - Faculty (Part-time)
Bachelor of Business Administration – Finance
City University of New York (CUNY)
Master of Science – Education Administration and Supervision
Bernard Baruch College (CUNY)
Master of Science – Mathematics Education
Brooklyn College (CUNY)
Juris Doctorate
John Marshall Law School
Educational Leadership Higher Education Concentration
Argosy University

Ross, Belinda - Faculty (Part time)
Doctorate in Psychology Specialty in Clinical Psychology
Sierra University

Stinson, Valencia - Faculty (Part time)
Doctorate in Organizational Leadership
Argosy University
Master of Arts in Counseling
Clark Atlanta University
Bachelor of Arts in English/Broadcast Journalism
Frances Marion University

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION PROGRAM

DIRECTOR OF THE HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TRADES PROGRAM
JEFFREY CLIFTON (FULL-TIME)
HVACR Diploma
LAURUS TECHNICAL INSTITUTE

Allen, John - Faculty (Part-time)
HVACR Diploma
Laurus Technical College
United States Air Force Technical School

Brown, Kelvin - Faculty, (Part-time)
HVAC/R Diploma
Interactive College of Technology

Copeland, Nigel - (Part-time)
Interactive College of Technology
Diploma in HVAC
Mainstream Engineering Corporation
Certification in Preventative Maintenance Technology

Dehmand, Mehdi - Faculty (Part-time)
HVAC/R Diploma
Fortis College

Green, Richard - Faculty (Part-time)
HVAC/R Diploma
United States Air Force Technical School

Woods, Bernard - Faculty (Part-time)
Licensed in HVACR
State of Georgia

MEDICAL ASSISTING, MEDICAL OFFICE ADMINISTRATION AND PHARMACY TECHNOLOGY PROGRAMS

DIRECTOR OF THE MEDICAL ASSISTING, THE MEDICAL OFFICE ADMINISTRATION PROGRAMS AND PHARMACY TECHNOLOGY PROGRAM
JEWEL BRITTON (FULL-TIME)
CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)
CERTIFED PHLEBOTOMY TECH (CPT)
ASSOCIATE PRACTICAL NURSING
BACHELORS OF BUSINESS ADMINISTRATION (HEALTHCARE)

Dhakal, Nachiah - Faculty (Part-time)
Bachelor of Medicine & Bachelor of Surgery MD
JJM Medical College India
Registered Medical Assistant
Phlebotomy Certification

Forte, Martina - Faculty (Part-time)
Bachelor of Science, Business Administration
Charleston State University
Medical Billing & Coding, Medical Office Administration
Medical Career Institute of America
Administration Course
United States Marine Corps
Leadership Academy
United States Army

Glanton, LaShunda - Faculty (Part-time)
Bachelor of Science
Clayton State University
Associate of Science Health Information Science
Georgia Perimeter College
Pharmacy Technician National Certification

Jones, Tequila - Faculty (Part-time)
Associate of Health Science
Georgia State University
Licensed Allied Health Care Instructor
American Medical Technologists
Registered Medical Assistant Certification
American Medical Technologists

Jowers, Christy - Faculty (Full-time)
Medical Assisting Program Certificate, Vocational Nursing
Kilgore College
Licensed Practical Nurse
Georgia Board of Examiners of Licensed Practical Nurses

McLean, Heidi - Faculty (Part-time)
Certified Medical Assistant
American Association of Medical Assistants
Registered Medical Assistant
Certified Allied Health Instructor
American Medical Technologists
Bachelor of Science Health Systems Management
University of Baltimore
Licensed Massage Therapist
State of Maryland

Skaggs-Keel, Kari - Faculty (Part-time)
Pharmacy Technician Certified Board
National Certified Pharmacy Technician

WELDING TECHNOLOGY PROGRAM

JOSHUA PENLAND (FULL-TIME)
WELDING Diploma
GREAT ONYX TRADE CENTER

Cowles, Chiquan - Faculty (Part-time)
Technical Diploma, Welding
Newport News Apprentice School
Newport News, Virginia
Certifications in 6G Carbon Steel and Stainless Steel
AWS D1.1
Certifications in Shielded Metal Arc Welding and Gas
Tungsten Arc Welding
American Welding Society

Garrett, Richard - Faculty (Part-time)
C1 Navy Welding Training
San Diego, California
Certification in Aluminum Pressure Vessel
Certification in 1" Schedule 10 Medical Stainless
Steel Pipe
Certification in 1" Unlimited Carbon All Position
Certifications in Shielded Metal Arc Welding and Gas
Tungsten Arc Welding
American Welding Society

Kennemore, William - Faculty (Full-time)
Technical Diploma in Structural Steel and Pipe
Welding
Georgia Trade School
Acworth, GA
Certification in 3G and 4G Plate, AWS D1.1
Certifications in Shielded Metal Arc Welding and Flux
Core Arc Welding
American Welding Society

Stringer, Troy - Faculty (Part-time)
Technical Certificate in Structural Steel and Pipe
Welding
Ridge Vocational College
Winter Haven, FL
Certification in 6G Carbon Steel Pipe, AWS D1.1
Certification in Shielded Metal Arc Welding
American Welding Society

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Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 6/20/2018, Volume 1 Version 2

Effective date: 4/20/2020

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

This is effective March 05, 2020 until further notice.

