Welcome to Carrington College and to the start of your journey with us.

Carrington’s specialized curricula are tailored to the needs of our students. In addition to their academic preparation and skills training, students gain core competencies in critical thinking, information management and technical literacy. Personal and professional development, communication skills, respect and responsibility are emphasized throughout their education at Carrington.

Students, faculty and administrative staff at Carrington College are encouraged to achieve their highest potential. We strive for excellence and quality in everything we do and are committed to keeping our curriculum, teaching methods and equipment current to meet the needs of students, faculty and the professional community.

We’re happy you’re part of our diverse and growing family.
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Academic Catalog VII.I
The mission of Carrington College is to provide learning opportunities to individuals in the communities it serves through postsecondary programs of study, which include general studies and professional preparation in career-focused majors.

The college achieves its mission by:

- Offering associate degree and certificate programs in health care, wellness, legal, business and technical disciplines.
- Providing a supportive, student-centered learning environment, which enables students to meet their educational and career goals and achieve positive learning outcomes.
- Using a skills-based and outcomes-based approach to education.
- Providing excellent educational programs and services to students on-site and online that meet student, employer and community needs.

The Carrington College philosophy centers on outcome-based learning. The College’s focus on retention, career services and job performance results in graduates who are highly qualified and motivated employees. The communities served by the College benefit from this focus on outcome-based learning and the College’s ability to adapt to its changing needs.

Our faculty, administrators and staff are committed to students developing specific vocational knowledge and skills, as well as core student learning outcomes in critical thinking, information management, technical literacy, personal and professional development, communication skills, respect and responsibility throughout their experience at Carrington College.

In degree programs, a broad base of general education course offerings provide students with communication, critical thinking, mathematical and computer skills, as well as perspectives from the sciences, humanities and social sciences.

Carrington College encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.
LOCATIONS & HOURS OF OPERATION

Albuquerque Campus
1001 Menaul Blvd. N.E.
Albuquerque, NM 87107
Phone: 505 254 7777

Monday – Thursday
7:30 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Boise Campus
102 N. Liberty St.
Boise, ID 83704
Phone: 208 377 8080

Monday – Thursday
7:00 am – 8:00 pm
Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Boise Auxiliary Sites
1200 N. Liberty St.
Boise ID 83704
Phone: 208 377 8080

Monday – Thursday
7:30 am – 10:00 pm
Friday 7:00 am – 5:00 pm
Saturday Closed

Las Vegas Campus
5740 S. Eastern Ave., Ste. 140
Las Vegas, NV 89119
Phone: 702 688 4300

Monday – Thursday
7:00 am – 10:00 pm
Friday 7:30 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Mesa Campus
1001 W. Southern Ave., Ste. 130
Mesa, AZ 85210
Phone: 480 212 1600

Monday – Thursday
7:00 am – 10:00 pm
Friday 7:00 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Mesa Dental Hygiene Clinic
1300 S. Country Club Dr., Ste. 2
Mesa, AZ 85210
Phone: 480 717 3510

Monday – Thursday
8:30 am – 4:00 pm
Friday Closed
Saturday Closed

Mesquite Campus
3733 W. Emporium Circle
Mesquite, TX 75150
Phone: 972 682 2800

Monday – Friday
8:00 am – 10:00 pm
Saturday Closed

Phoenix East Campus
2349 W. Dunlap Ave.
Phoenix, AZ 85021
Phone: 602 216 7700

Monday – Thursday
8:00 am – 5:00 pm
Friday 8:00 am – 5:00 pm
Saturday Closed

Phoenix North Campus
8503 N. 27th Ave.
Phoenix, AZ 85051
Phone: 602 393 5900

Monday – Thursday
8:00 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Glendale Learning Center
6751 N. Sunset Blvd., Suite E304
Glendale, AZ 85305
Phone: 602 313 7080

Monday – Friday
8:30 am – 5:00 pm
Saturday Closed

Portland Campus
2004 Lloyd Center, 3rd Fl.
Portland, OR 97232
Phone: 503 761 8100

Monday – Thursday
8:30 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 10:00 pm

Reno Campus
5580 Kietzke Ln.
Reno, NV 89511
Phone: 775 335 2900

Monday – Thursday
7:30 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday Closed

Spokane Campus
10102 E. Knox Ave., Ste. 200
Spokane, WA 99206
Phone: 775 335 2900

Monday – Thursday
8:00 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday Closed

Tucson Campus
201 N. Bonita Ave., Ste. 101
Tucson, AZ 85745
Phone: 520 888 5885

Monday – Thursday
7:30 am – 10:00 pm
Friday 8:00 am – 5:00 pm
Saturday Closed

Carrington College
Home Office
7801 Folsom Blvd., Ste. 210
Sacramento, CA 95826
Phone: 916 388 2800
Fax: 916 381 1609

Monday – Friday
8:00 am – 6:00 pm
Saturday Closed

Administrative Offices
4742 N. 24th Street, Suite 360
Phoenix, AZ 85016
Phone: 602 324 5505

Monday – Friday
8:00 am – 5:00 pm
Saturday Closed

Online
carrington.edu
Phone: 855 777 1921
DeVry Education Group Board of Directors

Christopher B. Begley
David S. Brown, Esq.
Ann Weaver Hart, EdD
Lyle Logan
Michael Milafronte
Alan G. Merten, PhD
Fernando Ruiz
Ronald L. Taylor
Lisa Wardell
James D. White
Institutional Accreditation
Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

Note: Documents describing Carrington College’s accreditation are available for review from the campus executive director.

Programmatic Accreditation
The Dental Assisting certificate program at the Boise campus is accredited by the Commission on Dental Accreditation (CODA). The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312 440 4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is www.ada.org/en/coda.

The Dental Hygiene program at the Boise and Mesa campuses is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312 440 4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: www.ada.org/en/coda.

The Medical Assisting certificate program at the Boise, Mesa, Phoenix North, Spokane and Tucson campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703 917 9503. The Bureau’s web address is: abhes.org

The Medical Radiography program at the Spokane campus is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3122, 312 704 5300, jrcert.org, e-mail: mail@jrcert.org.

The Physical Therapist Assistant programs at the Boise, Las Vegas and Mesa campuses are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703 706 3245; email: accreditation@apta.org; website: www.capteonline.org. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.capteonline.org/complaints.

The Practical Nursing program at the Boise campus is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404 975 5000, www.acenursing.org.

The Registered Nursing program at the Reno and Phoenix East campuses is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404 975 5000, www.acenursing.org.

The Respiratory Care Associate of Science degree program at the Las Vegas (#200542) and Phoenix East (#200390) campuses is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021- 4244, 817 283 2835. The Commission’s web address is: www.coarc.com.

Arizona Licenses, Approvals and Required Disclosures
Arizona campuses are licensed by the Arizona State Board for Private Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Board at 1400 West Washington, Room 260, Phoenix, AZ 85007, 602 542 5709, ppse.az.gov.

The Arizona Board of Nursing certifies that Carrington College has satisfactorily fulfilled requirements and is granted full approval. Board offices: 4747 N. 7th Street, Suite 200, Phoenix, AZ 85014 – 3655, 602 771 7800.

For student complaints that cannot be resolved after exhausting the Institution’s grievance procedure, students may file a complaint with the Arizona State Board for Private Post-Secondary Education. Students must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602 542 5709, website: ppse.az.gov.
ACCREDITATION & APPROVALS

Glendale Learning Center Physical Resources
The Glendale Learning Center comprises 2,238 square feet in a co-location with another educational facility that does not have Carrington College oversight. The campus provides modern practical labs to support the laboratory component of coursework. With three dental assisting operatories and three medical assisting bays, the Glendale Learning Center offers plenty of hands-on space for student practice and participation.

Mesa Campus Physical Resources
The Mesa campus is made up of two individual facilities approximately one mile apart. With over 58,000 square feet of space, the campus provides a diverse learning environment designed to give students valuable hands-on training in realistic settings. The campus features a simulation theater equipped with high-tech Meti Human Patient Simulators, viewing systems and simulation programming capabilities. In addition to the simulation lab, the campus offers modern dental hygiene and sonography clinics that are open to the public.

Phoenix North Campus Physical Resources
The Phoenix North campus occupies 35,000 square feet of space. The campus has lecture classrooms with ceiling-mounted LCD projectors, a learning laboratory, science labs and a medical library equipped with EBSCOhost research databases, reference materials, textbooks, and journals.

Phoenix East Campus Physical Resources
The Phoenix East Campus shares space with another accredited institution. The two colleges share a 120,000 square foot facility; Carrington College students have access to 34,313 total square feet (not including shared uses) of the student success center, computer labs, cafeteria and two student lounges. The facility provides students with a simulation retail pharmacy laboratory and a fitness room for Physical Therapy Technology students. The campus also has lecture classrooms with ceiling-mounted LCD projectors, a learning laboratory, science labs and a medical library equipped with EBSCOhost research databases, reference materials, textbooks and journals.

Tucson Campus Physical Resources
This 28,000-square-foot campus offers a diverse learning environment, including classrooms featuring ceiling-mounted LCD projectors. The campus provides a variety of spaces designed to give students valuable hands-on training in realistic settings, including well-equipped Dental Assisting and Veterinary Assisting labs and a medical library equipped with EBSCOhost research databases, reference materials, textbooks and journals.

Idaho Licenses and Approvals
The Boise campus is registered with the Idaho State Board of Education and holds a Certificate of Compliance with provisions of Section 3, Chapter 57, Session Laws 1993. Board offices: 650 West State Street, Suite 307, PO Box 83720, Boise, ID 83720 – 0037, 208 334 2270, boardofed.idaho.gov.

Carrington College holds full approval for its Practical Nursing program and its associate degree professional nursing education program. The Idaho Board of Nursing issued a certificate of approval. Board offices: 280 North 8th Street, Suite 210, P.O. Box 83720, Boise, ID 83720 – 0061, 208 334 3100, www.ibn.idaho.gov.

Nevada Licenses, Approvals and Required Disclosures
The Nevada campuses are licensed by the Nevada Commission on Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Commission at 8778 S. Maryland Pkwy., Suite 115, Las Vegas, Nevada 89123, 702 486 7330, www.cpe.state.nv.us.

Students not satisfied with the final disposition of a grievance may contact the State of Nevada licensing authority.

Carrington College holds approval for the Reno campus from the Nevada State Board of Nursing, 2500 W. Sahara Ave., Suite 207, Las Vegas, NV 89102 – 4392, 702 486 5800, 888 590 6726 (toll free), www.nursingboard.state.nv.us. Upon graduation from the Registered Nursing program, students are eligible to sit for the state licensing exam, which is required to achieve the Registered Nurse licensure.

Nevada Tuition Recovery Fund
Nevada law requires that a fee of $5 be assessed each student upon enrollment to support the Nevada Student Tuition Recovery Fund. This fund was established by the Nevada Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. The Nevada Commission on Postsecondary Education administers the fund. Institutional participation is mandatory. Students should keep a copy of their enrollment agreement, any promissory note, tuition receipts or canceled checks. These documents may be used to determine the amount of tuition paid. Students should also keep any records indicating the
ACCREDITATION & APPROVALS

percentage of the program that has been completed. With these items, a student could substantiate a claim for reimbursement from the fund. For further information, contact: Nevada Commission on Postsecondary Education, 8778 S. Maryland Pkwy., Suite 115, Las Vegas, Nevada 89123, 702 486 7330, cpe.state.nv.us.

Nevada Record Retention
In compliance with Nevada Administrative code 394.640, Carrington College retains pertinent student records for at least five years. After that period of time, the school is required to retain only copies of the students’ transcripts.

Las Vegas Campus
The Carrington College—Las Vegas campus offers certificate and degree programs in a 28,000 square foot facility composed of modern classrooms and laboratories. Each classroom is equipped with LCD projectors and wireless computer access. Labs are outfitted with microscopes, anatomy models, simulation manikins and other equipment to approximate each subject areas’ professional settings. The campus learning resource center provides 78 computers with Internet access, online databases and a growing inventory of books, journals, CDs and other media. In addition, the Las Vegas campus partners with area hospitals and facilities to accommodate students in their clinical experience.

Reno Campus
The Carrington College—Reno campus offers certificate and degree programs in a 15,000 square foot facility that offers campus-wide wireless access, a library, student lounge, three classrooms and a fully-equipped science laboratory. Its learning resource center is equipped with 37 computers with Internet access, a skills laboratory and simulation theater. All classrooms feature ceiling-mounted LCD projectors, computers and DVD and Internet access. The Skills Lab is used in a variety of ways to ensure students understand and practice techniques and follow procedural steps when interacting with patients. Simulators are programmed to mimic human functions such as breathing, heart rate, eye changes, etc., to elicit student observations. The library contains print and electronic materials that include monographs, textbooks, CDs, DVDs and periodicals, which are available to all students. The Reno campus also partners with area hospitals and facilities to accommodate students with clinical rotations and externships.

New Mexico Licenses, Approvals and Required Disclosures
The Albuquerque campus is licensed by the New Mexico Higher Education Department. Inquiries concerning the standards or school compliance may be directed to the Department at 2048 Galisteo Street, Santa Fe, NM 87505 – 2100, 505 476 8400, www.hed.state.nm.us.

The New Mexico Board of Nursing certifies that Carrington College is granted full approval in the State of New Mexico, 6301 Indian School NE, Suite 710, Albuquerque, NM, 87110 505 841 8340, bon.state.nm.us.

Grievance Procedures
Students or other parties with complaints or grievances against an institution should first seek to resolve their complaint or grievance directly with the institution. A student or other party not satisfied with an institution’s resolution of a complaint may submit a complaint to the New Mexico Higher Education Department in writing on the form provided below. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.

New Mexico Higher Education Department,
Private & Proprietary School Division
2044 Galisteo St., Suite 4
Sante Fe, NM 87505-2100

505-476-8442 or 505-476-8416
www.hed.state.nm.us/institutions/complaints.aspx

Oregon Licenses and Approvals
Carrington College is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583 – 030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 775 Court St. NE, Salem, Oregon 97301.

Texas Licenses, Approvals and Required Disclosures
The Carrington College Mesquite campus is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Carrington College is authorized to grant degrees by the Texas Higher Education Coordinating Board, Box 12788, Austin, TX 78711, 512 427 6225, 512 427 6168 (fax). Information regarding unresolved grievances, forms,
and a description of the complaint procedure can be found at www.thecb.state.tx.us/studentcomplaints. The rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 110-1120 – can be found at texreg.sos.state.tx.us/public/rules.

The Board of Nursing for the State of Texas granted initial approval for Carrington College Mesquite to offer an Associate of Science in Nursing Degree in the State of Texas, 333 Guadalupe Street, Austin, Texas 78701, www.bon.texas.gov.

Grievance Procedures
Unresolved grievances must be directed to the Texas Workforce Commission (TWC), Career Schools and Colleges, Room 266T, 101 East 15th Street, Austin, Texas 78778 – 0001, 512 936 3100 ; csc.twc.state.tx.us.
Carrington's TWC-assigned school number is: S3858.

This provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

Mesquite Campus
Carrington College Mesquite offers certificate and degree programs in over 42,000 square feet of prime office space, including modern classrooms and laboratories. Each classroom is equipped with LCD projectors and remote computer interaction. Our labs incorporate specialized equipment for a variety of learning settings. Microscopes, simulation manikins and other medical equipment fill our science and medical labs. A simulation theatre with computerized adult and adolescent patient simulators complements the students’ hands-on interactive patient care delivery experience. The campus also has a learning resource center equipped with 36 computers with Internet access and online databases, along with a growing inventory of books, journals, CDs and other resources. In addition, the Mesquite campus utilizes over 20 area hospitals and other medical facilities to accommodate students in their clinical experience. The campus is accessible from major streets and public transportation routes.

Washington Licenses and Approvals
The Carrington College Washington campus is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504, 360 709-4600, wtb.wa.gov, email: wtecb@wtb.wa.gov.
Carrington College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Carrington College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

The Massage Therapy certificate program at the Spokane campus is approved by the Washington State Department of Health, River View Corporate Center, Suite 1500, 16201 E. Indiana Avenue, Spokane Valley, WA 99216. The Department’s web address is: www.doh.wa.gov.

The Pharmacy Technology program is approved by the Washington State Board of Pharmacy, P.O. Box 1099, Olympia, WA 98507 – 1099, 360 236 4700, www.doh.wa.gov/programs.

Selected programs of study at the Carrington College Washington campus are approved by the Workforce Training and Education Coordinating Board's State Approving Agency for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC.

Carrington College does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Carrington College retains copies of all approval and accreditation documents. Copies are available upon request and can be obtained from the Dean of Academic Affairs at each campus.
GOVERNING BOARD

William Curtis, Esq., Chair
Susan L. Groenwald, PhD, RN, ANEF, FAAN
Donna Loraine, PhD
Marc Richmond, MD
Scott Rosenbloom, MD
Lisa Sodeika
# HOLIDAY CALENDAR

## 2016 - 2017

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday September 5</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Thursday-Friday November 24-25</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>Varies by region, campus and program. Students should contact their local campus leadership for specific information</td>
</tr>
<tr>
<td>Spring Holiday</td>
<td>Friday April 14</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday May 29</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday July 4</td>
</tr>
</tbody>
</table>
COLLEGE LEADERSHIP

Donna Loraine
President
PhD, University of Colorado

Danika Bowen
Provost/Vice President, Academic Affairs and Liaison Officer, Accreditation
EdD, Fielding Graduate University

Jim Brenner
Vice President, Marketing
MBA, J L Kellogg School of Management

Mitch Charles
Vice President, Enrollment Services
MBA, Keller Graduate School of Management

Peter Daly
Director, Educational Research & Instructional Innovation
BA, Monash University

Helen Fairchild, RDA
National Dean, Dental Programs and Medical Administrative Assistant and Medical Billing and Coding Programs
MHRM, Keller Graduate School of Management

Barbara Halle, NPD RN-BC
Director of Nursing
MSN, University of Phoenix

Karen Hurst
National Dean, General Education and Criminal Justice Programs
MPM, Keller Graduate School of Management

Craig Jacob
Senior Director, Operations
MBA, University of Phoenix

Kim Kane
Senior Director, Student Finance
BA, California Institute of Integral Studies

David Kaye
Senior Director, Operations
MBA, Keller Graduate School of Management

Jamie Larson, RVT
National Dean, Veterinary Programs
MBA, Keller Graduate School of Management

Josee Martin
Director, Student Finance Compliance
MS, University of Wisconsin

Jim Murphy
Senior Director, Operations
BA, National University

Ghaleb Okla, Ph.D., FAAMA/DHC, RRT
National Dean, Hospital Programs
MBA, Western International University

Courtney Payton, CMT/LMT
National Dean, Massage, Medical Assisting and Physical Therapy Programs
MHRM, Keller Graduate School of Management

Scott Sand
Senior Director of Student Services
PhD, Capella University

Jonathan Sherman, RDCS
Director, Compliance and Licensing
MHA, University of Phoenix

Joy Silva
Associate Regional Dean, Career Services
AA, Chabot College

Alan Yanda
Senior Director, Enrollment Services
BA, University of Arkansas
**EDUCATION DELIVERY OPTIONS**

Instruction is delivered onsite and online. Carrington College offers courses in a term format, with six weeks of education included in each term. Some courses in several programs are delivered in a semester-length format. Term-based and semester-based courses may be delivered as:

**Onsite**
Campus-based instruction includes lectures, applications, laboratories and externships.

**Hybrid**
In hybrid programs, lecture courses are online and lab courses are on-ground. Other courses required in the program, such as general education courses, are delivered online and are supported by both the online instructor and campus-based tutors as needed.

**Online**
Online courses are structured using a linear, integrated approach; contact hours occur when students access courses through the online delivery platform. Online courses also require substantial independent study in addition to online course access.

The online learning platform – accessible 24 hours a day, seven days a week – offers:
- Course syllabi and assignments, Carrington College’s virtual library and other Web-based resources
- Email, threaded conversations and chat rooms
- Text and course materials, available through Carrington’s online bookstore
- Study notes or “instructor lectures” for student review

Courses delivered in the online format are noted as such in the Course Descriptions section, which begins on page 90.

**Learning Resources**
Carrington College offers appropriate learning resources to complement its online courses. Online library resources, multimedia and other course ancillaries can be accessed through the online portal through use of a password.

**Online Library Resources**
Carrington College students have access to several online databases on a 24/7 basis. These databases contain current full text articles from reference journals as well as access to manuscripts and books in electronic format.

**Minimum System Requirements for Online Study**
Sufficient technology and Internet access are required to complete online coursework at Carrington College.

**Supported Operating Systems**
The minimum system requirements, hardware and software needed to complete coursework is found at the Technical Requirements link on the Carrington Web site at [online.carrington.edu](http://online.carrington.edu).

Students taking online courses should have administrative rights to the computer used for college coursework. Students who do not have administrative rights to the computer used for online study (such as a library or workplace computer) may experience difficulties with needed functions, such as installing plug-ins. Students will have limited support options due to access limitations and should check with their workplace IT departments to ensure that they can access course materials from their companies’ network.

**Technology Specifications**
Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.
Programs of Study

Program availability varies by location; see specific program section for details. Carrington College offers certificate and degree programs in the following areas:

Certificate of Achievement

- Criminal Justice
- Dental Assisting
- Massage Therapy
- Medical Administrative Assistant
- Medical Assisting
- Medical Billing & Coding
- Pharmacy Technology
- Physical Therapy Technology
- Practical Nursing
- Veterinary Assisting

Associate of Science Degree

- Dental Assisting
- Dental Hygiene
- Health Studies
- Medical Assisting
- Medical Billing & Coding
- Medical Laboratory Technician
- Nursing Bridge
- Pharmacy Technology
- Physical Therapist Assistant
- Registered Nursing
- Respiratory Care

Associate of Occupational Studies Degree

Spokane campus only

- Medical Radiography

Term dates for the 2016-17 academic year are shown on pages 88-89 for all programs/locations.
The Criminal Justice program, with an emphasis in private security/loss prevention, prepares graduates for employment opportunities such as private or corporate security, investigator or loss prevention officer, correctional officer or transit and railroad police.* The curriculum, which may be delivered in a traditional or hybrid format, covers comprehensive investigation studies including rules of evidence, search and seizure, interrogation, chain of evidence procedures and criminal intelligence. Also covered are practical applications and techniques including crime scene forensics, analysis of security systems and physical protection of persons and property in hospitals, industrial and retail businesses and government public safety agencies. While gaining the technology skills required for success in today’s criminal justice careers, graduates will be knowledgeable about industry standards for effective written and oral communication. The program culminates in a Certificate of Achievement in Criminal Justice.

Offered to New Students At:
- Las Vegas
- Mesa
- Phoenix North
- Spokane
- Tucson

For comprehensive consumer information, visit carrington.edu/cc/cj.

*Applicants for jobs in the criminal justice field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations and credit checks. Unsatisfactory screening results may disqualify an applicant for a position in the criminal justice field. Additional government-required training programs or years of relevant experience may be necessary to obtain employment in this field.
CRIMINAL JUSTICE PROGRAM

Student Learning Outcomes
Upon completion of the Criminal Justice program, graduates will be able to:

- Demonstrate a working knowledge of the US criminal justice system, including an understanding of investigative rules and methods
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Additional Admission Requirements
Candidates for admission must:
- Be 18 years of age or older at the start of classes
- Not have been convicted of a felony

Campus-Based
Program Requirements - Las Vegas

<table>
<thead>
<tr>
<th>Criminal Justice TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100 T Introduction to Criminal Justice Procedure</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 101 L Introduction to Criminal Justice Procedure Lab</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 120 T Criminal Investigation</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 121 L Criminal Investigation Lab</td>
<td>15</td>
<td>45</td>
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</tr>
<tr>
<td>CJ 130 T Introduction to Security Services</td>
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</tr>
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<td>CJ 131 L Introduction to Security Services Lab</td>
<td>15</td>
<td>45</td>
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<tr>
<td>CJ 140 T Homeland Security, Terrorism and Organized Crime</td>
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<td>CJ 141 L Homeland Security, Terrorism and Organized Crime Lab</td>
<td>15</td>
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<tr>
<td>CJ 150 T Introduction to Corrections</td>
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<td>CJ 151 L Introduction to Corrections Lab</td>
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<tr>
<td>CJ 199 Capstone Project - Criminal Justice</td>
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<td>CDV 198.2 * Career Development Seminar</td>
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</tr>
</tbody>
</table>

Total for Certificate: 384 Lecture Hours, 225 Lab Hours, 33 Semester Credit Hours

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
# CRIMINAL JUSTICE PROGRAM

## Hybrid

**Program Requirements** - Mesa, Phoenix North, Spokane and Tucson

### Criminal Justice

**TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CJ 100 T.H</td>
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<td>3</td>
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<tr>
<td>CJ 101L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 120 T.H</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 121L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 130 T.H</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 131L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 140 T.H</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 141L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 150 T.H</td>
<td>45</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CJ 151L</td>
<td>15</td>
<td>45</td>
<td>2.5</td>
</tr>
<tr>
<td>CJ 199</td>
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<td><strong>Total for Certificate</strong></td>
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<td><strong>225</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online course
†Online general education course

Note: Course descriptions begin on page 90.
DENTAL ASSISTING PROGRAM

Dental assistants\* perform a wide range of duties in dental care facilities, from patient care to office tasks and laboratory procedures. Students become skillful at taking X-rays and impressions as well as performing coronal polishing and assisting with an array of dental procedures. The program covers patient preparation, charting, administrative duties and office administrative functions. Students gain hands-on experience during lab class sessions and clinical experience.

The program culminates in a Certificate of Achievement or Associate of Science degree\+ in Dental Assisting.

Offered to new students at:
- Albuquerque
- Boise
- Glendale Learning Center\‡
- Las Vegas
- Mesa
- Phoenix North
- Portland
- Spokane
- Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/da.

\*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

\+To be eligible for entrance into the Associate of Science degree program in Dental Assisting, offered at the Boise campus, applicants must have earned a Certificate in Dental Assisting from a program accredited by CODA.

\‡Certificate or degree is awarded from the Phoenix North campus.
DENTAL ASSISTING PROGRAM

Student Learning Outcomes
Upon completion of the Dental Assisting program, graduates will be able to:
- Perform dental assisting chair side duties
- Take radiographs (X-rays) on clinical patients
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Progression Requirements (Texas Students only):
In order to progress into an externship and to apply to become a registered dental assistant, students must pass a mandatory examination approved by the Texas State Board of Dental Examiners (TSBDE). An approved provider list can be found on the TSBDE website, www.tsbde.texas.gov. By law, dental assistants must be registered with TSBDE to be permitted to take X-rays.

Campus-Based
Program Requirements - Albuquerque

<table>
<thead>
<tr>
<th>Dental Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 111 Instrumentation, Chairside Assisting and Dental Materials</td>
<td>48</td>
<td>48</td>
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<td>4.5</td>
</tr>
<tr>
<td>DAC 112 Front Office Procedures</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
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<tr>
<td>DAC 113 Anatomy, Physiology and Dental Radiography</td>
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<td>DAC 114 Preventive Dentistry</td>
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<td>DAC 115 Dental Specialties -Expanded Functions</td>
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<tr>
<td>CDV 198.2 * Career Development Seminar</td>
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<tr>
<td>XTP 200 Externship</td>
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<td>240</td>
<td>180</td>
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Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
# DENTAL ASSISTING PROGRAM

## Campus-Based

**Program Requirements - Boise**

### Dental Assisting

**TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>DACA 160.1</td>
<td>Anatomy, Physiology and Radiography Lecture</td>
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<tr>
<td>DACA 162.1</td>
<td>Radiography with Lab</td>
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<td>DACA 170.1</td>
<td>Dental Specialties Lecture</td>
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<td>DACA 172.1</td>
<td>Dental Specialties and Pit and Fissure Sealants Expanded Function with Lab</td>
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<tr>
<td>DACA 180.1</td>
<td>Front Office, Laws and Ethics, Pharmacology and Pain Control Lecture</td>
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<tr>
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<td>Front Office, Patient Screening, Administration and Monitoring Nitrous Oxide Expanded Function with Lab</td>
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<tr>
<td>DACA 190.1</td>
<td>Oral and Systemic Health and Disease Lecture</td>
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<td>DACA 192.1</td>
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<td>DACA 196.1</td>
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<tr>
<td>DACA 198.1</td>
<td>Instrumentation, Chairside, Dental Materials and Temporary Crown Expanded Function with Lab</td>
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<td>0</td>
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<td>EXT 100</td>
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<td>200</td>
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</table>

**Total for Certificate**

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>455</td>
<td>175</td>
<td>300</td>
<td>38</td>
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</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
DENTAL ASSISTING PROGRAM

Graduates of the Certificate of Achievement program are eligible to complete the Associate of Science degree program via the degree-completion option shown below.

Campus-Based
Program Requirements – Boise

<table>
<thead>
<tr>
<th>Dental Assisting</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION COURSES</td>
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<td>COM 131 Introduction to Communication</td>
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<td>SOC 113 Introduction to Sociology</td>
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<td>ENG 113 English Composition I</td>
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<td>HLT 200 Current Issues in Health Care Ethics</td>
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<td>MGT 220 Business Organizations and Management</td>
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<td>MGT 230 Human Relations in Business</td>
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<td>MAT 113 College Mathematics</td>
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<td>SBS 200 Small Business Operations</td>
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<td>SBS 214 Small Business Customer Relations</td>
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<td>Total from Certificate</td>
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<td>175</td>
<td>300</td>
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<td>Total for Degree</td>
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<td>175</td>
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Degree-completion program length: 30 weeks (not including breaks); certificate program and degree-completion option length: 66 weeks (not including breaks)

Note: Course descriptions begin on page 90.
# DENTAL ASSISTING PROGRAM

## Campus-Based
Program Requirements - Las Vegas (Morning) and Portland

### Dental Assisting TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<th>Semester Credit Hours</th>
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<tr>
<td>DA 211</td>
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<td>DA 201.1</td>
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<td>40</td>
<td>0</td>
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</tr>
<tr>
<td>DA 22.1</td>
<td>Dental Office Protocols</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
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<tr>
<td>DA 202.1</td>
<td>Dental Assisting Procedures 2</td>
<td>16</td>
<td>40</td>
<td>0</td>
<td>2.4</td>
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<tr>
<td>DA 23.1</td>
<td>Dental Radiology</td>
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<td>3.5</td>
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<td>40</td>
<td>0</td>
<td>2.4</td>
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<tr>
<td>DA 24.1</td>
<td>Preventive Dentistry 1</td>
<td>52.5</td>
<td>3.5</td>
<td>0</td>
<td>3.5</td>
</tr>
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<td>40</td>
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<td>DA 205.1</td>
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</table>

| Total for Certificate | 441 | 261 | 180 | 414† |

Program length: 42 weeks (not including breaks)

*Online general education course
†882 Clock hours

Note: Course descriptions begin on page 90.
## DENTAL ASSISTING PROGRAM

**Campus-Based**  
Program Requirements – Las Vegas (Evening), Mesa, Phoenix North, Spokane and Tucson

### Dental Assisting TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
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<td>Dental Office Protocols</td>
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<td>0</td>
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<td>2</td>
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<td>0</td>
<td>2</td>
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<td>Dental Assisting Procedures 5</td>
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<td>60</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>* Career Development Seminar</td>
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<td>0</td>
<td>0</td>
<td>2</td>
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<td>Externship</td>
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<td>0</td>
<td>180</td>
<td>4</td>
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</table>

**Total for Certificate**  
330 Lecture Hours  
300 Lab Hours  
180 Clinical Hours  
36 Semester Credit Hours

Program length: 36 weeks (not including breaks)

*Online general education course  
Note: Course descriptions begin on page 90.
DENTAL ASSISTING PROGRAM

Hybrid
Program Requirements – Glendale Learning Center, Mesa, Phoenix North, and Tucson

<table>
<thead>
<tr>
<th>Dental Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 213.H * Dental Science</td>
<td>60</td>
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</tr>
<tr>
<td>DA 2013 Dental Assisting Procedures 1</td>
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<td>2</td>
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<td>4</td>
</tr>
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<td>DA 202.3 Dental Assisting Procedures 2</td>
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<td>2</td>
</tr>
<tr>
<td>DA 23.3.H * Dental Radiology</td>
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<td>DA 203.3 Dental Assisting Procedures 3</td>
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<td>2</td>
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<td><strong>300</strong></td>
<td><strong>180</strong></td>
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</tbody>
</table>

Program: 36 weeks (not including breaks)

*Online course  †Online general education course

Note: Course descriptions begin on page 90.
DENTAL HYGIENE PROGRAM

Dental hygienists* are licensed dental health specialists who provide preventive, educational and therapeutic services for the promotion of oral health and control of oral disease. They observe and record abnormalities and problems in patients’ mouths, take oral X-rays, apply fluoride and pit and fissure sealants. Other tasks include providing periodontal therapies like root planing and removal of plaque, calculus and stains from teeth. The framework for devising and delivering patients’ personalized oral care programs is known as the dental hygiene (DH) process of care.

Students in the Dental Hygiene program gain the skills and knowledge to provide comprehensive dental hygiene care along with the delivery of local anesthetics. Instruction helps students develop professional communication skills with patients, colleagues and the public, as well as knowledge of ethical standards and professional behavior. Students learn to analyze and apply advances in research to dental hygiene care and are encouraged to participate in and provide leadership in community activities that promote optimal oral health. The program culminates in an Associate of Science degree in Dental Hygiene. Graduates of the program are prepared to take the Dental Hygiene National Board Examination, as well as state or regional clinical licensing examinations. Licensure qualifications may vary by state and are available from the campus program director or in the clinical manual.

Offered to New Students at:
  • Boise
  • Mesa

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/dh.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
DENTAL HYGIENE PROGRAM

Student Learning Outcomes
Upon completion of the Dental Hygiene program, graduates will be able to:
• Deliver comprehensive dental hygiene care to patients in a variety of professional settings via the DH process of care
• Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College’s standard admission requirements, candidates must:
• Submit a statement of interest/essay on becoming a dental hygienist
• Pass the Wonderlic General Assessment of Instructional Needs (GAIN) test with a minimum score of 4 on both the English and Math components

The following credentials, which are preferred but not required at the Mesa and Boise campuses, earn applicants additional points during the admissions process. Appropriate documentation must be submitted prior to the application deadline, which is generally five days before classes begin.
• Completion of a dental assisting certificate, diploma or associate degree
• Expanded Functions Credentials, current RDA or CDA certificate. Copy of current license or certificate must be submitted
• College degree (not including an associate degree in dental assisting)
• Work experience in the dental field (employment verification form must be submitted)

Progression Requirements
Prior to entering direct patient care, students must:
• Provide negative TB test results (if test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required)
• Provide proof of childhood MMR immunization or titer
• Provide proof of hepatitis B vaccination or written refusal
• Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox)
• Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations
• Have a current Basic Life Support (BLS) CPR card
# DENTAL HYGIENE PROGRAM

## Campus-Based
Program Requirements - Boise

### Dental Hygiene TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
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<td>Head and Neck Anatomy</td>
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<td>DH 130</td>
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</tbody>
</table>

| Total for Degree | 780 | 390 | 810 | 83 |

Program length: 75 weeks (not including breaks)

* General education course
Note: Course descriptions begin on page 90.
## DENTAL HYGIENE PROGRAM

### Campus-Based
Program Requirements - Mesa

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<thead>
<tr>
<th>Dental Hygiene TECHNICAL COURSES</th>
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<th>Semester Credit Hours</th>
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</tbody>
</table>

**Total for Degree**

|             | 765 | 450 | 720 | 83 |

Program length: 80 weeks (not including breaks)

* General education course

Note: Course descriptions begin on page 90.
HEALTH STUDIES PROGRAM  
(ONLINE DEGREE COMPLETION)

Industry advances combined with an increasing awareness of the importance of preventative care and healthy lifestyles have contributed to steady growth in the health care and vocational occupations. Carrington’s Health Studies program, which culminates in an Associate of Science Degree, provides an opportunity for individuals to build on prior education to earn the educational credential that is often needed for advancement.

Delivered in an online format, students in the Health Studies program enjoy the flexibility of attending school "anytime, anywhere" while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

Offered to New Students Online

For comprehensive consumer information, visit carrington.edu/cc/hs.

