

**Everest College**  
**Phoenix, Mesa, and Tempe Catalog**  
**2009-2010 catalog, revision date 111210**  
**Addenda**

**ADDENDUM, effective November 12, 2010.** The following language has been added to the Accreditation, Memberships and Approvals section of the catalog.

Copies of accreditation, approval and membership documentation is available for inspection at each campus. Please contact the campus president to review this material.

**ADDENDUM, effective November 12, 2010.** The following FERPA language has been updated in the catalog.

**Notification of Rights under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

**ADDENDUM, effective October 12, 2010.** The following Articulation Agreement language is updated in the catalog.

Everest College Phoenix has an articulation agreement with the University of Phoenix. Students should contact the Everest College Phoenix Dean for additional information on articulation agreement transfer terms and conditions.

**ADDENDUM, effective October 12, 2010.** This corrects the applicable SAP table.

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

**ADDENDUM, effective October 1, 2010.** Entrance testing is no longer required for any programs with the exception of the Nursing program. Required entrance testing is removed from the catalog. The following information regarding academic skills is added to the catalog.

**Academic Skills Assessment**

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

**ADDENDUM, effective October 1, 2010.** The following tuition and fees tables are revised in the catalog.

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$13,295	\$1,244
Medical Assistant Diploma (afternoons session)	8 Months	47	\$12,795	\$1,244
Medical Insurance Billing and Coding Diploma Version 2	8 Months	47	\$13,049	\$1,895
Medical Insurance, Billing and Coding Diploma Version 2 (afternoon sessions)	8 Months	47	\$12,549	\$1,895

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Other fees:
*Criminal Investigations kit and camera fee: \$600 (estimated)
Effective October 1, 2010

<b>PHOENIX CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$13,295	\$1,268
Medical Assistant Diploma (Afternoon Session)	8 Months	47	\$12,795	\$1,268
Medical Insurance, Billing and Coding Diploma	8 Months	47	\$13,049	\$1,917
Medical Insurance, Billing and Coding Diploma (afternoon session)	8 months	47	\$12,549	\$1,917
Registered Nursing Program	24 months	108	\$401 per credit	\$525 per quarter
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective October 1, 2010				

**ADDENDUM, effective October 1, 2010. The following grading scale is revised in the catalog.**

<b>GRADE</b>	<b>EVALUATION</b>	<b>NURSING PROGRAM</b>	<b>OTHER LINEAR PROGRAMS</b>	<b>MODULAR PROGRAMS</b>	<b>QUALITY POINTS PER QUARTER HOUR</b>
A	Excellent	92-100%	90-100%	90-100%	4
B	Good	84-91%	80-89%	80-89%	3
C	Average	76-83%	70-79%	70-79%	2
D	Below Average	*	60-69%*	*	1
F/Fail	Failed to Meet Course Objectives	Below 76% or **See note	Below 60% or **See note	Below 70%	0
IP	In progress				Not Calculated
W	Withdrawal after drop/add period, not calculated in the CGPA. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
WZ	Withdrawal for students called to immediate active military duty. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) <i>No longer used.</i>				Not Calculated
T/TA/TR	Transfer credit not calculated for CGPA (SAP). This grade will be calculated for determining rate of progress (SAP).				Not Calculated
TA	Transfer Associates (Criminal Justice and Business degree completion options only)				Not Calculated
PE	Passed by Proficiency Challenge Exam				Not Calculated
PL	Prior Learning Portfolio				Not Calculated
PASS	Course objectives met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
PP	Preparatory Class passed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
PF	Preparatory Class failed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
FAIL	Course objectives NOT met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP)				Not Calculated

**ADDENDUM, effective September 15, 2010. The following policy is updated in the catalog**

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**COPYRIGHT POLICY**

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

**ADDENDUM, effective August 23, 2010. The following SAP tables are revised in the catalog.**

47 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.7	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

96, 97, & 98 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.66%	N/A
25-36	2.00	0.25	66.66%	10%
37-48	2.00	0.50	66.66%	20%
49-60	2.00	1.10	66.66%	30%
61-72	2.00	1.50	66.66%	40%
73-84	2.00	1.80	66.66%	50%
85-96	2.00	2.00	66.66%	55%
97-108	2.00	2.00	66.66%	60%
109-120	2.00	2.00	66.66%	63%
121-144	N/A	2.00	N/A	66.66%

**ADDENDUM, effective August 23, 2010. The following course numbers are revised in the catalog.**

<b>CCJ 1020 Introduction to Criminal Justice</b>	<b>4 Quarter Credit</b>
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lec Hrs: 0 040, Lab Hrs: 000, Other Hrs: 000	
<b>CJE 1600 Criminal Investigations</b>	<b>4 Quarter Credit</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>CJC 2000 Introduction to Corrections</b>	<b>4 Quarter Credit</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	

**ADDENDUM, effective August 23, 2010. The following financial information is updated in the catalog.**

The institution must 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 student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Federal Perkins loans.
4. Direct PLUS loans.

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5. Federal Pell Grants for which a return of funds is required.
6. Academic Competitiveness Grants for which a return of funds is required.
7. National Smart Grants for which a return of funds is required.
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

**Federal Stafford Direct Loans (DL)**

This low-interest loan is available to qualified students through the U.S. Department of Education and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Direct Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

The Federal Direct Subsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Student eligibility for a Direct Subsidized Loan is based on “financial need”. The federal government pays the interest while the student is in school at least half-time, during the grace period and during periods of deferment.

The Federal Direct Unsubsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.

**Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Direct Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid for which the student is eligible. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

**ADDENDUM, effective September 1, 2010.** The school is no longer enrolling ATB students and all references to ATB are hereby eliminated from the catalog. However, students who had previously enrolled under the ATB provision and then withdrew are eligible for reentry

**ADDENDUM, effective July 26, 2010.** The following updates are made to the Phoenix Nursing program.

Version 4—effective date 7/12/10. All newly enrolling students are enrolled in this version of the program. For earlier versions of the program, please see below.					
Quarter I	Quarter I	Lecture Contact Hours	Lab/Clinical Contact Hours	Total Contact Hours	Quarter Credit Hours
NSG 1008	Fundamentals I	40	0	40	4
NSG1008L	Fundamentals Clinical I	0	40	40	2
BIO1088	Anatomy & Physiology I	40	0	40	4
BIO 1088L	Anatomy & Physiology I Lab	0	40	40	2
MAT 1033	Algebra	40	0	40	4
	<b>Total Hours</b>	<b>120</b>	<b>80/0</b>	<b>200</b>	<b>16</b>
Quarter II	Quarter II				
NSG1014	Fundamentals II	30	0	30	3
NSG1014L	Fundamentals Clinical II	0	20/80	100	3
BIO1089	Anatomy & Physiology II	40	0	40	4
BIO 1089L	Anatomy & Physiology II Lab	0	40	40	2
NSG 1028	Pharmacology for Nurses I	20	0	20	2
	<b>Total Hours</b>	<b>90</b>	<b>60/80</b>	<b>230</b>	<b>14</b>
Quarter III	Quarter III				
NSG 1040	Med Surg I	30	0	30	3
NSG 1040L	Med/Surg I Clinical	0	20/80	100	3
PSY 2012	General Psychology	40	0	40	4
MCB 1087	Intro Micro/Chemistry	40	0	40	4
MCB 1087L	Intro Micro/Chemistry Lab	0	40	40	2
	<b>Total Hours</b>	<b>110</b>	<b>60/80</b>	<b>250</b>	<b>16</b>
Quarter IV	Quarter IV				

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NSG 1042	Med Surg II	30	0	30	3
NSG 1042L	Med Surg Clinical II	0	20/80	100	3
BIO 2024	Pathophysiology	40	0	40	4
DEP 2000	Developmental Psychology	40	0	40	4
	<b>Total Hours</b>	<b>110</b>	<b>20/80</b>	<b>210</b>	<b>14</b>
<b>Quarter V</b>	<b>Quarter V</b>				
NSG 1044	Maternal/Child	40	0	40	4
NSG 1044L	Maternal/Child Clinical	0	20/80	100	3
ENC 1101	Comp I	40	0	40	4
NSG 2024	Pharmacology IIa	10	0	10	1
	<b>Total Hours</b>	<b>90</b>	<b>20/80</b>	<b>190</b>	<b>12</b>
<b>Quarter VI</b>	<b>Quarter VI</b>				
NSG 2012	Psych Nursing	30	0	30	3
NSG 2012L	Psych Nursing Clinical	0	20/80	100	3
NSG 2022	Community Health Nursing	30	0	30	3
NSG 2022L	Community Health Nursing Clinical	0	20/40	60	2
NSG 2028	Pharmacology IIb	10	0	10	1
	<b>Total Hours</b>	<b>70</b>	<b>40/120</b>	<b>230</b>	<b>12</b>
<b>Quarter VII</b>	<b>Quarter VII</b>				
NSG 2042	Critical Care Nursing	30	0	30	3
NSG 2042L	Critical Care Nursing Clinical	0	20/80	100	3
NSG 2034	Pharmacology IIc	20	0	20	2
ENC 1102	Comp II	40	0	40	4
	<b>Total Hours</b>	<b>90</b>	<b>20/80</b>	<b>190</b>	<b>12</b>
<b>Quarter VIII</b>	<b>Quarter VIII</b>				
NSG 2050	Leadership Nursing	30	0	30	3
NSG 2050L	Leadership Nursing Clinical	0	20/80	100	3
NSG 2062	NCLEX Review	20	0	20	2
	Humanities Elective	40	0	40	4
	<b>Total Hours</b>	<b>90</b>	<b>20/80</b>	<b>190</b>	<b>12</b>
	<b>Total Program Hours</b>	<b>770</b>	<b>320/600</b>	<b>1690</b>	<b>108</b>
	<b>Total Nursing Clinical Hours</b>	<b>800</b>			
Nursing clinical hours may be completed in the skills lab and are subject to change.					

**ADDENDUM effective September 1, 2010: The program name Medical Assisting, is changed to Medical Assistant:**

**ADDENDUM, effective July 26, 2010. The Phoenix campus will begin offering the AS degree Accounting program described on page 36 of the catalog.**

**ADDENDUM, effective June 25, 2010. The following course descriptions are updated in the catalog.**

<b>AML 2000 Introduction to American Literature</b>	<b>4 Quarter Credit</b>
This course concentrates on the major writers of modern American literature. Prerequisite: ENC 1102, SLS 1505. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>AMH 2030 20th Century American History</b>	<b>4 Quarter Credit</b>
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: ENC 1102, SLS1505. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>POS 2041 American National Government</b>	<b>4 Quarter Credit Hours</b>
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: ENC 1102, SLS 1505. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PSY 2012 General Psychology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: ENC 1102, SLS1505. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

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<b>SPC 2016 Oral Communications 4 Quarter Credit Hours</b> This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: ENC 1102, SLS 1505 None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
<b>SPC 2300 Interpersonal Communications 4 Quarter Credit Hours</b> The dynamics of interaction between people in personal, social, and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisite: ENC 1102, SLS 1505 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
<b>SYG 2000 Principles of Sociology 4 Quarter Credit Hours</b> A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: ENC 1102, SLS 1505 Lecture Hrs 040 Lab Hrs 000 Other Hrs 000
<b>WOH 2022 World History 4 Quarter Credit Hours</b> This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilizations. Prerequisite: ENC 1102, SLS 1505. Lec Hrs 040 Lab Hrs 000 Other Hrs 000

**ADDENDUM, effective June 25, 2010. The following calendars are updated for the Mesa campus.**

<b>Medical Assisting, Medical Insurance Billing and Coding AM, PM, Eve Schedule 2010-2011</b>	
<b>Start</b>	<b>End</b>
1/18/11	2/11/11
2/14/11	3/14/11
3/15/11	4/18/11
4/19/11	5/16/11
5/17/11	6/14/11
6/15/11	7/19/11
7/20/11	8/16/11
8/17/11	9/14/11
9/15/11	10/19/11
10/20/11	11/16/11
11/17/11	12/16/11
12/19/11	1/25/12