GENERAL ADMISSIONS REQUIREMENTS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA as defined by the State where the diploma was earned. Applicants who are unable to obtain a transcript or other acceptable documentation as a result of COVID-19 related reasons such as high school closures or closures which impact the applicant's ability to obtain their high school equivalency certificate, may provide an attestation that he/she has received a high school diploma or high school equivalency certificate or that he has completed secondary school through homeschooling as defined by state law. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service acceptable to the College.

1. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
2. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. Applicants who otherwise meet the requirements to pursue a selected program of study will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE-Q). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q will be administered. In addition, this administration and subsequent administrations require approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
6. Once a passing score is earned, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission (former students who meet the criteria for re-admission) must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score will be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE-Q score for the applicable program.
7. Applicants must pay the enrollment fee and meet all financial obligations.

8. The SLE-Q minimum entrance requirements by program are as follows: ***PLEASE REFER TO THE CATALOGS STANDARD GENERAL ADMISSIONS REQUIREMENTS. DURING THE COVID-19 PANDEMIC THE MINIMUM SLE-Q ENTRANCE REQUIREMENT SCORES REMAIN UNCHANGED, EXCEPT AS NOTED IN THIS ADDENDUM.***

9. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

1. An applicant to the Dental Hygiene program will be required to take the Wonderlic Scholastic Level Exam (SLE-Q) and must achieve a passing score of not less than 22.
2. The applicant must complete a 2 to 4-page typed essay outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet virtually with the program director. The program director or his or her designee scores the essay using the Essay Rubric.
3. The applicant must schedule and complete a virtual interview with the Dental Hygiene Program Director and/or his or her designee.
4. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S Passport.
5. The applicant must submit either a valid medical insurance card or a sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
6. Applicants must submit to and pass a drug-screening test, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
7. Applicants must submit to and pass a healthcare criminal background check, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
8. All required immunizations are to be completed, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in obtaining initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
9. When all the above admissions requirements are completed with the exception of COVID-19 exceptions as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the Campus President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.

10. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.

11. After the Dental Hygiene Program Admission Committee meets virtually and makes its determinations, letters of acceptance or denial are mailed to the applicants.

12. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE-Q examination in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.

Ranking for Applicant Admission into the Dental Hygiene Program

Applicants will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.

- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.

- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for applicants who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.

High School /College GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in college science courses	+10

- Wonderlic Scholastic Level Exam (SLE-Q) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 22 required.

Test Score Range	Points
16 – 21	0
22 – 25	10
26 – 29	20
30 – 50	30

- Work Experience in an Allied Health Field or U.S. Military Service. Points will be assigned according the amount of time the applicant has worked in an allied health field or served in the US Military, ranging from 0 to 30.

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11	20

months	
6 + years	30

Essential Skills and Functional Abilities for Dental Hygiene Applicants

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

Motor Abilities

- Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care

Manual Dexterity

- Ability of the applicant to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

Perceptual/Auditory Ability

- Sensory and perceptual ability to assess patients for providing dental hygiene care

Behavioral/Interpersonal/Emotional

- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.
- Ability to effectively and accurately operate equipment and utilize instruments safely in laboratory and clinical environments.

ADDITIONAL ADMISSIONS REQUIREMENTS RELATING TO CPR - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

To comply with the CDC precautions during COVID-19, applicants and students in nursing and medical technology programs will be provided BLS Training within their program prior to the scheduling of clinicals. Students enrolled in the nursing and medical technology programs will be required to comply with all applicable requirements within the timeframes which will be specified by the Program Director or Academic Dean in order to remain in the program.

ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.

EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days..

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. They bear no quality points and are not included in the calculation of CGPA.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study for due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not be able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the College may choose to grant an ALOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.

2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L OA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the

College prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

In order to remain in "Active" status at the College, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the College in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the College, by notifying the Instit College ute in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Academic Dean of Education or the Academic Dean of Nursing (for students enrolled in nursing courses), or the Select: Executive Director or Campus President in order to gain an appreciation for what the College can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Other letter grades used by the College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

COURSE REPEAT TUITION ADJUSTMENT APPEAL POLICY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

This applies to all academic terms ending March 29, 2020 or after.