Degree is awarded from the Boise, Phoenix North or Spokane campuses.
HEALTH STUDIES PROGRAM
(ONLINE DEGREE COMPLETION)

Admission Requirements
Applicants to the Health Studies Associate of Science online degree-completion program must meet the following requirements:

Have successfully completed a certificate program (at an approved post-secondary institution) with a minimum of 24 credit hours applicable to a vocational program or health-related major (see chart below for transfer semester credit hours/Carrington College semester credit hour requirements)

Have at least a 2.0 GPA

Own or have unrestricted access to a computer with reliable Internet access and an email account

<table>
<thead>
<tr>
<th>Students Transferring the Following Semester Credit Hours (from an accredited institution) ...</th>
<th>...Must Complete the Following Carrington College Semester Credit Hours</th>
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<td>27 - 29</td>
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Per the Transfer Credit Policy on page 139, students must complete at least 50% of the program requirements at Carrington College to earn a degree.
# HEALTH STUDIES PROGRAM
## (ONLINE DEGREE COMPLETION)

### Online
Program Requirements* (Online Degree Completion)

<table>
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<tr>
<th>Health Studies COURSES</th>
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<th>Practical Hours</th>
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<td><strong>Total for Degree</strong></td>
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<td><strong>540</strong></td>
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</table>

Approximate time to complete degree completion program: 42 weeks (not including breaks)

Note: Course descriptions begin on page 90.
MASSAGE THERAPY PROGRAM

Massage therapists* bring positive well-being to clients via therapeutic and remedial treatments. They also administer other kinds of body conditioning. Massage therapists are employed by community service associations, health clubs, resorts, retail centers and country clubs. Some are self-employed and have their own clients, or they may be hired by businesses for a day to give short massages to overworked employees. Wherever the treatment is delivered, clients view the massage experience as a positive contribution to their overall health.

Carrington’s Massage Therapy program prepares students for entry-level employment as massage therapists and/or to enter private practice. The program covers massage therapy principles and techniques for assessing and addressing clients’ problem areas and concerns. Techniques include Swedish massage, sports massage, deep tissue applications, Shiatsu, chair massage, dry room spa techniques and a variety of site-specific treatments. Anatomy and physiology, terminology, function and structure of the body’s skeletal, muscular and internal systems, the ethical, legal and business concerns of the profession, personal care, communication skills and practice management and success skills are woven throughout the curriculum. The Massage Therapy program, which prepares students for the Massage & Bodywork Licensing Examination (MBLEx), culminates in a Certificate of Achievement.

Offered to New Students at:
- Albuquerque
- Boise
- Portland
- Spokane
- Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams, or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/mt.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers. CPR certification is required for licensure/certification.
MASSAGE THERAPY PROGRAM

Student Learning Outcomes
Upon completion of the Massage Therapy program, graduates will be able to:

- Perform massage procedures competently and safely in a professional environment
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Campus-Based
Program Requirements – Albuquerque, Boise, Spokane, and Tucson

<table>
<thead>
<tr>
<th>Massage Therapy TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>Total for Certificate</td>
<td>330</td>
<td>300</td>
<td>135</td>
<td>35†</td>
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Program length: 36 weeks (not including breaks)

* Online general education course
Note: Course descriptions begin on page 90.

† 765 Clock hours
# MASSAGE THERAPY PROGRAM

## Campus-Based
Program Requirements – Portland

<table>
<thead>
<tr>
<th>Massage Therapy TECHNICAL COURSES</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 1 Massage Therapy Theory 1</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 101 Massage Applications and Lab 1</td>
<td>54</td>
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</tr>
<tr>
<td>MT 2 Massage Therapy Theory 2</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 102 Massage Applications and Lab 2</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 3 Massage Therapy Theory 3</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 103 Massage Applications and Lab 3</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 4 Massage Therapy Theory 4</td>
<td>54</td>
<td>3.5</td>
</tr>
<tr>
<td>MT 104 Massage Applications and Lab 4</td>
<td>54</td>
<td>2.5</td>
</tr>
<tr>
<td>MT 5 Massage Therapy Theory 5</td>
<td>54</td>
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</tr>
<tr>
<td>MT 105 Massage Applications and Lab 5</td>
<td>54</td>
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</tr>
<tr>
<td>CDV 198.2 * Career Development Seminar</td>
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<tr>
<td>MT 502.1 Externship</td>
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<tr>
<td><strong>Total for Certificate</strong></td>
<td><strong>700</strong></td>
<td><strong>34’</strong></td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

† 700 Clock hours

Note: Course descriptions begin on page 90.
MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments and obtaining referrals. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

Carrington’s Medical Administrative Assistant certificate program prepares students for entry-level employment in a medical or dental office or other health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement.

Offered to New Students at:
- Glendale Learning Center*

For comprehensive consumer information, visit carrington.edu/cc/maa.

*Certificate is awarded from the Phoenix North campus.
### MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

#### Student Learning Outcomes
Upon completion of the Medical Administrative Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical records management within the health care setting
- Communicate with patients and other professionals and visitors in the health care setting
- Provide patient and client information and instructions
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

#### Hybrid
Program Requirements – Glendale Learning Center

<table>
<thead>
<tr>
<th>Medical Administrative Assistant Program</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA 1.H * Anatomy, Physiology and Terminology</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 101 Health Care Clinical Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 2.H * Computer Operations</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
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<td>MAA 102 Computer Office Applications</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 3.H * Medical and Dental Insurance</td>
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<td>0</td>
<td>0</td>
<td>3.5</td>
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<td>MAA 103 Insurance Applications</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 4.H * Health Care Office Procedures 1</td>
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<td>0</td>
<td>0</td>
<td>3.5</td>
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<tr>
<td>MAA 104 Health Care Office Procedures Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MAA 5.H * Health Care Office Procedures 2</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MAA 105 Health Care Office Procedures Applications 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MAA 501 Externship – Medical Administrative Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDV198.2 Career Development Seminar</td>
<td>30</td>
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<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total for Certificate**

<table>
<thead>
<tr>
<th></th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>415</td>
<td>155</td>
<td>180</td>
<td>36†</td>
</tr>
</tbody>
</table>

Approximate time to complete certificate program: 36 weeks (not including breaks)

*Online course
†Online general education course

Note: Course descriptions begin on page 90.
MEDICAL ASSISTING
PROGRAM

Though medical assistants’ job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants* aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians’ offices and other health care facilities to help keep operations running smoothly and efficiently.

The Medical Assisting program at Carrington College comprises three educational areas: Clinical, Administrative and Externship. Students enhance skills such as word-processing, typing and keyboarding. Throughout the program, professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized. Graduates are prepared to function competently at an entry level in a variety of medical settings.

The program culminates in a Certificate of Achievement or, at the Boise campus only, an Associate of Science Degree. Graduates at all locations are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential. Graduates of the Boise campus Medical Assisting program are also eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential.

Offered to New Students at:

- Albuquerque
- Boise
- Glendale Learning Center†
- Las Vegas
- Mesa
- Phoenix North
- Portland
- Reno
- Spokane
- Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program. There are multiple certification opportunities available in the Medical Assisting field, the most recognized of which are the Registered Medical Assistant (RMA) credential and the Certified Medical Assistant (CMA) credential. Credential preparation varies by location.

For comprehensive consumer information, visit carrington.edu/cc/ma.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

†To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

† Certificate is awarded from the Phoenix North campus.
MEDICAL ASSISTING PROGRAM

Student Learning Outcomes
Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical and bookkeeping functions and process insurance claims within the medical office setting
- Conduct a variety of diagnostic tests using equipment, materials and techniques within the scope of practice
- Perform and assist with routine patient procedures and care as they relate to a medical setting
- Maintain supplies and equipment as it relates to a medical setting
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Campus-Based
Program Requirements – Albuquerque, Las Vegas, Phoenix North (Afternoon, Evening) and Tucson (Morning, Evening)

<table>
<thead>
<tr>
<th>Medical Assisting</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<td>0</td>
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<tr>
<td>MAC 112</td>
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<td>4.5</td>
</tr>
<tr>
<td>MAC 113</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>MAC 114</td>
<td>48</td>
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<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>MAC 115</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>CDV 198.2</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>XTP 200</td>
<td>180</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td>270</td>
<td>240</td>
<td>180</td>
<td>28.5</td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course
Note: Course descriptions begin on page 90.
# MEDICAL ASSISTING PROGRAM

## Campus-Based

Program Requirements – Boise

<table>
<thead>
<tr>
<th>Medical Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 111 Anatomy and Physiology, Pediatrics, Gerontology and Cardiovascular Procedures</td>
<td>48</td>
<td>48</td>
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<tr>
<td>MAC 112 Anatomy and Physiology Exams and Procedures</td>
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<tr>
<td>MAC 113 Anatomy, Physiology and Pharmacology</td>
<td>48</td>
<td>48</td>
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<tr>
<td>MAC 114 Principles of Health Care Administration and Therapeutic Communications</td>
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<td>MAC 115 Practice Management and Specialty Lab Tests</td>
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<tr>
<td>CDV 198.2 * Career Development Seminar</td>
<td>30</td>
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<td>2</td>
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<tr>
<td>XTP 200 Externship</td>
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<td>180</td>
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<tr>
<td>Total for Certificate</td>
<td>270</td>
<td>240</td>
<td>180</td>
<td>28.5</td>
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</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
Graduates of the certificate of achievement program are eligible to complete the associate of science degree program via the degree-completion option shown below.

**Campus-Based**
Program Requirements – Boise

### Medical Assisting
**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>Introduction to Communication</td>
<td>45</td>
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<td>0</td>
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<tr>
<td>SOC 113</td>
<td>Introduction to Sociology</td>
<td>45</td>
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<td>General Psychology</td>
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<td>MAT 113</td>
<td>College Mathematics</td>
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<tr>
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<td>English Composition 1</td>
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<td>0</td>
<td>3</td>
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<td>Current Issues in Health Care Ethics</td>
<td>45</td>
<td>0</td>
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<tr>
<td>MGT 220</td>
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<tr>
<td>MGT 230</td>
<td>Human Relations in Business</td>
<td>45</td>
<td>0</td>
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<tr>
<td>NUT 100</td>
<td>Introduction to Nutrition</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td>SBS 200</td>
<td>Small Business Operations</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<td>SBS 214</td>
<td>Small Business Customer Relations</td>
<td>45</td>
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**Total for General Education Degree Completion Courses**

<table>
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<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Total</td>
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<td>0</td>
<td>0</td>
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**Total for Certificate**

<table>
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<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>270</td>
<td>240</td>
<td>180</td>
<td>28.5</td>
</tr>
</tbody>
</table>

**Total for Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>Total</td>
<td>750</td>
<td>240</td>
<td>180</td>
<td>60.5</td>
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</tbody>
</table>

Degree-completion option length: 36 weeks (not including breaks);
Combined certificate and degree-completion option length: 72 weeks (not including breaks)

Note: Course descriptions begin on page 90.
## MEDICAL ASSISTING PROGRAM

### Campus-Based
Program Requirements – Las Vegas, Mesa, Phoenix North (Morning, Afternoon**), Portland, Spokane and Tucson (Mid-Day)

<table>
<thead>
<tr>
<th>Medical Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 10 MA Clinical Theory 1</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 101 MA Clinical Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 20 MA Clinical Theory 2</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 102 MA Clinical Applications 2</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 30 MA Clinical Theory 3</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 103 MA Clinical Applications 3</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 40 MA Administration Theory 1</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 104 MA Administration Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA 50 MA Administration Theory 2</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA 105 MA Administration Applications 2</td>
<td>23</td>
<td>31</td>
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<td>2.5</td>
</tr>
<tr>
<td>MA 501 Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2 Career Development Seminar</td>
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<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total for Certificate</td>
<td>415</td>
<td>155</td>
<td>180</td>
<td>36†</td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course
** Available 10/17/2016
†750 Clock hours

Note: Course descriptions begin on page 90.
# MEDICAL ASSISTING PROGRAM

## Hybrid
Program Requirements – Glendale Learning Center, Reno and Spokane

### Medical Assisting TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA10.H</td>
<td>54</td>
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<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA101</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA20.H</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA102</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA30.H</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA103</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA40.H</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA104</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA50.H</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>MA105</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MA501</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Total for Certificate

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>415</td>
<td>155</td>
<td>180</td>
</tr>
</tbody>
</table>

Approximate time to complete certificate program: 36 weeks (not including breaks)

*Online course
† Online general education course
†† 750 Clock hours
MEDICAL BILLING AND CODING PROGRAM

The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients’ symptoms, medical history, X-ray and laboratory test results, diagnoses and health care-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical records systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses and obtain supplementary information to update patients’ files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington’s Medical Billing and Coding certificate program prepares students for employment in medical or dental offices, clinics or by independent billing companies. Instruction combines theory and practice to meet the competencies needed for entry-level employment. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies.

Offered to New Students at:

- Albuquerque
- Boise
- Glendale Learning Center*
- Las Vegas
- Mesa
- Phoenix North
- Portland
- Spokane
- Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/mbc.

*Certificate is awarded from the Phoenix North campus.
STUDENT LEARNING OUTCOMES
Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to perform medical coding and process medical insurance billing and claims within the health care setting
- Perform clerical functions and communicate with other professionals, patients and visitors in the health care setting
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Campus-Based
Program Requirements – Albuquerque and Las Vegas

Medical Billing and Coding
TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC 111</td>
<td>Orientation to United States Health Care Practices</td>
<td>48</td>
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<tr>
<td>BCC 112</td>
<td>Medical Management Processes, Procedures and Codes</td>
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<td>48</td>
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<tr>
<td>BCC 113</td>
<td>Anatomy, Physiology, and Coding of the Urinary, Male and Female Reproductive Systems and Gastroenterology</td>
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<tr>
<td>BCC 114</td>
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<tr>
<td>CDV 198.2</td>
<td>* Career Development Seminar</td>
<td>30</td>
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<td>0</td>
<td>0</td>
<td>180</td>
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</table>

Total for Certificate 270 240 180 28.5

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
## MEDICAL BILLING AND CODING PROGRAM

### Campus-Based
Program Requirements – Boise, Las Vegas*, Mesa, Phoenix North, Portland and Spokane

### Medical Billing and Coding
**TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<td>MBC 10</td>
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<tr>
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<tr>
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<tr>
<td>MBC 104</td>
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<td>180</td>
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</table>

**Total for Certificate**: 415 Lecture Hours, 155 Lab Hours, 180 Clinical Hours, 36 Semester Credit Hours

Program length: 36 weeks (not including breaks)

*Available November 28, 2016

*Online general education course

Note: Course descriptions begin on page 90.
# MEDICAL BILLING AND CODING PROGRAM

**Hybrid**
Program Requirements – Boise, Glendale Learning Center, Spokane and Tucson

## Medical Billing and Coding
### TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MBC 10.H</td>
<td>* Medical Billing and Coding Theory 1</td>
<td>54</td>
<td>0</td>
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<tr>
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<td>MBC 40.H</td>
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<td>MBC 101</td>
<td>Applications 1</td>
<td>23</td>
<td>31</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC 102</td>
<td>Applications 2</td>
<td>23</td>
<td>31</td>
<td>0</td>
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<tr>
<td>MBC 103</td>
<td>Applications 3</td>
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<tr>
<td>MBC 104</td>
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<td>MBC 105</td>
<td>Applications 5</td>
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<tr>
<td>MBC 501</td>
<td>Externship</td>
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<td>180</td>
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</tr>
<tr>
<td>CDV 198.2</td>
<td>† Career Development Seminar</td>
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<td>2</td>
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<td><strong>Total for Certificate</strong></td>
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<td>415</td>
<td>155</td>
<td>180</td>
<td>36</td>
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</tbody>
</table>

Program length: 36 weeks (not including breaks)

* Online course
† Online general education course

Note: Course descriptions begin on page 90.
The field of medical laboratory technology is well suited to people who are detail oriented and dedicated to helping people, yet prefer less direct patient contact. It has been estimated that much of the care that physicians provide is determined by test results, making laboratory technicians an integral part in ensuring that patients receive the accurate diagnosis they need. If you like science and want to play a vital role in health care, consider the Medical Laboratory Technician Associate of Science Degree program.

Offered to New Students at:
• Phoenix East

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/mlt.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
MEDICAL LABORATORY TECHNICIAN PROGRAM

Student Learning Outcomes
Upon completion of the Medical Laboratory Technician program, graduates will be able to:

- Demonstrate the skills and knowledge to conduct laboratory tests that aid in the detection, diagnosis and treatment of disease
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College's standard admission requirements, candidates must:

- Pass the Wonderlic General Assessment of Instructional Needs (GAIN) test with a minimum score of 4 on both the English and Math components

Progression Requirements

- Students must pass prerequisite courses prior to progressing to the next class in the sequence; minimum passing grade for all MLE courses is a ‘C’
- Students who fail any course (including general education and core courses) in the program twice are withdrawn from the program

Prior to the beginning of their fifth semester students must provide proof of current immunizations as follows:

- Tuberculosis clearance (PPD) and/or Quantiferon Gold
- Positive MMR (measles, mumps, rubella) titer or vaccination x 2
- Tetanus, diphtheria and pertussis (TDAP) titer proving immunity or proof of vaccination within the previous 10 years
- Hepatitis B vaccination x 3 or written refusal
- Varicella titer proving immunity or proof of vaccination
- Yearly influenza vaccination
- Proof of personal health insurance (if required at the clinical site)

Prior to clinical rotations, students must submit to drug screening and background checks, the results of which could affect eligibility to participate in clinical rotations. Students should note that they may be subject to additional immunization requirements in accordance with facility requirements.

Students may also need to meet additional facility requirements such as, but not limited to, CPR certification, online training in HIPAA, safety and compliance and a physical exam.

Cost of the above requirements is not included in student tuition/fees.
## Medical Laboratory Technician Program

**Campus Based**
Program Requirements – Phoenix East

<table>
<thead>
<tr>
<th>Medical Laboratory Technician TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG 113 * English Composition I</td>
<td>45</td>
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<td>0</td>
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<tr>
<td>MAT 113 * College Mathematics</td>
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<tr>
<td>BIO 121 * Human Anatomy and Physiology I with Lab</td>
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<td>MLE 110 Basic Laboratory Technician</td>
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<tr>
<td>BIO 124 * Human Anatomy and Physiology II with Lab</td>
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</tr>
<tr>
<td>C 120 * Chemistry with Lab</td>
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<td>30</td>
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<tr>
<td>PSY 113 * General Psychology</td>
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<tr>
<td>SOC 113 * Introduction to Sociology</td>
<td>45</td>
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<td>MLE 250 Microbiology I</td>
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<tr>
<td>COM 131 * Introduction to Communication</td>
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<td>MLE 202 Serology</td>
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<tr>
<td>MLE 252 Mycology, Parasitology and Virology</td>
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<td>3</td>
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<tr>
<td>MLE 104 Laboratory Operations and Quality Assurance</td>
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<td>MLE 158 Urinalysis</td>
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<td>MLE 251 Microbiology II</td>
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<td>MLE 204 Hematology</td>
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<td><strong>Total for Degree</strong></td>
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<td>450</td>
<td>78</td>
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</table>

Program length: 96 weeks (not including breaks)

* General education course

Note: Course descriptions begin on page 90.
MEDICAL RADIOGRAPHY PROGRAM

Radiographers are health care professionals with the knowledge and skills to use diagnostic level radiation and instrumentation to produce medical images of the human body. Supervised by radiologists, radiographers are responsible for proper positioning of patients and ensuring proper exposure for optimum film resolution with the least radiation exposure to the patient. Administration of drugs and preparation of chemical mixtures for the visualization of radiographic structures is also the responsibility of the radiographer. Medical radiographers work in a wide variety of settings including physician offices, imaging centers and comprehensive medical centers to help diagnose trauma or disease.

Graduates of Carrington’s Medical Radiography program are eligible to apply to take the national certification exam. The program culminates in an Associate of Occupational Studies Degree.

Offered to New Students at:
• Spokane

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/mr.
STUDENT LEARNING OUTCOMES
Upon completion of the Medical Radiography program, graduates will be able to:

- Demonstrate clinical competency
- Demonstrate effective communication skills and model professionalism
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College’s standard admission requirements, candidates must:

- Pass the Wonderlic General Assessment of Instructional Needs (GAIN) test with a minimum score of 4 on both the English and Math components

Progression Requirements
Prior to entering direct patient care, students must:

- Provide negative TB test results. If test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required.
- Provide proof of childhood MMR immunization or titer.
- Provide proof of hepatitis B vaccination or written refusal.
- Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
- Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.
# MEDICAL RADIOGRAPHY PROGRAM

## Campus Based
Program Requirements – Spokane

### Medical Radiography

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tr>
<td>MAT 120</td>
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<tr>
<td>RAD 101</td>
<td>Introduction to Imaging</td>
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<td>0</td>
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<td>RAD 104</td>
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<td>RAD 153</td>
<td>^ Anatomy and Physiology II</td>
<td>48</td>
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<td>ENG 110</td>
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Total for Degree: **124** Lecture Hours, **128** Lab Hours, **1800** Clinical Hours, **107** Semester Credit Hours

Program length: 96 weeks (not including breaks)

* General education course (must be completed before beginning technical courses)
^ Applied general education course (must be completed before beginning technical courses)

Note: Course descriptions begin on page 90.
NURSING BRIDGE PROGRAM

Registered nurses* provide some of the most critical health care available to patients. Whether it’s taking medical histories, recording vital signs and symptoms, performing diagnostic tests, drawing blood, giving injections or other tasks, they work in conjunction with other health care professionals to serve the sick or injured. They have a significantly expanded scope of practice, education and clinical education than do licensed practical nurses.

This program provides theoretical content and clinical experiences in nursing and incorporates knowledge from related disciplines. Graduates of the Nursing Bridge program earn an Associate of Science degree and are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In addition, the program provides graduates with a foundation for upward mobility into higher levels of nursing education.

Offered to New Students at:
• Boise

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/nb.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
NURSING BRIDGE PROGRAM

Program Outcomes
NOTE: Specific terminal course and program objectives are included in individual course syllabi.

Upon completion of the Nursing Bridge program, graduates will be able to:

• Demonstrate the ability to use nursing process in delivery of client care through the roles of professional provider of care, professional member within the discipline and professional manager of care
• Provide direct care to clients with predictable and unpredictable health problems, adjusting care as client situations change
• Collect and analyze data from clients, families and other health care resources
• Formulate appropriate nursing diagnoses; develop and revise plans based on effectiveness
• Function within the legal and ethical scope of practice for the registered nurse
• Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College’s standard admission requirements, candidates must:

• Be at least 18 years of age
• Pass the Test of Essential Academic Skills (TEAS) with an overall composite score of 62 (there is a $150 non-refundable charge for all allowable attempts)
• Have current LPN license in good standing for the State of Idaho
• Show evidence of at least two months’ employment as an LPN at a minimum 8 hours per week
• Hold current Basic Life Support for Healthcare Providers (BLS) CPR certification
• Submit a written statement of interest
• Pass a criminal background check and drug screen prior to enrollment
• Provide negative 2-step PPD test results (positive 2-step PPD test results require documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis)
• Provide proof of measles, mumps and rubella (MMR) titers or immunization records of MMR booster within the previous five years
• Provide proof of hepatitis B vaccination or positive titer
• Provide proof of varicella immunization or positive titer
• Provide proof of tetanus/diphtheria/pertussis (Tdap) booster (within previous 10 years)
• Provide proof of receiving annual flu vaccine
NURSING BRIDGE PROGRAM

Progression Requirements
- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who withdraw from the same course twice (resulting in the designator WA) are academically terminated from the nursing program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, receive WA designators equivalent to two failed courses or any equivalent combination of failed or WA designators are withdrawn for a minimum time period of one semester. After that period, such students may petition for re-entry to the program. Spaces in Carrington nursing programs are assigned by ranking prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If accepted for re-entry, any future course failures or WA designators result in academic termination and permanent withdrawal from the nursing program.
- Students who fail any course (including general education and nursing courses) in the program twice are withdrawn from the nursing program.
# NURSING BRIDGE PROGRAM

## Campus Based
Program Requirements – Boise

<table>
<thead>
<tr>
<th>Nursing Bridge TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 103</td>
<td>Advanced Anatomy and Physiology</td>
<td>45</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>NUR 251</td>
<td>Medical-Surgical Nursing III</td>
<td>45</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>NUR 222</td>
<td>Transition LPN/RN - Professional Nursing Health Assessment</td>
<td>15</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>COM 131</td>
<td>Introduction to Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NUR 261</td>
<td>Medical-Surgical Nursing IV</td>
<td>45</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>NUR 206</td>
<td>Pharmacology</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NUR 208</td>
<td>Nutrition</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PSY 113</td>
<td>General Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ENG 113</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NUR 224</td>
<td>Professional Nursing Throughout the Life Span</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NUR 266</td>
<td>NCLEX-RN Review</td>
<td>0</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Mathematics and Introduction to Algebra</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SOC 113</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>BIO 205</td>
<td>Microbiology with Lab</td>
<td>45</td>
<td>30</td>
<td>0</td>
</tr>
</tbody>
</table>

Nursing Bridge Program Totals | 540 | 150 | 180 | 45 |

Transferred from Practical Nursing Program | 27 |

Total for Degree | 72 |

Program length: 48 weeks (not including breaks)

* General education course

Note: Course descriptions begin on page 90.
PHARMACY TECHNOLOGY PROGRAM

Pharmacy technicians* receive and fill prescriptions under the supervision of licensed pharmacists in settings that include hospitals, nursing homes and assisted living facilities and retail or mail-order pharmacies. Duties related to the daily operation of the pharmacy are often part of the job, such as answering phones, creating prescription labels, maintaining patient profiles and prescription histories, completing cash register transactions, preparing insurance claim forms and inventory tasks.

The Pharmacy Technology certificate program provides both theory and practical training, which enables technicians, upon licensure, to function as competent entry-level assistants to a licensed pharmacist. Students gain basic knowledge of pharmacy calculations, drug distribution systems, chemical and physical characteristics of drugs and preparation of sterile dosage forms, as well as a thorough knowledge of pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing and documenting medications. Standards of ethics and law as they pertain to pharmacy practice and drug distribution methods are also included in the curriculum. The program culminates in a Certificate of Achievement or an Associate of Science Degree† (Boise campus only). Graduates are eligible and prepared to sit for the Certified Pharmacy Technician (CPhT) national certification exam.

Offered to New Students at:

• Albuquerque
• Boise
• Mesa
• Phoenix North‡
• Portland
• Spokane
• Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/pt.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

†To be eligible for entrance into the Associate of Science degree program in Pharmacy Technology, applicants must have successfully completed the Certificate of Achievement program.

‡Courses for this program are held at the Phoenix East campus.
PHARMACY TECHNOLOGY PROGRAM

Student Learning Outcomes
Upon completion of the Pharmacy Technology program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to function as competent entry-level assistants to licensed pharmacists
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Certification, Licensing and Practice Information
States vary in terms of certification, licensure and scope of practice for pharmacy technicians. Generally, students must register with their state’s Board to become a pharmacy technician in-training. Timeframes for completion vary by state, but all states require that pharmacy technicians attain licensure.

Graduates of the Spokane program are approved to practice in the State of Washington.

Campus-Based
Program Requirements – Albuquerque and Portland

<table>
<thead>
<tr>
<th>Pharmacy Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL COURSES</td>
</tr>
<tr>
<td>Lecture Hours</td>
</tr>
<tr>
<td>PHM 111</td>
</tr>
<tr>
<td>PHM 112</td>
</tr>
<tr>
<td>PHM 113</td>
</tr>
<tr>
<td>PHM 114</td>
</tr>
<tr>
<td>PHM 115</td>
</tr>
<tr>
<td>CDV 198.2</td>
</tr>
<tr>
<td>XTP 200</td>
</tr>
<tr>
<td>Total for Certificate</td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
PHARMACY TECHNOLOGY PROGRAM

The 28.5 semester credit hour Certificate of Achievement program is no longer offered, but graduates of that program are eligible to complete the Associate of Science degree program via the degree-completion option shown below.

### Campus-Based
Program Requirements - Boise

<table>
<thead>
<tr>
<th>Pharmacy Technology</th>
<th>GENERAL EDUCATION COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>Introduction to Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 113</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 113</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HLT 200</td>
<td>Current Issues in Health Care Ethics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MGT 220</td>
<td>Business Organizations and Management</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230</td>
<td>Human Relations in Business</td>
<td>45</td>
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<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUT 100</td>
<td>Introduction to Nutrition</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>PSY 113</td>
<td>General Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SBS 200</td>
<td>Small Business Operations</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SBS 214</td>
<td>Small Business Customer Relations</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total for General Education Courses</strong></td>
<td></td>
<td>480</td>
<td>0</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td><strong>Total from Certificate</strong></td>
<td></td>
<td>270</td>
<td>240</td>
<td>180</td>
<td>28.5</td>
</tr>
<tr>
<td><strong>Total for Degree</strong></td>
<td></td>
<td>750</td>
<td>240</td>
<td>180</td>
<td>60.5</td>
</tr>
</tbody>
</table>

Degree-completion program length: 36 weeks (not including breaks);
Combined certificate and degree-completion option length: 72 weeks (not including breaks)

Note: Course descriptions begin on page 90.
## Campus Based
Program Requirements – Boise, Mesa, Phoenix North, Spokane and Tucson

### Pharmacy Technology

#### TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 111T</td>
<td>Nervous System, Anti-Infectives and Retail Operations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 111L</td>
<td>Retail Operations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 112T</td>
<td>Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 112L</td>
<td>Prescription Processing and Pharmacy Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 113T</td>
<td>Pharmacy Calculations and Body Systems Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 113L</td>
<td>Pharmacy Calculations and Unit Dose Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 114T</td>
<td>Compounding, Pharmacy Calculations and Body Systems Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 114L</td>
<td>Compounding and Pharmacy Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 115T</td>
<td>Hospital Operations and Parenteral Dosage Calculations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 115L</td>
<td>Hospital Operations and Parenteral Dosage Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>CDV 198.2</td>
<td>* Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XTP 200</td>
<td>Externship</td>
<td>0</td>
<td>0</td>
<td>240</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td></td>
<td><strong>375</strong></td>
<td><strong>225</strong></td>
<td><strong>240</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
# PHARMACY TECHNOLOGY PROGRAM

## Hybrid
Program Requirements – Mesa, Phoenix North and Tucson

<table>
<thead>
<tr>
<th>Pharmacy Technology TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 111 T.H † Nervous System, Anti-Infectives and Retail Operations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 111 L Retail Operations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 112 T.H † Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 112 L Prescription Processing and Pharmacy Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 113 T.H † Pharmacy Calculations and Body Systems Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 113 L Pharmacy Calculations and Unit Dose Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 114 T.H † Compounding, Pharmacy Calculations and Body Systems Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 114 L Compounding and Pharmacy Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>PHM 115 T.H † Hospital Operations and Parenteral Dosage Calculations Theory</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>PHM 115 L Hospital Operations and Parenteral Dosage Calculations Lab</td>
<td>15</td>
<td>45</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>CDV 198.2 * Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XTP 200 Externship</td>
<td>0</td>
<td>0</td>
<td>240</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total for Certificate | 375 | 225 | 240 | 36 |

Program length: 36 weeks (not including breaks)

* Online general education course
† Online Course

Note: Course descriptions begin on page 90.
PHYSICAL THERAPIST ASSISTANT PROGRAM

Physical therapist assistants work under the supervision of physical therapists to implement selected components of patient treatment, obtain and document data related to treatments provided and make modifications in selected treatments to progress the patient as directed by the physical therapist as well as ensure patient safety and comfort. Physical therapist assistants provide care for people in a variety of settings including hospitals, private practice, outpatient clinics, home health agencies, schools, sports and fitness facilities and nursing homes.

Carrington’s Physical Therapist Assistant program prepares students to function as entry-level practitioners under supervision of a physical therapist. The program concludes with offsite clinical experiences during which students practice physical therapy interventions on patients in a variety of health care settings. Students who successfully complete the Physical Therapist Assistant program are eligible to take the National Physical Therapy Licensing Exam for PTAs. This program culminates in an Associate of Science Degree.

Offered to new students at:
• Boise
• Las Vegas
• Mesa

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/pta.
PHYSICAL THERAPIST ASSISTANT PROGRAM

Student Learning Outcomes
Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge to perform routine entry-level physical therapy assisting in a professional setting
- Demonstrate ability to document data collection, intervention and patient/client response
- Demonstrate knowledge of appropriate interventions in emergency situations
- Demonstrate ability to use technology and electronic communication
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
Applicants who meet all program admission requirements are selected using points earned from the following:

- Two professional letters of recommendation
- Entrance examination score
- Work or volunteer-related experience in a health care facility

In addition to meeting the College’s standard admission requirements, candidates must:

- Be at least 18 years old by the start of technical courses
- Be able to lift 50 lbs
- Pass the Wonderlic General Assessment of Instructional Needs (GAIN) test with a minimum score of 4 on both the English and Math components
- Submit to drug screening and background checks (Las Vegas only), the results of which could affect enrollment in the program

Progression Requirements
- Hold a current American Heart Association Basic Life Support (BLS) CPR for the health care provider card
- Provide proof of current immunizations as follows:
  - Current MMR and varicella zoster or titers showing immunity
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). If applicants have a history of a positive TB test, a chest X-ray is required.
  - Tdap (Albuquerque and Las Vegas only)
  - Provide proof of a current hepatitis B vaccination or signed declination
- Prior to clinical rotations, students must submit to drug screening and background checks, the results of which could affect eligibility to participate in clinical rotations. Students should note that they may be subject to additional immunization requirements in accordance with facility requirements.
# PHYSICAL THERAPIST ASSISTANT PROGRAM

## Campus-Based
Program Requirements – Boise, Las Vegas and Mesa

### Physical Therapist Assistant

#### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 113</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 113</td>
<td>College Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Human Anatomy and Physiology I</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>COM 131</td>
<td>Introduction to Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 206</td>
<td>Human Anatomy and Physiology II</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>SOC 113</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHY 221</td>
<td>Physics with Lab</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PSY 113</td>
<td>General Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Kinesiology</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA 112</td>
<td>Fundamentals of Physical Therapist Assisting</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>3</td>
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<tr>
<td>PTA 224</td>
<td>Physical Therapy Data Collection and Documentation</td>
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<tr>
<td>PTA 189</td>
<td>Pathophysiology for the PTA</td>
<td>45</td>
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<td>0</td>
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<tr>
<td>PTA 153</td>
<td>Physical Agents and Massage</td>
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</tr>
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<td>PTA 177</td>
<td>Management of Orthopedic Disorders</td>
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<td>30</td>
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<td>PTA 210</td>
<td>Management of Neurologic Disorders</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
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<tr>
<td>PTA 240</td>
<td>Ethics and Jurisprudence</td>
<td>30</td>
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<td>0</td>
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<tr>
<td>PTA 199</td>
<td>Clinical Education I</td>
<td>0</td>
<td>0</td>
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<td>PTA 223</td>
<td>Advanced Concepts for PTA</td>
<td>45</td>
<td>30</td>
<td>0</td>
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<td>PTA 230</td>
<td>Clinical Applications Across the Lifespan</td>
<td>30</td>
<td>0</td>
<td>0</td>
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<tr>
<td>GOV 141</td>
<td>Nevada and US Constitutions (Las Vegas students only)</td>
<td>45</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTA 259</td>
<td>Clinical Education II</td>
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<td>0</td>
<td>280</td>
<td>6</td>
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<td>PTA 298</td>
<td>Licensure Review</td>
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<tr>
<td>PTA 289</td>
<td>Clinical Education III</td>
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<td>320</td>
<td>6</td>
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<td><strong>Total for Degree (Boise and Mesa)</strong></td>
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<td>750</td>
<td>300</td>
<td>690</td>
<td>74</td>
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<tr>
<td><strong>Total for Degree (Las Vegas)</strong></td>
<td></td>
<td>795</td>
<td>300</td>
<td>690</td>
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</table>

Program length: 80 weeks (not including breaks)

* Technical courses must be taken in the sequence listed
† General education course; these may be taken in any order except when determined by prerequisite

Note: Course descriptions begin on page 90.
Students in the Physical Therapy Technology program practice a range of skills that encompass anatomy and physiology, pathologies, medical terminology, therapeutic exercises and a wide range of modality applications that would include ultrasound, electrical stimulation, massage, therapeutic exercises, hydrotherapy and others. The program includes classroom lectures, laboratory exercises and practice and clinical training in an off-campus professional environment.