<b>Medical Assisting Weekend Schedule 2011</b>	
<b>Start</b>	<b>End</b>
1/7/11	1/29/11
2/4/11	2/26/11
3/4/11	3/26/11
4/1/11	4/30/11
5/6/11	6/4/11
6/10/11	7/9/11
7/15/11	8/6/11
8/12/11	9/10/11
9/16/11	10/8/11
10/21/11	11/12/11
11/18/11	12/17/11

<b>Medical Insurance Billing and Coding Weekend Schedule 2010 - 2011</b>	
<b>Start</b>	<b>End</b>
1/8/11	1/30/11
2/5/11	2/27/11
3/5/11	3/27/11
4/2/11	5/1/11
5/7/11	6/5/11
6/11/11	7/10/11
7/16/11	8/7/11
8/13/11	9/11/11
9/17/11	10/9/11
10/22/11	11/13/11
11/19/11	12/18/11

**ADDENDUM, effective June 25, 2010. The following tuition and fees table is updated for the Mesa campus.**

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
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Medical Insurance Billing and Coding Diploma Version 2	8 Months	47	\$13,049	\$1,857
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Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective July 1, 2010				

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**ADDENDUM, effective June 25, 2010.** The following calendars are updated for the Phoenix campus.

<b>Medical Assisting, Medical Insurance Billing and Coding AM/PM/Eve</b>	
<b>Start</b>	<b>End</b>
6/22/10	7/26/10
7/27/10	8/23/10
8/24/10	9/21/10
9/22/10	10/19/10
10/20/10	11/16/10
11/17/10	12/16/10
12/20/10	1/25/11
1/26/11	2/23/11
2/24/11	3/23/11
3/24/11	4/27/11
4/28/11	5/25/11
5/26/11	6/23/11
6/24/11	7/28/11

<b>Medical Assisting, Medical Insurance Billing and Coding Weekend Schedule</b>	
<b>Start</b>	<b>End</b>
07/31/2010	08/22/2010
08/28/2010	09/26/2010
10/02/2010	10/24/2010
10/30/2010	11/21/2010
12/04/2010	01/09/2011
01/15/2011	02/06/2011
02/12/2011	03/06/2011
03/12/2011	04/03/2011
04/09/2011	05/08/2011
05/14/2011	06/12/2011
06/18/2011	07/17/2011

<b>Student Breaks Weekday Schedule</b>	
Summer Break	7/5 – 7/9/10
Labor Day	9/ 6/10
Thanksgiving	11/25 – 11/26/10
Winter Break	12/24/10 – 1/2/11
Holiday	1/17/11
Holiday	2/21/11
Spring Break	4/11 – 4/15/11
Holiday	5/30/11
Summer Break	7/2 – 7/8/11

<b>Student Breaks Weekend Schedule</b>	
Labor Day	9/ 4 – 9/5/10
Thanksgiving	11/27 – 11/28/10
Winter Break	12/23/10 – 1/2/11
Spring Break	4/23 – 4/24/11
Holiday	5/28 – 5/29/11
Summer Break	7/2 – 7/3/11

**ADDENDUM, effective June 25, 2010.** The campuses no longer participate in the Perkins Loan program.

**ADDENDUM, effective May 28, 2010.** The following calendars are updated for the Mesa campuses.

<b>Medical Assisting, Medical Insurance Billing and Coding AM, PM, Eve Schedule 2010-2011</b>	
<b>Start</b>	<b>End</b>
1/19/10	2/11/10
2/19/10	3/11/10
3/15/10	4/15/10
4/19/10	5/13/10
5/17/10	6/10/10
6/14/10	7/16/10
7/19/10	8/13/10
8/16/10	9/10/10
9/13/10	10/15/10
10/18/10	11/12/10
11/15/10	12/10/10
12/13/10	1/14/11

<b>Medical Assisting, Medical Insurance Billing and Coding Weekend Schedule 2010</b>	
<b>Start</b>	<b>End</b>
5/8/10	6/6/10
6/12/10	7/11/10
7/17/10	8/8/10
8/14/10	9/12/10
9/18/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10

<b>Medical Assisting Fri. - Sat. Schedule 2010</b>	
<b>Start</b>	<b>End</b>
5/7/10	6/5/10
6/11/10	7/10/10
7/16/10	8/7/10
8/13/10	9/11/10
9/17/10	10/16/10
10/22/10	11/13/10
11/19/10	12/18/10

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**ADDENDUM, effective May 14, 2010.** The accreditation and licensure information on page 2 of the catalog is revised as follows.

**ACCREDITATION AND LICENSURE**

Accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (312) 263-0456, fax (312) 263-7462, [www.ncahlc.org](http://www.ncahlc.org).

**ADDENDUM, effective May 13, 2010.** The Percentage Absence Rule (quarter based programs) does not apply to the online programs.

**ADDENDUM, effective May 13, 2010.** The grading scale is revised in the catalog.

GRADE	EVALUATION	NURSING PROGRAM	OTHER LINEAR PROGRAMS	MODULAR PROGRAMS	QUALITY POINTS PER QUARTER HOUR
A	Excellent	92-100%	90-100%	90-100%	4
B	Good	84-91%	80-89%	80-89%	3
C	Average	76-83%	70-79%	70-79%	2
D	Below Average	*	60-69%*	*	1
F	Failed to Meet Course Objectives	Below 76% or **See note	Below 60% or **See note	Below 70%	0
I	Incomplete***				0
IP	In progress				Not Calculated
W	Withdrawal after drop/add period, not calculated in the CGPA. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
WZ	Withdrawal for students called to immediate active military duty. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) <i>No longer used.</i>				Not Calculated
T/TA/TR	Transfer credit not calculated for CGPA (SAP). This grade will be calculated for determining rate of progress (SAP).				Not Calculated
TA	Transfer Associates (Criminal Justice and Business degree completion options only)				Not Calculated
PE	Passed by Proficiency Challenge Exam				Not Calculated
PL	Prior Learning Portfolio				Not Calculated
PASS	Course objectives met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
PP	Preparatory Class passed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
PF	Preparatory Class failed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
FAIL	Course objectives NOT met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP)				Not Calculated

\*A grade of D is not awarded in nursing courses, modular courses or capstone courses.