During the stated timeframe, courses in which a student fails to earn a passing grade as defined in the course syllabus and/or program requirements must be repeated and successfully completed in compliance with course prerequisite and/or program requirements and in order to graduate. A student who fails a course must repeat that course at the next available opportunity, subject to class availability and space limitations. Active students who failed to earn a passing grade in a course during the COVID-19 pandemic may be eligible to receive a COVID Institutional Adjustment to offset the cost of up to two failed courses. Courses must be repeated, subject to availability, in a term that begins between April 1, 2020 to July 20, 2020, the student must have remained enrolled throughout the pandemic emergency, and eligibility is subject to all applicable program provisions. If special consideration is required due to course availability, students must contact their Program Director or Dean of Nursing. Students who need to repeat a course as a result of COVID-19 circumstances must complete the Tuition Adjustment Appeal Form and provide information which describes how the COVID-19 pandemic impacted the student's ability to successfully earn a passing grade. *During the timeframe stated above, students who were on a Leave of Absence, approved under the Incomplete Grade Policy to receive an I grade and subsequently failed to earn a passing grade, and students who received an E grade for withdrawn courses but remained enrolled and active in at least one course are considered to have remained enrolled in school for the purposes of determining their eligibility for a tuition adjustment.* ***Students in which the modality of their program changed within the term the failure occurred will automatically qualify for the Tuition Adjustment for two failed courses.***

TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Optional Tablet - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, Fortis College temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis College in the amount of $200.00. This purchase was optional and made available to help accommodate access to online course content.

FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

Fortis College

CATALOG ADDENDUM

Addendum to Catalog: 2020-2021 Catalog, 3-30-2020, Volume 1, Version 3

Effective date: 7/20/2020

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION & FEES , PAGE 30 *EFFECTIVE AS OF 7/1/2020*

PROGRAM	TUITION	ENROLLMENT FEE	SCRUBS / UNIFORMS	STUDENT KIT/COMPUTER	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS										
DENTAL ASSISTING*	$18,412	$100	$72	$387	$377	$0	$0	$0	$482	$19,873
EMERGENCY MEDICAL TECHNICIAN	$9,448	$100	$336	$60	$164	$0	$43	$38	$368	$10,557
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	$17,812	$100	$72	$686	$25	$0	$0	$0	$507	$19,202
MEDICAL ASSISTING	$15,108	$100	$54	$31	$134	$0	$0	$0	$540	$15,967
PARAMEDIC	$18,154	$100	$142	$62	$387	$0	$43	$38	$1,395	$20,321
PHARMACY TECHNICIAN	$15,489	$100	$54	$0	$116	$0	$43	$38	$1,016	$16,856
WELDING TECHNICIAN	$18,668	$100	$152	$493	$325	$0	$0	$0	$636	$20,374
DEGREE PROGRAMS										
DENTAL ASSISTING	$29,355	$100	$108	$387	$377	$0	$0	$0	$1,371	$31,698
DENTAL HYGIENE	$50,312	$100	$197	$2,820	$1,995	$0	$43	$38	$3,100	$58,605
MEDICAL ASSISTING	$30,216	$100	$108	$31	$134	$0	$0	$0	$1,429	32018
MEDICAL OFFICE ADMINSTRATION	$30,051	$100	$108	$0	$116	$0	$0	$0	$1,917	32,292

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 3/30/2020 Volume 1, Version 4

Effective date: 9/11/2020

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TITLE IX POLICY STATEMENT

Fortis College ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

Fortis College, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.

Title IX Coordinator

Attention:	Title IX Coordinator MyEsha Craddock
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	410-513-8035
E-Mail Address:	TitleIXCoordinators@edaff.com

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse, children, and/or parent) and are not be able to resume training within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), could qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the College may choose to grant an ALOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.

2) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L OA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for the course(s) attempted in the term.

4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the College prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

STANDARD TERM -TRADITIONAL LEAVE OF ABSENCE (TLOA) – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in a term-based credit hour program who need to interrupt their program of study due to the lack of clinical site, laboratory, or externship sites due to COVID-19 interruptions may qualify for a Traditional Leave of Absence if the student can resume their training at the same point in which the training was interrupted. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA). A TLOA in a Standard Term program can only be approved if the student has received an incomplete grade in a course or is unable to move forward in new courses due to COVID-19 interruptions that prevent the course(s) from being offered to the student.

The following are the criteria for making application and approving a Traditional Leave of Absence:

1) The student's request and reason(s) for the Leave of Absence must be submitted on a Traditional Leave of Absence Request Form in advance of the TLOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the TLOA request in advance, the College may choose to grant an TLOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date.

2) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request a TL O A after a term or module has started. The institution is not required to approve this type of TLOA request;

however, if the institution grants this type of mid-term TLOA request, the student will receive a grade of E for the course(s) attempted in the term.

4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be submitted to the College prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020 - 2021 Catalog, 3/20/2020, Volume 1, Version 5

Effective date: 9/21/2020

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

HOLIDAY/BREAK CALENDAR, Page 1

01.01.2020	NEW YEAR'S DAY
01.20.2020	MARTIN LUTHER KING, JR DAY
04.10.2020	SPRING BREAK DAY
05.25.2020	MEMORIAL DAY
06.29.2020 – 07.05.2020	SUMMER BREAK
09.07.2020	LABOR DAY
11.26.2020 – 11.27.2020	THANKSGIVING HOLIDAY
12.21.2020 – 12.27.2020	CHRISTMAS BREAK
01.01.2021	NEW YEARS DAY

ACADEMIC PROGRAMS, Page 10

PARAMEDIC
Length: 10~~10~~40 Contact Hours/48 Instructional Weeks
Program Quarter Credits: 56
Total Clock Hours, including Recognized Homework Hours: 1641
Credential Awarded: Diploma
Mode of Delivery: Residential