Graduates are prepared for entry-level positions in a variety of settings providing support to physical therapists and physical therapist assistants, chiropractors and personal trainers, and to patients who are recovering from an injury, adapting to trauma or disability or participating in a fitness training program. Graduates can sit for the National Federation of Professional Trainers (NFPT) exam. This program culminates in a Certificate of Achievement.

**Offered to New Students at:**
- Mesa
- Phoenix East
- Tucson

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/ptt.
Student Learning Outcomes
Upon completion of the Physical Therapy Technology program, graduates will be able to:
- Demonstrate the skills and knowledge to help patients with therapeutic exercises
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Additional Admission Requirement:
Applicants who meet all program admission requirements must also be able to lift 50 lbs.

Campus-Based
Program Requirements – Mesa, Phoenix East and Tucson

<table>
<thead>
<tr>
<th>Physical Therapy Technology</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTT 111 T Chiropractic Assisting Theory</td>
<td>48</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>PTT 111 L Chiropractic Assisting Application</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>PTT 112 T Body Systems and Fitness Theory</td>
<td>48</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>PTT 112 L Body Systems and Fitness Application</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
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<tr>
<td>PTT 113 T Body System and Massage Theory</td>
<td>48</td>
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<td>3</td>
</tr>
<tr>
<td>PTT 113 L Body Systems and Massage Application</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>PTT 114 T Physical Agents Theory</td>
<td>48</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PTT 114 L Physical Agents Application</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>PTT 115 T Therapeutic Standards and Sports Injury Management Theory</td>
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<td>PTT 200 Externship</td>
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<td>240</td>
<td>180</td>
<td>28.5</td>
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</tbody>
</table>

Program length: 36 weeks (not including breaks)

*Online general education course

Note: Course descriptions begin on page 90.
**PRACTICAL NURSING PROGRAM**

Practical nurses* are generalists who care for patients and work in many health care areas. They provide basic bedside care, measure and record patients’ vital signs and assist with bathing, dressing and personal hygiene in nursing homes, physicians’ offices or in patients’ homes. In nursing care facilities, practical nurses can help evaluate residents’ needs, develop care plans and supervise the care provided by nursing aides. In doctors’ offices and clinics, their range of responsibilities may include office-related duties. In the home health care setting, practical nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks.

Carrington’s Practical Nursing certificate program prepares students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of health care delivery settings. Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a practical nurse. The program’s combined academic and clinical training prepares students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

**Offered to New Students at:**

- Boise

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/pn.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
PRACTICAL NURSING PROGRAM

Program Outcomes
NOTE: Specific terminal course and program objectives are included in the individual course syllabi.
Upon completion of the Practical Nursing program, graduates will be able to:
- Implement the nursing process in providing care for patients in a variety of clinical settings
- Demonstrate academic preparedness to take the NCLEX-PN examination for licensure as a practical nurse
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College’s standard admission requirements, candidates must:
- Pass the required COMPASS entrance exam with a score of 50 in math, 80 in reading and 68 in writing (there is no charge for this exam).
- Pass a background check and a drug screening prior to enrollment.
- Provide negative 2-step PPD results. Positive 2-step PPD test results require documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis (TB).
- Provide proof of measles, mumps and rubella (MMR) titers or immunization records of MMR booster within the previous five years.
- Provide proof of hepatitis B series or positive titer.
- Provide proof of tetanus/diphtheria/pertussis (Tdap) booster (within previous 10 years).
- Provide proof of varicella titer showing immunity or proof of immunization.
- Provide proof of receiving annual flu vaccines.

Progression Requirements
- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who withdraw from the same course twice (resulting in the designator WA) are academically terminated from the nursing program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, receive WA designators equivalent to two failed courses or any equivalent combination of failed or WA designators are withdrawn for a minimum time period of one semester. After that period, such students may petition for re-entry to the program. Spaces in Carrington nursing programs are assigned by ranking prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If accepted for re-entry, any future course failures or WA designators result in academic termination and permanent withdrawal from the nursing program.
- Students who fail any course (including general education and nursing courses) in the program twice are withdrawn from the nursing program.
## PRACTICAL NURSING PROGRAM

**Campus-Based**
Program Requirements – Boise

<table>
<thead>
<tr>
<th>Practical Nursing TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>AP 100* Basic Anatomy and Physiology</td>
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<td>0</td>
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<td>MATH 104* Math for Dosage Calculations</td>
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<td>MEDT 120* Medical Terminology</td>
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<td>1</td>
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<tr>
<td>NUR 122 Medication Administration</td>
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<td>NUR 157 Maternal Child Nursing</td>
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<td>NUR 165 Pediatric Nursing</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td>NUR 158 Community and Mental Health Nursing</td>
<td>45</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>NUR 159 Nursing Care of Specialized Populations - Clinical</td>
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<td>180</td>
<td>5</td>
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<tr>
<td>NUR 215 Medical-Surgical Nursing</td>
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<td>4</td>
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<td>NUR 232 NCLEX-PN Review</td>
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<td>2</td>
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<td>NUR 234 Manager of Care for PN</td>
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<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>NUR 217 Medical-Surgical Nursing-Clinical</td>
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<td>30</td>
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<tr>
<td><strong>Total for Certificate</strong></td>
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<td><strong>210</strong></td>
<td><strong>540</strong></td>
<td><strong>41</strong></td>
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</table>

Program length: 48 weeks (not including breaks)

*General education course

Note: Course descriptions begin on page 90.
Registered nurses* (RNs) care for individuals, in conjunction with other health care professionals, through the use of the nursing process. Registered nurses work as patient advocates for the care and recovery of the sick and maintenance of their health. In their work as advocates, RNs plan, implement and evaluate nursing care of those who are ill or injured. RNs have a significantly expanded scope of practice, education and clinical training than licensed practical nurses. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program culminates in an Associate of Science Degree.

Offered to New Students at:
• Albuquerque
• Mesquite
• Phoenix East
• Reno

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/rn.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
Program Outcomes
NOTE: Specific terminal course and program objectives are included in the individual course syllabi.
Upon completion of the Registered Nursing program, graduates will be able to:

- Demonstrate academic preparedness to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)
- Apply the nursing process in caring for clients in a variety of clinical settings
- Demonstrate proficiency in oral and written communication with patients and their families as well as other health care professionals
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements for Albuquerque, Phoenix East, and Reno
In addition to meeting the College’s standard admission requirements, candidates must:

- Pass the entrance exam with a minimum score of 75 on all sections (math, reading, vocabulary) of the HESI A2 or the Kaplan entrance exam at the 35th percentile at least. A non-refundable fee of $40 dollars is charged for each allowable attempt. Scores attained may also be used for admission ranking.
- Applicants in Reno are required to submit to drug screening and background checks, the results of which could affect enrollment in the program.

Admission Requirements for Mesquite
In addition to meeting the College’s standard admission requirements, candidates must:

- Pass the Kaplan entrance exam at the 35th percentile at least. A non-refundable fee of $40 will be charged for each allowable attempt. Scores attained may also be used for admission ranking. Two attempts are allotted for the Kaplan exam to meet the minimum entrance requirements.
- Submit to drug screening and background checks that include fingerprinting, the results of which could affect enrollment in the program.
- Attend Registered Nursing information session.
- Provide negative TB test results. If test results are more than 12-months old, they must be from a two-step test; tuberculosis clearance (PPD) or the alternate QuantIFERON-TB Gold (QFT-G) blood test. Applicants with a history of a positive TB test must also have a chest X-ray.
- Provide proof of childhood MMR immunization x2 or titer. Students must receive the 2nd injection at least four weeks after the first dose per CDC guidelines.
- Provide proof of the first dose hepatitis B vaccination or written refusal. Students must receive the 2nd injection at least one month after the first dose and the 3rd injection six months after the first dose per CDC guidelines.
- Provide proof of varicella immunization (in the absence of a history of having had chickenpox), or varicella titer proving immunity.
- Provide proof of Tetanus, Diphtheria, and Pertussis (TDAP) titer proving immunity or proof of vaccination within the previous 10 years.
- Provide proof of yearly influenza vaccination, applicable during flu season.
REGISTERED NURSING PROGRAM

Albuquerque Progression Requirements

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they have completed all the courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade and must repeat both the theory and clinical components of the class.
- Students who withdraw from the same course twice or fail the same course twice are academically terminated from the program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, are assigned a WA (withdrawal attempted) equivalent to two failed courses or have any equivalent combination of failed or WA designators must petition to be re-seated in the course. Re-entry or reseating spaces in Carrington nursing courses are assigned by GPA ranking; students with the highest GPAs are given first priority for available seats. If a student is accepted for re-entry or re-seating, any future course failures or WA designators will result in academic termination and permanent withdrawal from the nursing program.
- Students who are withdrawn from the program (whether temporarily or permanently) and are receiving Title IV funding will be subject to the Federal Return of Funds policy. The Federal Return of Funds policy is calculated as follows:
  - If the student’s percentage of the enrollment period completed is greater than 60%, the student has earned – and must repay – 100% of the federal aid received.
  - If the student’s percentage of the enrollment period completed is 60% or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.
  - Additionally, repayment of Title IV student loans will begin six months after the student’s last day of attendance.
Mesquite Progression Requirements

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who withdraw from the same course twice or fail the same course twice are academically terminated from the program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, are assigned a WA (withdrawal attempted) equivalent to two failed courses or have any equivalent combination of failed or WA designators must petition to be re-seated in the course. Re-entry or re-seating spaces in Carrington nursing courses are assigned by GPA ranking; students with the highest GPAs are given first priority for available seats. If a student is accepted for re-entry or re-seating, any future course failures or WA designators will result in academic termination and permanent withdrawal from the nursing program.
- Students who fail any course (including general education and nursing courses) in the program twice are withdrawn permanently from the nursing program.
- Students who are withdrawn from the program (whether temporarily or permanently) and are receiving Title IV funding will be subject to the Federal Return of Funds policy. The Federal Return of Funds policy is calculated as follows:
  - If the student’s percentage of the enrollment period completed is greater than 60%, the student has earned and must repay 100% of the federal aid received.
  - If the student’s percentage of the enrollment period completed is 60% or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.
  - Additionally, repayment of Title IV student loans will begin six months after the student’s last day of attendance.
- Prior to entering the second semester of nursing instruction, students must also:
  - Attain CPR certification.
  - Attend clinical nursing orientation session.
Phoenix East Progression Requirements

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who withdraw from the same course twice (resulting in the designator WA) or fail the same course twice are academically terminated from the nursing program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, receive WA designators equivalent to two failed courses or any equivalent combination of failed or WA designators are withdrawn from the program. These students may petition for re-entry to the program. Spaces in Carrington nursing programs are assigned by ranking prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If students who have been withdrawn are accepted for re-entry, any future course failures or WA designators result in academic termination and permanent withdrawal from the nursing program.
- Students who fail any course (including general education and nursing courses) in the program twice are withdrawn permanently from the nursing program.
- Prior to entering the third semester of nursing instruction, students must also:
  - Attain CPR certification
  - Attend nursing orientation session
  - Provide negative TB test results. (If test results are more than 12-months old, they must be from a two-step test.) If applicants have a history of a positive TB test, a chest X-ray is required.
  - Provide proof of childhood MMR immunization or titer.
  - Provide proof of hepatitis B vaccination or written refusal.
  - Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
  - Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.

Details are provided in the nursing manual.
REGISTERED NURSING PROGRAM

Reno Progression Requirements
- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who withdraw from the same course twice or fail the same course twice are academically terminated from the program. WA designators from two different courses (including required general education courses) are equivalent to one failure for the purpose of progression in the nursing program.
- Students who fail two courses, are assigned a WA (withdrawal attempted) equivalent to two failed courses or have any equivalent combination of failed or WA designators must petition to be re-seated in the course. Re-entry or reseating spaces in Carrington nursing courses are assigned by GPA ranking; students with the highest GPAs are given first priority for available seats. If a student is accepted for re-entry or re-seating, any future course failures or WA grades will result in academic termination and permanent withdrawal from the nursing program.
- Students who fail any course (including general education and nursing courses) in the program twice are withdrawn permanently from the nursing program.

Prior to entering the second semester of nursing instruction, students must:
- Attain a current American Heart Association or equivalent CPR card (Healthcare Provider Basic Life Support – adult, child, infant and choking). Cards obtained through a hybrid of online and hands-on delivery may be acceptable.
- Attend the Nursing Orientation session.
- Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility.
- Provide documentation of the following:
  - Tuberculosis clearance (PPD) and/or Quantiferon Gold
  - Positive MMR (measles, mumps, rubella) titer or vaccination x 2
  - Tetanus, diphtheria and pertussis (TDAP) titer proving immunity or proof of vaccination within the previous 10 years
  - Hepatitis B vaccination x 3 or written refusal
  - Varicella titer proving immunity or proof of vaccination
  - Yearly influenza vaccination
  - Proof of personal health insurance (if required at the clinical site)

Details are provided in the nursing manual.

Instructional Methodologies
Methodologies include lectures, assigned readings, case studies, clinical experiences, group discussions, examinations, scholarly papers, community conferences and audiovisual presentations such as PowerPoint.

Supportive Technologies
Carrington College uses the following technologies to support the learning process: SIMs and clinical laboratory equipment, virtual clinicals, computer examinations, classroom response clickers as well as digital and online media.
# REGISTERED NURSING PROGRAM

## Campus-Based
Program Requirements – Albuquerque

### Registered Nursing

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tr>
<td>SOC 110 *</td>
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<td>COM 110 *</td>
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<td>BIO 202.2 *</td>
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<td>BIO 205 *</td>
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<td>NUR 352</td>
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<td>Total for Degree</td>
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<td>672</td>
<td>72</td>
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</table>

Program length: 96 weeks (not including breaks)

*Pre-nursing (general education) course

Note: Course descriptions begin on page 90.
**REGISTERED NURSING PROGRAM**

*Campus-Based*
Program Requirements - Mesquite

**Registered Nursing TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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Program length: 80 weeks (not including breaks)

* General education course

Note: Course descriptions begin on page 90.
# REGISTERED NURSING PROGRAM

## Campus-Based

Program Requirements – Phoenix East

### Registered Nursing TECHNICAL COURSES

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<tr>
<th>Course Code</th>
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**Total for Degree**: 780 Lecture Hours, 270 Lab Hours, 495 Clinical Hours, 72 Semester Credit Hours

*General education course

Note: Course descriptions begin on page 90.
# REGISTERED NURSING PROGRAM

**Campus-Based**
Program Requirements – Reno

## Registered Nursing TECHNICAL COURSES

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Program length: 80 weeks (not including breaks)

* General education course

Note: Course descriptions begin on page 90.
RESPIRATORY CARE PROGRAM

Practicing under the direction of a physician, respiratory therapists* perform therapeutic respiratory treatments and diagnostic procedures. They are required to exercise considerable independent clinical judgment in the care of patients with breathing or other cardiopulmonary disorders. Respiratory therapists consult with physicians and other health care professionals to help develop and modify patient care plans. The program culminates in an Associate of Science degree. Graduates are prepared to sit for the Therapist Multiple-Choice Examination for credentialing.

Offered to new students at:
• Las Vegas
• Phoenix East

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

For comprehensive consumer information, visit carrington.edu/cc/rc.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.
RESPIRATORY CARE PROGRAM

Student Learning Outcomes
Upon completion of the Respiratory Care program, graduates will be able to:
- Demonstrate skill in patient examination, assessment, treatment recommendation and appropriate therapeutic intervention of various cardiopulmonary diseases
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Admission Requirements
In addition to meeting the College’s standard admission requirements, candidates must:
- Pass the Wonderlic General Assessment of Instructional Needs (GAIN) test with a minimum score of 4 on both the English and Math components.

Applicants in Las Vegas who have met all of the program admission requirements will be selected using points earned from the following:
- Two professional letters of recommendation
- Entrance examination score
- Work or volunteer-related experience in a health care facility
- Undergo and pass a criminal background check for felonies
- Undergo and pass a drug screening urinalysis

Progression Requirements
Prior to entering direct patient care, students must:
- Provide negative TB test results. If test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required.
- Provide proof of childhood MMR immunization or titer.
- Provide proof of hepatitis B vaccination or written refusal.
- Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
- Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.

Additional Requirements
The Carrington College Respiratory Care program provides students with the knowledge and skills to meet national standards established by the National Board for Respiratory Care (NBRC) and to competently function in the profession as an Advanced Respiratory Care practitioner (Respiratory Care practitioner for Las Vegas graduates) through formal lecture, laboratory exercises and clinical instruction and practice. Students are required to:
- Pass MAT 113 and ENG 113 with a grade of C or higher as a prerequisite for entry into the Respiratory Care courses that begin in semester two.
- Pass all other program units/courses with a grade of C or higher. Failure to achieve the minimum required score in any unit will require subsequent demonstration of mastery, as outlined in the course syllabus.
- Score a minimum of 70% on a comprehensive exam administered at the end of each semester to qualify for advancement to the next semester.
- Pass an entry-level Certified Respiratory Care assessment exam with minimum scores outlined in the course syllabus.
- Pass an approved written Registered Respiratory Care assessment exam with minimum score outlined in the course syllabus.
- Pass an approved Clinical Simulations assessment exam with minimum score outlined in the course syllabus.
- Enroll in one general education course only while simultaneously enrolled in technical Respiratory Care course (Las Vegas only).
## RESPIRATORY CARE PROGRAM

**Campus-Based**

Program Requirements – Las Vegas

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<tr>
<th>Respiratory Care Technical Courses*</th>
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*Technical courses must be taken in the sequence listed; general education courses may be taken in any order.
†General education course
Note: Course descriptions begin on page 90.
# RESPIRATORY CARE PROGRAM

## Campus-Based
Program Requirements – Las Vegas (Continued from previous page)

### Respiratory Care

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</table>

Program length: 96 weeks (not including breaks)

*Technical courses must be taken in the sequence listed above

Note: Course descriptions begin on page 90.
# RESPIRATORY CARE PROGRAM

## Campus-Based
Program Requirements – Phoenix East

### Respiratory Care Technical Courses*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 113</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Introduction to Communication</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 113</td>
<td>General Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 113</td>
<td>Introduction to Sociology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT 113</td>
<td>College Mathematics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RRT 101</td>
<td>Applied Sciences</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 103</td>
<td>Medical Terminology</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>RRT 104</td>
<td>Anatomy and Physiology I</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>RRT 112</td>
<td>Anatomy and Physiology II</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 113</td>
<td>Bioethics</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0.5</td>
</tr>
<tr>
<td>RRT 181</td>
<td>General Pharmacology</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RRT 121</td>
<td>Microbiology/Infection Control</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 123</td>
<td>Cardiopulmonary Diseases</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RRT 130</td>
<td>Patient Assessment</td>
<td>20</td>
<td>10</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>RRT 153</td>
<td>Medical Gases and Oxygen Therapy</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

*Continued on next page*

*Technical courses must be taken in the sequence listed
†General education course

Note: Course descriptions begin on page 90.
# RESPIRATORY CARE PROGRAM

## Campus-Based
Program Requirements – Phoenix East (Continued from previous page)

### Respiratory Care TECHNICAL COURSES*

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRT 156</td>
<td>35</td>
<td>5</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 171</td>
<td>35</td>
<td>5</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 203</td>
<td>15</td>
<td>5</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RRT 226</td>
<td>35</td>
<td>5</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 306</td>
<td>0</td>
<td>0</td>
<td>192</td>
<td>4</td>
</tr>
<tr>
<td>RRT 235</td>
<td>80</td>
<td>20</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>RRT 196</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RRT 191</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>2.5</td>
</tr>
<tr>
<td>RRT 206</td>
<td>80</td>
<td>20</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>RRT 251</td>
<td>45</td>
<td>15</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>RRT 276</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>RRT 261</td>
<td>40</td>
<td>20</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RRT 266</td>
<td>60</td>
<td>40</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>RRT 213</td>
<td>45</td>
<td>15</td>
<td>0</td>
<td>3.5</td>
</tr>
<tr>
<td>RRT 273</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>RRT 311</td>
<td>0</td>
<td>0</td>
<td>512</td>
<td>11</td>
</tr>
<tr>
<td>RRT 318</td>
<td>20</td>
<td>68</td>
<td>0</td>
<td>3.5</td>
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</table>

| Total for Degree | 1185 | 248 | 704 | 99.5 |

Program length: 96 weeks (not including breaks)

*Technical courses must be taken in the sequence listed above

Note: Course descriptions begin on page 90.
VETERINARY ASSISTING PROGRAM

Veterinary assistants typically work under the supervision of a licensed veterinarian doing clinical work, such as performing various diagnostic tests and medical treatments. They also assist with dental care, prepare tissue samples and assist veterinarians in a variety of exams and procedures. Veterinary assistants work in all phases of animal care, including hospital sanitation and equipment maintenance, medical and surgical assisting, laboratory diagnostics and office administration. Employment opportunities include positions in veterinary clinics or hospitals, biomedical research institutions and pharmaceutical and pet care industries.

The curriculum, which may be delivered in a traditional or hybrid format, provides students with education in the clinical, laboratory and administrative duties of a veterinary assistant. Courses cover animal anatomy and physiology, nursing skills, animal surgical assisting, pharmaceutical chemistry and application, animal restraint and patient services and front office skills, such as computer basics, telephone communication requirements and appointment-scheduling. The program includes an externship that allows students to practice skills in an actual veterinary health care setting. This program culminates in a Certificate of Achievement.

Offered to New Students at:
• Mesa
• Phoenix North
• Portland
• Spokane
• Tucson

For comprehensive consumer information, visit carrington.edu/cc/va.
VETERINARY ASSISTING PROGRAM

Student Learning Outcomes
Upon completion of the Veterinary Assisting program, graduates will be able to:

- Perform a variety of administrative, clinical, nursing, and surgical assisting procedures in veterinary medical settings
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

Campus-Based
Program Requirements – Mesa, Phoenix North, Spokane and Tucson

<table>
<thead>
<tr>
<th>Veterinary Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC 111 T Introduction to the Veterinary Hospital</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 111 L Hospital Practices</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>VAC 112 T The Veterinary Laboratory</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 112 L Laboratory Procedures</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>VAC 113 T Animal Nursing and Care</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3.</td>
</tr>
<tr>
<td>VAC 113 L Veterinary Assisting Techniques</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>VAC 114 T Surgical Nursing and Specialty Care</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3.</td>
</tr>
<tr>
<td>VAC 114 L Surgical and Specialty Procedures</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>VAC 115 T Pharmacy and Pharmacology Calculations</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 115 L Pharmacy Practice</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>CDV 198.2 † Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2.</td>
</tr>
<tr>
<td>VAC 120 Veterinary Assisting Externship</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>2</td>
</tr>
<tr>
<td>Total for Certificate</td>
<td>270</td>
<td>240</td>
<td>100</td>
<td>26.5</td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

†Online general education course

Note: Course descriptions begin on page 90.
# VETERINARY ASSISTING PROGRAM

## Campus-Based
Program Requirements – Portland

### Veterinary Assisting

**TECHNICAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC 111</td>
<td>Microbiology, Parasitology, Radiology and Anatomy and Physiology</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>VAC 112</td>
<td>The Veterinary Laboratory and Animal Anatomy and Physiology</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>VAC 113</td>
<td>Animal Behavior, Restraint, Breed Identification and Anatomy and Physiology</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>VAC 114</td>
<td>Surgical Nursing, Nutrition and Anatomy and Physiology</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>VAC 115</td>
<td>Pharmacology, Math, and Chemistry</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>4.5</td>
</tr>
<tr>
<td>CDV 198.2 *</td>
<td>Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XTP 200</td>
<td>Externship</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td></td>
<td><strong>270</strong></td>
<td><strong>240</strong></td>
<td><strong>180</strong></td>
<td><strong>28.5</strong></td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

Note: Technical course descriptions for this program are found on the pages that follow; general education course descriptions begin on page 90.
# VETERINARY ASSISTING PROGRAM

Hybrid
Program Requirements – Tucson

<table>
<thead>
<tr>
<th>Veterinary Assisting TECHNICAL COURSES</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC 111 T.H * Introduction to the Veterinary Hospital</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 111 L</td>
<td>Hospital Practices</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>VAC 112 T.H * The Veterinary Laboratory</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 112 L</td>
<td>Laboratory Procedures</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>VAC 113 T.H * Animal Nursing and Care</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 113 L</td>
<td>Veterinary Assisting Techniques</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>VAC 114 T.H * Surgical Nursing and Specialty Care</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 114 L</td>
<td>Surgical and Specialty Procedures</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>VAC 115 T.H * Pharmacy and Pharmacology Calculations</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VAC 115 L</td>
<td>Pharmacy Practice</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>CDV 198.2 † Career Development Seminar</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VAC 120</td>
<td>Veterinary Assisting Externship</td>
<td>0</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td><strong>270</strong></td>
<td><strong>240</strong></td>
<td><strong>100</strong></td>
<td><strong>26.5</strong></td>
</tr>
</tbody>
</table>

Program length: 36 weeks (not including breaks)

* Online course
† Online general education course

Note: Course descriptions begin on page 90.
## PROGRAM START DATES

Dates listed below are term dates for all locations offering the program. Dates in **bold** represent program start for new cohorts as well as the start of a term for continuing students (see each program’s introductory page to determine program availability by campus for new students).

### Criminal Justice
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Dental Hygiene

#### Boise
- May 2, 2016 – August 12, 2016
- August 29, 2016 – December 9, 2016
- January 2, 2017 – April 14, 2017
- May 1, 2017 – August 11, 2017

#### Mesa
- August 1, 2016 – November 13, 2016
- November 28, 2016 – March 31, 2017
- April 10, 2017 – July 28, 2017

### Health Studies (Online Degree Completion)
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Massage Therapy
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Medical Administrative Assistant
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Medical Assisting
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Medical Billing & Coding
- September 5, 2016 – October 14, 2016
- October 17, 2016 – November 25, 2016
- November 28, 2016 – January 20, 2017
- March 6, 2017 – April 14, 2017
- April 17, 2017 – May 26, 2017
- May 29, 2017 – July 7, 2017

### Medical Laboratory Technician
- April 11, 2016 – July 22, 2016 (Track A)
- April 11, 2016 – July 29, 2016 (Track B)
- August 8, 2016 – November 13, 2016 (Track A)
- August 8, 2016 – November 25, 2016 (Track B)
- December 5, 2016 – March 31, 2017 (Track A)
- December 5, 2016 – April 7, 2017 (Track B)
- April 17, 2017 – July 8, 2017 (Track A)
- April 17, 2017 – August 7, 2017 (Track B)

### Medical Radiography
- April 11, 2016 – July 29, 2016 (Track B)
- May 30, 2016 – September 6, 2016 (Track A)
- August 8, 2016 – November 13, 2016 (Track B)
- August 8, 2016 – November 25, 2016 (Track A)
- December 5, 2016 – April 7, 2017 (Track A)
- December 5, 2016 – April 7, 2017 (Track B)
- February 6, 2017 – May 26, 2017 (Track A)
- April 17, 2017 – August 4, 2017 (Track B)
- June 5, 2017 – September 22, 2017 (Track A)

### Nursing Bridge
- May 2, 2016 – August 30, 2016
- January 2, 2017 – April 21, 2017
- May 1, 2017 – August 13, 2017
### PROGRAM START DATES

#### Pharmacy Technology

| June 13, 2016 | July 22, 2016 |
| July 25, 2016 | September 2, 2016 |
| September 5, 2016 | October 14, 2016 |
| October 17, 2016 | November 25, 2016 |
| November 28, 2016 | December 14, 2016 |
| January 23, 2017 | March 2, 2017 |
| March 6, 2017 | April 14, 2017 |
| April 17, 2017 | May 26, 2017 |
| May 29, 2017 | July 7, 2017 |

#### Physical Therapist Assistant

| Boise |
| May 2, 2016 | August 19, 2016 |
| August 29, 2016 | December 15, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

| Las Vegas |
| April 25, 2016 | August 12, 2016 |
| August 22, 2016 | December 9, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

| Mesa |
| April 4, 2016 | July 22, 2016 |
| August 1, 2016 | November 18, 2016 |
| November 28, 2016 | March 31, 2017 |
| April 14, 2017 | July 28, 2017 |

#### Physical Therapy Technology

| June 13, 2016 | July 22, 2016 |
| July 25, 2016 | September 2, 2016 |
| September 5, 2016 | October 14, 2016 |
| October 17, 2016 | November 25, 2016 |
| November 28, 2016 | January 20, 2017 |
| January 23, 2017 | March 3, 2017 |
| March 6, 2017 | April 14, 2017 |
| April 17, 2017 | May 26, 2017 |
| May 29, 2017 | July 7, 2017 |

#### Practical Nursing

| May 2, 2016 | August 19, 2016 |
| August 29, 2016 | December 15, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

#### Registered Nursing

**Albuquerque**

| May 2, 2016 | August 19, 2016 |
| August 29, 2016 | December 15, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

**Mesquite**

| May 2, 2016 | August 19, 2016 |
| August 29, 2016 | December 15, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

**Phoenix East**

| April 11, 2016 | July 29, 2016 |
| August 8, 2016 | November 25, 2016 |
| December 5, 2016 | April 7, 2017 |
| April 17, 2017 | August 4, 2017 |

**Reno**

| May 2, 2016 | August 19, 2016 |
| August 29, 2016 | December 15, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

#### Respiratory Care

**Las Vegas**

| April 25, 2016 | August 12, 2016 |
| August 22, 2016 | December 9, 2016 |
| January 2, 2017 | April 21, 2017 |
| May 1, 2017 | August 18, 2017 |

**Phoenix East**

| April 11, 2016 | July 29, 2016 |
| August 8, 2016 | November 25, 2016 |
| December 5, 2016 | April 7, 2017 |
| April 17, 2017 | August 4, 2017 |

#### Veterinary Assisting

| June 13, 2016 | July 22, 2016 |
| July 25, 2016 | September 2, 2016 |
| September 5, 2016 | October 14, 2016 |
| October 17, 2016 | November 25, 2016 |
| November 28, 2016 | January 20, 2017 |
| January 23, 2017 | March 3, 2017 |
| March 6, 2017 | April 14, 2017 |
| April 17, 2017 | May 26, 2017 |
| May 29, 2017 | July 7, 2017 |
COURSE DESCRIPTIONS

Semester credit hours awarded and prerequisites and co-requisites when applicable are noted after each course description. Courses may be taken only by students admitted to the program in which the courses are offered.

Course prerequisites are subject to change based on industry standards. Students should contact the program director or dean of academic affairs for additional information regarding prerequisites and co-requisites.

Not all courses are offered at all locations.

Texas students should note that an average of six hours of out-of-class work is assigned for each semester credit hour in every course.
AP 100 Basic Anatomy and Physiology
This course examines basic anatomical structures and physiological functions of the human body. Basic principles of biology, chemistry and microbiology are also introduced. The course serves as a foundation on which students build physical assessment skills, assessment being the first step of the nursing process. 3 Credit Hours

AP 103 Advanced Anatomy and Physiology
With an emphasis on body systems, this course examines anatomical structures and physiological functions of the human body. Body systems are presented through comparison of physiological mechanisms in both health and disease. Coursework addresses how the human body functions to maintain homeostasis. 3 Credit Hours

BCC 111 Orientation to United States Health Care Practices
Students review the history and development of the U.S. health care system as well as types of insurance plans and medical facilities, their impact on claims processing and professional job opportunities. With an emphasis on confidentiality and release of information per regulatory guidelines, students apply the principles of law and ethics. Using medical software, students practice completing, processing and reviewing insurance claims, as well as applying insurance payment adjudication for both outpatient and inpatient procedures. 4.5 Credit Hours

BCC 112 Medical Management Processes, Procedures and Codes
This course provides an introduction to the origin, uses, content and format of electronic health records (EHR). Using medical software in a simulated office setting, students enter patient information, schedule appointments, create daily financial transactions and create reports. Students learn Microsoft Word and how to create correspondence, as well as how to apply collection procedures and techniques. Coding guidelines and compliance for CPT-4, ICD-9, and ICD-10, and Evaluation and Management (E/M) coding applications are introduced. Using medical software, students practice entering proper medical codes. 4.5 Credit Hours

BCC 113 Anatomy, Physiology and Coding of the Urinary, Male and Female Reproductive Systems and Gastroenterology
Students learn the anatomy and physiology of the urinary system, male and female reproductive systems and digestive system. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, ICD-9 and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to anesthesia and laboratory/pathology. 4.5 Credit Hours

BCC 114 Anatomy, Physiology and Coding of the Respiratory System, the Cardiovascular System and the Senses
Students learn the anatomy and physiology of the respiratory and cardiovascular systems and the systems relating to the senses. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, ICD-9 and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to hematology, oncology, and radiation. 4.5 Credit Hours

BCC 115 Anatomy, Physiology and Coding of the Integumentary, Musculoskeletal and Nervous Systems
Students learn the anatomy and physiology of the integumentary, musculoskeletal and nervous systems. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures and typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, ICD-9 and ICD-10 to properly code and bill these systems' medical processes and procedures. 4.5 Credit Hours

BIO 24 Head and Neck Anatomy
Students in this course study gross anatomical structures and function of both the human head and neck, including bones, muscles, nerves,
glands and vasculature of the orofacial region. Lab exercises and discussion relate structures to clinical practice. Prerequisite: BIO 105 2 Credit Hours

BIO 105 Human Anatomy and Physiology I
This course is the first of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO 105 2 Credit Hours

BIO 115 Kinesiology
This course introduces the science of human movement. Students evaluate biomechanical forces on the body, as well as concepts of locomotion, forces, and levers. Topics include origins, insertions, innervations, and actions of prime movers of the musculoskeletal system. Lectures are supported by required lab exercises. Prerequisites: BIO 105, BIO 206, PHY 221 3 Credit Hours

BIO 121 Human Anatomy and Physiology I with Lab
Students in this course study structure and function of the human body. Topics include cells, tissues, and integumentary, skeletal, muscular and nervous systems. Lectures are supported by required lab exercises. 4 Credit Hours

BIO 124 Human Anatomy and Physiology II with Lab
Students in this course study structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, and fluid and electrolyte balance. Lectures are supported by required lab exercises. Prerequisite: BIO 121 4 Credit Hours

BIO 125 Microbiology with Lab
This course provides a foundation in basic microbiology, with emphasis on form and function. Topics include methods for studying microorganisms; microbial and viral morphology, physiology, metabolism and genetics; classification of microorganisms and viruses; physical and chemical control of microorganisms and viruses; infection and disease; immunization; microbial and viral diseases of medical and dental importance; and AIDS. Lectures are supported by required lab exercises. 4 Credit Hours

BIO 126 Microbiology with Lab
This course provides a foundation in basic microbiology as applied to the nursing profession. Topics include microbial and viral morphology, physiology, metabolism and genetics; classification of microorganisms and viruses; physical and chemical control of microorganisms; microbial and viral diseases of medical importance; and AIDS. Lectures are supported by required lab exercises. 3 Credit Hours

BIO 200 Human Anatomy and Physiology I with Lab
This course highlights structure and function of the human body. Topics include cells, tissues and integumentary, skeletal, muscular and nervous systems. Lectures are supported by required lab exercises. 4 Credit Hours

BIO 201.1 Human Anatomy and Physiology I with Lab
This course, the first in a two-course sequence, highlights structure and function of the human body. Topics include cells, tissues and integumentary, skeletal, muscular and nervous systems. Lectures are supported by required lab exercises. 4 Credit Hours

BIO 202.2 Human Anatomy and Physiology II with Lab
This course expands on systems covered in BIO 201.1. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, and fluid and electrolyte balance. Lectures are supported by required lab exercises. Prerequisite: BIO 200 4 Credit Hours

BIO 204 Human Anatomy and Physiology II with Lab
Topics covered in this course include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as fluid and electrolyte balance. Lectures are supported by required lab exercises. Prerequisite: BIO 201.1 4 Credit Hours

BIO 205 Microbiology with Lab
This course provides students with a foundation in basic microbiology, emphasizing form and function. Topics include methods for studying microorganisms, microbial and viral morphology
COURSE DESCRIPTIONS

physiology, metabolism and genetics, classification of microorganisms and viruses, physical and chemical control of microorganisms and viruses, infection and disease, immunization, microbial and viral diseases of medical and dental importance and AIDS. Lectures are supported by required laboratory experiences. 4 Credit Hours

BIO 206 Human Anatomy and Physiology II
This course is the second of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO 105 4 Credit Hours