\*\* In capstone courses, a grade of F is awarded for an average of 79% or below. In nursing lab/clinical courses, a grade of F is failure to meet competencies per Catalog Nursing Policy.

\*\*\*The I (incomplete) grade is not used for online courses.

**Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation – All Campuses**

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y

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Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
F	Y	Y	N
PASS	N	Y	Y
FAIL	N	Y	Y
PP	N	Y	Y
PF	N	Y	Y
I	N	Y	N
IP	N	Y	N
PL	N	N	N
PE	N	Y	Y
W	N	Y	N
WD	N	N	N
WZ	N	N	N
T/TA/TR	N	Y	Y

**ADDENDUM, effective April 20, 2010.** The following is added to the Scholarship section of the catalog.

### Active Duty Military Scholarships (Everest College Phoenix Online Only)

**1. Military Scholarship:** Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans using VA Education Benefits are eligible to apply for the Military Scholarship. The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

**Applications may be requested from the Admissions Office.**

**2. Eligibility:** Applicants must meet entrance requirements for program of study. Applicants must be an US military member (or be a dependant spouse), and provide proof by submitting a copy of official military documentation (valid military ID card, Leave and Earnings Statement, DD214) prior to the start of the term. The scholarship may be renewed from quarter to quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

**3. Payment Schedule:**

Member Status	Amount
<b>US Military</b> – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists	<b>50% Tuition credit</b>
<b>Military Spouse-</b> spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	<b>50% Tuition credit</b>
<b>Veteran-</b> veterans using VA education benefits	<b>15% tuition credit</b>

**ADDENDUM, effective April 20, 2010.** The following accreditation statement is revised on page 1 of the catalog.

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Accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (312) 263-0456, fax (312) 263-7462, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

**ADDENDUM, effective April 12, 2010. The following courses are now being offered.**

<p><b>MAN 4302 Management of Human Resources Hours</b>  An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2300 or MAN 3100. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit</b></p>
<p><b>RDG 0099 Fundamental Reading Hours</b>  This course will improve basic reading and study skills, with emphasis on vocabulary and comprehension. It is recommended to all students whose placement test scores indicate a need for instruction and practice in reading comprehension. Prerequisite: Assessment Score Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit</b></p>
<p><b>BIO 1088 Anatomy and Physiology I Hours</b>  This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a lecture experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit</b></p>
<p><b>BIO 1088L Anatomy and Physiology I Lab Credit Hours</b>  This course is the laboratory section of BIO 1088. It is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through the laboratory experience. It integrates the structure and function of the human body and its systems as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisite or concurrent enrollment: BIO 1088. Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000.</p>	<p><b>2 Quarter</b></p>
<p><b>BIO 1089 Anatomy and Physiology II</b>  This course provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through a lecture experience. It integrates the structure and function of the human body systems as related to blood, nutrition, acid-base balance, fluids and electrolytes. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Prerequisites: BIO 1088 for Nursing students only, other program students: none. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>BIO 1089L Anatomy and Physiology II Lab Hours</b>  This course is the laboratory section taught in conjunction with BIO 1089, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through the laboratory experience. It integrates the structure and function of the human body systems as related to blood, nutrition, acid-base balance, fluids and electrolytes. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Laboratory exercises include human and animal dissection, microscopic review of structures, and application of physiological principles through observation and practical experiments applied for the nursing student. Prerequisite or concurrent enrollment: BIO 1089. Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000</p>	<p><b>2 Quarter Credit</b></p>
<p><b>MCB 1087 Foundations of Microbiology-Chemistry Hours</b>  This course provides for the understanding of the basic foundations of chemistry and microbiology using an integrated approach for conceptual and teamwork strategies. Emphasis is placed on the practical aspects of the two disciplines through total integration and problem-solving approaches. Basic chemistry, organic and biochemistry, including cellular structure, function characteristics, classifications, physiology and pathology of microorganisms are part of the course. Pre-requisites: None. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit</b></p>
<p><b>MCB 1087L Foundations of Microbiology-Chemistry Lab Hours</b>  <b>Course Description:</b> This course is the laboratory section of BIO 1087 and provides for the understanding of the basic foundations of chemistry and microbiology using an integrated approach for conceptual and teamwork strategies. Emphasis is placed on the practical aspects of the two disciplines through total integration and problem-solving approaches. Basic chemistry, organic and biochemistry, including cellular structure, function characteristics; classifications, physiology and pathology of microorganisms are medically applied through chemical and microbiology lab techniques. Prerequisite or concurrent enrollment in MCB 1087. Lec Hrs. 000 Lab Hrs. 040 Other Hrs. 000</p>	<p><b>2 Quarter Credit</b></p>

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**ADDENDUM, effective April 12, 2010.** The following change is made to the course outline for the Business Administration Degree Completion Option program.

MAN	3554	Workplace Continuity and Contingency Planning	4.0	
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**ADDENDUM, effective April 9, 2010.** The grading scale is revised as follows.

GRADE	EVALUATION	NURSING PROGRAM	OTHER LINEAR PROGRAMS	MODULAR PROGRAMS	QUALITY POINTS PER QUARTER HOUR
A	Excellent	92-100%	90-100%	90-100%	4
B	Good	84-91%	80-89%	80-89%	3
C	Average	76-83%	70-79%	70-79%	2
D	Below Average	*	60-69%*	*	1
F/Fail	Failed to Meet Course Objectives	Below 76% or **See note	Below 60% or **See note	Below 70%	0
I	Incomplete***				0
IP	In progress				Not Calculated
W	Withdrawal after drop/add period, not calculated in the CGPA. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
WD	Withdrawal during add/drop period and during the first five days of a modular program. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
WZ	Withdrawal for students called to immediate active military duty. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
TR	Transfer credit not calculated for CGPA (SAP). This grade will be calculated for determining rate of progress (SAP).				Not Calculated
TA	Transfer Associates (Criminal Justice and Business degree completion options only)				Not Calculated
PE	Passed by Proficiency Challenge Exam				Not Calculated
PL	Prior Learning Portfolio				Not Calculated
PASS	Course objectives met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP)				Not Calculated
PP	Preparatory Class passed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
PF	Preparatory Class failed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated

\* A grade of D is not awarded in nursing courses, modular courses or capstone courses.