~~PRM291 PRM Externship III 150 5.0~~

PRM292 PRM Externship III 180 6.0

COURSE DESCRIPTIONS, Page 46

~~**PRM291 PRM Externship III**~~
~~5.0 Quarter Credits~~
~~150 Clock Hours (150 Externship Hours)~~

PRM292 PRM Externship III
6.0 Quarter Credits
180 Clock Hours (180 Externship Hours)

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 7/23/2019, Volume 1, Version 6

Effective date: 11/11/2020

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

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2) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

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The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

STANDARD TERM -TRADITIONAL LEAVE OF ABSENCE (TLOA) – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in a term-based credit hour program who need to interrupt their program of study due to the lack of clinical site, laboratory, or externship sites due to COVID-19 interruptions may qualify for a Traditional Leave of Absence if the student can resume their training at the same point in which the training was interrupted. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA). A TLOA in a Standard Term program can only be approved if the student has received an incomplete grade in a course or is unable to move forward in new courses due to COVID-19 interruptions that prevent the course(s) from being offered to the student.

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1) The student's request and reason(s) for the Leave of Absence must be submitted on a Traditional Leave of Absence Request Form in advance of the TLOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the TLOA request in advance, the College may choose to grant an TLOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date.

2) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request a TL O A after a term or module has started. The institution is not required to approve this type of TLOA request; however, if the institution grants this type of mid-term TLOA request, the student will receive a grade of E for the course(s) attempted in the term.

4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be submitted to the College prior to the student's initial TLOA return date. In any 12- month period, the cumulative leave period(s) may be no longer than 180 days and the additional days remaining in the calendar year for student who were on LOA as of March 5, 2020 or after.

5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

GRIEVANCE PROCEDURE, PAGE 44

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis College, applicants must agree to submit all claims and disputes with Fortis College to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis College resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis College. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis College cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, Fortis College cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis College

CATALOG ADDENDUM

Addendum to Catalog: 2020-2021 Catalog, 3/30/2020 Volume 1, Version 7

Effective date: 3/10/2021

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

GRIEVANCE PROCEDURE, PAGE 44

Commission on Accreditation of Allied Health Education Programs
(CAAHEP)
9355 113th Street N, #7709
Seminole, FL 33775-7709
www.caahep.org

Fortis College

CATALOG ADDENDUM

Addendum to Catalog: 2020-2021 Catalog 3/30/2020, Volume 1, Version 8

Effective date: April 12, 2021

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

HOLIDAY CALENDAR, PAGE 1

05.31.2021	MEMORIAL DAY
07.04.2021 – 07.11.2021	SUMMER BREAK
09.06.2021	LABOR DAY
11.25.2021 – 11.26.2021	THANKSGIVING BREAK
12.24.2021 – 01.02.2022	WINTER BREAK
01.17.2022	MARTIN LUTHER KING, JR. DAY

GRIEVANCE PROCEDURE, PAGE 44

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
(770) 414-3300
https://gnpec.georgia.gov/student-resources/student-complaints

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2021, Volume 1, Version 9

Effective date: July 1, 2021

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE EMS PROGRAMS, Page 7

In addition to the General Admissions Requirements, the following are additional admissions requirements for the programs listed above.

(Fortis College Graduates who have previously completed the admission process within one year will only be required to complete those items marked with an asterisk*)

1. The applicant must achieve a Verbal Skills score of 268 and a Quantitative Skills score of 237 on the Wonderlic Basic Skills Test (WBST) to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections, are eligible to retake the low scoring section. However, a minimum of 48 hours must elapse after the first test before the 2nd attempt may be administered.
2. All Medical Technology programs require that the student be 18 years of age at the time he or she starts program.
3. * Submit to and pass a 10-panel drug screening. Test results must be in the applicant's admission files before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test
4. * Interview with EMS Program Director or his/her designee.
5. Submit to and pass a healthcare student criminal background check prior to starting the program that may include the following done in a standardized fashion:
   - Social Security Trace
   - Residency History Report
   - 7-year County Criminal (Federal Criminal on Case by Case basis)
   - Nationwide Database with Sex Offender Registry
   - Nationwide Healthcare Fraud and Abuse
   - Office of Inspector General List of Excluded Individuals/Entities
   - General Services Administration List of Parties Excluded from Federal Programs
   - US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
   - State Exclusion List
   - Employment Verification
6. If the applicant has one or more felony or misdemeanor convictions related to crimes of physical assault, use of a weapon, sexual abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and theft, the applicant will not be eligible for enrollment. Results must be in the applicant's admission file before starting the program. The applicant should know that a history

of criminal convictions may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the Program Director to discuss the consequences of the results which may include denial of program admission.

7. Prior to enrollment, Paramedic students must hold a current EMT/AEMT license. EMT licensure or credentialing must remain current throughout the program.
8. * The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
9. Students must read and sign a technical functions statement of understanding.
10. * The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S. Passport. For EMT and Paramedic Programs, students must have a valid driver's license.
11. Since some externship sites may be farther than 50 miles from campus; applicants must sign a statement of understanding of the travel requirements.