BIO 305 Microbiology with Lab
Students in this course study microorganisms, with emphasis on their structure, development, physiology, classification and identification. Lab exercises include culturing, identifying and controlling microorganisms, as well as provide study of the role of microorganisms in infectious disease. 4 Credit Hours

BUS 105 Computers in Business
This course introduces use of computers and technology in business operations. Telephony, data processing and business software are discussed. 1 Credit Hour

C 120 Chemistry with Lab
This course presents basic principles of inorganic and organic chemistry and biochemistry in health and disease. Lectures are supported by laboratory exercises. Prerequisite MAT 113 or higher for MLT program 4 Credit Hours

CDV 198.2 Career Development Seminar
In this course, students assess personal strengths and identify areas of opportunity using specific self-assessment and goal-setting tools as they prepare for professional employment. In addition, they develop resume writing skills, create cover letters, participate in mock interviews, and apply research, evaluation and networking skills to execute job searches and enhance their general financial awareness. This is an online course. Prerequisite: Successful completion of all technical coursework. 2 Credit Hours

CHE 110 Chemistry for Health Care Professionals
This course builds the foundational chemistry knowledge to enable students to integrate concepts taught in physiology and microbiology and bridge that knowledge into pathophysiology and pharmacology. The focus is on application in the allied health fields and understanding of medical laboratory results. 2 Credit Hours

CJ 100 T Introduction to Criminal Justice Procedure
This course presents a historical and philosophical account of the development of the American justice system with an emphasis on Constitutional requirements. Also presented is an overview of procedural aspects of the legal system and administration of justice, including Constitutional rights, participants in the court processes, rules of evidence and the exclusionary rule. The course examines the functions, structure, court procedures, laws and constitutional rights that make up the American criminal justice system. 3 Credit Hours

CJ 100 T.H Introduction to Criminal Justice Procedure Lab
This course presents hands-on experiences in criminal justice procedures. Current events guide activities when relevant. 2.5 Credit Hours

CJ 120 T Criminal Investigation
This course introduces the theory, approaches, techniques and procedures used in criminal investigation. Also studied are fundamental concepts in physical evidence collection and examination; crime-scene search and seizure principles, photography, sketches, note taking and investigative report writing. 3 Credit Hours
COURSE DESCRIPTIONS

CJ 120 T.H Criminal Investigation
This course introduces the theory, approaches, techniques and procedures used in criminal investigation. Also studied are fundamental concepts in physical evidence collection and examination; crime-scene search and seizure principles, photography, sketches, note taking and investigative report writing. This is an online course. 3 Credit Hours

CJ 121L Criminal Investigation Lab
In this course, students augment their knowledge of criminal investigation theory through hands-on training in fingerprint analysis, crime scene sketching and physical-evidence recognition and collection techniques. Students strengthen their investigative-report-writing skills by completing investigative reports pertaining to crime scenes. 2.5 Credit Hours

CJ 130 T Introduction to Security Services
This course presents a historical overview of the development of private and public security, including its form and practice in modern society. Emphasis is placed on contemporary employment requirements in the security field, loss prevention fundamentals and FEMA disaster response. 3 Credit Hours

CJ 130 T.H Introduction to Security Services
This course presents a historical overview of the development of private and public security, including its form and practice in modern society. Emphasis is placed on contemporary employment requirements in the security field, loss prevention fundamentals and FEMA disaster response. This is an online course. 3 Credit Hours

CJ 131L Introduction to Security Services Lab
In this lab, students gain hands-on experience with security and loss prevention technologies, security risk assessment and report writing as it pertains to the security field. In addition, CPR/AED training is provided. 2.5 Credit Hours

CJ 140 T Homeland Security, Terrorism and Organized Crime
This course presents a historical overview of international and domestic terrorism and organized crime, as well as their effects on society. Contemporary threats are considered, as are strategies to avert them. In addition, policies against terrorist and organized crime groups are reviewed. This is an online course. 3 Credit Hours

CJ 140 T.H Homeland Security, Terrorism and Organized Crime
This course presents a historical overview of international and domestic terrorism and organized crime, as well as their effects on society. Contemporary threats are considered, as are strategies to avert them. In addition, policies against terrorist and organized crime groups are reviewed. This is an online course. 3 Credit Hours

CJ 141 L Homeland Security, Terrorism and Organized Crime Lab
This lab examines international and domestic terrorism, organized crime groups and the threats they pose through practical and hands on experience. Current events create a framework for activities in this lab. 2.5 Credit Hours

CJ 150 T Introduction to Corrections
This course introduces the field of corrections from its roots through its current state. Areas of study include justifications for punishment, sentencing, incarceration and alternative sentencing. The Bill of Rights, constitutional amendments and human rights are also studied. In addition, considerations in the corrections career field are examined. 3 Credit Hours

CJ 150 T.H Introduction to Corrections
This course introduces the field of corrections from its roots through its current state. Areas of study include justifications for punishment, sentencing, incarceration and alternative sentencing. The Bill of Rights, constitutional amendments and human rights are also studied. In addition, considerations in the corrections career field are examined. This course is delivered in an online format. 3 Credit Hours

CJ 151 L Introduction to Corrections Lab
This lab addresses aspects of careers in the field of corrections. Topics covered include types of searches, safety concerns, documentation and policing strategies. 2.5 Credit Hours

CJ 199 Capstone Project - Criminal Justice
Students complete a culminating research project in this course. 3.5 Credit Hours

CLT 100 Computer Literacy
This course introduces basic concepts and principles of widely used productivity tools such as word processors, spreadsheets, and e-mail and web browsers. Students also learn basic
computer terminology and concepts. This is an online course. 3 Credit Hours

**COL 105 Critical Thinking**
This course provides instruction and practice in the areas of critical thinking, problem solving and use of research as a problem-solving tool. Course objectives are addressed through problem-solving methodologies, critical analysis of information, cooperative learning and research strategies. The course also assists students in identifying and articulating the skills necessary to be successful academically and professionally. Ethical and values considerations are included within the critical-thinking and problem-solving framework. This is an online course and is graded using online methodology inside e-College course shell. 3 Credit Hours

**CS 103 From Student to Workplace Professional**
In this course, students improve critical thinking and problem-solving skills, learn how to build supportive and diverse relationships, explore majors and careers and gain an awareness of the world around them to help prepare for today’s workplace and their own career development. Through self-assessment and goal setting, students learn how to reassess themselves on an ongoing basis in order to evaluate career progress and areas for development. 15 Credit Hours

**CS 104 Job Searches and Winning Résumés**
In this course, students learn the importance of networking in job searches as well as ways to search for jobs that might not be advertised. In addition, students learn to structure and complete résumés, cover letters and job applications. The importance of demonstrating employment skills is reviewed. In addition, students begin planning and creating a professional portfolio. 4.5 Credit Hours

**CS 105 Externships and Interviews**
This course prepares students for job interviews and their student externship. Students learn about the benefits of completing their externship, how to meet or exceed expectations during their externship and how their performance affects their final grade. Mock interviews are conducted with outside resources as part of this class. 15 Credit Hours

**DA 211 Dental Science**
Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory and dental restorative procedures are also covered. 3.5 Credit Hours

**DA 213 Dental Science**
Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory, dental materials and instrumentation, as well as dental restorative procedures are also covered. 4 Credit Hours

**DA 213.H Dental Science**
Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operatory, dental materials and instrumentation, as well as dental restorative procedures are also covered. This course is delivered in an online format. 4 Credit Hours
COURSE DESCRIPTIONS

DA 22.1 Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, ethics, jurisprudence and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. 3.5 Credit Hours

DA 22.3 Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, ethics, jurisprudence and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. 4 Credit Hours

DA 22.3.H Dental Office Protocols
Concepts and principles of microbiology and asepsis, sterilization and proper methods of infection control, including California Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, HIPAA, ethics, jurisprudence and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is an online course. 4 Credit Hours

DA 23.1 Dental Radiology
This course presents the fundamentals of dental radiology and its terminology, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. 3.5 Credit Hours

DA 23.3 Dental Radiology
This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. 4 Credit Hours

DA 23.3.H Dental Radiology
This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. This is an online course. 4 Credit Hours

DA 24.1 Preventive Dentistry 1
Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing theory and procedures are introduced and students are prepared for the State Certification examination in coronal polishing. Periodontics theory and practice are addressed in this course. 3.5 Credit Hours

DA 24.3 Preventive Dentistry 1
Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. 4 Credit Hours

DA 24.3.H Preventive Dentistry 1
Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. This is an online course. 4 Credit Hours

DA 25.1 Preventive Dentistry 2
This course provides further study of preventive dental disease processes. Pit and fissure sealant procedures are the focus, as are in-office bleaching and dental impressions. 3.5 Credit Hours
DA 25.3 Dental Specialties
This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics and the associated dental assistant duties allowable by state are explored. 4 Credit Hours

DA 25.3.H Dental Specialties
This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics and the associated dental assistant duties allowable by state are explored. This is an online course. 4 Credit Hours

DA 26.1 Dental Specialties
This course introduces the practice and procedures of dental specialties and registered dental assistant (RDA) duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics and the associated dental assistant (DA) and RDA duties are explored. 3.5 Credit Hours

DA 201.1 Dental Assisting Procedures 1
This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operatory. 2.4 Credit Hours

DA 201.3 Dental Assisting Procedures 1
This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operatory. 2 Credit Hours

DA 202.1 Dental Assisting Procedures 2
This course focuses on infection control and laboratory procedures, temporary restorations and other lab procedures. 2.4 Credit Hours

DA 202.3 Dental Assisting Procedures 2
This course focuses on infection control and laboratory procedures, temporary restorations and other lab procedures. 2 Credit Hours

DA 203.1 Dental Assisting Procedures 3
Dental radiography (x-ray) techniques, including safety practices and darkroom procedures, are the emphasis of this course. Students learn about exposing, processing, mounting and evaluating dental films and practice specialized techniques used in dental practices. 2.4 Credit Hours

DA 203.3 Dental Assisting Procedures 3
Dental radiography (x-ray) techniques, including safety practices and darkroom procedures, are the emphasis of this course. Students learn about exposing, processing, mounting and evaluating dental films and practice specialized techniques used in dental practices. 2 Credit Hours

DA 204.1 Dental Assisting Procedures 4
The emphasis of this class is the practice of coronal polishing techniques on manikins and human patients. 2.4 Credit Hours

DA 204.3 Dental Assisting Procedures 4
The emphasis of this class is the practice of coronal polishing techniques and pit and fissure sealant placement on manikins and clinical patients. 2 Credit Hours

DA 205.1 Dental Assisting Procedures 5
This class provides lab and clinical practice in pit and fissure sealant procedure techniques on manikins and human patients. Other laboratory and clinical skills presented include dental impressions and in-office bleaching techniques. 2.4 Credit Hours

DA 205.3 Dental Assisting Procedures 5
Dental specialty procedures performed by dental assistants are practiced in this class. 2 Credit Hours

DA 206.1 Dental Assisting Procedures 6
Dental specialty procedures performed by DAs and RDAs are practiced in this class. 2.4 Credit Hours

DA 502.1 Externship
Students gain experience in a dental office or clinic under direct supervision of a dentist.
COURSE DESCRIPTIONS

professional office manager or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations. This is a credit/no credit course. 4 Credit Hours

DAC 111 Instrumentation, Chairside Assisting and Dental Materials
This course introduces the dental office and the dental assistant’s role in delivering dental care. Topics include general chairside dentistry, the principle of four-handed dentistry, dental hand instruments, hand pieces and their accessories, moisture control and restorative use of esthetic dental materials. Emphasis is placed on step-by-step procedures and the function, use, and care of dental equipment and the operatory. Specific restorations covered include amalgam, composite and veneers. 4.5 Credit Hours

DAC 112 Front Office Procedures
This course introduces students to dental practice management. Dental terminology, scheduling appointments, telephone techniques, entrance procedures, dental records and charting, written correspondence and inventory management, dental registration, certification and professional organizations are covered. Patient psychology and stress management are included, as are computer software programs applicable to the dental office. 4.5 Credit Hours

DAC 113 Anatomy, Physiology and Dental Radiography
This course presents the principles of dental radiology, including terminology, characteristics, effects of exposure, safety precautions, protection and monitoring. In addition to learning special x-ray techniques, students process and mount radiographs and discuss the differences between manual and automatic processing. Panoramic and other extra-oral and digital radiographic techniques are introduced. All students are prepared for testing processes based on their states’ dental practicing acts. 4.5 Credit Hours

DAC 114 Preventive Dentistry
In this course, students are familiarized with taking patient vital signs and learn the principles and practices of preventing and controlling dental diseases and caries, with an emphasis on oral health, nutrition and preventive dentistry. Students gain knowledge about sterilization and disinfection processes, caring for dental unit waterlines, chemical waste management and the advisory agencies that establish guidelines for the dental practice. In addition, they learn the basics of pharmacology and anesthesia. Nitrous oxide sedation theory and equipment are introduced. In some states, nitrous oxide is an expanded function. 4.5 Credit Hours

DAC 115 Dental Specialties - Expanded Functions
Oral diagnosis, treatment planning and dental specialty practice procedures are introduced in this class. Students are presented with an overview of common procedures, tray preparation and instruments used by the dentist and the dental assistant in the dental specialty practice. Dental specialties covered include oral surgery, dental implants, endodontics, prosthetics, periodontics, pediatric dentistry and orthodontics. Dental specialty practice procedures such as tray preparation, instrument and dental materials specific to each specialty are also covered, as are coronal polishing and dental sealants. 4.5 Credit Hours

DACA 160.1 Anatomy, Physiology and Radiography Lecture
This course provides basic study of oral histology and embryology, physiology, head and neck anatomy, tooth morphology and dental charting. Principles of dental radiology, including terminology, characteristics and effects of exposure, safety precautions, protection and monitoring are presented. Students learn special X-ray techniques used in various dental specialties and acquire the expertise to expose X-rays. 3.5 Credit Hours

DACA 162.1 Radiography with Lab
This course presents principles of dental radiology including terminology, characteristics, effects of exposure, safety precautions and protection and monitoring. Theory and procedures related to aiding in administration of nitrous oxide and oxygen are introduced. Upon meeting written and performance competencies, students receive a certificate allowing them to monitor dental patients under administration of nitrous oxide. This is an expanded function in the State of Idaho. 2.5 Credit Hours

DACA 170.1 Dental Specialties Lecture
This course presents practice and procedures of dental specialties and duties performed in specialty dental practice. Specialties addressed
include oral surgery, endodontics, prosthodontics, periodontics, pediatric dentistry and orthodontics. 3.5 Credit Hours

DACA 172.1 Dental Specialties and Pit and Fissure Sealants Expanded Function with Lab
This course introduces dental specialty practice procedures. Students are presented an overview of common procedures performed by dental assistants in the six common specialty offices and practice performing these procedures on a typodont model. The course emphasizes practice on manikin and human patient pit and fissure techniques. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho. 2.5 Credit Hours

DACA 180.1 Front Office, Laws and Ethics, Pharmacology and Pain Control Lecture
This course introduces dental practice management including scheduling appointments, telephone techniques, insurance procedures, dental records, written correspondence and inventory management. The dental health team, ethics and expected levels of professionalism are introduced as are licensure, registration, certification and professional organizations. Patient psychology and stress management, handling common medical emergencies, vital signs and pharmacology are addressed. 3.5 Credit Hours

DACA 182.1 Front Office, Patient Screening, Administration and Monitoring Nitrous Oxide Expanded Function with Lab
This course emphasizes basic functions and skills of dental assistants and auxiliary personnel. Students complete ongoing dental assisting procedures assigned throughout the Dental Assisting program. 2.5 Credit Hours

DACA 190.1 Oral and Systemic Health and Disease Lecture
This course examines principles and practices of preventing and controlling dental disease with emphasis on oral health, nutrition and plaque control. Basics of microbiology, oral pathology and body systems are introduced. Also addressed are infection control and proper sterilization procedures. 3.5 Credit Hours

DACA 192.1 First Aid, OSHA Standards and Coronal Polishing Expanded Function with Lab
This course introduces and provides practice in coronal polish theory and procedures. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho. 2.5 Credit Hours

DACA 196.1 Instrumentation, Chairside and Dental Materials Lecture
This course introduces chairside dentistry and principles of four-handed dentistry, including materials and instrumentation. Step-by-step procedures and function, use, and care of dental equipment and the operatory are emphasized. Specific restorations addressed are amalgams, composites, veneers, crowns/bridges and removable prosthetics. 3.5 Credit Hours

DACA 198.1 Instrumentation, Chairside, Dental Materials and Temporary Crown Expanded Function with Lab
This course addresses hand piece maintenance, rotary classifications and review of dental materials. Dental lab procedures including impression materials and dental cements are introduced. Four-handed chairside assisting techniques are reviewed and practiced for various restorative procedures, including amalgam and composite restorations as well as fixed and removable prosthetics. Crown and bridge theory and procedures are introduced and students learn to fabricate. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho. 2.5 Credit Hours

DH 32 General and Oral Pathology
This course introduces pathological processes of inflammation, wound healing, repair, regeneration, immunological responses and neoplasia. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity and commonly encountered diseases and disorders of the head and neck are covered. 3 Credit Hours

DH 33 Periodontology
This course offers in-depth study of clinical features, etiology, pathogenesis, classification and epidemiology of periodontal diseases and the role of genetics, tobacco use and systemic diseases. Also covered are principles of
periodontal therapy including the biological basis and rationale of non-surgical and surgical treatment. 3 Credit Hours

DH 37 Local Anesthesia
The anatomical, physiological and pharmacological aspects of local anesthetics are presented in this class. In the lab portion, students gain experience with injection techniques and nitrous oxide sedation. Prerequisites: DHM 120, DH 150 3 Credit Hours

DH 41 Pharmacology
This course addresses physical and chemical properties of drugs, modes of administration, therapeutic and adverse effects and drug actions and interactions. Emphasized are drugs used in dental practice as well as those that are medically prescribed and require dental treatment modification. Prerequisite: C 120 3 Credit Hours

DH 68 Dental Hygiene National Board Preparation
This course provides students with a comprehensive review of program content to prepare students to take the Dental Hygiene National Board Examination. 2 Credit Hours

DH 100 Introduction to Clinical Dental Hygiene
This course presents a historical perspective of principles and application of dental hygiene procedures and basic instrumentation. Clinical sessions familiarize students with instruments, charting, and total patient care. 4 Credit Hours

DH 110 Introduction to Principles and Procedures of Dental Hygiene
This course examines dental hygiene procedures as well as basic instrumentation. Coursework addresses history and scope of the dental hygiene and dental assisting professions and provides a perspective on these professionals’ role on the dental team. In clinical sessions, students gain proficiency in using dental hygiene instruments, dental charting and total patient care. Additional topics include professionalism, ethics, infection control, equipment maintenance, patient assessment, dental emergencies, patient/clinician positioning, oral health, preventive dentistry theory, retraction, four-handed dentistry, tobacco cessation and oral prophylactic procedures. 4 Credit Hours

DH 120 Head and Neck Anatomy
Students in this course examine structure and function of the head and neck. Coursework includes study of the orofacial region’s bones, muscles and vascular and nervous systems. 2 Credit Hours

DH 130 Oral Anatomy, Embryology and Histology
This course examines external and internal morphology of the primary and permanent dentition, provides a comprehensive study of embryonic, fetal and postnatal development and addresses microanatomy of cells and tissues that comprise the head, neck and oral cavity. 3 Credit Hours

DH 150 Clinical Dental Hygiene I
This course builds on content from DH 100, emphasizing oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application, dietary counseling and tobacco cessation programs. Ultrasonic instrumentation and air polishing is introduced, as is periodontic treatment and use of chemotherapeutics. Prerequisite: DH 100 4 Credit Hours

DH 151 Dental Hygiene I
This course builds on knowledge gained in the introductory dental hygiene course, DH 110. Emphasis is placed on basic instrumentation, comprehensive patient care, professionalism, oral prophylaxis, oral inspection of soft and hard tissues, treatment planning and basic preventive measures. Students gain experience in a pre-clinical setting, as well as by practicing on manikins and student patients. Prerequisite: DH 110 4 Credit Hours

DH 160 Dental Materials
This course enhances students’ ability to make clinical judgments regarding use and care of dental materials based on how materials react in the oral environment. Addressed are dental material standards and properties, gypsum products, mouth guards, whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct and indirect restorative materials, dental restoration polishing procedures, removable prostheses, sealants and implants. In the lab, students apply pit and fissure sealants, insert restorative materials,
COURSE DESCRIPTIONS

polish, take alginate impressions and pour and trim study models. 2 Credit Hours

DH 170 Dental Radiography
This course provides fundamental knowledge of the nature, physical behavior, and biological effects of radiation to maximize understanding of proper safety procedures in exposing, processing, mounting and interpreting diagnostic radiographs of teeth and their surrounding structures. Lectures address radiation physics, biology and safety, infection control, radiographic need, quality assurance and interpretation, imaging theory, principles of digital radiography and legal issues of dental radiography. In the lab, students operate X-ray units and digital sensors and expose, process, mount and interpret radiographs. 4 Credit Hours

DH 180 Periodontology
This course examines periodontology principles pertinent to dental hygiene practice. Topics include periodontium tissues, epidemiology and etiology of periodontal diseases, classification of periodontal disease, disease prevention, treatment and management, drug therapy, immunology and host defense mechanisms, microorganisms associated with periodontology, surgical and non-surgical treatment, implantology and maintenance and periodontal/endodontic emergencies. 3 Credit Hours

DH 205 Dental Hygiene II
This course advances students’ dental hygiene skills and builds on knowledge gained in previous coursework. Students practice on patients in a clinical setting, focusing on instrumentation, prophylaxis techniques, oral health education and patient assessment and treatment. Further experience is gained in the dental treatment plan. Students adhere to ethical, professional and compassionate patient care, developing a sense of responsibility in the clinical setting. Prerequisites: DH 151 and DH 110 5 Credit Hours

DH 210 General and Oral Pathology
This course addresses principles of general pathology in relation to diseases of the teeth, soft tissue and supporting structures of the oral cavity, as well as general pathologic conditions affecting the head and neck. Topics include terminology, diagnostic procedures, abnormal conditions, benign conditions of unknown cause, inflammation and repair, caries and pulpal pathology, immune response, oral diseases with immunological pathogenesis, autoimmune and infectious diseases, embryology of the head and neck, developmental disorders of the soft tissues and teeth, developmental cysts, neoplasia, odontogenic and other oral structure tumors, genetics, genetic syndromes and diseases of the head and neck, general pathologic conditions affecting oral structures, temporomandibular disorders and dental implants. 3 Credit Hours

DH 230 Dental Materials with Lab
Students in this course are introduced to the physical, chemical and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. Lab exercises familiarize students with manipulation of the various materials used in general and preventive dentistry. 2 Credit Hours

DH 234 Legal and Ethical Aspects
This course examines basic dental ethical and legal terms and concepts. Students gain understanding and appreciation of the history of Western philosophical thought and its relevance in modern dental, ethical and legal concepts and applications. Students apply their knowledge in various scenarios. 1 Credit Hour

DH 236 Pain Management
This course addresses theory and technique of administering local anesthetic and nitrous oxide sedation, as well as recognition and early treatment of medical emergencies in the dental office. Prerequisite: All previous semester coursework 2 Credit Hours

DH 247 Dental Hygiene III
This course introduces dental hygiene treatment of patients with special needs as well as case-based learning tools. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional and state client-care-focused examinations. Prerequisites: DH 110, DH 151 and DH 205 6 Credit Hours

DH 250 Community Dental Health Lecture
This course examines basic dental public-health procedures and dental health instruction as they apply in clinical and community settings. Topics include bio-statistics, epidemiological methods, structure, planning and operation of community dental health programs, teaching methods and
COURSE DESCRIPTIONS

education media. Also addressed are communication skills and motivation techniques related to oral health education. 2 Credit Hours

DH 251 Community Dental Health Lab
This course prepares students to promote oral health and prevent oral disease in the community. Students gain hands-on understanding of the health care system and develop an objective view of the significant social, political, cultural and economic forces driving the system. Students apply topics addressed in Community Dental Health Lecture to community dental health services. Prerequisite: DH 250 1 Credit Hour

DH 270 Nutritional and Biochemical Foundations for Dental Hygienists
This course examines biochemical aspects of nutrition as well as organic chemistry as applied to the practice of dentistry. Addressed are basic principles of nutrition, nutritional and biochemical aspects of carbohydrates, proteins, lipids, DNA, RNA, vitamins, minerals and water, nutrients in foods and their use by the body, nutritional counseling, control of nutritional disorders in the oral cavity and nutritional needs at various stages in the human lifecycle. Prerequisite: All previous semester coursework 2 Credit Hours

DH 275 Advanced Clinical Dental Hygiene
This course continues the study of dental hygiene treatment of special needs patients. Additional topics familiarize students with administrative aspects of dental office employment and prepare them for job-seeking. Prerequisite: DHM 250 6 Credit Hours

DH 289 Dental Hygiene IV
This course continues study of dental hygiene treatment of patients with special needs. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional and state client-care-focused examinations. Additional topics include business administration, digital and manual management of schedules, appointments, records, recall systems, accounts payable and receivable, collection and payment plans and inventory control, dental insurance, CDT codes, electronic filing, purchasing, résumé-writing and interview and job preparation. Prerequisites: DH 110, DH 151, DH 204, and DH 247 6 Credit Hours

DH 290 Dental Pharmacology
This course introduces principles of basic pharmacology as they pertain to dentistry and dental hygiene. Coursework emphasizes actions and reactions of medications commonly used by dental patients. Topics include terminology, pharmaceutical references, prescriptions, abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, drugs used in dental emergencies and drug abuse. Prerequisite: All previous semester coursework 3 Credit Hours

DH 298 Senior Seminar
This course reviews material relevant to the National Board Dental Hygiene Examination. Coursework provides students with a comprehensive review of dental hygiene courses completed throughout the program. This is a credit/no credit course. Prerequisite: All didactic and lab/clinical coursework 2 Credit Hours

DHM 210 Oral Biology
A detailed study of the external and internal morphology of primary and permanent dentition and microanatomy of the cells and tissues that comprise the head, neck and oral cavity is presented in this course. 3 Credit Hours

DHM 54 Ethics, Jurisprudence, and Dental Hygiene Practice
This course provides students with an understanding of basic dental ethical, legal terms and concepts. Students will learn to apply their knowledge of modern dental ethical/legal concepts to a variety of relevant situations and scenarios. 1 Credit Hour

DHM 61 Community Oral Health
This course integrates basic dental public-health procedures and dental-health instruction as they apply in clinical and community settings. Topics include bio-statistics, epidemiological methods, the structure, planning and operation of community dental health programs and methods of teaching and educational media. The course also covers communication skills and motivational techniques. Prerequisite: COM 131 2 Credit Hours

DHM 62 Community Dental Services
This course provides students with enrichment experiences providing pediatric, adolescent, adult and geriatric patients with education
and/or dental hygiene services. Prerequisite: DHM 61

**DHM 110 Oral Radiology with Lab**
This course provides an overview of diagnostic radiographic procedures of teeth and their surrounding structures. Lectures are supported by lab experience in operating X-ray units and digital sensors, exposing, processing, mounting, and interpreting diagnostically acceptable radiographs. Prerequisite: DHM 120

3 Credit Hours

**DHM 120 Head and Neck Anatomy**
This course presents the structure and function of the head and neck focusing on the bones, muscles, vascular system, nervous system, glandular system, lymphatics and spaces and fascia of the orofacial region. 2 Credit Hours

**DHM 200 Intermediate Clinical Dental Hygiene I**
In this course, students practice on patients in a clinical setting with focus on instrumentation, prophylaxis technique, oral health education, patient assessment and treatment. Prerequisites: DH 33, DH 150 and DH 100 5 Credit Hours

**DHM 250 Intermediate Clinical Dental Hygiene II**
This course introduces students to dental hygiene treatment of special-needs patients via case studies. In addition, students are prepared to take national, regional and state examinations with a client-care focus. Prerequisites: DHM 37, DHM 200 6 Credit Hours

**ENG 101 English Writing and Composition**
This course strengthens reading and writing skills of students entering the writing sequence and enrolling in other standard Carrington courses. An integrated approach links reading with writing and addresses basic matters as they arise from assignments. This is an online course. 3 Credit Hours

**ENG 110 English Composition I**
This course develops students’ written communication skills with emphasis on understanding the writing process, analyzing readings and practicing writing for personal and professional applications. Academic writing is emphasized, including proper use of grammar, punctuation and sentence structure. 3 Credit Hours

**ENG 113 English Composition I**
This course reviews fundamentals of grammar, punctuation and sentence structure. Writing skills for clear and effective communication are developed through memos, letters, essays and reports. This course may be offered online or onsite. 3 Credit Hours

**EXT 100 Externship**
This externship provides students with field experience in general practice setting, providing opportunity for student to practice under direct supervision. Prerequisite: Completion of all technical coursework. 2 Credit Hours

**EXT 200 Externship**
This externship provides students with field experience in a general or combination of general and specialty practice settings, providing opportunity for students to practice skills under direct supervision. Prerequisite: Completion of all technical coursework. 4 Credit Hours

**GOV 141 Nevada and US Constitutions**
This course introduces the constitutions of Nevada and the United States with additional attention to principles and current problems of government. The course satisfies the Nevada Constitution Associate requirement. 3 Credit Hours

**HIS 150 US Government**
This course explores American government with a particular focus on the institutions and processes of national government. Taught from both a historical and a social perspective, students learn the principles and problems that American government was designed to address, enabling them to better understand how our government functions and ways in which it has changed over time. This is an online course. 3 Credit Hours

**HLT 200 Current Issues in Health Care Ethics**
This survey course presents current health-care issues such as types of health insurance and coverage, OSHA regulations, risk management and malpractice, government funding and related topics. Students are required to complete research on a variety of topics related to health studies. 3 Credit Hours
HUM 250 Introduction to Humanities
This course introduces areas of the humanities such as history, philosophy, literature and the visual and performing arts. Students analyze and evaluate cultural artifacts such as paintings, poetry, music, dance, film and architecture and develop connections among these works and their historical and philosophical contexts. Discussions, writings, oral presentations and group activities prepare students for more advanced inquiry in subsequent courses. This is an online course. 3 Credit Hours

MA 10 MA Clinical Theory 1
This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders and appropriate procedures for each body system listed above. 3.5 Credit Hours

MA 10.H MA Clinical Theory 1
This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders and appropriate procedures for each system. This is an online course. 3.5 Credit Hours

MA 20 MA Clinical Theory 2
This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders and appropriate procedures for each system. This is an online course. 3.5 Credit Hours

MA 20.H MA Clinical Theory 2
This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders and appropriate procedures for each system. This is an online course. 3.5 Credit Hours

MA 30 MA Clinical Theory 3
This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. 3.5 Credit Hours

MA 30.H MA Clinical Theory 3
This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. This is an online course. 3.5 Credit Hours

MA 40 MA Administration Theory 1
This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues and biomedical ethics. 3.5 Credit Hours

MA 40.H MA Administration Theory 1
This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues and biomedical ethics. This is an online course. 3.5 Credit Hours

MA 50 MA Administration Theory 2
This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. 3.5 Credit Hours
MA 50.H MA Administration Theory 2
This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. This is an online course. 3.5 Credit Hours

MA 101 MA Clinical Applications 1
This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer and electrocardiography. 2.5 Credit Hours

MA 102 MA Clinical Applications 2
This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system and identification of major muscles of the human body. 2.5 Credit Hours

MA 103 MA Clinical Applications 3
This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, venipuncture, electrocardiography, administering parenteral medications, administering oral medications, pediatric measuring, growth charts, pediatric and adult immunizations, microbiology testing, community resources and patient care documentation. 2.5 Credit Hours

MA 104 MA Administration Applications 1
This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, telephone techniques, computers, medical correspondence, appointment scheduling, medical records, email, filing, office flyers and alphabetizing, administering parenteral medications, venipuncture, and EKG. 2.5 Credit Hours

MA 105 Administration Applications 2
This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, risk management, inventory control, IDC and CPT coding, claim forms, referrals and authorizations, usage of canes, crutches and walkers, bandaging, wound cleaning and suture removal, administering injections, venipuncture and EKG, bookkeeping, banking procedures, petty cash and accounts payable. 2.5 Credit Hours

MA 50.1 Externship
The externship is an unpaid field experience at an appropriate site. It provides an opportunity for students to practice their skills under direct supervision in an actual work environment. This is a credit/no credit course Prerequisite: Completion of all technical coursework. 4 Credit Hours

MAA 2.H Computer Operations
Students are introduced to health-care office management software. Classroom activities familiarize them with computers, word processing applications and keyboarding techniques. 3.5 Credit Hours

MAA 3.H Medical and Dental Insurance
This course presents a historical overview of medical care including discussions of current controversies and advances. Students learn about medical, surgical and dental specialties, methods of practice and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD), Current Procedural Terminology (CPT) and the Health Care Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy and
charting as it pertains to insurance billing and administration. 2.5 Credit Hours

MAA 4.H Health Care Office Procedures 1
This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. 3.5 Credit Hours

MAA 5.H Health Care Office Procedures 2
This course introduces documentation, recordkeeping and office communications. Emphasis is placed on accuracy, confidentiality and concise written communication. Students create original documents, transcribe patient histories and chart notes and gain proficiency in medical documentation. 3.5 Credit Hours

MAA 101 Health Care Clinical Applications
Students learn to take and record vital signs and study about blood-borne pathogens and precautionary techniques. Office emergencies and federal Occupational Safety and Health Administration (OSHA) regulations are presented. 2.5 Credit Hours

MAA 102 Computer Office Applications
In this course, students engage in workplace-related computer projects using medical management software. 2.5 Credit Hours

MAA 103 Insurance Applications
In this course, students gain familiarity with various types of health insurance and billing processes. Practice on the completion and submission of typical paperwork for common types of coverage is included. 2.5 Credit Hours

MAA 104 Health Care Office Procedures Applications 1
This course covers accounting practices involving the recording and analysis of financial data in the health care setting. Students participate in projects related to the daily operations of the health care office. 2.5 Credit Hours

MAA 105 Health Care Office Procedures Applications 2
Students participate in projects related to the daily operations of the health care office. Written records, scheduling, billing, bookkeeping and patient-related projects are covered. 2.5 Credit Hours

MAA 501 Externship
In this course, students gain field experience that provides them with an opportunity to practice their professional skills under direct supervision in the workplace. This is a credit/no credit course. 4 Credit Hours

MAC 111 Anatomy and Physiology, Pediatrics, Gerontology and Cardiovascular Procedures
This course presents concepts and principles in medical terminology, anatomy, physiology, common diseases and conditions and laboratory and diagnostic procedures of the cardiovascular, hematologic and immune systems. Areas addressed include identification of structures of the heart, blood, and lymphatic systems. Students are introduced to the regulations and guidelines of the medical laboratory and gain knowledge and experience in blood collection procedures and performing electrocardiographs and hematologic testing. Theory and practical application of skills associated with pediatrics and gerontology are addressed. Vital signs are practiced in this course. 4.5 Credit Hours

MAC 112 Anatomy and Physiology Exams and Procedures
This course presents concepts and principles in medical terminology, anatomy, physiology, common diseases and conditions and laboratory and diagnostic procedures of obstetrics and gynecology, the male reproductive system and ophthalmology, otolaryngology and the skeletal and muscular systems. The role of the medical assistant is presented and tests, procedures of the eye, ear and nose, cast application and removal, assisting with lumbar punctures, neurologic examinations, rehabilitative procedures and nutrition are addressed. Students are introduced to the medical laboratory, microbiology and assisting with office surgeries. Vital signs are practiced in this course. 4.5 Credit Hours

MAC 113 Anatomy, Physiology and Pharmacology
This course presents concepts and principles in medical terminology, anatomy, physiology, common diseases and conditions and laboratory and diagnostic procedures of the respiratory, integumentary, nervous and endocrine systems.
COURSE DESCRIPTIONS

Theory and practical application of skills associated with pharmacology and medication administration are the focus of this course. Topics include decimals, fractions, ratio proportions and the metric system, drug names, classification of drugs, legal and ethical implications of medication administration, calculation of drug dosages for adults and children and administration of medication through oral and parenteral routes, including the theory of IV therapy. Vital signs are practiced in this course. 4.5 Credit Hours