\*\* In capstone courses, a grade of F is awarded for an average of 69% or below. In nursing lab/clinical courses, a grade of F is a failure to meet competencies per Catalog Nursing Policy.

\*\*\* The I (incomplete) grade is not used for online courses.

**ADDENDUM, effective April 9, 2010.** The courses BIO 1085, Bio 1086, and MCB 2012 are no longer electives for the Criminal Justice BS Degree Completion Option program.

**ADDENDUM, effective April 9, 2010.** The following course descriptions are revised as follows.

<b>MAR 3503 Consumer Behavior</b>	<b>4 Quarter Credit Hou</b>
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 1011 or MAR 2323. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIN 3005 Principles of Finance</b>	<b>4.0 Quarter Credit Hrs</b>
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial	

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theory, principles and terminology. Prerequisites: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 3156 Global Marketing</b>	<b>4.0 Quarter Credit Hrs</b>
The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisite: MAR 1011 or MAR 2141. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2320 Advertising</b>	<b>4.0 Quarter Credit Hrs</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2671 Fingerprints Classification &amp; Latents I</b>	<b>4.0 Quarter Credit Hrs</b>
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2672 Fingerprints Classification &amp; Latents II</b>	<b>4.0 Quarter Credit Hrs</b>
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab. Prerequisite: CJE 2671. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2141 Computerized Accounting</b>	<b>4.0 Quarter Credit Hrs</b>
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4 Quarter Credit Hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: CCJ 1024 for CJ students; CJE 1640 for CI students; ENC 1102. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

**ADDENDUM, effective April 9, 2010. The Assessment Evaluation section of the catalog is revised as follows.**

All degree-seeking students entering the College take assessment evaluations. These placement exams are administered during the admission process. Degree-seeking students who do not obtain passing scores are required to successfully complete appropriate basic review courses. Consideration will be given to any student who has previously taken and successfully passed similar basic review courses or who has successfully completed level one or above equivalent courses as evidenced by official transcripts. Preparatory courses are not included in programs of study and do not count toward the completion of programs. They are covered through the student's financial aid.

**ADDENDUM, effective April 9, 2010. The following is revised for the Add/Drop section of the catalog.**

The student charges for the term will be determined by the classes the student has attended by the end of the second week of the term. There are no charges for classes dropped during the add/drop period. A student who attends a class beyond the add/drop period or who attends a class and does not drop it within the add/drop period will be charged for the class. For this reason it is important that students drop classes in a timely manner. Students may drop a linear course through week 11 and will receive a W grade that will be counted as a part of their overall rate of progress. Students whose names appear on the final roster will receive a final grade (week 12).

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**ADDENDUM, effective April 9, 2010.** The following is added to the Student Services section of the catalog.

**EVEREST CARE PROGRAM**

The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

**ADDENDUM, effective March 31, 2010.** The following calendars are updated for the Mesa campus.

<b>Modular Programs Weekend Schedule Friday and Saturday 2010-2011</b>	<b>Modular Programs Weekend Schedule Saturday and Sunday 2009-2011</b>	<b>Student Breaks Modular Weekend Schedule 2010-2011</b>	<b>Student Breaks MIBC/ MA Weekend Schedule 2010-2011</b>
<b>Start      End</b>	<b>Start      End</b>	<b>Start      End</b>	<b>Start      End</b>
04/09/2010    05/01/2010	04/10/2010    05/02/2010	04/02/2010    04/03/2010	04/03/2010    04/04/2010

**ADDENDUM, effective March 31, 2010.** The following calendars are updated for the Phoenix campus.

<b>Medical Assisting, Medical Insurance Billing and Coding AM/PM/Eve</b>	<b>Medical Assisting, Medical Insurance Billing and Coding Weekend Schedule</b>
<b>Start      End</b>	<b>Start      End</b>
5/24/10      6/21/10	01/23/10      02/14/10
6/22/10      7/20/10	02/20/10      03/14/10
07/21/2010    08/17/2010	03/20/10      04/18/10
08/18/2010    09/15/2010	04/24/10      05/16/10
09/16/2010    10/13/2010	05/22/10      06/20/10
10/14/2010    11/10/2010	06/26/10      07/25/10
11/11/2010    12/10/2010	07/31/2010    08/22/2010
12/13/2010    01/18/2011	08/28/2010    09/26/2010
01/19/2011    02/15/2011	10/02/2010    10/24/2010
02/16/2011    03/16/2011	10/30/2010    11/21/2010
03/17/2011    04/13/2011	12/04/2010    01/09/2011
04/14/2011    05/11/2011	01/15/2011    02/06/2011
05/12/2011    06/09/2011	02/12/2011    03/06/2011
06/13/2011    07/11/2011	03/12/2011    04/03/2011
	04/09/2011    05/08/2011
	05/14/2011    06/12/2011
	06/18/2011    07/17/2011

**ADDENDUM, effective February 17, 2010.** The following calendars are updated for the Phoenix campuses.

<b>Medical Insurance Billing</b>
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<b>and Coding Weekend Schedule</b>	
<b>Start</b>	<b>End</b>
01/23/10	02/14/10
02/20/10	03/14/10
03/20/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10

**ADDENDUM, effective February 17, 2010.** The following calendars are updated for the Mesa campuses.

<b>Medical Assisting, Medical Insurance Billing and Coding AM, PM, Eve Schedule 2010-2011</b>	
<b>Start</b>	<b>End</b>
1/19/10	2/11/10
2/16/10	3/11/10
3/15/10	4/15/10
4/19/10	5/13/10
5/17/10	6/10/10
6/14/10	7/15/10
7/21/10	8/17/10
8/18/10	9/15/10
9/16/10	10/13/10
10/14/10	11/10/10
11/11/10	12/10/10
12/13/10	1/18/11
1/19/11	2/15/11
2/16/11	3/16/11
3/17/11	4/13/11
4/14/11	5/11/11
5/12/11	6/9/11
6/13/11	7/11/11