ACADEMIC PROGRAMS, Page 10

WELDING TECHNICIAN
Length: 960 Clock Hours/48 Instructional Weeks
Program Quarter Credits: 64
Total Clock Hours, including Recognized
Homework Hours: 1280
Credential Awarded: Diploma
Mode of Delivery: Residential & Full Distance Education

TUITION & FEES, Page 30

Effective as of 7/1/2021.

PROGRAM	TUITION	ENROLLMENT FEE	SCRUBS / UNIFORMS	STUDENTKIT	CERTIFICATION /LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUGSCREEN	TEXTBOOKS	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
DENTAL ASSISTING	$18,596	$100	$73	$410	$378	$0	$0	$0	$502	$20,059
EMERGENCY MEDICAL TECHNICIAN	$9,542	$100	$335	$65	$158	$0	$43	$38	$355	$10,636
HEATING, VENTILATION,AIR CONDITIONING, AND REFRIGERATION	$17,990	$100	$73	$754	$25	$0	$0	$0	$432	$19,374
MEDICAL ASSISTING	$15,258	$100	$55	$34	$135	$0	$0	$0	$547	$16,129

PARAMEDIC	$18,336	$100	$143	$65	$403	$0	$43	$38	$1,200	$20,328
PHARMACY TECHNICIAN	$15,644	$100	$55	$0	$117	$0	$43	$38	$993	$16,990
WELDING TECHNICIAN	$18,855	$100	$156	$476	$325	$0	$0	$0	$767	$20,679
DEGREE PROGRAMS										
DENTAL ASSISTING	$29,649	$100	$110	$410	$378	$0	$0	$0	$1,414	$32,061
DENTALHYGIENE	$50,823	$100	$199	$2,820	$2,088	$0	$43	$38	$3,100	$59,211
MEDICAL ASSISTING	$30,516	$100	$110	$34	$135	$0	$0	$0	$1,573	$32,468
MEDICAL OFFICE ADMINISTRATION	$30,348	$100	$109	$0	$117	$0	$0	$0	$1,968	$32,642

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2021, Volume 1, Version 10

Effective date: October 5, 2021

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION AND OVERVIEW, PAGE 1

NON-DISCRIMINATION STATEMENT

Fortis College is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

Fortis College, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	speters@edaff.com

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.
http://www.fortis.edu/

STUDENT POLICIES, PAGE 37

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which

could result in dismissal from school. The Disciplinary Action Policy can be found at Page 41and the Termination or Expulsion Policy can be found at Page 41 of this Catalog. Fortis College will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis College or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Fortis College. Should a victim of sexual violence request confidentiality, Fortis College will honor the request to the extent possible and allowed by law. Fortis College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	speters@edaff.com

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2021, Volume 1, Version 10

Effective date: October 5, 2021

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This is effective July 1, 2021 until further notice.

This addendum replaces all prior published COVID-19 addenda.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in all programs, due to the COVID-19 Pandemic.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the hybrid program.

ADDITIONAL ADMISSION REQUIREMENTS FOR DENTAL HYGIENE

Applicants are required to provide evidence that they have received at least the first dose of the COVID-19 vaccine prior to starting one of these programs and must be fully vaccinated (both doses if other than the Johnson & Johnson vaccine) prior to entering a clinical/externship site that requires students to be vaccinated.

Although we list the COVID-19 vaccine as an admissions requirement for the above mentioned programs, we cannot deny any student's ability to start school if they do not plan to get vaccinated against COVID-19 but otherwise meet the entrance requirements as stated in the catalog. Thus, going forward every student who enrolls in one of the affected programs must sign the ***COVID-19 Vaccine Acknowledgement.***

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

1. An applicant to the Dental Hygiene program will be required to take the Wonderlic Scholastic Level Exam (SLE-Q)

and must achieve a passing score of not less than 22.

2. The applicant must complete a 2 to 4-page typed essay outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet virtually with the program director. The program director or his or her designee scores the essay using the Essay Rubric.

3. The applicant must schedule and complete a virtual interview with the Dental Hygiene Program Director and/or his or her designee.

4. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S Passport.

5. The applicant must submit either a valid medical insurance card or a sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.

6. Applicants must submit to and pass a drug-screening test, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.

7. Applicants must submit to and pass a healthcare criminal background check, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.

8. All required immunizations are to be completed, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in obtaining initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process by the end of the first term in order to remain in the program.

9. When all the above admissions requirements are completed with the exception of COVID-19 exceptions as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the Campus President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.

10. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has

an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.

11. After the Dental Hygiene Program Admission Committee meets virtually and makes its determinations, letters of acceptance or denial are mailed to the applicants.

12. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE-Q examination in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.

Ranking for Applicant Admission into the Dental Hygiene Program

Applicants will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or Insert: College, Institute or School grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.

- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.

- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or Insert: College, Institute or School GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for applicants who have a cumulative 3.0 GPA in College science courses. Total possible score in this category is 70.

High School /Insert: College, Institute or School GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in Insert: College, Institute or School science courses	+10

- Wonderlic Scholastic Level Exam (SLE-Q) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 22 required.