MAC 114 Principles of Health Care Administration and Therapeutic Communications
This course provides students with a solid foundation in therapeutic communication skills, scheduling and telecommunications. The medical assistant’s role in the facility environment is explored, as are the therapeutic approach to patients with life-threatening illnesses, taking a patient history, electronic health records and proper documentation in the patient’s chart. Organizing and maintaining medical documents and HIPAA compliance are also addressed. Students use medical management software for many of the projects and exercises. Urinalysis and vital signs are also presented in theory and practical skill application. 4.5 Credit Hours

MAC 115 Practice Management and Specialty Lab Tests
This course provides students with theory and practical skills application in administrative aspects of medical assisting. They become familiar with the various components of medical records management including establishing and maintaining electronic medical records and adhering to various filing techniques. Medical insurance billing and coding are introduced and students gain an understanding of guidelines and requirements for processing and managing insurance claims. Additionally, students become familiar with billing and collection procedures within the medical office. Vital signs are practiced in this course. 4.5 Credit Hours

MAT 101 Principles of Mathematics
This course provides students with critical elements of algebra for linear equations and polynomials. Starting with a foundation of real numbers, the course presents the addition and multiplication rules of solving linear equations. This is an online course. 3 Credit Hours

MAT 113 College Mathematics
Students learn basic mathematic concepts such as the application of fractions, decimals and percentages, ratios and proportions and equations. The metric and apothecary systems, graphing and interpreting graphs and scientific notion are among the other topics presented in this course. This course may be offered online or onsite. 3 Credit Hours

MAT 120 College Mathematics
This course focuses on concepts and applications of arithmetic including whole numbers, fractions, ratios, proportions, the decimal system and percentages. Formulas, algebraic expressions and linear equations are also introduced. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations. 3 Credit Hours

MAT 121 College Mathematics and Introduction to Algebra
This course focuses on concepts and applications of arithmetic including whole numbers, fractions, ratios, proportions, the decimal system and percentages. Formulas, algebraic expressions and linear equations are also introduced. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations. 3 Credit Hours

MAT 151 College Algebra
This course provides students with the analytical skills necessary to solve a variety of basic algebra problems, focusing on factoring skills and using technology to solve problems. The course includes graphing of linear equations. Students apply their skills to a variety of problems to see the real world nature of algebra. This is an online course. Prerequisite: MAT 101 3 Credit Hours

MAT 201 Intermediate College Algebra
Students learn to solve linear equations and graph linear equations. They become familiarized with polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, identifying various functions by their graph and various application problems. This is an online course. 3 Credit Hours
MATH 104 Math for Dosage Calculations
This course focuses on development of the math skills necessary to accurately calculate dosages for medication administration. 1 Credit Hour

MATH 121 College Mathematics and Introduction to Algebra
This course focuses on concepts and applications of arithmetic including whole numbers, fraction, ratios, proportions, the decimal system and percentages. Formulas, algebraic expressions and linear equations are also introduced. Special emphasis is placed on the application of basic math skills to common workplace problems and real-life situations. 3 Credit Hours

MBC 10 Medical Billing and Coding Theory 1
This course provides an overview of medical insurance, medical ethics, confidentiality practices and the life cycle of an insurance claim. Anatomy, physiology and terminology units including levels of organization, anatomical position, planes and body cavities and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is an online course. 3.5 Credit Hours

MBC 20.H Medical Billing and Coding Theory 2
This course provides an overview of surgery guidelines, pathology and laboratory and medical procedures performed in the health care field. It also covers an overview of the International Disease Classification, 9th Revision (ICD-9) conversion to the 10th revision (ICD-10), as well as word processing and PowerPoint. An anatomy, physiology and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures and related coding. This is an online course. 3.5 Credit Hours

MBC 30 Medical Billing and Coding Theory 3
This course focuses on day-to-day medical financial practices, patient statements, collection techniques and communication skills. It addresses cultural diversity, HIV and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary and reproductive systems. This is an online course. 3.5 Credit Hours

MBC 40 Medical Billing and Coding Theory 4
This course provides students with an understanding of the various models of managed care including Medicare, Medicaid and Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. 3.5 Credit Hours
COURSE DESCRIPTIONS

Approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is an online course. 3.5 Credit Hours

MBC 50 Medical Billing and Coding Theory 5
This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding and written communications. Other topics include disability and workers compensation programs and claims. This is an online course. 3.5 Credit Hours

MBC 50.H Medical Billing and Coding Theory 5
This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding and written communications. Other topics include disability and workers compensation programs and claims. This is an online course. 3.5 Credit Hours

MBC 101 Applications 1
Application of concepts learned in MBC 10 is included in this course. Students practice word processing and gain proficiency in completing and submitting insurance claims. 2.5 Credit Hours

MBC 102 Applications 2
Application of content learned in MBC 20 is included in this course. Students gain further experience with insurance claims, word processing, and related projects. 2.5 Credit Hours

MBC 103 Applications 3
Application of concepts learned in MBC 30 is included in this course. Students gain further experience with insurance claims, word processing and related projects. 2.5 Credit Hours

MBC 104 Applications 4
Application of content learned in MBC 40 is included in this course. Students gain further experience with insurance claims, word processing and related projects. 2.5 Credit Hours

MBC 105 Applications 5
Application of concepts learned in MBC 50 is included in this course. Students gain further experience with insurance claims, word processing and related projects. 2.5 Credit Hours

MBC 501 Externship
The externship provides students with field experience in a professional setting. Students practice acquired skills under direct supervision. This is a credit/no credit course. Prerequisite: Completion of all technical coursework. 4 Credit Hours

MEDT 120 Medical Terminology
This course introduces medical terminology commonly utilized in health science disciplines including terms, abbreviations and symbols. 1 Credit Hour

MGT 220 Business Organizations and Management
This course covers basic principles of managing organizational quality and performance. Students explore management functions such as planning, organizing, leading, and controlling. Coursework focuses on continual improvement, ethics and social responsibility. 3 Credit Hours

MGT 230 Human Relations in Business
This course provides an overview and analysis of motivation, leadership, communications and other human factors. Also covered are cultural differences that may create conflict and affect morale in both individuals and organizations. 3 Credit Hours

MLE 104 Laboratory Operations and Quality Assurance
This course is an overview of the organization and management of a clinical laboratory, including practices and protocols that ensure quality of performance. Laboratory quality assessment, statistical analyses, risk management, the application of medical ethics and related legal issues are covered. Prerequisite: MLE 110 4 Credit Hours

MLE 110 Basic Laboratory Technician
Introducing the student to the world of medical laboratory science, this course is an overview of health care systems, safety practices in health care, biological-specimen collection and handling and use of basic laboratory tools with an emphasis of accuracy and precision. Students
COURSE DESCRIPTIONS

are introduced to basic point-of-care testing methods and along with professionalism and application of quality control. An introduction to legal and ethical issues associated with the laboratory is included. Co-requisite: BIO 121
4 Credit Hours

MLE 158 Urinalysis
This course covers the study of the physical, chemical and microscopic tests performed as a part of a routine urinalysis and other non-blood body fluids. A review of the structure and functions of the urinary system is followed by the concepts of urine analysis relating to the identification of normal states, metabolic and genetic disorders. Laboratory analysis of body fluids, including cerebral spinal fluid, serous, synovial and amniotic fluids, as well as fecal and semen analysis, is introduced. For all topics presented, clinical aspects of related diseases are incorporated into lecture and laboratory sessions. Prerequisite: BIO 124, MLE 110
4 Credit Hours

MLE 163 Clinical Chemistry
This course applies the science of chemistry to the understanding of human health and disease, as well as the physiology of enzymes, carbohydrates, lipids, proteins, electrolytes and hormones. The physiology of organ systems is presented, as is the use of clinical chemistry laboratory findings in evaluating organ function. Procedures for carrying out numerous diagnostic tests and basic analytical procedures are introduced. Emphasis is placed on correlation of test results, accuracy, quality, control, quality assurance and reporting. Prerequisite: C 120, MLE 104
4 Credit Hours

MLE 202 Serology
This course provides a brief overview of the human immune system and the components and processes that protect us from disease. Students learn about laboratory diagnosis of disease through observation and analysis of components of the immune system and through the immunologic identification of infectious agents. Various methodologies used to identify and quantitate antigens, antibodies, and other markers of infectious and non-infectious diseases are also covered. Activities support topics presented in the course. Prerequisite: MLE 110
3 Credit Hours

MLE 204 Hematology
This course is an overview of blood-cell production, identification, function and changes seen in disease states. Included in this course is a hemostasis component that evaluates human body mechanisms that control bleeding and the factors involved. Diseases and conditions associated with abnormal blood pictures and coagulation disorders are also presented. Significant cell types and morphology found in various body fluids and their relationship with pathogenic states are also reviewed. Lectures and laboratories incorporate discussions and practices of common hematologic procedures. Prerequisite: BIO 124, MLE 110
4 Credit Hours

MLE 216 Immunohematology
Immunohematology, also known as blood banking, is an in-depth study of the collection and storage of blood components, identification of blood group antigens and antibodies, hemolytic disease of the newborn, compatibility testing, component therapy and transfusion reaction investigation. Tests used to accomplish the above tasks are discussed in lecture and practiced in laboratory sessions. Quality control and problem solving are also emphasized. Prerequisite: MLE 202
4 Credit Hours

MLE 250 Microbiology I
This course introduces students to basic microbiology, emphasizing form and function. Topics include microbial morphology, physiology, metabolism and genetics, as well classification of microbes, physical and chemical control of microorganisms, the impact of microbes on our environment and our health. Students are introduced to methods for studying microorganisms. Lectures are supported by required laboratory experiences. Prerequisite: MLE 110
4 Credit Hours

MLE 251 Microbiology II
Clinical microbiology focuses on microbes, or pathogens, associated with human diseases. This course presents characteristics of common pathogenic microorganisms with emphasis placed on bacteria. Methods of isolation from clinical specimens, recognition of pathogens, microscopic morphology, anti-microbial susceptibility testing and standard reporting practices in a clinical laboratory will be covered. Laboratory sessions support lecture materials as they focus on safety measures in the microbiology laboratory and the importance of
COURSE DESCRIPTIONS

high-quality technical skills. Prerequisite: MLE 250  5 Credit Hours

MLE 252 Mycology, Parasitology and Virology
This course reviews medically significant fungi (mycology), viruses and parasites. Covered for each type of organism are mechanisms of infection, clinical presentation, diagnostic techniques and treatment. Laboratory exercises support lectures with microscopic and macroscopic identification, as well as real and virtual immunologic assays. Prerequisite: MLE 251  3 Credit Hours

MLE 259 MLT Clinical Experience
Students are assigned to an accredited facility to perform current, relevant procedures in the major areas of clinical laboratory science, including blood bank and transfusion medicine, chemistry, hematology, microbiology, serology/immunology and urinalysis. Students are required to attend the assigned rotations for a minimum of 450 hours to complete laboratory assays in each department to acquire the necessary skills required for an entry-level medical laboratory technician. Prerequisite: all prior MLE courses  12 Credit Hours

MT 1 Massage Therapy Theory 1
The anatomy and physiology of the skeletal and muscular systems are presented, as are the bones and major muscles of the back and pelvic and shoulder girdles. Professional development skills, including ethics, self-care and practice management are also covered. 3.5 Credit Hours

MT 1.2 Massage Therapy Theory 1
The anatomy and physiology of the skeletal and muscular systems are presented, as are the bones and major muscles of the back and pelvic and shoulder girdles. Professional development skills, including ethics, self-care and practice management are also covered. 4 Credit Hours

MT 2 Massage Therapy Theory 2
The anatomy and physiology of the respiratory, circulatory and cardiovascular systems are presented, as are the bones and major muscles of the head, face, neck, chest and abdomen. Professional development skills, including ethics, self-care and practice management are also covered. 3.5 Credit Hours

MT 2.2 Massage Therapy Theory 2
The anatomy and physiology of the respiratory, circulatory and cardiovascular systems are presented, as are the bones and major muscles of the head, face, neck, chest and abdomen. Professional development skills, including ethics, self-care and practice management are also covered. 4 Credit Hours

MT 3 Massage Therapy Theory 3
Sports theory and the anatomy and physiology of the integumentary (skin, hair, and nails) and nervous systems are presented, as are the bones and major muscles of the legs and feet. Professional development skills including ethics, self-care, practice management and success skills are further covered. 3.5 Credit Hours

MT 3.2 Massage Therapy Theory 3
Sports theory and the anatomy and physiology of the integumentary (skin, hair, and nails) and nervous systems are presented, as are the bones and major muscles of the legs and feet. Professional development skills including ethics, self-care, practice management and success skills are further covered. 4 Credit Hours

MT 4 Massage Therapy Theory 4
The anatomy and physiology of the endocrine, lymphatic and immune systems are presented, as are the bones and major muscles of the arms, forearms and hands. Professional development skills including ethics, self-care and practice management are explored further this course. 3.5 Credit Hours

MT 4.2 Massage Therapy Theory 4
The anatomy and physiology of the endocrine, lymphatic and immune systems are presented, as are the bones and major muscles of the arms, forearms and hands. Professional development skills including ethics, self-care and practice management are explored further this course. 4 Credit Hours

MT 5 Massage Therapy Theory 5
Shiatsu theory and the anatomy and physiology of the digestive, urinary and reproductive systems are presented. Professional development skills, including ethics, self-care and practice management, are covered. 3.5 Credit Hours
MT 5.2 Massage Therapy Theory 5  
Shiatsu theory and the anatomy and physiology  
of the digestive, urinary and reproductive  
systems are presented. Professional  
development skills, including ethics, self-care  
and practice management, are covered.  
4 Credit Hours

MT 101 Massage Applications and Lab 1  
This course presents elements of Swedish  
massage as applied to the body. Techniques for  
special populations are also covered. Student  
skills are developed through participation,  
application and practice of each of these  
techniques. 2.5 Credit Hours

MT 101.2 Massage Applications and Lab 1  
This course presents elements of Swedish  
massage as applied to the body. Techniques for  
special populations are also covered. Student  
skills are developed through participation,  
application and practice of each of these  
techniques. 2 Credit Hours

MT 102 Massage Applications and Lab 2  
This course presents elements of deep-tissue  
and trigger-point technique as applied to the  
body. Techniques for special populations are  
also covered. Student skills are developed  
through participation, application and practice  
of each of these techniques. 2 Credit Hours

MT 102.2 Massage Applications and Lab 2  
This course presents elements of deep-tissue  
and trigger-point technique as applied to the  
body. Techniques for special populations are  
also covered. Student skills are developed  
through participation, application and practice  
of each of these techniques. 2 Credit Hours

MT 103 Massage Applications and Lab 3  
Sports massage, assessment, core strengthening  
and movement therapies are taught in this  
course. Student skills are developed through  
participation, application and practice of each  
of these techniques. 2.5 Credit Hours

MT 103.2 Massage Applications and Lab 3  
Sports massage, assessment, core strengthening  
and movement therapies are taught in this  
course. Student skills are developed through  
participation, application and practice of each  
of these techniques. 2 Credit Hours

MT 104 Massage Applications and Lab 4  
Chair massage and introductory reflexology,  
aromatherapy and dry room spa techniques are  
presented during this course. Student skills are  
developed through participation, application and  
practice of each of these techniques.  
2.5 Credit Hours

MT 104.2 Massage Applications and Lab 4  
Chair massage and introductory reflexology,  
aromatherapy and dry room spa techniques are  
presented during this course. Student skills are  
developed through participation, application and  
practice of each of these techniques.  
2 Credit Hours

MT 105 Massage Applications and Lab 5  
Shiatsu massage is taught in this course. Other  
esternal modalities are demonstrated and  
discussed. Student skills are developed through  
participation, application and practice of each of  
these techniques. 2.5 Credit Hours

MT 105.2 Massage Applications and Lab 5  
Shiatsu massage is taught in this course. Other  
esternal modalities are demonstrated and  
discussed. Student skills are developed through  
participation, application and practice of each of  
these techniques. 2 Credit Hours

MT 502.1 Externship  
Students are assigned to a professional or  
clinical office that provides work experience in  
massage therapy. This is a credit/no credit  
course. Prerequisite: Completion of all technical  
coursework. 4 Credit Hours

MT 502.2 Externship  
Students are assigned to a professional or  
clinical office that provides work experience in  
massage therapy. This is a credit/no credit  
course. Prerequisite: Completion of all technical  
coursework. 3 Credit Hours

NUR 103 Nursing Process I: Fundamentals  
of Nursing  
This course, comprising theory and lab, provides  
a foundation for students to begin to apply the  
nursing process and critical thinking as they  
relate to the diverse adult and older adult  
populations within the community. The focus is  
on performing a holistic assessment with  
associated skills, promoting health and  
maintenance and prevention of illness in a  
diverse population that includes development-
and age-appropriate measures. Students will learn to apply the nursing process. The laboratory course is organized so that the students begin to develop the knowledge, skills and attitudes appropriate for the three roles of the professional registered nurse. The course also incorporates principles of medication administration practices that ensure safe, effective and individualized patient outcomes throughout the lifespan. Accurate dosage calculation, preparation, administration of medications and documentation are practiced in the lab. 6.5 Credit Hours

NUR 107 Fundamentals and Medical-Surgical Nursing
This course introduces the nursing process and critical thinking and provides a foundation for nursing practice with a focus on health assessment skills using Gordon’s Functional Health Patterns. Concepts are examined from historical, educational, ethical and legal viewpoints. Students consider gender, culture, ethnicity, sexuality and age in relation to providing nursing care using therapeutic communication skills. Clinical competency is developed in acute-care and community settings by providing holistic adult and geriatric client care. 4 Credit Hours

NUR 108 Fundamentals and Medical-Surgical Nursing – Clinical
This course provides the foundation upon which students build their nursing practice and develop their ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in clinical settings. Students gain clinical experience in the non-acute-care and/ or acute-care setting, providing holistic care for adult and geriatric clients with predictable outcomes and are introduced to working collaboratively with members of the interdisciplinary health care team. 5 Credit Hours

NUR 122 Medication Administration
The course focuses on development of the knowledge, skills and attitudes to safely administer medications. Key concepts include therapeutic communication, health teaching, preparation and administration of medication by the topical, oral, nasogastric, intradermal, subcutaneous and intramuscular routes. Students are introduced to the administration of intravenous fluids and medications within the scope of the Nurse Practice Act. Client monitoring and the legal implication of documenting medication administration are incorporated. Focus is placed on meeting the holistic needs of clients throughout the lifespan. 2 Credit Hours

NUR 130 Fundamentals and Medical-Surgical Nursing I
This course, comprising theory, lab and clinical components, provides the foundation upon which students can build a professional and evidence-based nursing practice. Nursing concepts are examined from historical, educational, ethical and legal perspectives. Students are introduced to assessment and basic nursing skills to provide care for adults with predictable outcomes. Geriatric and multicultural considerations including gender, ethnicity and sexuality are explored as is the utilization of therapeutic communication. 8 Credit Hours

NUR 138 Medication Administration and Basic Pharmacology for Nursing
This course with theory and lab components provides an introduction and overview of the role of the professional nurse in drug therapy. Content includes drug actions, the principles of drug administration, drug interactions, the impact of drug abuse, over-the-counter drugs and herbal therapy. Emphasis is placed on using the nursing process to meet the holistic needs of the patient as it relates to pharmacology needs. Nursing responsibilities, ethical considerations and legal implications are incorporated throughout the course. 3 Credit Hours

NUR 157 Maternal Child Nursing
In this course, students learn to apply the nursing process, therapeutic communication and critical thinking in the care of the well childbearing client and her family. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR 108  2 Credit Hours
NUR 158 Community and Mental Health Nursing
This course comprises theory and clinical components, incorporating the use of therapeutic communication, cultural aspects, socioeconomic concerns and critical thinking in the nursing care of patients experiencing mental, psychological and psychiatric disorders. Emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients, prevention and working as a member of an interdisciplinary health care team. Prerequisite: NUR 108 and NUR 122. 3 Credit Hours

NUR 159 Nursing Care of Specialized Populations –Clinical
This course further develops students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for clients with increasingly less predictable outcomes or demonstrating a change in health status. Clinical experience is gained in the acute- and non-acute-care and/or community health settings to enhance development of clinical competency in caring for clients. Working collaboratively with other members of interdisciplinary health care teams is emphasized. Prerequisite: NUR 108. 5 Credit Hours

NUR 165 Pediatric Nursing
In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the holistic care of infants, children, adolescents and their families. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an Interdisciplinary health care team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR 108. 2 Credit Hours

NUR 204 Community Mental Health Nursing
This course builds on previously learned concepts and theories with students applying the nursing process, therapeutic communication and critical thinking in caring for clients and their families experiencing mental, psychological and psychiatric disorders. Client teaching and collaboration among the nurse, clients and family members are covered. Increased emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Prerequisite: NUR 210. 4 Credit Hours

NUR 206 Pharmacology
This course builds on all previously learned concepts and theories in medication dosage and solutions. An overview of the role of the professional nurse in drug therapy is provided. Content includes principal actions, therapeutic uses and adverse effects of the major classifications of drugs utilized throughout the patient’s lifespan. Nursing responsibilities, ethical considerations, legal implications and dosage calculations are incorporated throughout the course. 3 Credit Hours

NUR 208 Nutrition
This course presents nutrients and their relationship to human growth, development and maintenance. The structures, types and metabolism of the six basic nutrients are examined. Practical analyses of nutrient information and application of nutritional knowledge are included, as is the role of ethnicity, culture and age on nutrition. Emphasis is placed on the role of nutritional support for medical abnormalities. 3 Credit Hours

NUR 210 Fundamentals and Medical-Surgical I
This course provides the foundation upon which students build their nursing practice. Nursing concepts are examined from historical, educational, ethical and legal perspectives. Students are introduced to critical thinking and the nursing process as the foundation of professional nursing practice. Focus is placed on using Gordon’s Functional Health Patterns to organize health assessment skills and basic nursing skills to provide care for clients with predictable outcomes. Multicultural considerations including gender, ethnicity, sexuality and age are explored in relationship to providing effective nursing care while utilizing therapeutic communication skills. Concepts of this course enable students to acquire
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knowledge, skills and attitudes needed to function within the role of nurse as the professional provider of care, member within the discipline and manager of care within the scope of nursing practice. 9 Credit Hours

NUR 212 Pharmacology I
This course focuses on the development of math skills for accurate dosage calculation and dimensional analysis. Students are introduced to pharmacology and concepts necessary to facilitate critical thinking and judgment in the use of chemical agents and to provide a theoretical base for the knowledge required to administer medications. 2 Credit Hours

NUR 215 Medical-Surgical Nursing
This course builds on previously learned concepts and theories to develop students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems. Collaboration with members of the multidisciplinary health care team to modify the client’s plan of care is incorporated. Prerequisite: NUR 159 4 Credit Hours

NUR 217 Medical-Surgical Nursing – Clinical
This course builds on previously learned concepts and theories to develop students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems or who are demonstrating a change in their health status. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisite: NUR 159 6 Credit Hours

NUR 222 Transition LPN/ RN – Professional Nursing Health Assessment
In this course, licensed practical nurses (LPNs) acquire knowledge, skills and attitudes to begin the transition to the role of registered nurse (RN). Key concepts include Gordon’s Functional Health Patterns to organize health assessment skills, therapeutic communication, values clarification, principles of adult learning, the nursing process, nursing theory, informatics and trends, evidence-based practice and legal/ethical issues. This course provides further development of the student nurse as a professional provider of care, professional member within the discipline and professional manager of care within the scope of the nursing practice. In the lab, students develop advanced bedside assessment skills and devise nursing care plans for clients with predictable and unpredictable health care needs. Prerequisites: Current Practical Nursing License 2 Credit Hours

NUR 224 Professional Nursing Throughout the Lifespan
This course builds on previously learned concepts and theories to further enhance students’ ability to use the nursing process to meet the needs of individuals throughout the lifespan in a safe, legal and ethical manner. Teaching/learning concepts, socioeconomic, cultural and community concepts are incorporated. Health promotion based on Gordon’s Functional Health Patterns is presented for all ages and all populations. Prerequisites: NUR 222 2 Credit Hours

NUR 226 Nursing Process II: Nursing Care of Specialized Populations – Psychiatric
This course, comprising theory, lab/simulation and clinical experiences, presents the nursing process, therapeutic communication, critical thinking and appropriate nursing skills in caring for patients across the lifespan and their families experiencing acute and chronic mental health dysfunction in acute and community settings. Concepts pertaining to psychological development, including pathophysiology and psychopharmacology with nutrition modification, are incorporated. Students will learn to work as a member of an interdisciplinary healthcare team, fulfilling the nursing roles of professional provider of care, professional manager of care and professional member within the discipline. 3.5 Credit Hours

NUR 227 Nursing Process III: Medical-Surgical Nursing II
This course provides an expanded emphasis on the application and analysis of the nursing process, therapeutic communication, critical thinking and intermediate nursing skills in meeting the health care needs of a diverse adult and older adult population within the community experiencing chronic health problems. The focus is on identification of illness and risk factors, patient teaching and the impact of illness on the patient, family and community. Collaboration
with the healthcare team and family will be emphasized to maximize management of patient care. Students will practice principles within nursing including the essential elements in the simulation and clinical setting. Critical thinking and decision making will be infused throughout the course. Students will learn the knowledge, skills and attitudes appropriate for the three roles of the professional registered nurse which include provider of care, manager of care and member within the discipline in a variety of settings. 3.5 Credit Hours

NUR 228 Nursing Process IV: Nursing Care of Specialized Populations - Maternal Child Nursing
This course prepares students to apply and analyze the nursing process, therapeutic communication, critical thinking and advance nursing skills of the care of women, pregnant clients, infants, children, adolescents and their families for best practice outcomes in the acute or community settings. Concepts pertaining to the study of nutrition, growth and development, pharmacology and pathophysiology are incorporated. Students learn to work as a member of an inter-professional healthcare team, fulfilling the nursing roles of professional provider of care, professional manager of care and professional member within the discipline in a variety of settings. 5.5 Credit Hours

NUR 229 Nursing Process V: Medical-Surgical Nursing III
This course, comprising theory, lab/simulation, and clinical, provides an expanded emphasis on developing and critiquing patient care to meet the health care needs of a diverse adult and older adult population within the community experiencing acute health problems. The focus is on formulating plans of care for ill patients who need hospital care. The concept of perioperative nursing care will be introduced. Collaboration with the healthcare team and family will be emphasized to maximize management of patient care in this setting. Students will learn to delegate and apply care coordination skills. Students will analyze principles within nursing including the core values and essential concepts in the nursing program in the simulation and clinical setting. Critical thinking and clinical reasoning will be infused throughout the course. Students will learn the knowledge, skills and attitudes appropriate for the three roles of the professional registered nurse in the acute care setting. Prerequisite: NUR 227 6.5 Credit Hours

NUR 231 Nursing Process VI: Medical-Surgical Nursing IV
This course, comprising theory, simulation and clinical experiences, emphasizes synthesis and evaluation of the nursing process, therapeutic communication, critical thinking and nursing skills to meet the health care needs of adult and older adult populations experiencing critical health problems. Concepts of critical-care nursing, transitional care and management of care are covered. Students identify and plan aspects of clinical-care coordination and align care with nursing principles, including the essential elements of nursing practice. Critical thinking and decision making are infused throughout the course. Students learn about the knowledge, skills and attitudes of the three roles of the registered nurse: provider of care, manager of care and member within the discipline. 5 Credit Hours

NUR 232 NCLEX–PN Review
This course provides a comprehensive review of nursing theory in preparation for the National Council Licensure Examination-Practice Nurse (NCLEX-PN). Students gain experience by taking computerized examinations that simulate the NCLEX-PN test-taking experience. Emphasis is placed on development of test-taking skills and success strategies. 2 Credit Hours

NUR 234 Manager of Care for PN
This course synthesizes previously learned concepts and theories and provides instruction in leadership, critical thinking, legal-ethical issues, managing a group of clients and role transition. Emphasis is placed on the application of knowledge, skills and attitudes needed as a provider of care member within the discipline and manager of care within the scope of nursing practice. 1 Credit Hour

NUR 242 Maternal Child Nursing
This course is composed of theory, lab and clinical experiences. Emphasis is placed on the application of the nursing process, therapeutic communication and critical thinking in the care of the well childbearing patient experiencing pregnancy and delivery. It includes the care of infants, children, adolescents and the family. Concepts are expanded to include an emphasis on patient teaching and collaboration among the
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NUR 243 Medical-Surgical Nursing II
In this course, an expanded emphasis is placed on the application of the nursing process, therapeutic communication, critical thinking and advanced nursing skills in meeting the health care needs of adult and geriatric patients experiencing multiple acute and chronic health problems with unpredictable outcomes. Collaboration with members of the multidisciplinary health care team to develop the patient's plan of care is incorporated. Nutrition, growth and development, pharmacology and pathophysiology are integrated throughout the course. Experience is gained in the acute health care setting to enhance the development of clinical competency in meeting the health care needs of adult and geriatric patients and their family members. Expanded emphasis is placed on the acquisition of knowledge, skills and attitudes needed to function within the discipline and act as manager of care within the scope of nursing practice. Prerequisite: NUR 130 5 Credit Hours

NUR 248 Medical-Surgical Nursing II
Application of acquired concepts, theories, knowledge and clinical skills is the core component of this course. Students gain experience in the acute-care setting managing multiple clients with rapidly changing and complex health care needs. Prerequisite: NUR 230  6 Credit Hours

NUR 251 Medical-Surgical Nursing III
This course includes theory and clinical components, which build on the medical-surgical knowledge gained in fundamentals and medication administration. Identification and prioritization of interventions for patients who demonstrate changes in health status are expanded. An emphasis is placed on the nursing process, therapeutic communication and clinical judgment in meeting the holistic health care needs of adult and geriatric patients experiencing chronic and acute health problems. Students learn to collaborate with members of the multidisciplinary health care team to contribute to and modify the patient's plan of care. Expanded emphasis is placed on the acquisition of knowledge, skills and attitude requisite to performing the role of a professional nurse. Prerequisites: NUR 217 or equivalent (Boise students) and NUR 243 (Phoenix East students) 5 Credit Hours

NUR 252 Pharmacology in Nursing II
This course builds on previously learned concepts and theories in medication dosage and solutions, providing an overview of the role of the professional nurse in drug therapy. Content includes principal actions, therapeutic uses and adverse effects of the major classifications of drugs used throughout the lifespan. Nursing responsibilities, ethical considerations, legal implications and dosage calculations are incorporated throughout the course. Prerequisite: NUR 212 or PHM 101 2 Credit Hours

NUR 253 Community and Mental Health Nursing
This course is composed of theoretical and clinical components. It incorporates the use of therapeutic communication, cultural aspects, socioeconomic concerns and critical thinking in the nursing care of patients experiencing mental, psychological and psychiatric disorders. An emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients in community setting. Concepts are incorporated pertaining to health promotion and illness prevention and on working as a member of an interdisciplinary health care team. Prerequisite: NUR 130  3 Credit Hours

NUR 261 Medical-Surgical Nursing IV
This course presents theory and clinical components that build on content covered in previous medical-surgical nursing courses. Emphasis is placed on the nursing process, therapeutic communication and integrated thinking in meeting the holistic health care needs of adult and geriatric patients with multiple chronic, acute and critical health care problems. Students learn to collaborate with members of the multidisciplinary health care team to generate and modify plans of care for groups of patients. Through the acquisition of knowledge, skills and attitudes, the student will be able to function as a professional provider of care, member within the discipline and manager of care within a medical-surgical nursing environment. Prerequisite: NUR 251 5 Credit Hours
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NUR 262 Manager of Care
This course synthesizes all information presented in the program into the knowledge, skills and attitudes needed as a professional provider of care, professional member within the discipline and professional manager of care. The scope and ethics of nursing practice are presented. Concepts are expanded with regard to leadership, safety, critical thinking, legal and ethical issues in nursing as well as role transition. Methods of assessing the workload of a professional nurse and prioritization of patient needs are examined as is the role of the professional nurse in delegating care. 2 Credit Hours

NUR 266 NCLEX-RN Review
This course provides a comprehensive review of information to assist students in preparing to take the NCLEX-RN examination and is the summation of all courses in the nursing program. Students have the opportunity to proactively take standardized, computerized tests to uncover weaknesses in their knowledge base. Remediation opportunities are presented, as are strategies that increase the likelihood of graduates successfully completing the NCLEX-RN examination. 2 Credit Hours

NUR 267 Nursing Management Concepts and Legal/Ethical Issues
This course synthesizes all of the information presented in the program into the knowledge, skills and attitudes needed as a professional member within the discipline, professional provider of care and professional manager of care. Critical thinking and clinical judgment are presented within the scope of nursing practice. Concepts are expanded with regard to leadership, safety, quality improvement, teamwork and collaboration, evidence-based practice and informatics. Legal and ethical issues in nursing as well as role transition are evaluated. Methods of assessing the workload of a professional nurse and prioritization of patient needs are examined, as is the role of the professional nurse in delegating care. 3 Credit Hours

NUR 301 Leadership
This course synthesizes previously learned concepts and theories and provides instruction in leadership, critical thinking, legal-ethical issues, managing a group of clients and role transition. Emphasis is placed on the application of knowledge, skills and attitudes needed as a provider of care, member within the discipline and manager of care within the scope of nursing practice. 1 Credit Hour

NUR 306 Medical-Surgical Nursing III
This course builds on previously learned concepts and theories to develop students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for clients across the lifespan with multiple acute and chronic health problems. Collaboration with members of the multidisciplinary health care team to modify the client’s plan of care is incorporated. Prerequisites: NUR 210 and NUR 248 6.5 Credit Hours

NUR 312 Maternal Child Nursing
This course further develops students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills to care for pregnant clients and their families with increasingly less predictable outcomes or who demonstrate a change in their health status. Client teaching and collaboration among the nurse, clients and family members are covered. Concepts of working as a member of an interdisciplinary health care team are incorporated. Prerequisite: NUR 210 3.5 Credit Hours

NUR 350 Medical-Surgical Nursing IV
This course builds on previously learned concepts and theories to develop students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for clients and their families across the lifespan with unpredictable outcomes or who are demonstrating a change in health status. Client teaching and collaboration among the nurse, clients and family members are covered. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisites: NUR 210, NUR 248, and NUR 306 4.5 Credit Hours

NUR 351 NCLEX-RN Review
This course provides a comprehensive review of nursing theory to assist students in preparing for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Students gain
experience by taking computerized examinations that simulate the NCLEX-RN test-taking experience. Emphasis is placed on development of test-taking skills and success strategies. 3 Credit Hours

NUR 352 Pediatric Nursing
This course builds on previously learned concepts and theories to develop students’ ability to use the nursing process, critical thinking, therapeutic communication and basic nursing skills in caring for infants, children, adolescents and their families with increasingly less predictable outcomes or who demonstrate a change in their health status. Client teaching and collaboration among the nurse, clients and family members are covered. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Prerequisites: NUR 210 3.5 Credit Hours

NUT 100 Introduction to Nutrition
This course is designed to teach scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and interrelationships among nutrients in the body are examined. Contemporary nutritional controversies are evaluated. 2 Credit Hours

NUT 200 Principles of Nutrition
This course presents basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and interrelationships among nutrients in the body are examined. Contemporary nutritional controversies are evaluated. This is an online course. 3 Credit Hours

PHM 111 Nervous System, Anti-Infectives and Retail Operations
In this course, students learn about the anatomy, physiology and pharmacological effects of medications on the nervous system, as well as antimicrobial therapies. Emphasis is placed on pain management and psychopharmacology, as well as diseases of the nervous system including epilepsy, Parkinson’s disease and Alzheimer’s disease. Medications used in the treatment of these diseases are also explored. Additional hands-on lab experiences include reconstitutions of antibiotics, shelf-stocking systems and retail operations. Students participate in retail role-play and cash register operations and become proficient in understanding drug labels and equipment used in dosage measurement. Over-the-counter medications are introduced. This course presents procedures and calculations for retail pharmacy. 4.5 Credit Hours

PHM 111 L Retail Operations Lab
This course provides hands-on lab experience with shelf stocking, ordering systems and retail operations such as pulling and filling medication orders and packaging prescriptions for verification by pharmacists. Students also perform reconstitutions of antibiotics and become proficient in understanding drug labels and equipment used in dosage measurement. Retail pharmacy procedures, calculations and cash register operations are practiced in simulations. This course is delivered in an onsite format in the pharmacy lab twice weekly. 2.5 Credit Hours