**ADDENDUM, effective January 22, 2010.** The following tuition and fees table is updated for the Phoenix campuses.

<b>PHOENIX CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter

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Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assisting Diploma	8 Months	47	\$13,295	\$1,200
Medical Assisting Diploma (Afternoon Session)	8 Months	47	\$12,795	\$1,200
Medical Insurance, Billing and Coding Diploma	8 Months	47	\$13,049	\$1,852
Medical Insurance, Billing and Coding Diploma (afternoon session)	8 months	47	\$12,549	\$1,852
Registered Nursing Program	24 months	108	\$401 per credit	\$525 per quarter
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective <b>January 25, 2010</b>				

**ADDENDUM, effective January 22, 2010.** The following calendars are updated for the Mesa campuses.

<b>Medical Assisting, Medical Insurance Billing and Coding AM, PM, Eve Schedule 2010-2011</b>	
<b>Start</b>	<b>End</b>
1/19/10	2/11/10
2/16/10	3/11/10
3/15/10	4/15/10
4/19/10	5/13/10
5/17/10	6/10/10
6/14/10	7/15/10
7/21/10	8/17/10
8/18/10	9/15/10
9/16/10	10/13/10
10/14/10	11/10/10
11/11/10	12/10/10
12/13/10	1/18/11
1/19/11	2/15/11
2/16/11	3/16/11
3/17/11	4/13/11
4/14/11	5/11/11
5/12/11	6/9/11
6/13/11	7/11/11

**ADDENDUM, effective January 22, 2010.** The following policy revision is added to page 8 of the catalog.

**TRANSFERS TO OTHER EVEREST LOCATIONS**

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or

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higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

**ADDENDUM, effective January 13, 2010.** The following calendars are updated for the Phoenix campuses.

<b>Medical Assisting, Medical Insurance Billing and Coding AM/PM/Eve</b>	
<b>Start</b>	<b>End</b>
07/21/2010	08/17/2010
08/18/2010	09/15/2010
09/16/2010	10/13/2010
10/14/2010	11/10/2010
11/11/2010	12/10/2010
12/13/2010	01/18/2011
01/19/2011	02/15/2011
02/16/2011	03/16/2011
03/17/2011	04/13/2011
04/14/2011	05/11/2011
05/12/2011	06/09/2011
06/13/2011	07/11/2011

<b>Medical Assisting, Medical Insurance Billing and Coding Weekend Schedule</b>	
<b>Start</b>	<b>End</b>
07/31/2010	08/22/2010
08/28/2010	09/26/2010
10/02/2010	10/24/2010
10/30/2010	11/21/2010
12/04/2010	01/09/2011
01/15/2011	02/06/2011
02/12/2011	03/06/2011
03/12/2011	04/03/2011
04/09/2011	05/08/2011
05/14/2011	06/12/2011
06/18/2011	07/17/2011

<b>Modular Weekend Calendar MMA &amp; MIBC</b>	
<b>Start</b>	<b>End</b>
11-Jul	2-Aug
8-Aug	30-Aug
Holiday Sept 5th & 6th	
12-Sep	4-Oct
10-Oct	1-Nov
7-Nov	6-Dec
Holiday Nov 28th & 29th	
12-Dec	17-Jan
Holiday Dec 26th & 27th	
Holiday Jan 2nd & 3rd	
23-Jan	14-Feb
20-Feb	14-Mar
20-Mar	18-Apr
Holiday Apr 3rd & 4th	
24-Apr	16-May
22-May	20-Jun
Holiday May 29th & 30th	
26-Jun	25-Jul
Holiday July 3rd & 4th	

**ADDENDUM, effective January 8, 2010.** The following calendars are updated for the Mesa campuses.

<b>Modular Programs Weekend Schedule Friday and Saturday 2010-2011</b>	
<b>Start</b>	<b>End</b>
01/08/2010	01/30/2010
02/05/2010	02/27/2010
03/05/2010	03/27/2010
04/02/2010	05/01/2010
05/07/2010	05/29/2010
06/04/2010	06/26/2010
07/02/2010	07/31/2010
08/06/2010	08/28/2010
09/03/2010	09/25/2010
10/01/2010	10/30/2010
11/05/2010	11/27/2010
12/03/2010	01/08/2011
01/21/2011	02/12/2011

<b>Modular Programs Weekend Schedule Saturday and Sunday 2009-2011</b>	
<b>Start</b>	<b>End</b>
04/03/2010	05/02/2010
05/08/2010	05/30/2010
06/05/2010	06/27/2010
07/17/2010	08/08/2010
08/14/2010	09/05/2010
09/11/2010	10/03/2010
10/16/2010	11/07/2010
11/13/2010	12/05/2010
12/11/2010	01/23/2011
1/29/2011	02/20/2011
02/26/2011	03/20/2011
03/26/2011	04/24/2011
04/30/2011	05/22/2011

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02/18/2011	03/12/2011
03/18/2011	04/09/2011
04/22/2011	05/14/2011
05/20/2011	06/11/2011
06/17/2011	07/09/2011
07/22/2011	08/13/2011
08/19/2011	09/10/2011
09/16/2011	10/08/2011

05/28/2011	06/19/2011
06/25/2011	07/24/2011
07/30/2011	08/21/2011
08/27/2011	09/18/2011

**ADDENDUM, effective February 6, 2010.** The following tuition and fees tables are updated for the Mesa campuses.

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assisting Diploma	8 Months	47	\$13,295	\$1,180
Medical Assisting Diploma (afternoons session)	8 Months	47	\$12,795	\$1,180
Medical Insurance Billing and Coding Diploma Version 2	8 Months	47	\$13,049	\$1,830
Medical Insurance, Billing and Coding Diploma Version 2 (afternoon sessions)	8 Months	47	\$12,549	\$1,830
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective February 6, 2010				