Test Score Range	Points
16 – 21	0
22 – 25	10
26 – 29	20
30 – 50	30

- Work Experience in an Allied Health Field or U.S. Military Service. Points will be assigned according the amount of time the applicant has worked in an allied health field or served in the US Military, ranging from 0 to 30.

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6 + years	30

Essential Skills and Functional Abilities for Dental Hygiene Applicants

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

Motor Abilities

- Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care

Manual Dexterity

- Ability of the applicant to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

Perceptual/Auditory Ability

- Sensory and perceptual ability to assess patients for providing dental hygiene care

Behavioral/Interpersonal/Emotional

- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.
- Ability to effectively and accurately operate equipment and utilize instruments safely in laboratory and clinical environments.

ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days..

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. They bear no quality points and are not included in the calculation of CGPA.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the College may choose to grant an ALOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly

ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.

2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L OA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Insert: College, Institute or School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

In order to remain in "Active" status at the College students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Insert: College, Institute or School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the College, by notifying the College in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Dean of Education, or the Campus President in order to gain an appreciation for what the College can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Other letter grades used by the College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No

WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Optional Tablet - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, Fortis College temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis College in the amount of $230.00. This purchase was optional and made available to help accommodate access to online course content.

FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2021, Volume 1, Version 11

Effective date: December 20, 2021

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION & FEES, Page 30

PROGRAM	TUITION	ENROLLMENT FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS									
DENTAL ASSISTING	18,968	100	73	410	378	-	-	502	**20,431**
EMERGENCY MEDICALTECHNICIAN	9,732	100	335	65	158	43	38	355	**10,826**
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	18,350	100	73	754	25	-	-	432	**19,734**
MEDICAL ASSISTING	15,564	100	55	34	135	-	-	547	**16,435**
PARAMEDIC	18,702	100	143	65	403	43	38	1,200	**20,694**
PHARMACY TECHNICIAN	15,644	100	55	-	117	43	38	993	**16,990**
WELDING TECHNICIAN	19,232	100	156	476	325	-	-	767	**21,056**
DEGREE PROGRAMS									
DENTAL ASSISTING	30,240	100	110	410	378	-	-	1,414	**32,652**
DENTAL HYGIENE	51,843	100	199	2,820	2,088	43	38	3,100	**60,231**
MEDICAL ASSISTING	31,128	100	110	34	135	-	-	1,573	**33,080**
MEDICAL OFFICE ADMINISTRATION	30,954	100	109	-	117	-	-	1,968	**33,248**

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2021, Volume 1, Version 12

Effective date: 04/01/2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION & FEES, Page 30

PROGRAM	TUITION	ADMIN & TECH FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP FEE	TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS										
DENTAL ASSISTING	18,968	203	72	410	375	-	-	-	502	**20,530**
EMERGENCY MEDICALTECHNICIAN	9,732	154	335	65	155	43	38	-	355	**10,878**
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	18,350	100	72	754	25	-	-	320	432	**20,053**
MEDICAL ASSISTING	15,564	178	54	34	132	-	-	-	547	**16,509**
PARAMEDIC	18,702	204	144	64	400	43	38	-	1,200	**20,795**
PHARMACY TECHNICIAN	15,644	178	54	-	114	43	38	-	993	**17,064**
WELDING TECHNICIAN	19,232	100	156	476	325	-	-	-	767	**21,056**
DEGREE PROGRAMS										
DENTAL ASSISTING	30,240	252	108	408	375	-	-	-	1,414	**32,797**
DENTAL HYGIENE	51,791	353	200	2817	2085	43	38	-	3,100	**60,427**
MEDICAL ASSISTING	31,128	252	108	36	132	-	-	-	1,573	**33,229**
MEDICAL OFFICE ADMINISTRATION	30,954	253	108	-	114	-	-	-	1,968	**33,397**

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

BOOKS AND EQUIPMENT RETURN POLICY, PAGE 30

The College does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

DENTAL HYGIENE

Length: 2412 Contact Hours / 120 Instructional Weeks/12 Week Quarters	Program Quarter Credits: 141.5
Credential Awarded: Associate of Science	Mode of Delivery: Residential

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday or Sunday.

Educational Outcomes

The objective of the Dental Hygiene Program is to prepare students to become licensed oral health professionals who practice as an integral part of the dental health team. Students in this program are trained to provide preventative, educational and therapeutic services supporting the total health of their patients while controlling oral disease symptoms and promoting good oral health. Students will acquire knowledge and exhibit competency in clinical skills required to perform oral health procedures including: oral health care assessment, removal of calculus, stains and plaque from teeth, exposing and developing radiographs, periodontal treatment procedures, application of preventative and therapeutic agents, and educational methods for assisting patients to achieve good oral hygiene. Dental Hygienists can be employed in a variety of health care settings including: private dental offices, schools, public health clinics, hospitals, correctional institutions, nursing homes, government agencies as an advisor or researcher, as an educator or administrator of a program, or dental sales.

This program is offered at the Associate of Science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers. Instructional delivery for this program of study is conducted on campus, and through approved clinical experiences.