PHM 111 T Nervous System, Anti-Infectives and Retail Operations Theory
This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases such as epilepsy, Parkinson’s disease and Alzheimer’s disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. 3.5 Credit Hours

PHM 111 T.H Nervous System, Anti-Infectives and Retail Operations Theory
This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases of the nervous system such as epilepsy, Parkinson’s disease and Alzheimer’s disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. This is an online course. 3.5 Credit Hours

PHM 112 Prescription Processing, Software and Pharmacy Calculations
This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating drug dosages. Also covered are systems of measurement,
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conversions, ratio proportions and mathematics. Students work with software used in a pharmacy setting and enter mock patient, prescription and physician information, print medication labels and download medication information. 4.5 Credit Hours

PHM 112 L Prescription Processing and Pharmacy Calculations Lab
This course provides hands-on lab experiences that allow students to work with software used in a pharmacy setting. Students enter mock patient profiles, prescriptions and physician information in addition to printing medication labels and filling prescriptions for verification by the pharmacists. Students will also work in a group setting to research the legalities to open a pharmacy, from the type of building required to startup costs. Students will transcribe handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch typing methods. This course is delivered in an on-ground format in the pharmacy lab twice weekly. 2.5 Credit Hours

PHM 112 T Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory
This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating oral and parenteral drug dosages and medication-days supplies. Also covered are systems of measurement, mathematics, ratio proportions and conversions between the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to the practice of pharmacy. 3.5 Credit Hours

PHM 113 Pharmacy Calculations and Body Systems
In this course, students utilize basic mathematics, conversions between measurement systems and ratio proportion to perform pharmaceutical calculations in context. They also gain hands-on experience in transcribing and processing prescriptions on a typical pharmacy computer system. Automated medication dispensing systems are introduced and students practice filling unit dose carts and crash carts. The course provides an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal and endocrine systems and students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attack and diabetes. 4.5 Credit Hours

PHM 113 L Pharmacy Calculations and Unit Dose Lab
This course provides hands-on lab experiences for students to transcribe and process prescriptions on a typical pharmacy computer system. Students practice filling unit-dose and crash carts as well as repackaging bulk medications into unit doses. Also covered is transcription of handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch typing methods. This course is delivered in an on-ground format in the pharmacy lab twice weekly. 2.5 Credit Hours

PHM 113 T Pharmacy Calculations and Body Systems Theory
This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal and endocrine systems. Students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. 3.5 Credit Hours
PHM 113 T.H Pharmacy Calculations and Body Systems Theory
This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal and endocrine systems. Students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. This is an online course. 3.5 Credit Hours

PHM 114 Compounding, Body Systems and Pharmacy Calculations
This course introduces specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. It also provides an overview of the anatomy, physiology and pharmacological effects of medications on the respiratory, digestive and excretory systems. Students gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions and dosing considerations and gain hands-on experience in transcribing prescriptions and processing prescriptions on a typical pharmacy computer system. Additional hands-on training includes repackaging for long-term care, extemporaneous compounding, inventory control and purchasing. 4.5 Credit Hours

PHM 114 L Compounding and Pharmacy Calculations Lab
This course provides hands-on lab experience in transcribing and processing prescriptions on a typical pharmacy computer system. Additional hands-on training includes repackaging for long-term care, extemporaneous (non-sterile) compounding technique and law, inventory control and purchasing. This course is delivered in an on-ground format in the pharmacy lab twice weekly. 2.5 Credit Hours

PHM 114 T Compounding, Pharmacy Calculations and Body Systems Theory
This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the anatomy, physiology and pharmacological effects of medications on the respiratory, digestive and renal systems. Students gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions and dosing considerations. 3.5 Credit Hours

PHM 114 T.H Compounding, Pharmacy Calculations and Body Systems Theory
This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology and pharmacological effects of medications on the respiratory, digestive and renal systems. Students will gain a working knowledge of the medications used to treat common diseases in all three systems including mechanisms of action, common interactions and dosing considerations. This is an online course. 3.5 Credit Hours

PHM 115 Hospital Operations and Parenteral Dosage Calculations
This course introduces students to pharmacy practice in the hospital environment, including hospital policies and formularies. The course covers universal precautions and disease prevention, with discussions of HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with customers and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy and practice sterile product preparation under a laminar flow hood including proper aseptic technique. Pharmaceutical calculations center on parenteral dosages and intravenous drug calculations as well as chemotherapy preparation. 4.5 Credit Hours

PHM 115 L Hospital Operations and Parenteral Dosage Calculations Lab
Students in this course get hands-on lab experience in sterile product preparation under vertical and horizontal laminar flow hoods as well as proper aseptic technique while in a biological safety cabinet. Also studied are pharmaceutical calculations for intravenous drugs, chemotherapy preparation and parenteral
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dosages. This course is delivered in an on-ground format in the pharmacy lab twice weekly. 2.5 Credit Hours

PHM 115 T Hospital Operations and Parenteral Dosage Calculations Theory
This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. 3.5 Credit Hours

PHM 115 T.H Hospital Operations and Parenteral Dosage Calculations Theory
This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. This is an online course. 3.5 Credit Hours

PHY 221 Physics with Lab
In this conceptual survey of physics topics, students gain appreciation and understanding of the physical universe via conceptual instruction rather than mathematical calculation. The phenomena of motion, force, energy, matter, sound, electricity, magnetism, light and the atom are covered. The class is taught in a lecture/lab format. Prerequisite: MAT 113 4 Credit Hours

POL 160 Political Science
This course explores comparative political systems, determinants of foreign policy and the dynamics of political change. Studies of recent political history, current world affairs and the structure of political institutions are included. This is an online course. 3 Credit Hours

PSY 101 Introduction to Psychology
This course provides a foundation for understanding, predicting and directing behavior. Organized within a frame-work encompassing foundations, general topics and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, dynamics of communication, conflict resolution, motivation, leadership and group roles and processes. This is an online course. 3 Credit Hours

PSY 110 Introduction to Psychology
This introductory course on human behavior presents theories and concepts on the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development and applied psychology. This course may be offered online or onsite. 3 Credit Hours

PSY 113 General Psychology
This course presents basic principles of learning, memory, emotion, perception, physiological development and intelligence, as well as methods in social and abnormal psychology. This course may be offered online or onsite. 3 Credit Hours

PSY 155 Human Development Across the Lifespan
This course focuses on the physical, cognitive, social and emotional development of humans through all phases of life. Emphasis is placed on the practical application of developmental principles. This is an online course. 3 Credit Hours

PTA 112 Fundamentals of Physical Therapist Assisting
In this course, students are introduced to the origins of physical therapy and the specific roles of physical medicine and rehabilitation professionals in the health care system. Topics covered are core values of the profession, the role of the physical therapist assistant, laws, regulations and policies, current issues and the American Physical Therapy Association. In addition, students learn measurement skills, patient care and handling and universal precautions. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA 189 and PTA 224 3 Credit Hours
COURSE DESCRIPTIONS

PTA 153 Physical Agents and Massage
This course introduces use of evidence-based therapeutic modalities in physical therapy practice. Lectures and lab experience develop problem-solving and critical-thinking skills for use of electrical stimulation, heat, cold, ultrasound, diathermy, laser and hydrotherapy. The technique of soft tissue mobilization and massage as a therapeutic modality is also presented. Prerequisites: PTA 112, PTA 189, PTA 224; co-requisite: PTA 177 3 Credit Hours

PTA 177 Management of Orthopedic Disorders
In this course, students are introduced to management of common orthopedic disorders. Lecture and lab experience include instruction on tissue healing, gait training, therapeutic exercise, common orthopedic injuries and management of surgical cases. Prerequisites: PTA 112, PTA 189 and PTA 224; co-requisite: PTA 153 4 Credit Hours

PTA 189 Pathophysiology for the PTA
This course reviews signs, symptoms and complications of disease states of the body and covers the essential nature of diseases and abnormalities of structure and function. Physical, clinical and laboratory presentation of diseases is examined. Prerequisites: Successful completion of semesters 1 and 2; co-requisites: PTA 112 and PTA 224 3 Credit Hours

PTA 199 Clinical Education I
This course provides students with supervised instruction in PT/PTA clinical activities. Emphasis is placed on developing professional behaviors and interpersonal skills. Students practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction and therapeutic exercise, as well as documentation of measurements and interventions. Students practice assessment techniques including goniometry, manual muscle testing and patient functional levels. Skills practiced are dependent on the clinical site and determinations of the supervising faculty. Prerequisites: Completion of all semester 3 PTA technical courses with at least a 2.0 GPA; co-requisites: PTA 210, PTA 240, PTA 223, and PTA 230 2 Credit Hours

PTA 210 Management of Neurological Disorders
In this course, students are introduced to neurological impairments and neuro-rehabilitation concepts. Neuroanatomy and motor development are discussed, as is management of neurological conditions in children and adults. The course addresses non-progressive spinal cord and central nervous system disorders as well as progressive disorders of the central nervous system. Prerequisites: Successful completion of PTA semester 3; co-requisites: PTA 199 and PTA 240 4 Credit Hours

PTA 223 Advanced Concepts for PTA
In this course, students develop knowledge of treatment of various states and conditions such as geriatrics, pulmonary disease, amputation, integumentary disorders, age-related conditions and arthritis. Orthotics/prosthetics, wound cleansing, dressing changes and environmental assessment are presented as they relate to these conditions. Prerequisite: Completion of semester 3 courses, PTA 210 and PTA 240; co-requisites: PTA 199 and PTA 230 4 Credit Hours

PTA 224 Physical Therapy Data Collection and Documentation
Students are introduced to patient measurement including joint range of motion, muscle length and muscle strength testing, patient interviews, segmental volume measurements, leg length measurements, girth measurements, deep tendon reflexes, pain assessments, vital signs assessment and sensation testing. This course also introduces students to patient confidentiality issues, medical chart review, documentation, medical terminology and billing. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA 112 and PTA 189 3 Credit Hours

PTA 230 Clinical Applications Across the Lifespan
Relevant clinical cases and journal articles are presented for discussion in this course. Students are encouraged to present journal articles in class for further understanding of current treatment options. Prerequisite: Completion of semester 3 PTA courses, PTA 210, and PTA 240; co-requisites: PTA 199 and PTA 223 2 Credit Hours

PTA 240 Ethics and Jurisprudence
This course addresses ethical and legal issues facing physical therapist assistants. Topics presented include ethics and values, patient advocacy, professionalism, personal and professional development, access to health care,
reimbursement, quality assurance and jurisprudence. Prerequisite: Completion of semester 3 PTA courses; co-requisites: PTA 199 and PTA 210 2 Credit Hours

PTA 259 Clinical Education II
This is a seven week, full-time externship in which students implement therapeutic treatments learned in the academic setting. Students practice skills in a clinical setting under the supervision of a physical therapist and are expected to assume greater responsibility as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry-level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Prerequisites: Successful completion of all semester 4 PTA classes 6 Credit Hours

PTA 289 Clinical Education III
This is an eight week, full-time externship in which students, under the supervision of a physical therapist, implement therapeutic treatments learned in the academic setting. Utilizing knowledge and skills developed in the program, students provide patient care comparable to that of an entry-level PTA while advancing competencies acquired during Clinical Education I and II. Prerequisites: Completion of all semester 4 PTA courses and PTA 259 6 Credit Hours

PTA 298 Licensure Review
This course prepares students to take the National Physical Therapy Examination (NPTE) for physical therapist assistants. Students review critical concepts and State Specific Revised Statutes and Codes and complete a full-length practice examination. Prerequisites: Successful completion of all PTA coursework 2 Credit Hours

PTT111 T Chiropractic Assisting Theory
A historical review of the chiropractic and physical therapy fields is presented, as is an overview of current employment opportunities for chiropractic assistants. Students learn medical terminology, skeletal, muscular and spinal anatomy and body mechanics. In addition, they learn about sterilization techniques, vital signs, palpation of soft tissue and positioning and transporting patients. Medical documentation, laws, and regulations and office operations are covered, as are communication skills. 3 Credit Hours

PTT 112 L Body Systems and Fitness Application
Students learn to apply certified personal trainer (CPT) integrations, principles and techniques of weight training and body composition testing. They observe diet and water consumption's on exercise and metabolism as well as cardiovascular responses to exercise and injury prevention and apply troubleshooting techniques. The course covers business strategies, client intake and screening, legal and ethical considerations and provides students with the opportunity to deliver fitness programs they design. 15 Credit Hours

PTT 112 T Body Systems and Fitness Theory
Students learn certified personal trainer (CPT) integrations, including principles and techniques of weight training and body composition testing. The impact of diet and water consumption on exercise and metabolism, cardiovascular responses to exercise and injury prevention and troubleshooting are presented. The course covers business strategies, client intake and screening, legal and ethical medical-assistance considerations, as well as methods for designing and delivering fitness programs for all ability levels. 3 Credit Hours

PTT113 L Body System and Massage Application
Students apply knowledge of medical terminology, skeletal, muscular and spinal anatomy and body mechanics. In addition, they apply sterilization techniques, take vital signs, palpate soft tissue and learn how to position and transport patients. This course allows students to apply skills related to medical documentation, laws, regulations and office operation and communication skills. 15 Credit Hours
COURSE DESCRIPTIONS

15 Credit Hours

PTT113 T Body System and Massage Theory
Students explore the theory of physiologic effects for massage techniques, anatomy and physiology, pathology, medical terminology and professional development. Also presented are massage basics based on quality of touch, flow, direction, speed, rhythm, frequency and duration. Students learn to perform various types of massage as it relates to working in a physical therapy or chiropractic office. 3 Credit Hours

PTT114 L Physical Agents Application
Students apply rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn new skills related to ultrasound, electrical stimulation and heat and cold applications. Additionally, students gain hands-on experience with various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. 15 Credit Hours

PTT114 T Physical Agents Theory
Students explore rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn ultrasound, electrical stimulations, heat and cold applications and various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. 3 Credit Hours

PTT115 L Therapeutic Standards and Sports Injury Management Application
Students practice proper body mechanics as well as perform transfers and draping techniques. In addition, they gain experience taking and interpreting vital signs and working with individuals requiring assistive devices for ambulation. Assisting with muscle palpation and gait assessment and training are practiced. Concurrently, students implement written and oral communications with an emphasis on interpersonal relations. 15 Credit Hours

PTT115 T Therapeutic Standards and Sports Injury Management Theory
This interactive class explores proper body mechanics, transfers, ambulation with assistive devices, draping techniques and vital signs. Students learn to assist with muscle palpation, gait assessment and training, sports injury rehabilitation, considerations for prevention of injury and post-surgical therapies. Concurrently, students develop written and oral communications with an emphasis on interpersonal relations. 3 Credit Hours

PTT 200 Externship
This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Prerequisite: Completion of all technical coursework and 2.0 CGPA 4 Credit Hours

RAD 100 Patient Care
This course introduces patient care and addresses patient interactions, medical histories, techniques used in patient transfer and immobilization, aseptic procedures, contrast media, pharmacology, medical emergencies and vital signs. 3 Credit Hours

RAD 101 Introduction to Imaging
This course examines principles of physics and introduces radiology. Coursework addresses X-ray machines, X-ray production and emission, radiation biology and protection. Principles of radiographic exposure and beam quality and quantity are also discussed. 5 Credit Hours

RAD 102 Medical Terminology
This course examines medical term construction, including root words, prefixes and suffixes. Use of medical terminology as related to radiography, anatomy and physiology, is stressed. Abbreviations, acronyms and symbols are also included. 2 Credit Hours

RAD 103 Anatomy and Physiology I
This course examines anatomy and physiology of the human body. Included are structure and function of the integumentary, skeletal, muscular, respiratory, digestive and urinary systems. 3 Credit Hours

RAD 104 Radiographic Procedures I
This course introduces radiographic patient care. Radiographic procedures of the chest, abdomen, upper extremity, shoulder girdle, lower extremity and pelvic girdle are examined, as is foreign body localization. 5 Credit Hours

RAD 106 Imaging Lab I
This lab provides students with the opportunity to apply skills learned in Radiographic Procedures I, RAD 104. Students gain insight into
COURSE DESCRIPTIONS

working with patients in terms of both positioning and patient care. Co-requisite: RAD 104 1 Credit Hour

RAD 106.1 Radiographic Procedures Lab I
This lab provides students with the opportunity to apply skills learned in Radiographic Procedures I, RAD 104. Students gain insight into working with patients in terms of both positioning and patient care. Co-requisite: RAD 104 1 Credit Hour

RAD 150 Applied Mathematics
This course introduces mathematics as related to medical imaging. Fractional expressions, ratios, equations, exponential functions, solving radical equations and application of methods to technical formulae are highlighted. 2 Credit Hours

RAD 151 Imaging II
This course examines principles of imaging. Topics include electricity, magnetism, X-ray machines, X-ray production and emission, beam-restricting devices, the grid, film processing and intensifying screen. Prerequisite: RAD 101 5 Credit Hours

RAD 152 Medical Ethics and the Law
This course examines ethics, law, medical negligence, documentation, patient rights, informed consent, employment and labor law, risk management, safety, equipment safety, whistleblowing and education. 3 Credit Hours

RAD 153 Anatomy and Physiology II
This course examines anatomy and physiology of the human body. Topics include blood, growth and development, special senses and the cardiovascular, circulatory, lymphatic and endocrine systems. Prerequisite: RAD 103 3 Credit Hours

RAD 154 Radiographic Procedures II
This course addresses anatomy and radiographic procedures of the spine and bony thorax, upper and lower gastrointestinal tract including esophagrams, upper GI's, small bowel studies, and single- and double-contrast barium enemas and urinary system, including kidneys, ureters, urinary bladder and urethra. Also included are accessory organs of the digestive system, including the gall bladder and biliary ducts, as well as intravenous contrast agents and venipuncture principles. Prerequisite: RAD 104 5 Credit Hours

RAD 156 Imaging Lab II
Students in this lab gain practical experience in applying knowledge and skills learned in previous procedures and imaging courses. Prerequisites: RAD 104 and RAD 106.1 1 Credit Hour

RAD 180 Pathology
This course provides an overview of major organ- and system-related diseases of the human body. Multiple organ system diseases that involve physical injury, bleeding, clotting, hypertension and cancer are studied. Prerequisite: RAD 153 3 Credit Hours

RAD 181 Imaging III
This course further examines principles taught in Imaging II. Topics include special X-ray equipment and procedures such as mammography, computers and digital imaging, CT, MRI, ultrasound and radiologic imaging facility design. Prerequisite: RAD 151 5 Credit Hours

RAD 182 Quality Control
This course examines advanced technical aspects of quality assurance. Coursework addresses film processors, radiographic equipment and associated quality assurance testing. Critical analysis of radiographic examinations - with reference to exposure factors, positioning and patient care techniques are discussed. Critical thinking, problem solving and application skills are addressed. Prerequisite: RAD 154 5 Credit Hours

RAD 184 Radiographic Procedures III
This course addresses radiographic procedures of the skull, facial and nasal bones, sinuses, mastoid air cells, orbits, optic foramen and mandible. Topics include trauma, mobile, pediatric and surgical radiography, computed tomography, mammography and angiography, intravenous contrast, venipuncture, various interventional procedures and additional diagnostic and therapeutic modalities. Prerequisite: RAD 154 5 Credit Hours

RAD 186 Imaging Lab III
In this lab, students are provided with the opportunity to apply skills learned in Radiographic Procedures II and III and Imaging III courses. Prerequisites: RAD 154 and RAD 156
COURSE DESCRIPTIONS

1 Credit Hour

RAD 202 Introduction to Computers
With emphasis on health care applications, this course introduces keyboarding, word processing, spreadsheets and databases in the Microsoft Windows environment. 1 Credit Hour

RAD 209 Clinical Education I
This course provides students with competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: Completion of semester 3 coursework 14 Credit Hours

RAD 210 Clinical Education I
This course provides students with competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: Completion of semester 3 coursework 14 Credit Hours

RAD 253 Clinical Education II
Building on experience gained in Clinical Education I, this course provides students with additional competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: RAD 209 14 Credit Hours

RAD 260 Clinical Education II
Building on experience gained in Clinical Education I, this course provides students with additional competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: RAD 210 14 Credit Hours

RAD 283 Clinical Education III
Building on experience gained in Clinical Education I and Clinical Education II, this course provides students with additional competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: RAD 253 11 Credit Hours

RAD 308 Radiography Registry Review
This course provides comprehensive review of the radiographic curriculum as students prepare for the American Registry of Radiologic Technologists exam. Test-taking and study-habit strategies are discussed. At the program director’s discretion, the course may be offered via distance learning for selected students.

Prerequisites: RAD 209 and RAD 253; co-requisite: RAD 283 6 Credit Hours

RCP 101 Applied Sciences
This course introduces paramedical sciences. Chemistry coursework addresses properties, characteristics, chemical reactions and uses of substances. Physics coursework examines laws and properties of matter and energy as related to motion, force and gases. Basic math principles such as whole numbers, fractions, addition, subtraction, multiplication, division, ratios, proportions, percentages, the metric system and basic algebra are reviewed. 3.5 Credit Hours

RCP 104 Anatomy and Physiology I
This course introduces the human body and its physiology. Coursework emphasizes pronunciation, spelling, and definition of medical terms. 3 Credit Hours

RCP 112 Anatomy and Physiology II
Students in this course expand their working knowledge of anatomy and physiology in relation to the cardiopulmonary and renal systems. Prerequisite: RCP 104 or RRT 104 or RRTV 104 2.5 Credit Hours

RCP 130 Patient Assessment
This course provides students with an overview of patient medical conditions and how they relate to assessment and diagnostics. 2 Credit Hours

RCP 153 Medical Gases and Oxygen Therapy
This course examines principles of medical gas cylinders and gas therapy. Topics also include a history of developments in respiratory care, concepts of oxygen therapy, assessment of oxygenation and principles of oxygen therapy devices. Prerequisite: RCP 101 2 Credit Hours

RCP 156 Humidity and Aerosol Therapy
This course introduces principles and concepts of aerosol and humidity therapy, including terminology, factors that affect humidification and aerosolization, function of equipment, medications used and techniques of administering humidity and aerosols. Prerequisite: RCP 101 1.5 Credit Hours

RCP 171 Airway Management and Emergency Care
COURSE DESCRIPTIONS

This course examines care and maintenance of artificial airways, functions, limitations and safety of equipment, and assessment of patients’ cardiopulmonary status in emergency situations. CPR instruction and certification are integrated into the course. Prerequisites: RCP 153 or RRTV 153 and RCP 156 or RRTV 156 3 Credit Hours

RCP 191 Home Care, Rehabilitation and Patient Education
This course introduces care and discharge planning as well as home care services and reimbursement of these services. Coursework also examines rehabilitation services and alternative respiratory care sites. Prerequisite: RRTV 130 1 Credit Hour

RCP 213 Neonatal-Pediatric Mechanical Ventilation
This course, the final in a series, incorporates specialized modalities involved with mechanical ventilation of neonate and older pediatric patients. Management of premature neonates is emphasized. Case studies and simulations illustrate applications of mechanical ventilation. Prerequisites: RRT 206 or RRTV 206, RCP 251 or RRT 251 and RCP 266 or RRT 266 3 Credit Hours

RCP 216 Cardiopulmonary Diagnostics
This course presents concepts and principles of various diagnostic studies used to assess patient cardiopulmonary status, including arterial blood gases, pulmonary function testing and electrocardiograms. Prerequisite: RRTV 306 5 Credit Hours

RCP 226 Hyperinflation Therapy
This course presents concepts and principles of hyperinflation therapy, including basic techniques, equipment and patient instruction. Coursework also introduces ventilator management. Prerequisites: RCP 153 and RCP 156 or RRTV 156 15 Credit Hours

RCP 251 Advanced Emergency Care
This course discusses basic life support, airway management, tracheal intubation and alternative CPR techniques. Advanced cardiac life support is addressed, including cardiovascular stabilization, EKG management, defibrillation and cardiovascular drug management. Also examined are special resuscitation procedures and management for myocardial infarction, near drowning, electrical shock, trauma, stroke, hypothermia and toxicological emergencies. Prerequisite: RCP 171 4 Credit Hours

RCP 266 Mechanical Ventilation Concepts and Applications
This course examines mechanical ventilation concepts as applied to cardiopulmonary physiological conditions. Emphasized are assessing patient needs for mechanical ventilation and life support, ventilation and oxygenation monitoring, mechanics of flow and pressure and volume monitoring. Waveform concepts are introduced. Prerequisite: RCP 251 or RRT 251 or RRTV 251 4.5 Credit Hours

RCP 308 Clinical Practice II
Students in this applications-based course observe and perform basic clinical skills and deliver therapeutic modalities under direct supervision within pediatric and emergency room hospital environments. Prerequisite: RRTV 306 2 Credit Hours

RRT 101 Applied Sciences
This course introduces paramedical sciences. Chemistry coursework addresses properties, characteristics, chemical reactions and uses of substances. Physics coursework examines laws and properties of matter and energy related to motion, force, and gases. Basic math principles such as whole numbers, fractions, addition, subtraction, multiplication, division, ratios, proportions, percentages, the metric system and basic algebra are reviewed. 2.5 Credit Hours

RRT 103 Medical Terminology
This course introduces the human body and its physiology. Coursework emphasizes pronunciation, spelling, and definition of medical terms. 0.5 Credit Hours

RRT 104 Anatomy and Physiology I
This course introduces the human body and its physiology. Coursework emphasizes pronunciation, spelling, and definition of medical terms. 2 Credit Hours

RRT 112 Anatomy and Physiology II
Students in this course expand their working knowledge of anatomy and physiology in relation to the cardiopulmonary and renal systems. Prerequisite: RCP 104 or RRT 104 or RRTV 104 2.5 Credit Hours
COURSE DESCRIPTIONS

RRT 113 Bioethics
Students in this course explore ethical and medical aspects of patient care. Coursework expands students' knowledge of patient medical conditions and how they relate to assessment and diagnostics. 0.5 Credit Hours

RRT 121 Microbiology/Infection Control
This course introduces cells and their structure and relationship to man. Bacteria classification and identification are emphasized. Coursework also addresses infection control, prevention of contamination, and infection by microorganisms. 2.5 Credit Hours

RRT 123 Cardiopulmonary Diseases
This course examines the disease process. Coursework addresses patient history, pathophysiology, complication, treatment and prevention. Cardiopulmonary disease is emphasized. 4 Credit Hours

RRT 130 Patient Assessment
This course provides students with an overview of patient medical conditions and how they relate to assessment and diagnostics. 1.5 Credit Hours

RRT 153 Medical Gases and Oxygen Therapy
This course examines principles of medical gas cylinders and gas therapy. Topics also include a history of developments in respiratory care, concepts of oxygen therapy, assessment of oxygenation and principles of oxygen therapy devices. Prerequisite: RRT 101 or RCP 101 1 Credit Hour

RRT 156 Humidity and Aerosol Therapy
This course introduces principles and concepts of aerosol and humidity therapy, including terminology, factors that affect humidification and aerosolization, function of equipment, medications used and techniques of administering humidity and aerosols. Prerequisite: RCP 101 or RRT 101 2.5 Credit Hours

RRT 171 Airway Management and Emergency Care
This course examines care and maintenance of artificial airways, functions, limitations and safety of equipment, and assessment of patients' cardiopulmonary status in emergency situations. CPR instruction and certification are integrated into the course. Prerequisite: RCP 101 or RRT 101 2.5 Credit Hours

RRT 181 General Pharmacology
This course addresses general pharmacological terms, characteristics, actions and administration, as well as providing an overview of the nervous system. Students practice calculating drug dosages using measurements, conversions, ratio and proportions. 4 Credit Hours

RRT 191 Home Care, Rehabilitation and Patient Education
This course introduces care and discharge planning as well as home care services and reimbursement of these services. Coursework also examines rehabilitation services and alternative respiratory care sites. Prerequisite: RCP 130 or RRT 130 2.5 Credit Hours

RRT 196 Management and Supervision Techniques/Therapist-Driven Protocols
This course addresses standards for respiratory care services, departmental operations, resources, recordkeeping and quality assurance. An overview of current therapist-driven protocols used in hospitals is presented. Models are presented using standard protocols. Prerequisite: RCP 130 or RRT 130 1 Credit Hour

RRT 203 Bronchial Hygiene and Chest Physiotherapy
This course provides students with an opportunity to practice chest physiotherapy and includes instruction in breathing and airway clearance techniques. Topics include goals, indications, precautions, hazards and techniques. Prerequisite: RCP 101 or RRT 101 1 Credit Hour

RRT 206 Pediatrics and Perinatal Care
This course addresses neonatal anatomy and physiology, cardiopulmonary diseases and stabilization of critically ill neonate and pediatric patients, air and ground transport, mechanical ventilation and monitoring and special oxygenation and ventilation modalities. Prerequisite: RRT 306 6 Credit Hours

RRT 213 Neonatal-Pediatric Mechanical Ventilation
This course, the final in a series, incorporates specialized modalities involved with mechanical
ventilation of neonate and older pediatric patients. Management of premature neonates is emphasized. Case studies and simulations illustrate applications of mechanical ventilation. Prerequisites: RRT 206 or RRTV 206, RCP 251 or RRT 251 and RCP 266 or RRT 266 3.5 Credit Hours

RRT 216 Cardiopulmonary Diagnostics
This course presents concepts and principles of various diagnostic studies used to assess patient cardiopulmonary status, including arterial blood gases, pulmonary function testing and electrocardiograms. Prerequisite: RRT 306 6 Credit Hours

RRT 226 Hyperinflation Therapy
This course presents concepts and principles of hyperinflation therapy, including basic techniques, equipment and patient instruction. Coursework also introduces ventilator management. Prerequisites: RRT 153 and RRT 156 2.5 Credit Hours

RRT 251 Advanced Emergency Care
This course discusses basic life support, airway management, tracheal intubation and alternative CPR techniques. Advanced cardiac life support is addressed, including cardiovascular stabilization, EKG management, defibrillation and cardiovascular drug management. Also examined are special resuscitation procedures and management for myocardial infarction, near drowning, electrical shock, trauma, stroke, hypothermia and toxicological emergencies. Prerequisite: RRT 171 3.5 Credit Hours

RRT 261 Cardiovascular and Hemodynamic Assessment
This course examines procedures and techniques used to diagnose cardiopulmonary disorders. Hemodynamic monitoring, radiographic techniques, polysomnography, metabolic cart studies, pleural drainage techniques and general lab studies are emphasized. Prerequisite: RRT 251 3 Credit Hours

RRT 266 Mechanical Ventilation Concepts and Applications
This course examines mechanical ventilation concepts as applied to cardiopulmonary physiological conditions. Emphasized are assessing patient needs for mechanical ventilation and life support, ventilation and oxygenation monitoring, mechanics of flow and pressure, and volume monitoring. Waveform concepts are introduced. Prerequisite: RCP 251 or RRT 251 5 Credit Hours

RRT 273 Adult and Pediatric Case Analysis and Management
Students in this course apply critical thinking concepts and applications to all aspects of patients’ respiratory care. Case management, care planning and ventilator commitment and withdrawal are addressed. Prerequisite: RRT 251 2 Credit Hours

RRT 276 Advanced Cardiopulmonary Anatomy and Physiology
This course provides in-depth examination of physiological aspects of the human body including ventilation, diffusion, oxygen transport, ventilation/perfusion, carbon dioxide transport and arterial blood gases, neural control and electrolytes. Prerequisite: RRT 236 4 Credit Hours

RRT 306 Clinical Practice I
Students in this applications-based course observe and perform basic clinical skills and deliver therapeutic modalities under direct supervision within a hospital environment. Prerequisite: Completion of semester 1 courses 4 Credit Hours

RRT 311 Clinical Practice II
Students in this applications-based course perform basic clinical skills and deliver therapeutic modalities under direct supervision within a hospital environment. They also observe and perform advanced skills and specialty procedures under direct supervision. Prerequisites: RCP 213 or RRT 213, RRT 261, RCP 266 or RRT 266, RRT 273, and RRT 276 11 Credit Hours

RRT 318 Credentialing Examination Series Training
This course provides a comprehensive review of the respiratory curriculum as students prepare for the National Board for Respiratory Care (NBRC) exam. Test-taking and study habit strategies are discussed. Prerequisite: Completion of all coursework except for corequisite, RRT 311 3.5 Credit Hours

RRTV 121 Microbiology/Infection Control
This course introduces cells and their structure and relationship to man. Bacteria classification
COURSE DESCRIPTIONS

and identification are emphasized. Coursework also addresses infection control, prevention of contamination, and infection by microorganisms. 2 Credit Hours

RRTV 122 Case Study I
Using a case study format, this course provides students with the opportunity to apply key concepts learned in the first semester. A comprehensive project is included. Co-requisite: RCP 130 or RRT 130 0.5 Credit Hours

RRTV 123 Cardiopulmonary Diseases
This course examines the disease process. Coursework addresses patient history, pathophysiology, complication, treatment and prevention. Cardiopulmonary disease is emphasized. 3.5 Credit Hours

RRTV 181 General Pharmacology
This course addresses general pharmacological terms, characteristics, actions and administration as well as an overview of the nervous system. Students practice calculating drug dosages using measurements, conversions, ratios and proportions. 3 Credit Hours

RRTV 196 Management and Supervision Techniques/Therapist-Driven Protocols
This course addresses standards for respiratory care services, departmental operations, resources, recordkeeping and quality assurance. An overview of current therapist-driven protocols used in hospitals is presented. Models are presented using standard protocols. Prerequisite: RRTV 306 1 Credit Hour

RRTV 203 Bronchial Hygiene and Chest Physiotherapy
This course provides students with an opportunity to practice chest physiotherapy as well as includes instruction in breathing and airway clearance techniques. Topics include goals, indications, precautions, hazards and techniques. Prerequisites: RCP 153 and RCP 156 or RRTV 156 15 Credit Hours

RRTV 206 Pediatrics and Perinatal Care
This course addresses neonatal anatomy and physiology, cardiopulmonary diseases and stabilization of critically ill neonate and pediatric patients, air and ground transport, mechanical ventilation and monitoring and special oxygenation and ventilation modalities. Prerequisite: RRTV 306 5.5 Credit Hours

RRTV 230 Case Study II
Using a case study format, this course provides students with the opportunity to apply key concepts learned in the second semester. A comprehensive project is included. Prerequisite: RRTV 122 0.5 Credit Hours

RRTV 261 Cardiovascular and Hemodynamic Assessment
This course examines procedures and techniques used to diagnose cardiopulmonary disorders. Hemodynamic monitoring, radiographic techniques, polysomnography, metabolic cart studies, pleural drainage techniques and general lab studies are emphasized. Prerequisite: RCP 251 3 Credit Hours

RRTV 270 Case Study III
Using a case study format, this course provides students with the opportunity to apply key concepts learned in the third semester. A comprehensive project is included. Prerequisite: RRTV 230 0.5 Credit Hours

RRTV 273 Adult and Pediatric Case Analysis and Management
Students in this course apply critical thinking concepts and applications to all aspects of Case management, care planning and ventilator commitment and withdrawal are addressed. Prerequisite: RCP 251 1 Credit Hour

RRTV 276 Advanced Cardiopulmonary Anatomy and Physiology
This course provides in-depth examination of physiological aspects of the human body including ventilation, diffusion, oxygen transport, ventilation/perfusion, carbon dioxide transport and arterial blood gases (ABGs), neural control and electrolytes. Prerequisite: RCP 216 3 Credit Hours

RRTV 280 Case Study IV
Using a case study format, this course provides students with the opportunity to apply key concepts learned in the fifth semester. A comprehensive project is included. Prerequisite: RRTV 270 0.5 Credit Hours
RRTV 306 Clinical Practice I
Students in this applications-based course observe and perform basic clinical skills and deliver therapeutic modalities under direct supervision within a hospital environment. Prerequisites: Completion of semester 2 courses
2.5 Credit Hours

RRTV 311 Clinical Practice III
Under minimal supervision, students in this course perform clinical skills and deliver therapeutic modalities. While working within the intensive care and neonatal intensive care units, students observe and perform advanced skills and specialty procedures under direct supervision. Prerequisite: RCP 308 or RRTV 308
9.5 Credit Hours