**ADDENDUM, effective December 2, 2009.** The following calendars are updated for the Mesa campus.

<b>Modular Programs Weekday Schedule AM, PM, Eve 2009-2011</b>	
<b>Start</b>	<b>End</b>
07/21/2010	08/17/2010
08/18/2010	09/15/2010
09/16/2010	10/13/2010
10/14/2010	11/10/2010
11/11/2010	12/10/2010
12/13/2010	01/18/2011
01/19/2011	02/15/2011
02/16/2011	03/16/2011
03/17/2011	04/13/2011
04/14/2011	05/11/2011
05/12/2011	06/09/2011

<b>Modular Programs Weekend Schedule 2009-2011</b>	
<b>Start</b>	<b>End</b>
07/31/2010	08/22/2010
08/28/2010	09/26/2010
10/02/2010	10/24/2010
10/30/2010	11/21/2010
12/04/2010	01/09/2011
01/15/2011	02/06/2011
02/12/2011	03/06/2011
03/12/2011	04/03/2011
04/09/2011	05/08/2011
05/14/2011	06/12/2011
06/18/2011	07/17/2011

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06/13/2011	07/11/2011
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**ADDENDUM, effective December 2, 2009.** The following calendars are updated for the Mesa campus.

<b>Modular Programs Weekday Schedule 2009-2011</b>	
<b>Start</b>	<b>End</b>
10/19/2009	11/12/2009
11/16/2009	12/10/2009
12/14/2009	1/14/2010
1/19/2010	2/11/2010
2/15/2010	3/11/2010
3/15/2010	4/15/2010
4/19/2010	5/13/2010
5/17/2010	6/10/2010
6/14/2010	7/15/2010
7/19/2010	8/5/2010
8/9/2010	9/2/2010
9/7/2010	9/30/2010
10/11/2010	11/4/2010
11/8/2010	12/2/2010
12/6/2010	1/7/2011
1/10/2011	2/3/2011
2/7/2011	3/3/2011
3/7/2011	3/31/2011
4/11/2011	5/5/2011
5/9/2011	6/2/2011
6/6/2011	6/30/2011
7/11/2011	8/4/2011

<b>Student Breaks Weekday Schedule 2009-2011</b>	
Fall Break	10/5/09-10/11/09
Winter Break	12/24/09-1/3/10
Spring Break	4/5/10-4/11/10
Summer Break	7/3/10-7/11/10
Fall Break	10/4/2010- 10/10/2010
Winter Break	12/23/2010- 1/2/2011
Spring Break	4/4/2011-4/8/2011
Summer Break	7/4/2011-7/8/2011

**ADDENDUM, effective January 1, 2010.** The following tuition and fees tables are updated for the campuses.

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assisting Diploma	8 Months	47	\$13,295	\$1,143
Medical Assisting Diploma (afternoons session)	8 Months	47	\$12,795	\$1,143
Medical Insurance Billing and Coding Diploma	8 Months	47	\$13,049	\$1,757
Version 2				

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Medical Insurance, Billing and Coding Diploma Version 2 (afternoon sessions)	8 Months	47	\$12,549	\$1,757
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective January 1, 2010				

<b>PHOENIX CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96-104	\$313 Per Credit	\$355 per quarter
Bachelor Degree Programs	18-48 Months	96-200	\$313 Per Credit	\$355 per quarter
Medical Assisting Diploma	8 Months	47	\$13,295	\$1,200
Medical Assisting Diploma (Afternoon Session)	8 Months	47	\$12,795	\$1,200
Medical Insurance, Billing and Coding Diploma	8 Months	47	\$13,049	\$1,852
Medical Insurance, Billing and Coding Diploma (afternoon session)	8 months	47	\$12,549	\$1,852
Registered Nursing Program	24 months	108	\$401 per credit	\$525 per quarter
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective January 25, 2010				

**ADDENDUM, effective October 9, 2009.** The following grading scale is updated in the catalog.

<b>GRADE</b>	<b>EVALUATION</b>	<b>NURSING PROGRAM</b>	<b>OTHER LINEAR PROGRAMS</b>	<b>MODULAR PROGRAMS</b>	<b>QUALITY POINTS PER QUARTER HOUR</b>
A	Excellent	92-100%	90-100%	90-100%	4
B	Good	84-91%	80-89%	80-89%	3
C	Average	76-83%	70-79%	70-79%	2
D	Below Average	*	60-69%*	*	1
F/Fail	Failed to Meet Course Objectives	Below 76% or **See note	Below 60% or **See note	Below 70%	0
I	Incomplete***				0
IP	In progress				Not Calculated
W	Withdrawal after drop/add period, not calculated in the CGPA. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
WD	Withdrawal during add/drop period and during the first five days of a modular program. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
WZ	Withdrawal for students called to immediate active military duty. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
T	Transfer credit				Not Calculated
TA	Transfer Associates (Criminal Justice and Business degree completion options only)				Not Calculated
PE	Passed by Proficiency Challenge Exam				Not Calculated
PL	Prior Learning Portfolio				Not Calculated
P/PASS	Course objectives met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP)				Not Calculated
PP	Preparatory Class passed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
PF	Preparatory Class failed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated

**ADDENDUM, effective September 23, 2009.** The following course outline for the Business Administration Degree Completion Option is updated in the catalog.