The Dental Hygiene program requires that students successfully pass all course work. A student failing a course will be dismissed from the program and must complete the re-entry process prior to re-admission. The minimum score for the successful completion of each concentration course is 78%.

ACCREDITATION STATUS

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

ELIGIBILITY FOR DENTAL HYGIENE LICENSURE EXAMINATION

During the last term of the program, the student is eligible to sit for the National Dental Hygiene Examination and the Central Regional Dental Testing Service Examination, both requiring passing scores before a graduate can complete an application for Dental Hygiene licensure. The cost of these examinations is approximately $1400.00. Dental Hygiene licensure is required by all states before a graduate can practice as a Dental Hygienist.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP116^	Human Anatomy & Physiology I	60	4.0
AHP117^	Human Anatomy & Physiology II	60	4.0
COM205	Effective Communication*	40	4.0
ENG101	English Composition	40	4.0

MAT101	College Mathematics*	40	4.0
PDC200^	Career Development	60	4.0
PHI321^	Ethics*	40	4.0
PSY101	General Psychology*	40	4.0
SOC101	Sociology*	40	4.0
SCI118^	Chemistry*	60	4.0
SCI119^	Microbiology*	60	4.0
SCI120^	Biochemistry*	60	4.0
DAS114	Radiology I**	60	4.0
DHG100	Nutrition**	60	5.0
DHG104	Introduction to Dental Hygiene Lab I*	60	4.0
DHG105	Introduction to Dental Hygiene Lab II*	60	4.0
DHG110	Anatomy, Histology, Embryology of Facial Structures I	60	4.0
DHG111	Anatomy, Histology, Embryology of Facial Structures II	60	4.0
DHG112	Process of Care I**	60	4.0
DHG191	Dental Hygiene Clinic**	60	2.0
DHG192	Dental Hygiene Clinic**	60	2.0
DHG193	Dental Hygiene Clinic**	60	2.0
DHG194	Dental Hygiene Clinic**	60	2.0
DHG195	Dental Hygiene Clinic**	60	2.0
DHG196	Dental Hygiene Clinic**	60	2.0
DHG200	Dental Materials**	60	4.0
DHG212	Process of Care II**	60	4.0
DHG220	Periodontology**	60	4.0
DHG230	Health Promotion**	60	4.0
DHG240	General/Oral Pathology**	60	4.0
DHG250	Pharmacology and Pain Control**	60	4.0
DHG291	Advanced Dental Hygiene Clinic	60	2.0
DHG292	Advanced Dental Hygiene Clinic**	84	2.5
DHG293	Advanced Dental Hygiene Clinic	60	2.0

DHG294	Advanced Dental Hygiene Clinic**	84	2.5
DHG296	Advanced Dental Hygiene Clinic**	84	2.5
DHG312	Process of Care III**	60	4.0
DHG314	Radiology II**	60	4.0
DHG320	Periodontology II**	60	4.0
DHG330	Community Oral Health**	60	4.0

* General education course

** Dental Hygiene Concentration

^ Related courses

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 3/30/2020, Volume 1, Version 13

Effective date: 5/4/2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

As of 5/4/2022, the Paramedic Program has been taught-out and is no longer being offered.

Fortis College

CATALOG ADDENDUM

Addendum to 2020-2021 Catalog 3/30/2020, Volume 1, Version 14

Effective date: 6/27/2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION & FEES, Page 30

Effective as of 7/1/2022 and after.

PROGRAM	TUITION	ADMIN & TECH FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP FEE	TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS										
DENTAL ASSISTING	19,444	203	84	455	540	-	-	-	497	**21,223**
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	19,452	100	84	754	25	-	-	385	432	**21,232**
MEDICAL ASSISTING	15,954	178	63	38	132	-	-	-	493	**16,858**
PHARMACY TECHNICIAN	16,356	178	63	-	114	43	38	-	951	**17,743**
WELDING TECHNICIAN	20,384	100	172	551	325	-	-	-	767	**22,299**
DEGREE PROGRAMS										
DENTAL HYGIENE	52,827	353	230	3179	2085	43	38	-	3,100	**61,855**
MEDICAL OFFICE ADMINISTRATION	31,728	253	126	-	114	-	-	-	1,909	**34,130**

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 3/30/2020 Volume 1, Version 15

Effective date: 7/11/2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION AND OVERVIEW, PAGE 1

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the College's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College is institutionally accredited by the Accrediting Bureau of Health Education Schools, (ABHES), 7777 Leesburg Pike, Suite 314N., Falls Church, VA 22043, telephone: (703) 917-9503, fax: (703) 917-4109, www.abhes.org.

- Fortis College holds institutional and associate degree- granting approval granted by the Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, (770) 414-3300, www.gnpec.org.

- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org.

- Fortis College is exempt from Programmatic Review with the Alabama Commission of Higher Education.

Fortis College's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis College's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure & approvals.

GRIEVANCE PROCEDURE, PAGE 44

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with his or her instructor or Program Director immediately. An appeal is the escalation of the complaint to a next level authority If the appeal is about an academic decision such as a grade, please see the academic appeals process. A student has the right to appeal all matters with respect to:

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

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved. Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the Colleges SAP policy.

