ADDENDUM, effective June 1, 2011. The following ATB Policy has been updated for the school.

ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the CPAt are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the ASSET are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the Wonderlic Basic Skills Test are: Verbal (220) and Quantitative (225). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

ATB ADVISING

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period.

DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

DELAYED ADMISSION

Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the students’ academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

ADDENDUM, effective May 18, 2011. The following has been updated in the Licensure section of the catalog.

Everest University, Melbourne, a branch of the Orlando North campus (License # 2594) ,is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

ADDENDUM, effective April 28, 2011. The following Grading Scale has been updated for the campus.
Grade | Point Value | Meaning | Percentage Scale
---|---|---|---
A | 4.0 | Excellent | 100-90
B | 3.0 | Very Good | 89-80
C* | 2.0 | Good | 79-70
D** | 1.0 | Poor | 69-60
F*** or Fail | 0.0 | Failing | 59-0
P or Pass | Not Calculated | Pass (for externship/internship or thesis classes only)
IP**** | Not Calculated | In Progress (for externship/internship or thesis courses only)
L | Not Calculated | Leave of Absence (allowed in modular programs only)
EL | Not Calculated | Experiential Learning Credit
PE | Not Calculated | Pass by Proficiency Exam
PF | Not Calculated | Preparatory Fail
PP | Not Calculated | Preparatory Pass
W | Not Calculated | Withdrawal
WZ | Not Calculated | Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress
TR | Not Calculated | Transfer

*The Dental Board requires a score of 75% to pass with a C.
**Not used in Allied Health or Trade Programs.
***Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Dental Assistant program, F (failing) is below 75%. For all other Allied Health Programs, F (failing) is 69-0%.
****If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student’s grade will be entered in both courses.

**ADDENDUM, effective April 13, 2011.** The Criminal Investigations, Associate in Science Degree program is removed from page 55 of the catalog.

**ADDENDUM, effective April 18, 2011.** The Pharmacy Technician diploma program is now offered.

**Pharmacy Technician, Diploma Program**

8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today’s pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.
Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Program Outline

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Modular Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE A</td>
<td>Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE B</td>
<td>Aspects of Retail Pharmacy and Pharmacology of the Nervous System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE C</td>
<td>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE D</td>
<td>Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE E</td>
<td>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE F</td>
<td>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE G</td>
<td>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE X</td>
<td>Clinical Externship</td>
<td>160.0</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>TOTAL PROGRAM CREDIT HOURS</td>
<td>720.0</td>
<td>47.0</td>
</tr>
</tbody>
</table>

Course Descriptions

Module A
Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module B
Aspects of Retail Pharmacy and Pharmacology of the Nervous System
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module C
History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module D
Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses
6.0 Quarter Credit Hours; Total Hours: 80.0
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module E
Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System
6.0 Quarter Credit Hours; Total Hours: 80.0
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module F
Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed.
Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module G
Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0

Module X - Clinical Externship
5.0 Quarter Credit Hours; Total Hours: 160.0
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program.
Lecture Hours: 0.0  Lab Hours: 0.0  Other Hours: 160.0.
Addenda

Tuition and fees table

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>8 Months</td>
<td>47.0</td>
<td>17,018</td>
<td>$885</td>
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Effective for estimated textbook pricing starting April 18, 2011 and after

<table>
<thead>
<tr>
<th>Pharmacy Technician Diploma Program</th>
<th>Calendar Schedule</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>End Dates</td>
<td></td>
</tr>
<tr>
<td>04/18/2011</td>
<td>05/13/2011</td>
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</tr>
<tr>
<td>05/16/2011</td>
<td>06/13/2011</td>
<td>05/30/2011</td>
</tr>
<tr>
<td>06/15/2011</td>
<td>07/14/2011</td>
<td>07/04/2011- 07/05/2011</td>
</tr>
<tr>
<td>07/18/2011</td>
<td>08/12/2011</td>
<td></td>
</tr>
<tr>
<td>08/15/2011</td>
<td>09/12/2011</td>
<td>09/05/2011</td>
</tr>
<tr>
<td>09/14/2011</td>
<td>10/11/2011</td>
<td></td>
</tr>
<tr>
<td>12/12/2011</td>
<td>01/20/2012</td>
<td>12/23/2011- 01/04/2012, 01/16/2012, 2/20/2012</td>
</tr>
</tbody>
</table>

ADDENDUM, effective March 28, 2011. The following course description is added.