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Course Code		Course Title	Quarter Credit Hrs	
<b>MAJOR CORE</b>				
<b>Lower Division</b>				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
MAN	2021	Principles of Management	4.0	
MAR	1011	Introduction to Marketing	4.0	
SBM	2000	Small Business Management	4.0	
<b>Major Core Lower Division:</b>				<b>32.0</b>
<b>Upper division</b>				
FIN	3006	Principles of Finance	4.0	
LDR	4734	Leadership	4.0	
MAN	3100	Human Relations in Management	4.0	
MAN	3554	Workplace Continuity & Contingency Planning	4.0	
MAN	4302	Management of Human Resources	4.0	
MAN	4701	Business Ethics	4.0	
MAR	3310	Public Relations	4.0	
BCC	4949	Business Capstone Course	4.0	
<b>Major Core Upper Division:</b>				<b>32.0</b>
<b>TOTAL MAJOR CORE REQUIRED QUARTER CREDIT HOURS</b>				<b>64.0</b>
<b>Choose 20 elective credits from the following:</b>				
ACG	2178	Financial Statement Analysis	4.0	
BUL	2131	Applied Business Law	4.0	
BUL	2261	International Business Law	4.0	
FIN	3501	Investments	4.0	
GEB	4351	Import/Export Management	4.0	
MAN	1733	Management Today	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MAN	2604	Introduction to International Management	4.0	
MAN	3540	Workplace Continuity and Contingency Planning	4.0	
MAN	4400	Labor Relations and Collective Bargaining	4.0	
MAN	4764	Business Policy and Strategy	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
MAR	2323	Advertising	4.0	
MAR	3142	Global Marketing	4.0	
MAR	3231	Retailing	4.0	
MAR	3400	Salesmanship	4.0	
MAR	3500	Consumer Behavior	4.0	
MAR	4011	E-Commerce	4.0	
<b>TOTAL MAJOR CORE ELECTIVE QUARTER CREDIT HOURS</b>				<b>20.0</b>
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b>				<b>58.0</b>
<b>ASSOCIATE DEGREE TRANSFER CREDIT/REQUIREMENTS</b>				<b>50.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>192.0</b>

**ADDENDUM, effective September 2, 2009.** The following notification is updated for the Phoenix campus and all students have been notified.

**TO:** All Students

**FROM:** Steve Quattrociocchi, President

Everest College – Phoenix

**RE:** HLC Public Disclosure Notice

Dear Students,

In the spirit of keeping you up to date about important issues affecting Everest College – Phoenix, we wanted to let you know that on May 1, 2009, we received news from the Higher Learning Commission about the College's accreditation. The

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Higher Learning Commission, or “HLC”, is the regional accreditation agency for the College, and they have notified us that the College has been placed on probation. HLC’s decision affects all of Everest College – Phoenix, which includes our main campus in Phoenix, branch campus in Mesa, and Phoenix Online Division.

We want to assure you that this change in the status of the College’s accreditation will **NOT** affect your educational experience or your ultimate success.

***As we go through the probation process with our accreditation agency, the College, including the Phoenix and Mesa campuses, and the Online Division, remain fully accredited. In addition, all course credits, degrees and diplomas will be earned from the College, an accredited institution, and all continuing and new College students remain eligible to receive federal student financial aid.*** In short, during the probation period we will continue to provide the same high-quality education to our existing students and new enrollees.

All colleges and universities accredited by the Higher Learning Commission are required to have periodic reviews. Over the last year, HLC has been reviewing the College’s accreditation status. By putting the College on probation, our accreditor is indicating that the College *may* not meet one or more requirements. In this case, the Higher Learning Commission believes that we may not meet certain criteria related to how the College is structured and governed. Our accreditation agency status will be reviewed again in October 2010, and between now and then we will work with our accreditor to demonstrate that we are meeting all requirements. We are confident that we will be able to do so.

We believe that we have already implemented most of the changes that our accreditor has requested. For example, we set up a new administrative structure for the College. I have been appointed President, and we have appointed a separate Academic Provost for the College, Dr. Jon Persavich. As Provost, Dr. Persavich is now the leader for our College’s faculty, and he is already working with them on such things as curriculum, student assessment, and participation in College governance. Our accreditation agency is reviewing the changes and is using the probation process to verify that these changes have been implemented effectively.

As always, providing students with quality education remains our top priority. We are proud of Everest College – Phoenix, its mission, the education it provides, and the outcomes our students achieve. Again, we remain confident that the on-going review process with our accreditor will not affect your student experience while at the College and we wish you continued success with your studies.

If you have questions, please visit our [FAQ page](#), or you may contact:

Todd McDonald, Campus President

Everest College Phoenix

602.749.4306

Mary Ritter, Campus President

Everest College Mesa

480.830.5151 x148

Steve Corrozi, Vice President, Operations

Everest College Phoenix Online

480.598.6900 x348

To receive a copy of the public notice issued by HLC about ECP, you may send an email to [info@hlcommission.org](mailto:info@hlcommission.org), or go to HLC’s website at [www.ncahlc.org/download/PDN\\_2085.pdf](http://www.ncahlc.org/download/PDN_2085.pdf).

**ADDENDUM effective September 2, 2009, The following SAP tables are revised for the campuses.**

96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96)
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192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192)
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Total Credits Attempted	Probation if CGAP is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.7%	N/A
25-36	2.00	0.25	66.7%	10%
37-48	2.00	0.50	66.7%	20%
49-60	2.00	1.10	66.7%	30%
61-72	2.00	1.50	66.7%	40%
73-84	2.00	1.80	66.7%	50%
85-96	2.00	2.00	66.7%	55%
97-108	2.00	2.00	66.7%	60%
109-120	2.00	2.00	66.7%	63%
121-144	N/A	2.00	N/A	66.7%

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.7%	N/A
25-36	2.00	0.25	66.7%	10%
37-48	2.00	0.50	66.7%	20%
49-60	2.00	1.10	66.7%	30%
61-72	2.00	1.50	66.7%	40%
73-84	2.00	1.80	66.7%	50%
85-96	2.00	2.00	66.7%	55%
97-108	2.00	2.00	66.7%	60%
109-120	2.00	2.00	66.7%	63%
121-288	N/A	2.00	N/A	66.7%

<b>108 Quarter Credit Hour Program (Nursing)</b> Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.25	66.7%	20%
49-64	2.0	1.5	66.7%	25%
65-80	2.0	1.75	66.7%	40%
81-96	2.0	2.0	66.7%	50%
97-112	2.0	2.0	66.7%	57%
113-128	2.0	2.0	66.7%	62%
129-144	2.0	2.0	66.7%	65%
145-162	N/A	2.0	N/A	66.7%

<b>47 Quarter Credit Hour Modular Program with letter grades (MA, MIBC). Total credits that may be attempted: 70 (150% of 47).</b>				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.7%	N/A
19-24	2.0	0.50	66.7%	25%
25-30	2.0	0.50	66.7%	40%
31-36	2.0	1.00	66.7%	50%
37-42	2.0	1.40	66.7%	60%
43-48	2.0	1.70	66.7%	63%
49-70	N/A	2.00	N/A	66.7%