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education.

1. If the dispute cannot be resolved through addressing the Dean of Education, the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances. The Campus President will oversee the gathering of additional data about the issue or incident as necessary. The Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint. A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the students mailing address of record with acknowledgement of receipt required.

2. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committees decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the students mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice Presidents decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the students mailing address of record with acknowledgement of receipt required.

4. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his
   or her concerns by directing them to the State Licensing Authority, the Colleges accrediting body, and/or programmatic agencies. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The College is approved by:
Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
(770) 414-3300
https://gnpec.georgia.gov/student-resources/student-complaints

The title and address of the institutional accrediting commission is:
Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314 N Falls
Church, VA 22043
703-917-9503

The titles and addresses of the program-specific approving/accrediting agencies are:
The Commission on Dental Accreditation
211 East Chicago Avenue, Chicago, IL 60611
(312) 440-4653
http://www.ada.org.

ALABAMA RESIDENTS:
Alabama Commission on Higher Education – State Authorization Reciprocity Agreements

Students under out-of-state institutions need to utilize all available administrative procedures allowed by the institution before they can complete a formal written complaint to the Portal Agency (ASPA). The complaint form can be found on their website at: http://www.abn.alabama.gov/complaints/#tab-educationcomplaints

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis College, applicants must agree to submit all claims and disputes with Fortis College to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis College resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis College. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis College cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, Fortis College cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 3/30/2020 Volume 1, Version 16

Effective date: 8/18/2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACCREDITATION, LICENSES, AND APPROVALS, PG. 2

Institutional and program assessments are conducted periodically by qualified examiners and members of the College's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College is institutionally accredited by the Accrediting Bureau of Health Education Schools, (ABHES), 7777 Leesburg Pike, Suite 314N., Falls Church, VA 22043, telephone: (703) 917-9503, fax: (703) 917-4109, www.abhes.org.
- Fortis College holds institutional and associate degree- granting approval granted by the Georgia Non-public Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, (770) 414-3300, www.gnpec.org.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org.
- Fortis College is exempt from Programmatic Review with the Alabama Commission of Higher Education

STATE AUTHORIZATION DISCLOSURE FOR STUDENTS IN PROGRAMS WITH DISTANCE EDUCATION, INCLUDING HYBRID PROGRAMS

The following information is applicable to any prospective or current student enrolled in a program with distance education:
Fortis College reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Georgia and Alabama only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis College, the student is required to notify the College's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis College, the School may be required to withdraw the student from the program prior to completion.

Fortis College's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis College's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the College's accreditation, licensure and approvals.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2020 – 2021 Catalog 3/30/2020, Volume 1 Version 17

Effective date: September 2, 2022

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION & OVERVIEW, PAGE 1

ACCREDITATION, LICENSES, AND APPROVALS

Fortis College has institutional accreditation from the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. 301.291.7550

ACADEMIC PROGRAMS, PAGE 10

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Clock Hours; 48 Instructional Weeks
Total Clock Hours, including Recognized Homework Hours: 1600
Program Quarter Credits: 64
Credential Awarded: Diploma
Mode of Delivery: Residential

PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
SKW101	Introduction to the Skilled Professions	60	4
HVR105	Thermodynamics	60	4
HVR110	Practical Applications of Electricity	60	4
HVR115	HVACR Controls	60	4
HVR120	Controls, Motors, and Motor Controls	60	4
HVR125	Refrigerants	60	4
HVR130	Residential Air Conditioning	60	4
HVR140	Commercial Refrigeration Concepts	60	4
HVR141	Industrial Refrigeration and Commercial Air Conditioning	60	4
HVR150	Electric Heat and Heat Pumps	60	4
HVR155	Gas Heating Systems	60	4
HVR161	Regional Systems	60	4
HVR165	HVAC System Performance	60	4
HVR170	Water-Based Heating Systems	60	4

HVR175 HVAC Troubleshooting and Service Calls	60	4
HVR180 EPA Certification Preparation	60	4

TUITION AND FEES, PAGE 30

PROGRAM	TUITION	ADMIN & TECH	UNIFORMS	STUDENT KIT	LAPTOP COMPUTER	TEXTBOOKS	E-BOOKS	CREDENTIALING EXAMS	TOTAL COST
PROGRAMS									
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	$19,452	$100	$84	$754	$385	$552	$0	$25	$21,352

GRIEVANCE PROCEDURE, PAGE 44

The title and address of the institutional accrediting commission is:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
301.291.7550 www.ABHES.org

COURSE DESCRIPTIONS, PAGE 46

SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students will receive an overview of the trades' professions, and learn the basics of safety, equipment uses and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking, and using computer technology for resources and class assignments.
Prerequisite: None

HVR141 INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing industrial-style refrigeration systems.
Additionally, this course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems.
Prerequisite: HVR125

HVR180 EPA CERTIFICATION PREPARATION
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II, and Type III certifications will be covered. Emphasis will be placed on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification—Universal Exam.
Prerequisites: HVR105 and HVR125

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