GRA 2225C Graphic Design Using Adobe Photoshop 4 Quarter Credit Hours
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.

ADDENDUM, effective April 1, 2011. The following policy either replaced or was added to the current verbiage in the catalog.

ATTENDANCE POLICY (p. 16)

QUARTER-BASED PROGRAMS ONLY

Verifying Enrollment and Tracking Academic-Related Activities (replaced)
Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during weeks 4-7 and weeks 8-10 of a full term course, and weeks 4 and 5 of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session by week 7 and week 10 (5th week of the mini term).

Add/Drop Period (no change)

Students Failing All First Term Courses (new)
New students who fail all of their first term courses will be required to retake the failed courses in their second term, and will be subject to a weekly attendance policy. Students who do not attend any of their scheduled classes for one week will receive a warning. Students who do not attend any of their scheduled classes for two consecutive weeks will be dismissed from the school. The attendance Dismissal is subject to an appeals process (see “Attendance Violations – Linear Programs Only”).
Date of Withdrawal (replaced)
The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdraw, whichever is earlier. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student’s original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student’s control, the withdrawal date is the date that the school determines is related to the circumstance beyond the student’s control. The withdrawal date for all other instances where a student withdraws without providing official notification is the last documented date of attendance.

REPEATING COURSES (p. 18)
Students in both modular and quarter-based programs may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. All repeated courses will be charged at the current tuition rate.

Students failing all first term courses (new)
New students who fail all of their first term courses will be required to retake the failed courses in their second term.

APPEALS POLICY (p. 19-20)

Attendance Violations (Linear Programs Only) (new)
New students who fail all of their first term courses are subject to a Consecutive Absence Rule attendance policy. Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school at the next scheduled class period.
2. Have perfect attendance while the appeal is pending.
3. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

■ ADDENDUM, effective April 1, 2011. The following policies replaced the Institutional Refund Calculation for First Time Students, Institutional Refund Policy for Continuing Students in Quarter-Based Programs and Students Called to Active Military Duty (p. 23-24).

PRO RATA REFUND CALCULATION
The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

Modular Programs
The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last date of attendance. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment. The answer to the calculation in step 2 is the daily charge for instruction.
3. The amount owed by the students for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
4. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.
Quarter-Based Programs
The period of enrollment for students enrolled in quarter-based programs is the quarter. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last academic event recorded. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last academic event recorded by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students
Students who are newly admitted to the School and are called to active military duty prior to the first day of class in their first term or module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the School.

Continuing Students
Continuing students called to active military duty are entitled to the following:

Continuing Modular Diploma Students
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund (see Pro Rata Refund Calculation policy for Modular Programs above).

Continuing Quarter-Based Students
If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service (see Pro Rata Refund Calculation policy for Quarter-Based Programs above).

■ ADDENDUM, effective April 1, 2011. This corrects the applicable SAP tables.

SATISFACTORY ACADEMIC PROGRESS TABLES
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online services:

Procedure Changes:
- Students with a university owned laptop:
  - A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
  - The laptop is provided as a tool to enhance academic success, of which the student's tuition does not include or cover additional charge.
- New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $4044 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.
- Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.

Procedure Changes:
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online (pure, not hybrid) students with a university owned laptop:
- A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
- The laptop is provided as a tool to enhance academic success, of which the student’s tuition does not include or cover additional charge.

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### ADDENDUM effective February 16, 2011:
The following language is updated under the Programmatic Accreditation section of the catalog for the Medical Assistant diploma program:

The Medical Assistant Diploma program (Melbourne campus) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahcep.org](http://www.caahcep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERP).