RRTV 318 Credentialing Examination Series Training
This course provides a comprehensive review of the respiratory curriculum as students prepare for the National Board for Respiratory Care (NBRC) exam. Test-taking and study-habit strategies are discussed. Prerequisite: Completion of all coursework except RRTV 311
4.5 Credit Hours

SBS 200 Small Business Operations
This course provides in-depth analysis of issues associated with the day-to-day operation of a small business. Students develop a comprehensive business operations plan that addresses financing, purchasing, production scheduling, maintenance, shipping, receiving, human resource management and insurance risk management requirements. 3 Credit Hours

SBS 214 Small Business Customer Relations
This course covers quality service principles in credit and service industries, emphasizing total quality and continuous improvement. Topics include identifying and understanding customer requirements, mapping work processes, measuring process change and solving work process issues. Students learn to collect process data as well as to analyze it. 3 Credit Hours

SCI 210 Environmental Science
This course draws on information from biology, chemistry, botany, geology, engineering, geography, economics and sociology to explore key aspects and controversial environmental issues. Students identify connections among all living things, particularly between human communities and other natural systems, and consider the impact of civilization’s products on the environment. This is an online course. 3 Credit Hours

SEM 200 Graduate Preparation Seminar
This course introduces, reinforces and enhances career preparation skills. Students receive instruction in determining their selling points, creating résumés, presenting a professional image, using the phone in a job search, interviewing skills and networking. Students write résumés and cover letters in preparation for job-seeking. Prerequisite: All certificate coursework except externship 2 Credit Hours

SOC 101 Introduction to Sociology
This course explores the complexities of intercultural relationships in a diverse society. Students are given opportunities to share cultural experiences and to discuss cultural differences and commonalities. Students consider issues of self-identity, values clarification, cultural differences and socialization practices. This is an online course. 3 Credit Hours

SOC 110 Introduction to Sociology
This course explores sociological processes that underlie everyday life. Topics include globalization, cultural diversity, family, poverty, critical thinking, new technology and the growing influence of mass media. This course may be offered online or onsite. 3 Credit Hours

SOC 113 Introduction to Sociology
Students in this course analyze human interaction and study application of scientific method in observing and analyzing social change, norms, groups, inter-group relations, social stratification, institutions and basic socialization processes. Topics include the nature of ethnic groups and patterns of racial and religious interaction in terms of prejudice. This course may be offered online or onsite. 3 Credit Hours

SOC 285 Cultural Diversity
This course explores the roles of people in their social environment through a multicultural perspective. Basic premises of the social sciences are incorporated into discussions of cultural artifacts, values, beliefs and customs. Racial, ethnic and other multicultural issues are
related to institutions and organizations. This is an online course. 3 Credit Hours

SPH 205 Interpersonal Communication
This course involves practical communication skills useful for communicating in personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution. This is an online course. 3 Credit Hours

SS 101 Student Success Strategies
In this course, students begin building foundational skills necessary to be lifelong learners and successful students. It introduces the concepts of emotional intelligence, time management, creating a healthy mind, body and spirit and developing positive habits that lead to success. In the computer lab, students learn to use technology advantageously as they research and identify people and programs that can help them contribute their talents to the campus and the larger community. 1 Credit Hour

SS 102 Becoming a Successful Student
In this course, students strengthen the foundational skills needed for lifelong learning. They learn to listen effectively, take good notes, read for understanding and application, improve memorization skills, excel at test taking, reduce test anxiety and hone their writing and speaking skills. In addition, students will complete a research paper utilizing the Carrington online library. Prerequisite FA 100 1 Credit Hour

VAC 111 Microbiology, Parasitology, Radiology and Anatomy and Physiology
This course covers anatomy and physiology of the musculoskeletal and immune systems. Students study microbiology, parasitology and zoonotic diseases in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. 3 Credit Hours

VAC 111 T Introduction to the Veterinary Hospital
This course covers anatomy and physiology of the muscular system, skeletal system, cardiovascular system and blood, lymph and immunity. The student will study microbiology, parasitology and zoonotic diseases, in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. 3 Credit Hours

VAC 111 L Hospital Practices
This course uses hands on methods for students to explore animal body systems and basic hospital procedures. Students will practice taking patient histories and performing physical examinations, injections related to vaccinations, radiography safety and positioning, parasitology and microbiology. 1.5 Credit Hours

VAC 112 The Veterinary Laboratory and Animal Anatomy and Physiology
This course covers anatomy and physiology of the renal, urinary, excretory, reproductive and endocrine systems and related medical vocabulary and terminology. Students learn animal phlebotomy in preparation for laboratory testing. The student will learn about laboratory equipment and procedures related to urinalysis, hematology, serology and cytology. A study of abbreviations, acronyms and symbols is included in context. In addition, the student will learn about and practice veterinary front office procedures associated software applications and veterinary safety. 4.5 Credit Hours

VAC 112 T The Veterinary Laboratory
This course covers anatomy and physiology of the renal, urinary, reproductive and endocrine
systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology and cytology. A study of abbreviations, acronyms and symbols is included.
3 Credit Hours

VAC 112 T.H The Veterinary Laboratory
This course covers anatomy and physiology of the renal, urinary, reproductive and endocrine systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology and cytology. A study of abbreviations, acronyms and symbols is included.
3 Credit Hours

VAC 112 L Laboratory Procedures
This course allows students hands-on practice preparing cytology slides, examining various cytological samples, performing blood chemistries, PCV’s and differentials, urinalysis and dissection/necropsy, along with preparing samples for submission.
1.5 Credit Hours

VAC 113 Animal Behavior, Restraint, Breed Identification, and Anatomy and Physiology
This course covers anatomy and physiology of the nervous and integumentary systems as well as the visual and auditory senses and the related medical vocabulary and terminology. Students learn normal and abnormal behavior characteristics, precautions, special handling and restraint techniques and devices. Breed identification and grooming techniques for most domestic species including small, large and exotic animals are covered. A study of abbreviations, acronyms and symbols is included in context. In addition, students learn about and practice veterinary front office procedures, associated software applications and veterinary safety.
4.5 Credit Hours

VAC 114 Surgical Nursing, Nutrition and Anatomy & Physiology
This course covers anatomy and physiology of the respiratory, cardiovascular and digestive systems. In addition, the student will learn about the procedures and practices of animal surgery and surgical nursing with emphasis on surgical preparation, instruments, anesthesia administration, maintenance and recovery and suturing. Animal nutrition and production management is covered. Related medical vocabulary and terminology are discussed. A study of abbreviations, acronyms and symbols is included in context. In addition, students learn about and practice veterinary front office procedures, associated software applications and veterinary safety.
4.5 Credit Hours

VAC 114 T Surgical Nursing and Specialty Care
This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system.
3 Credit Hours

VAC 114 T.H Surgical Nursing and Specialty Care
This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system.
3 Credit Hours

VAC 114 L Surgical and Specialty Procedures
This course uses hands-on practice for students to gain technical skills in surgical assisting.
COURSE DESCRIPTIONS

techniques, cardiopulmonary cerebral resuscitation (CPCR), dental care, nutrition and fecal analysis. 1.5 Credit Hours.

VAC 115 Pharmacology, Math and Chemistry
This course covers pharmacology, math and chemistry for veterinary assistants. Students learn about the drugs used to treat various animal diseases as well as calculating dosages, drug administration, pharmacokinetics and systems of measurement and conversions. Pharmacy management related to inventory control, controlled substances, intravenous catheters and fluid administration is also covered. A study of abbreviations, acronyms and symbols is included in context. In addition, the student will learn about and practice veterinary front office procedures, associated software applications and veterinary safety. 4.5 Credit Hours.

VAC115 T Pharmacy and Pharmacology Calculations
This course introduces students to pharmacology, medical math, inventory and client communication. 3 Credit Hours.

VAC115 T.H Pharmacy and Pharmacology Calculations
This course introduces students to pharmacology, medical math, inventory and client communication. 3 Credit Hours.

VAC115 L Pharmacy Practice
This course uses hands-on practice to understand and fill prescriptions, calculate dosages for in-patient treatments and medication administered at home and dispensing medications to clients. 1.5 Credit Hours.

VAC120 Veterinary Assisting Externship
The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. 2 Credit Hours.

XTP 200 Externship
This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Hours required to complete the externship course may vary by program. Please review the Program Requirements section for the specific amount of minimum required hours of externship to complete the course. Prerequisite: Completion of all technical coursework and 2.0 CGPA. 4 Credit Hours.
GENERAL STUDENT INFORMATION

In this section learn more about:

- General Information
- Admission Requirements and Procedures
- Academic Policies
- Graduation Requirements
- Tuition and Fees
- Financial Assistance
- Cancellations and Refunds
- Student Services
- Regulations
Hours and Schedules
Campus hours of operation are listed on page 2. Prospective students can obtain information and enroll whenever the school is open. Carrington College programs are term- or semester-based. Terms vary by program and range from six to 16 weeks in length. New students may start classes at the beginning of a term or semester when start dates are available.

Generally, full-time students are required to attend three to six hours of instruction per day, depending on the program schedule. Instruction includes classroom theory, practical lab experience and computer skill training. Additional study time outside of classroom hours is required, and students should be prepared to complete two to four hours of homework per night. A full-time externship (fieldwork experience) is also required for many programs.

Requirements for Online Study
Technology specifications listed in the next section and unlimited internet access are required for online coursework completion at Carrington College.

Students taking online courses should have administrative rights to the computer used for college coursework. Those who do not have administrative rights to the computer used for online study (e.g., library or workplace computers) may not be able to install plug-ins or other essential components. In these cases, students will have limited support options due to access constraints on these networks, so they should check with their workplace IT departments to ensure that they can access course materials from their company’s network.

Students are responsible for completion of all homework and classwork assignments, regardless of technical issues. Those experiencing technical difficulties must contact their instructor and technical support immediately.

Technology Specifications
Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer hardware and software requirements for participation in online courses are as follows:</td>
</tr>
<tr>
<td>Windows</td>
</tr>
<tr>
<td>Microsoft Windows XP, Vista, or Windows 7</td>
</tr>
<tr>
<td>56K (or higher) modem</td>
</tr>
<tr>
<td>Screen resolution: 1024 x 768 pixels</td>
</tr>
<tr>
<td>Soundcard and Speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Browser Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browsers listed below have been tested and are supported on the online platform. Users of unsupported browsers may encounter problems with course software.</td>
</tr>
<tr>
<td>Windows</td>
</tr>
<tr>
<td>Internet Explorer</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
</tr>
<tr>
<td>Google Chrome</td>
</tr>
</tbody>
</table>

Minimum system, hardware and software requirements are found under the Technical Requirements link at online.carrington.edu.
ADMISSION REQUIREMENTS

Carrington College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Each applicant must be beyond compulsory age for high school attendance. The age requirement varies by state. The minimum age requirement for attending Carrington College is 16 in Arizona and Idaho, 17 in Nevada and 18 in New Mexico, Oregon and Washington (or younger if the applicant demonstrates proficiency or is an early high school graduate). Those who are under the age of 18 at enrollment are required to have a parent or legal guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that are found in program overviews.

Applicants must pass the Wonderlic Scholastic Level Exam (SLE) for admission as administered by the College. Any additional admission requirements are noted on the program page. Any applicant achieving a Wonderlic SLE score of 13 or higher may apply for the following programs without remediation. Applicants achieving a Wonderlic score of 10-12 are required to take and pass a remediation course prior to the start of their program. The Carrington College remediation course known as Carrington Start is a three unit course. The course consisted of units on writing, math and reading and adapts to the student’s learning level in order to provide the best support. The student is required to score an 80% or higher on all three units in order to gain entry into the follow programs:

- Criminal Justice
- Dental Assisting
- Health Studies
- Massage Therapy
- Medical Administrative Assistant
- Medical Assisting
- Medical Billing and Coding
- Pharmacy Technology
- Physical Therapy Technology
- Veterinary Assisting

A minimum Wonderlic score of 15 is required for those applying for the following programs. Remediation is not an option for any applicant testing for the programs below:

- Dental Hygiene
- Medical Laboratory Technician
- Medical Radiography
- Nursing Bridge
- Physical Therapist Assistant
- Practical Nursing
- Registered Nursing
- Respiratory Care

Retesting Policy:

Wonderlic SLE Process
- 2nd attempt if no passing score achieved is same day of 1st failed attempt
- 3rd attempt if no passing score is 24 hours from 2nd failed attempt
- After 3 failed attempts, must wait 6 months to start over

Some programs have additional age or other program-specific requirements that are found in program overviews.

Students in Texas should note that they must wait a minimum of five calendar days prior to attempting to retake the entrance test unless a substantially different test is available. In such cases, students are permitted to take a second entrance exam on the same day. All other students can test for a second time within 24 hours of the first failed examination. Students requiring another retest must attempt to pass the third (and final) examination within one week of the second failed attempt.

The College admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational Development (GED) credential or proficiency certificate equivalent to a high school diploma. Each student must submit proof of high school graduation or GED credential. Documentation is due upon enrollment or no later than six weeks from the start of classes. If the student has not submitted proof of graduation by the end of the sixth week of class, the enrollment will be cancelled.

The admission process includes an interview with an enrollment services representative. During the interview, the enrollment services representative discusses available programs in relation to the applicant’s career objectives, training needs and motivations. Applicants must provide a written statement about why they want to enter their chosen career. An interview with department faculty may be required in some programs. Candidates should be in good health. A background check and/or drug screening may also be required for some programs. Carrington College’s Enrollment Review Board evaluates applications and
ADMISSION REQUIREMENTS

applicants are promptly notified of the Board’s decision.

Legal status documentation is not an admission requirement. All applicants that meet admission requirements are welcome to enroll. However, applicants should note that several programs offered by Carrington require an externship at a third-party site. These third parties usually require a full background check, and standard forms of identification are typically a required component. Students that are unable to complete the background check process may be unable to complete the externship, and thus unable to complete the program at Carrington.

Carrington does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student status. There are no associated charges. Carrington does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or GED is required.

Online Conditional Admission
In addition to the institution and any program specific admission requirements, all online students must successfully complete their first term to be fully admitted. During the first term, students are conditionally admitted and can cancel their enrollment at any time. Students who successfully complete their first term (2.0 grade point average) are fully admitted, automatically progress into their second term and have through week 1 of their second term to cancel their enrollment. Cancellation requests should be addressed to the Online Registrar or Executive Director. Students who choose to cancel their enrollment do not earn credit for the first term, despite successful completion.

Students who are not successful in their first term will have their enrollment cancelled and are not eligible for future enrollment in a Carrington online program.

Conditionally admitted students are not eligible for Title IV, HEA funds until they are fully admitted. Once fully admitted, regular students are eligible for Title IV, HEA program funds dating back to the beginning of the payment or loan period, as applicable, including the conditional period. If a student decides not to continue or does not meet the requirements of the condition, their enrollment will be cancelled with no financial obligation. Students who withdraw after the conditional period and do not continue enrollment prior to the disbursement of Title IV program funds may not be eligible to receive funds for the period of enrollment. Students completing the conditional period and beyond are financially responsible for all associated program costs. For more details, please see your Student Finance Advisor.

Carrington College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Additional Requirements for Applicants with Foreign Educational Credentials
Diplomas and transcripts must be translated into English and evaluated for equivalency by a NACES-approved evaluation agency at the applicant’s expense. The evaluation must be submitted with the application for admission.

Waitlist Policy
Due to the nature of our clinical degree programs, at the time of enrollment, all applicants will be placed in rank order based on meeting all admissions requirements and entrance test scores. Final selections and seat assignments will be made at least two weeks prior to the program start, according to the number of seats available and final rank order. Applicants on the waitlist will be notified of their status and may choose to cancel their enrollment in the program or apply for the next start.

Transfer Credit Policy
Credit earned at another accredited postsecondary institution may be evaluated for transfer to a Carrington program if a grade of “C” or better was earned and the coursework was completed within the time frame noted below. Students must complete at least 50% of the program requirements at Carrington to earn a certificate or degree.

Transfer credit is evaluated on an hour-by-hour basis for acceptance toward Carrington program requirements. In most cases, Carrington does not accept prior credit in transfer to programs delivered in a modular format. Transfer credits may be granted for courses completed with a grade of “C” or better and the following time requirements are met:
ADMISSION REQUIREMENTS

- Core curriculum courses must have been completed within three years from the time of enrollment at Carrington College.
- Non-science related general education courses must have been completed within 10 years from the time of enrollment at Carrington College.
- Science-related general education courses must have been completed within five years from the time of enrollment at Carrington College.

Official transcripts documenting coursework must be provided prior to starting the program. If official transcripts are not provided prior to the start of the program, students must complete the required course(s). Carrington may require further documentation, such as course descriptions and program outlines, to complete the transfer credit evaluation. Students and sponsoring agencies will be notified of the transfer credit evaluation outcome. The College maintains a record of all transfer credit evaluations and keeps transcripts. These transcripts become the property of Carrington College and are not copied or forwarded to other institutions.

Transfer from a Campus-Based (On-Ground) Program to an Online or Hybrid Modality Policy

Students who wish to transfer into a different mode of delivery (modality) for the program in which they are currently enrolled may request to do so at any time; however, students are encouraged to submit a transfer request as soon as possible. Transfers are permitted between terms and semesters. Modality program transfers may result in students having to take additional coursework to fulfill graduation requirements of the standardized program model.

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum 2.0 CGPA in order to be eligible for modality transfer. Students on financial aid probation (academic probation) or disciplinary probation will not be permitted to make the transfer until all requirements are satisfied for removing the probationary status.

Process to Review Each Case

a. Students must discuss the rationale for transferring with their program director and provide a written letter of intent that demonstrates how a student will be successful in an online program.

b. Student meets with Student Finance. Students transferring between Office of Postsecondary Education Identification (OPEID) or loan IDs must ensure all aid is disbursed before the transfer can be approved. Students using VA benefits should understand that the modality transfer will be classified as a drop and reenrollment for the VA.

c. If the transfer is between OPEIDs, students cannot transfer. They must drop and re-enroll.

Students must complete a transfer request and obtain signatures from academic administrators who will evaluate the students’ academic progress to ensure that students are performing well and will be successful online based on academic and attendance performance.

Articulation Agreements

Carrington College has established articulation agreements with other academic institutions. The list of institutions is available from the Dean of Academic Affairs at each Carrington location.

Veterans

Transcripts of all prior education and training completed by veterans and eligible persons must be submitted for evaluation to determine credits earned toward the elected objective prior to starting their program of study. If transfer credit is granted, the program may be shortened. Both the student and the Veterans Administration will be notified of all changes to a veteran student’s program as they occur.

Students seeking academic credit from military training coursework must submit an official transcript documenting completion of military training. The Navy and Marine Corps issue the Sailor/Marine American Council on Education Registry Transcript (SMART), the Army issues the Army/American Council on Education Registry Transcript Service (AARTS) transcript, and the Coast Guard uses the Coast Guard Transcript for documenting all college-credit worthy training received and evaluated by the American Council on Education (ACE). Carrington evaluates military course equivalency based on the ACE recommendation as listed on the official transcript. Credit awarded through ACE evaluation is entered as EC on the transcript and is not calculated into a student’s GPA. No more than 50% of a program’s total credits can be earned through approved nationally recognized tests such as
CLEP, DANTES and AP, along with combined credits earned through ACE or TC awards.

National Testing Programs
Students can earn credit through nationally recognized tests such as CLEP, DANTES or AP. Credit granted is based on the American Council on Education’s minimum score earned and credit recommendation. No more than 50% of a program’s total credits can be earned through approved nationally recognized tests such as CLEP, DANTES and AP, along with combined credits earned through ACE or TC awards.

Experiential Learning
Carrington does not grant credit for experiential learning unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination, Carrington will comply with such regulations. Additional information may be obtained from the enrollment services department or dean of academic affairs.
Credit Hours and Types of Instruction

Instruction is delivered onsite and online. Campus-based instruction includes lectures, applications, laboratories and externships. In online courses, contact hours occur when students access courses through the online delivery platform. Online courses also require substantial independent study in addition to meeting online course interaction requirements.

Carrington College delivers courses in a term or semester format. Credit hours listed in this catalog are semester hours as defined by the National Center for Education Statistics. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or externship. The formula for calculating semester credit hours is:

\[
\text{Semester Credit Hours} = \frac{\text{Lecture hours}}{15} + \frac{\text{Laboratory hours}}{30} + \frac{\text{Practicum or externship hours}}{45}
\]

A class hour consists of 50 minutes of instruction, lab, applications, clinical experience or externship. There is a 10-minute break for every 50-minute class.

Many courses include a combination of lecture and laboratory hours as well as modalities. Each course syllabus details the lecture, laboratory and practicum or externship hours and out-of-class learning activities required to successfully complete the course. Students should expect to complete an average of six hours of out-of-class work for each semester credit hour of every course. Out-of-class learning activities may include, but are not limited to, required reading assignments, preparation for class activities, conducting research associated with homework assignments, completion of homework assignments, examination study and preparation activities, classroom presentation preparation and any other activities related to preparation for instructional engagement.

Carrington College reviews and assesses curricula quality and appropriateness on an ongoing basis. Utilizing faculty and subject matter experts paired with student input and Advisory Board review, this process determines the viability of the program and its applicability in the modern workplace.

Dress Code

Students must wear the uniform designated by the College, which is typical of the apparel required in the career for which the student is training. Students must dress in a neat, clean and professional manner every day. Violation of the dress code may result in a grade reduction, probation or dismissal. Students should refer to the student handbook for additional requirements.

Code of Conduct

Carrington College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. Students are required to follow rules and standards similar to those practiced in an office or hospital environment. Violation of the code of conduct, which can be found in its entirety in the student handbook, may lead to probation or dismissal from school. Carrington reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Explanations of the academic integrity policy, disciplinary process and grievance/appeals are provided in the student handbook. Students must comply with all College policies including, but not limited to, those related to tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress and payment. Students who fail to comply with College policies may be withdrawn from their program. Tuition will be refunded in accordance with the College’s refund policy.

Class Size

To maintain the College’s high educational standards, an effort is made to keep instructor/student ratios at levels most appropriate for effective education and to comply with state and accreditation standards.

The average class size for online study varies by course. The average student-to-teacher ratio in the majority of laboratory courses is less than 20:1 Lecture or didactic classes typically have a student-to-teacher ratio of less than 30:1.
Learning Resources
Carrington College offers appropriate learning resources to complement its online course offerings. Online library resources, multimedia and other course ancillaries can be accessed through the online portal through the use of a password.

Library Services
Students have access to several online databases on a 24/7 basis. These databases contain current, full text articles from referred journals and access to manuscripts and books in an electronic format.

Grades and Designators
Students are evaluated on an ongoing basis and are regularly apprised of their progress toward successful course completion and graduation.

Grading Scale
A four-point scale is used to determine academic standing. Final grades are calculated to the second decimal and are rounded up to the nearest whole number after .5. Grades for nursing program coursework are not rounded up when final grades are calculated.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quantitative Assessment</th>
<th>Qualitative Assessment</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100%</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>92–100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80–89%</td>
<td>Very Good</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>83–91%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70–79%</td>
<td>Satisfactory†</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>75–79%†</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75–82%*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60–69%†</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>60–74%*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Below 75%*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit (C or better)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC</td>
<td>Exam Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (below C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Repeated course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TC</td>
<td>Transfer credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawal (attempted)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal (not attempted)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extraneous Information

- Medical Radiography only
- † Registered Nursing, Nursing Bridge, Practical Nursing, and Dental Hygiene programs
- Students must earn a minimum grade of “C” (75% - 79%) in all nursing program courses. In addition, students at the Las Vegas campus must also earn a minimum grade of “C” for BIO 121, BIO 124, and BIO 125.

Certain programs or courses require a minimum grade of “C” to satisfactorily pass a course, which will be noted in the course syllabus.

Extra Credit
Carrington College takes academic integrity very seriously. Thus, no extra credit in any format, including bonus questions, will be given to students.

Other Designators

I (Incomplete)
Required coursework was not completed during the term or semester of enrollment. An “I” can be assigned only when all of the following conditions are met:
- The student has been making satisfactory progress in the course, as determined by the program director.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the dean of academic affairs.

All required work must be completed by the established deadline and submitted to the instructor or the grade will be converted to an “F”.

TC (Transfer Credit)
When students have properly applied for and have been granted transfer credits prior to enrollment. The grade of “TC” is counted as credit hours earned, but does not count as credit hours attempted and is not included in the GPA calculation.

WN and WA (Withdrawal Not Attempted and Withdrawal Attempted) Courses dropped prior to the 10% point of the course result in the designator “WN” (Withdrawal Not Attempted). The course does not count as credit hours attempted and is not calculated in the CGPA. For non-term programs, classes started but not completed due to an authorized leave of absence (LOA), will be assigned a designator of
ACADEMIC POLICIES

“WN”. In both cases, the designator “WN” will appear on the transcript. Tuition is reversed and Title IV funds are returned to the lender.

The designator of “WA” (Withdrawal Attempted) appears on the transcript of students who officially withdraw from a course after 10% of the course and up through 59% of the course is completed. The course counts as credit hours attempted but is not calculated in the CGPA. Tuition for courses with this grade will be reduced to 50% when the student repeats the course.

CR/NC (Credit/No Credit)
In courses designated “credit/no credit,” students must meet all published course requirements to earn credit or a passing grade. Credit/no credit grades are counted as credit hours attempted. Grade points are not awarded and therefore are not included in GPA calculations.

EC (Exam Credit)
Credits awarded for passing a DANTES, CLEP, or AP exam, or through ACE military course evaluation, are noted by a designator of “EC” on the transcript. The designator of “EC” is counted as credit hours earned, but does not count as credit hours attempted. The “EC” designator is not included in GPA calculations.

R (Repeated course)
For non-term programs, an “R” signifies that an earned grade was not counted in the GPA. Repeated courses may impact students who are receiving certain forms of financial assistance. Students who plan to retake a previously passed course should contact Student Finance to determine if their financial aid will be affected prior to registering for the course.

P and NP
In some clinical courses and in the externship course for certificate programs where students are assessed solely on performance of clinical competencies, a grade of “P” (Pass) or “NP” (No Pass) is awarded. Students earn credit for the courses only if a grade of “P” is assigned. “P” and “NP” grades receive no grade points and are not calculated in the GPA, but do impact the calculation of credit earned and maximum timeframe.

AU
The designator of “AU” (audit passing) has no grade point value and, therefore, is not included in GPA calculations. This designator is used only to track successful completion of an audited course.

Honors and Awards
Carrington College recognizes academic excellence at graduation and at various times throughout the year. Honors and award levels vary by location. Students should see the Dean of Academic Affairs for more information about cumulative GPA requirements for honors at their campus.

Audit Policy
An audited course is one in which the attendee does not earn credit toward a Carrington College degree or certificate. Audit credits do not count toward graduation or full-time status, and audited courses are not used in the determination of continuous enrollment. Auditing a course can help individuals refresh knowledge and skills in their career fields or prepare students to demonstrate knowledge and competencies that are required for re-entry or re-enrollment in Carrington College. Enrolled students who need to repeat a course may elect to audit its pre-requisite courses. On a limited basis, prospective students can audit a course to explore career education offered by Carrington College.

Course audits are subject to seat availability at the time of the request.

Returning Students/Students Repeating a Course: An audit fee of $50, due prior to the start of the course, is required for each course audited. Student financial aid may not cover audit fees for course audits. In this event, students are responsible for paying the fee. At the discretion of the Campus Executive Director and upon receipt of an audit fee waiver request, the audit fee and the cost for books and supplies may be waived on a case-by-case basis.

Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before enrolling. (See Assessment of Clinical Skills for Re-Entry/Re-Enrollment of Non-Graduated Students section.)
ACADEMIC POLICIES

Alumni: An audit fee is not required for Carrington College alumni who elect to repeat a successfully completed course to refresh their knowledge and/or enhance professional skills, as it is a goal of Carrington College to provide continuing education and skill development to its alumni.

To obtain approval to audit a course, a detailed written request must be provided to the Campus Executive Director. Upon receipt of that approval, the student must obtain written approval from the campus Dean of Academic Affairs and the Program Director before enrolling. An Audit Student Success Plan (ASSP) will be created by the instructor of the class being audited and the student, and the plan must be approved by the Program Director prior to the start of class. The ASSP includes written standards for demonstrating competencies for both didactic and clinical skills and specifies professionalism and/or behavior issues that must addressed.

A signed waiver is required from audit students prior to their participation in any lab or clinical instruction involving hands-on or invasive procedures. (Hands-on procedures include, but may not be limited to, massage, palpation, or other physical contact with faculty, student, or patients. Invasive procedures are defined as medical procedures that enter the body, usually by cutting or puncturing the skin, or by inserting instruments into an anatomical opening. A signed waiver is required from all regularly enrolled students prior to participating in any lab or clinical instruction involving invasive or hands-on procedures with an audit student.

Satisfactory Academic Progress

All students must demonstrate satisfactory academic progress toward completing their chosen program of study by meeting Carrington’s established standards. Satisfactory academic progress is a measure of a student’s qualitative and quantitative progress as defined below. Evaluation takes place at the end of each term and at the end of each payment period based on attempted credits. For students who started the Massage Therapy program before July 1, 2016, program evaluation takes place at the end of each term and at the end of each payment period (half of the academic year) based on the successful completion of clock hours. If a student falls below the qualitative and/or quantitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet the requirements for graduation.

The qualitative and quantitative standards must be cumulative and include all periods of the student’s enrollment regardless of whether the student receives federal financial aid.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA).

Quantitative Evaluation: Students are expected to complete their program within 150% of the timeframe established for completion. Therefore, at each evaluation period, the student is expected to complete an appropriate percentage of all credit hours attempted.

The quantitative requirements are based on the combined credits attempted in the program at time of the review.

- End of the First Payment Period/Term—all students are required to successfully complete a minimum of 50% of all credits attempted in the first payment period.
- End of all subsequent Payment Periods/Terms— all students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each subsequent payment period.

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress</th>
<th>Qualitative</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Payment Period/Term</td>
<td>2.0 CGPA</td>
<td>50% of all credits attempted in period</td>
</tr>
<tr>
<td>End of all Subsequent Payment Periods/Terms</td>
<td>2.0 CGPA</td>
<td>66.7% of all credits attempted</td>
</tr>
</tbody>
</table>

Note: The term is the payment period for all programs except students who started the Massage Therapy program prior to July 1, 2016.

Students utilizing Veterans educational benefits should be aware that benefit payments will not extend beyond 100% of the program length. These students should see their Student Finance Representative for additional information.
# ACADEMIC POLICIES

## Term Lengths and Weeks in Program

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campus Based</th>
<th>Hybrid</th>
<th>Online</th>
<th>Weeks In Term</th>
<th>Weeks In Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate (Mesa, Phoenix North, Spokane, Tucson)</td>
<td></td>
<td>•</td>
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<tr>
<td>Criminal Justice Certificate (Las Vegas)</td>
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<tr>
<td>Dental Assisting Certificate (Albuquerque, Boise, Las Vegas (evening), Mesa, Phoenix North, Spokane, Tucson)</td>
<td></td>
<td>•</td>
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<td>Dental Assisting Degree (Boise)</td>
<td></td>
<td>•</td>
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<tr>
<td>Dental Assisting Certificate (Glendale Learning Center, Mesa, Phoenix North, Tucson)</td>
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<tr>
<td>Dental Assisting Certificate (Las Vegas (morning), Portland)</td>
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<tr>
<td>Health Studies (Degree Completion)</td>
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<tr>
<td>Massage Therapy Certificate* (Albuquerque, Boise, Portland, Spokane, Tucson)</td>
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<tr>
<td>Medical Administrative Assistant Certificate (Glendale Learning Center)</td>
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<tr>
<td>Medical Assisting Certificate (Albuquerque, Boise, Las Vegas, Mesa, Phoenix North, Portland, Spokane, Tucson)</td>
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<tr>
<td>Medical Assisting Certificate (Glendale Learning Center, Reno, Spokane)</td>
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<tr>
<td>Medical Billing &amp; Coding Certificate (Albuquerque, Boise, Las Vegas, Mesa, Phoenix North, Portland, Spokane)</td>
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<tr>
<td>Medical Billing &amp; Coding Certificate (Boise, Glendale Learning Center, Spokane, Tucson)</td>
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<td>Nursing Bridge Degree (Boise)</td>
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<tr>
<td>Pharmacy Technology Certificate (Albuquerque, Boise, Mesa, Phoenix North, Portland, Spokane, Tucson)</td>
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<td>36</td>
</tr>
<tr>
<td>Pharmacy Technology Degree (Boise)</td>
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<td></td>
<td>6</td>
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</tr>
<tr>
<td>Pharmacy Technology Certificate (Mesa, Phoenix North, Tucson)</td>
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<td>•</td>
<td></td>
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<td>Physical Therapist Assistant Degree (Boise, Las Vegas, Mesa)</td>
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<tr>
<td>Physical Therapy Technology Certificate (Mesa, Phoenix East, Tucson)</td>
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<tr>
<td>Practical Nursing Certificate (Boise)</td>
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<tr>
<td>Registered Nursing Degree (Albuquerque, Phoenix East)</td>
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<tr>
<td>Registered Nursing Degree (Mesquite, Reno)</td>
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<td>80</td>
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<tr>
<td>Respiratory Care Degree (Las Vegas, Phoenix East)</td>
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<tr>
<td>Veterinary Assisting Certificate (Mesa, Phoenix North, Portland, Spokane, Tucson)</td>
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<tr>
<td>Veterinary Assisting Certificate (Tucson)</td>
<td></td>
<td>•</td>
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<td>6</td>
<td>36</td>
</tr>
</tbody>
</table>

* Measuring point for satisfactory academic progress (SAP) is at the end of each term.
ACADEMIC POLICIES

Step 1 – Academic/Financial Aid Warning Status: The first time a student fails to meet the qualitative and/or quantitative requirement at the end of a payment period, the student will be put in an “Academic/Financial Aid Warning” status until the next evaluation point. Students remain eligible for financial aid during this period. If at the next review point the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet the qualitative and/or quantitative requirement, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. An appeal can be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, the student will be withdrawn from school.

Step 2 – Academic/Financial Aid Probation Status: In order to remain in school, the student will need to complete an appeal. If the appeal is approved, an individualized academic plan will be created. Once the student agrees to meet the requirements of the plan, the student will be placed in an Academic/Financial Aid Probation Status. Students will remain eligible for financial aid during this period. If at the next review the student meets both requirements, the student will be returned to an “active” status. If the student fails to meet the requirements of the academic plan, the student will be withdrawn from school and placed on financial aid suspension.

Maximum Coursework Allowed
Students may attempt up to 15 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

Satisfactory Academic Progress Determination Appeals
Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Dean of Academic Affairs within 10 days of notification. If the appeal is considered justified, the student’s status will be re-evaluated by an Academic Appeals Board. Students will receive an appeal determination in writing within 15 business days.

Incompletes and Satisfactory Academic Progress
A designator of “I” signifies that required coursework was not completed during the standard length of the course. The “I” designator counts as credit hours attempted but is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the Program Director or Dean of Academic Affairs.

The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable by the Dean of Academic Affairs.

For onsite courses, all required work must be completed and submitted to the instructor by Friday of the first week of the subsequent term or semester, unless the instructor requests an extension and the Dean of Academic Affairs grants that extension. The “I” must be converted to a letter grade by Wednesday of the second week of the term or semester. If course requirements are not satisfied by the deadline, the “I” must be converted to a grade of “F”. The course is counted as credit hours attempted and calculated into the CGPA once the final grade has been awarded. At this point the grade applies toward Satisfactory Academic Progress (SAP).

In an online course, when students receive an “I” or Incomplete, the course is not counted as credit hours attempted and is not included in the GPA calculation. An “I” can only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director or Dean of Academic Affairs.

- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

All required work must be completed and submitted to the instructor by Friday of the second week of the subsequent term or semester to receive a final grade, unless the instructor requests an extension and that extension is approved by the Academic Dean of the home campus. The “I” must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required time frame the “I” is converted to an “F”. The course is counted as credit hours attempted and the grade is calculated into the CGPA once the final grade has been awarded. At this point
ACADEMIC POLICIES

the grade applies toward Satisfactory Academic Progress (SAP).

Course Repeats and Satisfactory Academic Progress
Repeated coursework may affect students’ eligibility for Title IV funding. Students requiring repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length, and academic progress.