### ADDENDUM effective March 4, 2011:
The tuition and fees table is updated for the Online programs:

<table>
<thead>
<tr>
<th>96.0, 97.0, &amp; 98.0 Quarter Credit Hour Program with letter grades.</th>
<th>192.0 Quarter Credit Hour Program with letter grades.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits Attempted</td>
<td>Probability if CGPA is below</td>
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<tr>
<td>------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1-12</td>
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<td>13-24</td>
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<td>25-36</td>
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<tr>
<td>109-120</td>
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<tr>
<td>121-144</td>
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<tr>
<td>121-288</td>
<td>N/A</td>
</tr>
<tr>
<td>288 (150% of 192).</td>
<td></td>
</tr>
</tbody>
</table>

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**Effective March 4, 2011**

The student's total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:

- Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later.
  - $4044 per quarter

- Active students with start dates prior to October 11, 2010.
  - $404 per credit hour for Undergraduate course
  - $548 per credit hour for Masters course

Tuition Changes:
New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $4044 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.
any laptop associated expenses.

- To receive a laptop the student must agree to the terms in the Student Laptop Agreement and complete an Address Verification form. These forms are presented to the student through the Applicant Portal when they enroll with the university.
- In general, new and re-entry students are eligible to receive a laptop.
- If a student stops attending the university, the laptop loaned to them must be returned to the university within 14 days of the students last day of attendance. This is done at the university’s expense.
- Support for the university owned laptops is provided by the university’s Support Services Department located in Tempe, Arizona.
- Laptops that are not returned, or are lost or stolen, are made inoperable using the LoJack system. Fees may apply (see next item).
- If the university owned laptop is damaged, lost, or stolen, or not returned to the university in a state similar to that in which it was received, the student may be responsible for paying a deductible fee.
- When the student completes all graduation requirements and has no outstanding financial obligations to the university, ownership of the laptop is transferred to the student.

**ADDENDUM, effective February 1, 2011.** The Tuition and Fees table is updated for on-ground modular programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$17,143</td>
<td>$1,207</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting February 1, 2011 and after

**ADDENDUM, effective April 1, 2011.** The Tuition and Fees table is updated for on-ground quarter-based programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in Film and Video</td>
<td>$426</td>
<td>$425</td>
</tr>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Assisted Living Administrator, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician</td>
<td>$412</td>
<td>$425</td>
</tr>
<tr>
<td>Bachelor’s Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Paralegal</td>
<td>$390</td>
<td>$425</td>
</tr>
</tbody>
</table>

| Master of Business Administration                                      | $535                    |                            |

Books and materials are estimated at $1,750

**ADDENDUM, effective February 10, 2011.** The Medical Administrative Assistant diploma program is now offered.

Medical Administrative Assistant

Diploma program
8 months – 720 hours – 47 credit units

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.
## MAA (DIP) PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Module Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Extern Hours</th>
<th>Total Clock Hours</th>
<th>Total Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A</td>
<td>Office Finance</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module B</td>
<td>Patient Processing and Assisting</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module C</td>
<td>Medical Insurance</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module D</td>
<td>Insurance Plans and Collections</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module E</td>
<td>Office Procedures</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module F</td>
<td>Patient Care and Computerized Practice Management</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module G</td>
<td>Dental Administrative Procedures</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module X</td>
<td>Medical Administrative Externship</td>
<td></td>
<td>0</td>
<td>160</td>
<td>160</td>
<td>5.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>280</td>
<td>280</td>
<td>160</td>
<td>720</td>
<td>47.0</td>
</tr>
</tbody>
</table>

### Module A: Office Finance - 6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.

**Lec Hrs: 040  Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

### Module B: Patient Processing and Assisting - 6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective.

**Lec Hrs: 040  Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

### Module C: Medical Insurance - 6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker’s compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

**Lec Hrs: 040  Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

### Module D: Insurance Plans and Collections - 6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search
process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

**Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

**Module E: Office Procedures   6.0 Quarter Credit Hours**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

**Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

**Module F: Patient Care and Computerized Practice Management   6.0 Quarter Credit Hours**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to set their own career goals.

**Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

**Module G: Dental Administrative Procedures   6.0 Quarter Credit Hours**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to set their own career goals.

**Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)**

**Module X – Externship   5.0 Quarter Credit Hours**

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

**Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160**

<table>
<thead>
<tr>
<th>Medical Administrative Assistant</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
<td><strong>End Dates</strong></td>
</tr>
<tr>
<td>7/18/2011</td>
<td>8/12/2011</td>
</tr>
<tr>
<td>9/14/2011</td>
<td>10/11/2011</td>
</tr>
</tbody>
</table>
Everest University – Melbourne campus
2010 - 2011 catalog, revision date 060811
Addenda

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$15,407</td>
<td>$1,391</td>
</tr>
</tbody>
</table>

■ ADDENDUM, effective December 10, 2010. The following estimated modular textbook prices were updated into the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$15,444</td>
<td>$1,207</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting January 1, 2011 and after

■ ADDENDUM, effective November 12, 2010. This MEMBERSHIPS sections was added into the catalog.

■ ADDENDUM, effective November 12, 2010. This replaces the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 section into 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.

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

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**ADDENDUM**, effective October 15, 2010. This corrects the applicable SAP tables.

**SATISFACTORY ACADEMIC PROGRESS TABLES**

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probability if CGAP is Below</th>
<th>Suspension if CGAP is Below</th>
<th>Probability if Rate of Progress is Below</th>
<th>Suspension if Rate of Progress is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-18</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
</tr>
<tr>
<td>25-30</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
</tr>
<tr>
<td>31-36</td>
<td>2.0</td>
<td>1.0</td>
<td>66.66%</td>
<td>50%</td>
</tr>
<tr>
<td>37-42</td>
<td>2.0</td>
<td>1.4</td>
<td>66.66%</td>
<td>60%</td>
</tr>
<tr>
<td>43-48</td>
<td>2.0</td>
<td>1.7</td>
<td>66.66%</td>
<td>63%</td>
</tr>
<tr>
<td>49-70</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

**ADDENDUM**, effective October 15, 2010. The following policy is updated for the campus:

**MILITARY SCHOLARSHIPS**

**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. Additionally, dependents 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.**

**Eligibility:** Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. 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.

**Payment Schedule:**
<table>
<thead>
<tr>
<th>Member Status</th>
<th>Military Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military Service Member (All Programs) - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (On-Ground Only) - 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</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (Online Only) - 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</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Veterans (Online Only) - veterans using VA education benefits</td>
<td>15% Military Scholarship</td>
</tr>
<tr>
<td>Veteran (On-Ground Only) - veterans using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Dependents (On-Ground Only) – military dependents using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
</tbody>
</table>

**ADDENDUM**, effective October 1, 2010. The following policy is updated for the campus:

Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

**ADDENDUM**, effective September 23, 2010. The following financial aid information is added in the catalog:

**Academic Competitiveness Grant (ACG)**
The ACG program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $750 in their first academic year and $1,300 in their second academic year.

**National Science and Mathematics Access to Retain Talent (SMART) Grant**
The SMART Grant program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $4,000 per year for their third, fourth and fifth (if five-year program) academic year.

**ADDENDUM**, effective August 25, 2010. The phone numbers for Online are updated in the catalog as follows:

Phone: (813) 353-5100  
Toll Free: (877) 439-0003

**ADDENDUM**, effective August 24, 2010. The following financial information is added in the catalog:

**FEDERAL FINANCIAL AID PROGRAMS**

**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.

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**ADDENDUM effective June 8, 2010. The military scholarship information for online students has been added in the catalog:**

**Active Duty Military Scholarships (Everest University Online Only)**

**Payment Schedule:**

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Tuition credit</td>
</tr>
<tr>
<td>Military Spouse- 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</td>
<td>50% Tuition credit</td>
</tr>
<tr>
<td>Veteran- veterans using VA education benefits</td>
<td>15% tuition credit</td>
</tr>
</tbody>
</table>