Certificate program students and students pursuing a degree in Dental Assisting, Massage Therapy, Medical Assisting, Medical Billing and Coding, and Pharmacy Technology who fail a course or do not have a minimum CGPA of 2.0 at the time of externship must repeat a course to raise their CGPA to 2.0. Students enrolled in other degree programs who earn a “D” in a technical course, or an F in a technical or general education course, must repeat the course. Students who receive a “D” or “F” in two technical courses may be dismissed. Students may repeat a course should they need to improve their GPA or based on a failed or minimum grade not being earned but may only repeat a completed (A – F grade earned) course twice. Students should request to repeat the course by completing the Request to Repeat Approval form for any course completed with a grade of “D” or higher, and for all final repeat attempts. A cumulative grade point average (CGPA) of 2.0 must be achieved, as defined in the student’s individualized academic plan. When a course is repeated the original grade remains on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative evaluation).

The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation. The original “D” or “F” grade is removed from the CGPA calculation but will continue to count toward credits attempted. For term-based programs, all grades assigned for the term are included in the term GPA calculation, but only the last grade posted for repeated courses is included in the CGPA and applied to the SAP calculation.

Repeated coursework may affect students’ eligibility for Title IV funding. Students requiring repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length, and academic progress.

Non-Credit or Remedial Courses and Satisfactory Academic Progress
Carrington College does not offer non-credit or remedial coursework.

Changing Programs and Satisfactory Academic Progress
Students who change programs must have their SAP status evaluated prior to initiating the change of program. This includes the determination of the students’ satisfactory academic progress standing related to credits attempted and grades earned that may count toward the new program of study. Students’ current SAP standing carries with them into the new program of study and goes into effect when they begin the new program. SAP is evaluated on a cumulative basis going forward.

Transfer Credit and Satisfactory Academic Progress
Courses that transfer are assigned a TC designator and are not calculated in the CGPA; however, they are counted as credits attempted for purposes of SAP calculations.

Veterans Benefits and Satisfactory Academic Progress
Carrington College notifies the Department of Veterans Affairs (VA) when students are placed on “Academic/Financial Aid Warning” status. Students remain eligible to receive veteran’s educational benefits while on warning status. If at the end of the warning period, students have not returned to good standing, they must submit an appeal to prevent dismissal. If the appeal is approved, students are placed on “Academic/Financial Aid Probation” and remain eligible to receive benefits during the probation period. If after the end of the probation period the students’ academic progress remains below graduation requirements, veteran’s educational benefits shall be terminated.

Appeals for Reinstatement
Students who are dismissed due to failure to meet Satisfactory Academic Progress standards may reapply after six months from the last day of attendance. Previous SAP standing will be taken into account as the application is reviewed.

Appeals for reinstatement must be made in writing. Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of the College, additional materials may be required to support the appeal. The Academic Appeals Board will review the request and supporting materials. Students will be notified of the Board’s decision.
ACADEMIC POLICIES

in person and/or in writing. All decisions made by the Appeals Board are final.

Students readmitted after being withdrawn from school because of failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on probation for one term during which no financial aid will be disbursed. Students who fail a course during this probation period are dismissed with no further right to appeal.

Carrington may readmit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Dean of Academic Affairs and may be able to resume studies and regain financial aid eligibility.

Add/Drop Policy
Students may drop courses at any time. Courses dropped up to the 10% point of the course results in the designator of WN (Withdrawal Not Attempted). The course does not count as credit hours attempted and is not calculated in the CGPA. Tuition is reversed and the Title IV funds are returned to the lender. A course dropped after attending more than 10% of the course and up through 59% of the course results in the designator of WA (Withdrawal Attempted). The course counts as credit hours attempted, but it is not calculated in the CGPA. Tuition for courses with this grade will be reduced to 50% when the student repeats the course.

Not Scheduled Policy
For term-based programs, there are times when some students may not be scheduled for a period of time. The usual reasons are that no class is available, the student has been granted transfer credits, or a student has decided not to register for an upcoming course. If the gap in the schedule is less than 14 days, no action is required. Semester-based students may remain non-scheduled until the beginning of the next scheduled semester/term. If a student has dropped all remaining courses within a semester, a Return of Title IV calculation is performed and refunds are made as necessary.

All other program students may only remain in a non-scheduled status for a maximum of 45 calendar days (from the last date of attendance to the return date), with written intent to return submitted to the Student Records Office.

For any student whose return date is outside of the current period, a return of the Title IV funds calculation must be completed based on the last date of attendance (LDA). Students must be in class on the scheduled return date. Any student who does not return on the intended date will be withdrawn. A student in not scheduled/temporarily out (NSTO) status is not eligible for any payment of Title IV funds, and/or receipt of any stipend with the exception of post-withdrawal disbursements required from the Return of Title IV Funds calculation.

Texas Students
Texas students must attend class as scheduled. Attendance is taken and posted. Enrollment for students who are absent for 10 consecutive days will be terminated.

Attendance
(all programs except Massage Therapy)*
Regular attendance is essential to academic and professional success. Due to the concentration of course material, regular attendance is mandatory and becomes a part of the student’s permanent record. Students who exceed a 15% absence rate in any course or in a cumulative term for term-based programs will be required to meet with the program director to develop a student success plan to improve their attendance and are notified of the possible consequences of additional absences, up to and including dismissal. One additional absence above the 15% threshold may result in the student’s grade dropping by one letter grade. A second absence that exceeds the 15% threshold may result in the student earning a grade of F for the course.

Nursing students may not exceed more than a 15% absence rate in any nursing course and must meet with the Nursing Program Director when they reach a 10% absence rate in a nursing course to develop a student success plan to improve their attendance. Nursing students who exceed a 15% absence rate in a nursing course are issued a reduction in overall course grading and will be placed on attendance probation.

While on attendance probation if any additional absences occur without proof of mitigating circumstances, which may include but are not limited to, legal issues, accident or injuries, health issues, or care of critically ill family members, students will be withdrawn. Students who are experiencing difficulty with their studies and/or life circumstances are encouraged to contact the campus Student Services Consultant or designee to identify assistance resources. In addition, students and
ACADEMIC POLICIES

their family members may utilize the ASPIRE program at no cost for professional assistance and access to valuable resources to aid students in dealing with personal and school-related problems so they can focus on academics.

Students arriving to class after the scheduled start time or leaving prior to the scheduled end time are considered tardy. For grading purposes, four tardies in a course is equal to one absence and will be applied to absences accrued under the attendance policy. School holidays are not considered absences.

Regardless of mitigating circumstances, students will be withdrawn from the College for excessive absence. Students are responsible for tracking their absences and will be withdrawn automatically if there is no attendance during a period of 14 consecutive calendar days.

In addition, for online courses, student attendance is tracked and recorded on a course-by-course basis, and is defined by logging in and completing a minimum of one academically-related event per week. Examples of academically-related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial, or participating in computer-assisted instruction. Student grades, however, are dependent upon the completion of and the points earned for each assigned academically-related event as well as the final exam.

* For Massage Therapy students starting before July 1, 2016.

Attendance (Massage Therapy program)*

Regular attendance is essential to academic success. Students in the Massage Therapy program must attend each class section to receive full credit for attendance. Absences may not exceed 10% of the total hours that a course meets. Students who miss 10% of the total hours will be required to meet with the Massage Therapy Program Director and will be notified of the possible consequences of additional absences, up to and including dismissal from the program. Students will be withdrawn from the College for excessive absence. Students are responsible for tracking their absences and will be withdrawn automatically if there is no attendance during a period of 14 consecutive calendar days.

* For Massage Therapy students starting before July 1, 2016.

Texas Students

The school will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences: more than 10 consecutive school days; more than 20% of the total program hours; or if a student fails to return as scheduled from an approved leave of absence.

Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.

Excused/Unexcused Absence Make-up Policy (all programs except Massage Therapy)*

Absences, excused or unexcused, that are not made up and total more than 10% of the course hours may result in immediate dismissal from the program. Excused absences may consist of military service, hospitalization, illness and family emergencies. Documentation is required to support an excused absence. Students may be able to make up work missed because of an excused absence. Excused absences remain on the student's academic record and are counted as a part of the accrued 10% of overall absences from the course.

At the discretion of the instructor/program director, students may be allowed to make up work from unexcused absences; however, this does not remove the absence from the student's academic record, and the absence is counted as a part of the accrued 10% of overall absences from the course.

* For Massage Therapy students starting before July 1, 2016.

Excused/Unexcused Absence Make-up Policy (Massage Therapy Program)

Absences, excused or unexcused, that are not made up and total more than 10% of the course hours may result in immediate dismissal from the program. Excused absences may consist of military service, hospitalization, illness and family emergencies. Documentation is required to support an excused absence. Students may be able to make up work missed because of an excused absence. Excused absences remain on the student's record and are counted as a part of the accrued 10% of the overall absences from the course.

At the discretion of the instructor/program director, students may be allowed to make up work from unexcused absences; however, this does not remove the absence from the student's academic record, and the absence is
counted as a part of the accrued 10% of overall absences from the course.

**Tardiness (all programs except Massage Therapy)**
Onsite students arriving after the scheduled class starting time or leaving before the scheduled ending time are considered tardy. Four tardies in a course is equal to one absence and will be added to accrued absences as specified in the attendance policy.

* For Massage Therapy students starting before July 1, 2016.

**Tardiness (Massage Therapy Program)**
Massage Therapy students arriving after the scheduled class starting time or leaving before the scheduled ending time are considered tardy. All tardies contribute to the 10% total allowable hours missed per course as specified in the Massage Therapy Program attendance policy. Four tardies in a course is equal to one absence and will be added to accrued absences as explained in the attendance policy.

* For Massage Therapy students starting before July 1, 2016.

**Determination of Official Withdrawal**
Students are expected to return to school at the beginning of each term of their enrollment. Failure to return to school results in dismissal.

**Leaves of Absence**
Students must petition the Dean of Academic Affairs in writing for an approved leave of absence (LOA). The signed and dated request must include an explanation of the request and the student’s plan to resolve the issue, permitting the student’s return to class. A leave of absence may be granted if appropriate documentation is provided and the College determines that the student can be scheduled to return and complete their course of study.

Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations or other circumstances beyond the student’s control. Only one leave of absence is generally granted in a 12-month period; however, a well-documented situation may merit the approval of an additional leave. Leaves of absence cannot exceed a cumulative 180 calendar days (from the LDA to the return date) in a 12-month period.

Students in term/semester-based programs are not eligible to take an LOA in the middle of a term/semester. All approved LOAs must begin after the current term/semester ends and before the next begins. Students must agree to return on the first day of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

**Texas Students**
The maximum amount of time a student may be on leave of absence is 60 calendar days. In a calendar year a student may not have more than two leaves of absence. Students must be in class on the scheduled date to return. Students who do not return on the approved date will be withdrawn.

**Assessment of Clinical Skills for Re-Entry**
Returning students whose last day of attendance exceeds 180 days must have their skills assessed by taking the final examination for each course successfully completed. Students must repeat a course when they do not pass their skills assessment (the final exam.).

Students disputing the results of the assessment should follow the appeal process outlined in the Student Handbook.
Certificate program students and students pursuing a degree in Dental Assisting, Massage Therapy, Medical Assisting, Medical Billing and Coding, and Pharmacy Technology must have a minimum CGPA of 2.0, meet each of their program competencies and complete a post-test to be eligible for graduation. Students enrolled in other degree programs must have a minimum CGPA of 2.0 (2.5 in Medical Radiography), meet each of their program competencies and complete their program major courses with a minimum grade of C in each course to be eligible for graduation. In addition, students must satisfactorily fulfill all financial and other obligations to the college and return any outstanding library material.

Students who attempt every course and earn a grade (except WN) but who have not met all the requirements for graduation will be designated as a Completer. A Completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- Achieve a 2.0 GPA
- Attain required competencies
- Satisfy non-academic requirements (e.g., outstanding financial obligations)

Ceremonies
Graduation ceremonies take place at least annually. Students who have completed graduation requirements within that one-year period are eligible to participate. All graduates are encouraged to participate in official Carrington College ceremonies.

Online students may attend a graduation ceremony at the campus of their choice. Medical Office Management program students are encouraged to attend graduation at their home campus. Carrington does not reimburse any expenses students incur to attend the graduation ceremony. Students receive graduation eligibility notices by mail and should maintain current name-and-address records.

Academic Conferrals
Certificate of Achievement
Some programs culminate in a Certificate of Achievement that is awarded upon successful completion of all required coursework, fieldwork, and/or clinical rotations. At least 50% of the total required credits must be earned at Carrington.

Associate of Science or Associate of Occupational Studies Degree
Some Carrington College programs culminate in an Associate of Science or Associate of Occupational Studies degree that is awarded upon successful completion of all required coursework, fieldwork, and/or clinical rotations. At least 50% of the total required credits must be earned at Carrington to qualify for an associate degree.

Transcripts
Two official transcripts are provided to each graduate at no charge. Additional copies are available for a nominal processing fee upon written request. Transcripts are not issued to students who have outstanding financial obligations to the College. Official transcripts are not issued until all current in-school payments are fulfilled and any official transcripts requested after graduation the student must be current on all out-of-school payments. Official transcripts for the purpose of employment, military service, certification or licensure may be sent directly from Carrington to the requested party if financial obligations are not current but will not be released to the student.

Transfer of Credit to Other Schools
Acceptance of credit earned at Carrington College is always at the sole discretion of the receiving school and generally depends on comparability of curricula, comparability of accreditation and other academic policies. The College makes no representation concerning the transferability of credit earned at Carrington to any other institution. Students must contact the receiving institution to determine what credits, if any, will be accepted.
TUITION & FEES

Tuition and fees vary by program and between technical and general education courses; see tuition table. Details are provided on enrollment agreement addenda provided to each student upon enrollment. Tuition is due in full prior to the start of classes unless deferral arrangements have been made. Fixed Tuition Promise is available for Carrington College students who remain active and in good standing for the duration of their program. Students who withdraw or are withdrawn from school and are not reinstated within 180 calendar days from the last date of attendance are subject to a tuition increase. The tuition rate for active duty military personnel is $250 per credit hour. Students requiring repeat work will be charged additional tuition at the prevailing tuition rate; repeated coursework will extend the program length and total cost. Textbooks may be purchased from another source, but they must be those required by Carrington and in the student’s possession for use on the first day of classes.

Registration fee - A $100 non-refundable fee is due upon notification of acceptance. (This fee is waived for Carrington graduates who re-enroll for associate degree completion.)

Course Resource Fee - A per course fee non-refundable fee that covers the costs associated with supporting student activities and services required for courses. This includes the tools and resources made available in class and through course shells such as tutorials, simulations, study guides, eBook hosting fees, access to LMS, online tutoring services and access to online library technology. For campus-based courses the fee is $30, for online courses the fee is $50.

Electronic Book (eBook) Fee - For courses utilizing eBooks, a $30 fee is charged for each eBook. Students have the ability to purchase their eBooks from an outside source, but must purchase those specified by Carrington. Students wishing to purchase their eBooks from an outside source may decline the Carrington eBook. In these instances, a $30 credit will be provided for the eBook fee. Students must decline by the end of the first week of the course for which the book is first assigned. After the decline deadline, the eBook fee is non-refundable. If the eBook is accessed and/or the Printed eBook version ordered, the option to decline is no longer available and the eBook fee is non-refundable.

Printed eBook Fee - Students who want printed textbooks as well as electronic textbooks, may purchase a black and white, soft-cover printed version of certain electronic textbooks. These optional Printed eBooks are identical to the electronic textbook. Access to the ordering instructions are available in the LMS course shell. The cost for Printed eBooks is determined by the vendor and will be listed in the Carrington Online Bookstore. Students will be charged at the time of purchase.

Electronic Equipment Fee - This fee covers an electronic tablet assigned by Carrington College as required by program. Students have the ability to purchase their electronic tablet from an outside source, but must purchase a tablet that meets Carrington’s specifications listed below. Students wishing to purchase their tablet from an outside source must decline prior to accepting the Carrington tablet. In these instances, a $400 credit will be provided for the electronic equipment fee. After the tablet is received by the student, the electronic equipment fee is non-refundable.

Tablet – Required Specifications:
The following minimum technical specifications apply to all students in programs requiring the use of a tablet:

- Hardware
  - iPad mini™ 2 or newer
  - iPad Air® or newer
  - iPad Pro™ or newer
- Software
  - IOS 9 or later, not jailbroken*

*Jailbroken/jailbreaking is the process of removing software restrictions put in place by Apple, permitting root access to the file system.

Lab Kit Fee - Lab Kits are required supplies and instruments that are required for the program or course. They are a customized lab kit packaged specifically for Carrington programs. Students are not able to decline the customized lab kits from Carrington for this reason and for health and safety reasons. For a list of items in the required lab kit, see the program specific Enrollment Agreement Addendum.
Massage Table - For health and safety reasons, students are not able to decline the massage table from Carrington.

Supply Fee - Supply fees are charged at a program level. The specific Enrollment Agreement Addendum will identify any items that can be purchased from an outside source, but the items must be those specified by Carrington. Students wishing to purchase their supplies from an outside source may decline the Carrington item. Students must decline by the end of the first week of the program and prior to accepting the Carrington item. In these instances the associated price of the item will be credited to the student account.

Background Check and Drug Screening – For programs requiring such screenings, the cost ranges between $106 and $331 and is dependent on the program.

Uniforms – A $55 fee is charged for uniforms; requirements vary by program.

Transportation, meals, health care and personal expenses to off-campus clinical facilities are not included in the calculation of annual student costs. These expenses will vary according to individual student needs.

Other Costs
(May vary by location)

Nonsufficient Funds – A $20 fee is charged for each check returned for any reason.

Official Transcripts – A $5 fee is charged for each official transcript request.

Duplicate Diploma – A $15 fee is charged for duplicate diplomas.
## TUITION & FEES

### Albuquerque  
*Tuition and Fees Effective July 22, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting Certificate</td>
<td>$491</td>
<td>$486(^2)</td>
<td>$895</td>
<td>$14,878.50</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>$350</td>
<td>$486(^2)</td>
<td>$1,540</td>
<td>$14,062.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$487</td>
<td>$486(^2)</td>
<td>$925</td>
<td>$14,802.50</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$484</td>
<td>$486(^2)</td>
<td>$130.9</td>
<td>$15,107.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$485</td>
<td>$486(^2)</td>
<td>$985</td>
<td>$14,809.50</td>
</tr>
<tr>
<td>Registered Nursing Degree</td>
<td>$822</td>
<td>$335</td>
<td>$4,163(^3)</td>
<td>$50,198.00</td>
</tr>
</tbody>
</table>

1 Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

2 General education per-credit-hour tuition rate for CDV 198.2

3 This program has a $40 entrance exam fee.

### Boise  
*Tuition and Fees Effective July 12, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting Certificate</td>
<td>$362</td>
<td>$486(^2)</td>
<td>$1,105</td>
<td>$15,109.00</td>
</tr>
<tr>
<td>Dental Assisting Degree</td>
<td>$362</td>
<td>$335/$486(^2)</td>
<td>$2,938</td>
<td>$26,972.00</td>
</tr>
<tr>
<td>Dental Hygiene Degree</td>
<td>$810</td>
<td>$335</td>
<td>$7,303</td>
<td>$61,233.00</td>
</tr>
<tr>
<td>Health Studies (online degree completion)</td>
<td>$371</td>
<td>$371</td>
<td>$10,600</td>
<td>$14,416.00</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>$350</td>
<td>$486(^2)</td>
<td>$1,540</td>
<td>$14,062.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$489</td>
<td>$486(^2)</td>
<td>$925</td>
<td>$14,855.50</td>
</tr>
<tr>
<td>Medical Assisting Degree</td>
<td>$489</td>
<td>$335/$486(^2)</td>
<td>$2,938</td>
<td>$27,568.50</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$384</td>
<td>$486(^2)</td>
<td>$1,459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate Hybrid</td>
<td>$384</td>
<td>$486(^2)</td>
<td>$1,459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Nursing Bridge Degree</td>
<td>$615</td>
<td>$335</td>
<td>$3,126(^3)</td>
<td>$24,361.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$380</td>
<td>$486(^2)</td>
<td>$1,351</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Pharmacy Technology Degree</td>
<td>$485</td>
<td>$335/$486(^2)</td>
<td>$2,978</td>
<td>$27,522.50</td>
</tr>
<tr>
<td>Physical Therapist Assistant Degree</td>
<td>$626</td>
<td>$335</td>
<td>$2,967</td>
<td>$40,561.00</td>
</tr>
<tr>
<td>Practical Nursing Certificate</td>
<td>$743</td>
<td>$335</td>
<td>$2,400</td>
<td>$31,639.00</td>
</tr>
</tbody>
</table>

1 Includes registration and applicable course resource fees, electronic book and electronic equipment fees; tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

2 General education per-credit-hour tuition rate for CDV 198

3 This program has a $150 entrance exam fee.
# Tuition & Fees

## Las Vegas  
*Tuition and Fees Effective July 22, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate</td>
<td>$486</td>
<td>$486²</td>
<td>$1235³</td>
<td>$17,273.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate - Morning</td>
<td>$395</td>
<td>$486²</td>
<td>$135</td>
<td>$17,670.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate - Evening</td>
<td>$320</td>
<td>$486²</td>
<td>$1075</td>
<td>$12,927.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate (9/5/2016 Cohort)</td>
<td>$335</td>
<td>$486²</td>
<td>$1105</td>
<td>$13,467.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$489</td>
<td>$486²</td>
<td>$925</td>
<td>$14,855.50</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate (11/28/2016 Cohort)</td>
<td>$384</td>
<td>$486²</td>
<td>$1459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$484</td>
<td>$486²</td>
<td>$1309</td>
<td>$15,107.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant Degree</td>
<td>$626</td>
<td>$335</td>
<td>$3,098</td>
<td>$14,697.00</td>
</tr>
<tr>
<td>Respiratory Care Degree</td>
<td>$444</td>
<td>$335</td>
<td>$3,752</td>
<td>$44,803.50</td>
</tr>
</tbody>
</table>

¹Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

²General education per-credit-hour tuition rate for CDV 198.2

## Mesa  
*Tuition and Fees Effective July 12, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate - Hybrid</td>
<td>$44</td>
<td>$486²</td>
<td>$1235³</td>
<td>$15,041.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate</td>
<td>$383</td>
<td>$486²</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate - Hybrid</td>
<td>$383</td>
<td>$486²</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Dental Hygiene Degree</td>
<td>$812</td>
<td>$335</td>
<td>$7,521</td>
<td>$61,561.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$384</td>
<td>$486²</td>
<td>$1105</td>
<td>$15,133.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$384</td>
<td>$486²</td>
<td>$1459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$380</td>
<td>$486²</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate - Hybrid</td>
<td>$380</td>
<td>$486²</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant Degree</td>
<td>$626</td>
<td>$335</td>
<td>$2,967</td>
<td>$40,561.00</td>
</tr>
<tr>
<td>Physical Therapy Technology Certificate</td>
<td>$476</td>
<td>$486²</td>
<td>$1242</td>
<td>$14,828.00</td>
</tr>
<tr>
<td>Veterinary Assisting Certificate</td>
<td>$475</td>
<td>$486²</td>
<td>$1205</td>
<td>$13,814.50</td>
</tr>
</tbody>
</table>

¹Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

²General education per-credit-hour tuition rate for CDV 198.2
# TUITION & FEES

**Mesquite**  *Tuition and Fees Effective July 12, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nursing Degree&lt;sup&gt;3&lt;/sup&gt;</td>
<td>$901</td>
<td>$335</td>
<td>$4,560</td>
<td>$49,876.00</td>
</tr>
</tbody>
</table>

<sup>1</sup>Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes

<sup>2</sup>General education per-credit-hour tuition rate for CDV 198.2

<sup>3</sup>This program has a $40 entrance exam fee

**Phoenix North/Glendale Learning Center**  *Tuition & Fees Effective July 22, 2016*

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate - Hybrid</td>
<td>$414</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1235</td>
<td>$15,04100</td>
</tr>
<tr>
<td>Dental Assisting Certificate</td>
<td>$383</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate - Hybrid</td>
<td>$383</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Health Studies (online degree completion)</td>
<td>$371</td>
<td>$371</td>
<td>$1060</td>
<td>$14,416.00</td>
</tr>
<tr>
<td>Medical Administrative Assistant Certificate - Hybrid</td>
<td>$379</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1175</td>
<td>$15,033.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate - Afternoon, Evening</td>
<td>$489</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$925</td>
<td>$14,855.50</td>
</tr>
<tr>
<td>Medical Assisting Certificate – Morning</td>
<td>$384</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1105</td>
<td>$15,133.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate – Hybrid</td>
<td>$384</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1105</td>
<td>$15,133.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$384</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate - Hybrid</td>
<td>$384</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$380</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate - Hybrid</td>
<td>$380</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Veterinary Assisting Certificate</td>
<td>$475</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1205</td>
<td>$13,814.50</td>
</tr>
</tbody>
</table>

<sup>1</sup>Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes

<sup>2</sup>General education per-credit-hour tuition rate for CDV 198.2
# TUITION & FEES

**Phoenix East Tuition and Fees Effective July 12, 2016**

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Technician Degree</td>
<td>$445</td>
<td>$335</td>
<td>$2,415</td>
<td>$34,155.00</td>
</tr>
<tr>
<td>Physical Therapy Technology Certificate</td>
<td>$476</td>
<td>$486²</td>
<td>$1,242</td>
<td>$14,828.00</td>
</tr>
<tr>
<td>Registered Nursing Degree³</td>
<td>$886</td>
<td>$335</td>
<td>$3,796</td>
<td>$52,711.00</td>
</tr>
<tr>
<td>Respiratory Care Degree</td>
<td>$419</td>
<td>$335</td>
<td>$3,706</td>
<td>$43,926.50</td>
</tr>
</tbody>
</table>

¹Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

²General education per-credit-hour tuition rate for CDV 198.2

³This program has a $40 entrance exam fee

**Portland Tuition and Fees Effective July 12, 2016**

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting Certificate</td>
<td>$464</td>
<td>$486²</td>
<td>$135</td>
<td>$20,388.60</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>$350</td>
<td>$486²</td>
<td>$1540</td>
<td>$13,712.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$484</td>
<td>$486²</td>
<td>$1,105</td>
<td>$18,533.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate</td>
<td>$497</td>
<td>$486²</td>
<td>$1,459</td>
<td>$19,329.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
<td>$585</td>
<td>$486²</td>
<td>$985</td>
<td>$17,459.50</td>
</tr>
<tr>
<td>Veterinary Assisting Certificate</td>
<td>$495</td>
<td>$486²</td>
<td>$1,055</td>
<td>$15,144.50</td>
</tr>
</tbody>
</table>

¹Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

²General education per-credit-hour tuition rate for CDV 198.2
# TUITION & FEES

## Reno
Tuition and Fees Effective July 12, 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting Certificate - Hybrid</td>
<td>$384</td>
<td>$4862</td>
<td>$1105</td>
<td>$15,133.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate - Hybrid</td>
<td>$384</td>
<td>$4862</td>
<td>$1459</td>
<td>$15,487.00</td>
</tr>
<tr>
<td>Registered Nursing Degree3</td>
<td>$901</td>
<td>$335</td>
<td>$4,691</td>
<td>$51,012.00</td>
</tr>
</tbody>
</table>

1Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes

2General education per-credit-hour tuition rate for CDV $8.2

3This program has a $40 entrance exam fee

## Spokane
Tuition and Fees Effective July 22, 2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical Course</th>
<th>General Education Course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate (Hybrid)</td>
<td>$414</td>
<td>$4862</td>
<td>$1235</td>
<td>$15,041.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate</td>
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<tr>
<td>Health Studies (online degree completion)</td>
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<td>$371</td>
<td>$1060</td>
<td>$14,416.00</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>$350</td>
<td>$4862</td>
<td>$1540</td>
<td>$14,062.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate</td>
<td>$424</td>
<td>$4862</td>
<td>$1105</td>
<td>$16,493.00</td>
</tr>
<tr>
<td>Medical Assisting Certificate (September 9, 2016 cohort)</td>
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<td>$4862</td>
<td>$1105</td>
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<tr>
<td>Medical Billing &amp; Coding Certificate</td>
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<td>$4862</td>
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<td>$15,487.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Certificate (Hybrid)</td>
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<td>$15,487.00</td>
</tr>
<tr>
<td>Medical Radiography Degree</td>
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<tr>
<td>Pharmacy Technology Certificate</td>
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<td>$4862</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Veterinary Assisting Certificate</td>
<td>$475</td>
<td>$4862</td>
<td>$1205</td>
<td>$13,814.50</td>
</tr>
</tbody>
</table>

1Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes

2General education per-credit-hour tuition rate for CDV $8.2
## TUITION & FEES

**Tucson Tuition and Fees Effective July 12, 2016**

<table>
<thead>
<tr>
<th>Program</th>
<th>Technical course</th>
<th>General Education course</th>
<th>Books, Supplies and Fees</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Certificate - Hybrid</td>
<td>$414</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1235</td>
<td>$15,041.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate</td>
<td>$383</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Dental Assisting Certificate - Hybrid</td>
<td>$383</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1075</td>
<td>$15,069.00</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
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<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>Medical Assisting Certificate (Morning, Evening)</td>
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<tr>
<td>Medical Billing &amp; Coding Certificate - Hybrid</td>
<td>$384</td>
<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>$15,487.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate</td>
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<td>$486&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1135</td>
<td>$15,027.00</td>
</tr>
<tr>
<td>Pharmacy Technology Certificate - Hybrid</td>
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<td>Physical Therapy Technology Certificate</td>
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<td>$13,814.50</td>
</tr>
<tr>
<td>Veterinary Assisting Certificate - Hybrid</td>
<td>$475</td>
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</tr>
</tbody>
</table>

1Includes registration and applicable course resource fees, electronic book and electronic equipment fees, tuition, textbooks, required program lab kits, supplies and uniforms; total program costs will vary depending on transfer credit accepted, proficiency credit earned, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

2General education per-credit-hour tuition rate for CDV 198.2
FINANCIAL ASSISTANCE

Carrington College applicants are encouraged to meet with a Student Finance representative prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing. “Funding Your Education,” which explains each of the federal financial aid programs and is published by the U. S. Department of Education, is available in the Student Finance Office. It is the students’ responsibility to complete and submit all forms or applications required for all federal, state and institutional sources.

Carrington is an eligible institution approved by the Department of Education to participate in the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Student Loan
- Federal Parental Loan for Undergraduate Students (FPLUS)
- Federal Work Study Program (campus participation varies)

In addition to participating in federal and state financial aid programs, Carrington students may qualify for private loans from third-party lenders or Carrington’s institutional loan program. More information on these loan programs is available from the Student Finance Office.

Carrington College helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available) and Carrington’s payment options (see Payment Options).

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA), which serves as an application for all federal – and most state – student aid programs. The FAFSA can be completed electronically by going to http://fafsa.ed.gov and should be completed as early as possible each year. Prompt completion assures consideration for maximum available financial aid.

FAFSA information is used to determine the expected family contribution (EFC) and eligibility for federal and state financial aid. Financial aid eligibility is calculated by subtracting the EFC from the total estimated educational expenses.

Assistance packages are developed using information from the FAFSA and any supplemental documents. Contributions from student and family income and assets are the foundation for all assistance packages. Carrington provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received as well as approval of their Carrington payment plan option.

The timing of financial aid disbursements is dependent on specific program requirements. The following requirements must be met in order for awards to be disbursed:

- All paperwork required to process awards – including promissory notes and verification and residency documents – must be submitted
- Students must be enrolled in class
- First-time borrowers at Carrington must complete loan-entrance counseling
- Students transferring to Carrington must provide official transcripts for College verification

Disbursements occur throughout the term, generally beginning Saturday of the first week of classes. Disbursement is based on each student’s account information. More information is available via the My Finances tab on mycarrington.edu.

Retaking previously passed coursework may impact students receiving certain forms of financial assistance. Students who plan to retake a previously passed course should contact a Carrington student success manager or student finance advisor to determine if their financial aid will be affected prior to registering for the course.
FINANCIAL ASSISTANCE

Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements.

Carrington complies with all applicable state and federal equal credit opportunity laws; however, Carrington does not guarantee financial assistance or credit to any student.

Financial Aid Information Verification
The federal government requires Carrington to verify the accuracy of information on certain federal student aid applications. Selected applicants must submit requested documentation before awarded aid is disbursed. Students and their parents may be required to submit a copy of their prior-year federal income tax documentation and additional household information. Other documents may also be required. If information on any of the documents conflicts with what was reported on the application, students may be required to provide additional information to resolve the conflict. Failure to do so will result in loss or non-receipt of aid.

Loan Exit Counseling
Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct and/or Federal Perkins Loans. Students must complete loan exit counseling when they are graduating, leaving Carrington or enrolling for fewer than six credit hours. Loan exit counseling notifications are provided to all identified students. Student borrowers who have not completed loan exit counseling will be contacted by a financial awareness consultant to facilitate the process. Failure to complete loan exit counseling may result in placement of a hold on students’ records, which would prevent fulfillment of transcript requests and release of graduates’ diplomas.

Federal Student Aid Programs
There are three categories of federal financial assistance: grants, loans and Federal Work-Study. Grants are aid that does not need to be repaid. Loans are aid that must be repaid, but generally not until students have graduated or stopped attending school. Federal Work-Study provides wage subsidy for part-time education-related or student or community service employment. Students are eligible for aid if they:

• Are enrolled as regular students in an eligible program
• Are U.S. citizens or eligible noncitizens
• Demonstrate financial need
• Make satisfactory academic progress toward completing their program
• Are not in default on a Federal Perkins/NDSL, Federal Direct, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan or Federal PLUS Loan received at any institution
• Do not owe refunds on a Federal Pell Grant, FSEOG, Academic Competitiveness Grant, National SMART Grant or State Student Incentive Grant received at any institution

To help students pay for post-secondary education, the U.S. Department of Education offers six primary federal financial aid programs. Carrington College is eligible to participate in all six, which are outlined below. More information on these programs is available from the Student Finance Office or at www.carrington.edu.

Applicants who are incarcerated and students who become incarcerated must immediately report this information to the Student Finance Office.

Federal Pell Grants
Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned bachelor’s degrees. For many students, these grants provide a foundation of financial aid to which aid from other sources may be added. The maximum grant for the 2016-2017 award year is
FINANCIAL ASSISTANCE

$5,815. Full-time students may receive a maximum payment per term of $969 to $2,907, depending on the term length and program of study. Students attending less than full time receive a prorated payment according to their enrollment status and their expected family contribution.

In accordance with the Higher Education Act, Carrington College allows all students to purchase books and supplies from the College’s online bookstore and charge the expenses to their student accounts.

Federal Pell Grant recipients who do not wish to purchase books and supplies from Carrington’s online bookstore may qualify for a stipend to assist with these expenses. To determine stipend eligibility, students must complete a request prior to the start of the term. More information is available from a Carrington student finance advisor.

Federal Supplemental Educational Opportunity Grants
FSEOGs provide supplemental funds to Federal Pell Grant-eligible undergraduate students who demonstrate exceptional need. Exceptional need is defined as the lowest expected family contribution per federal need analysis methodology. Because FSEOG funds are limited, students should apply for these grants as early as possible.

Federal Work-Study
FWS enables students who demonstrate financial need to earn aid to pay for their education expenses. Students earn at least the current hourly minimum wage by working at the College, for nonprofit agencies or for-profit businesses. Carrington helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year’s expected family contribution calculations. Students must complete the FAFSA to be considered for FWS funds.

Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct PLUS Loans
Loans through the Federal Direct Loan program are obtained from the U.S. Department of Education. These loans have an origination fee that is subtracted from the value of each loan disbursement. For Federal Direct Loans first disbursed on or after October 1, 2015, and before October 1, 2016, the origination fee is 1.068 percent; for those first disbursed on or after October 1, 2016, and before October 1, 2017 the origination fee is still to be announced.

For Federal Direct PLUS Loans first on or after October 1, 2015, and before October 1, 2016, the origination fee is 4.272 percent; for those first disbursed on or after October 2, 2016, and before October 1, 2017, the origination fee is still to be announced. Additional information on interest rates and loan fees for Federal Direct Loans is available via http://studentaid.ed.gov/types/loans/interest-rates.

Federal Direct Loans
Students who demonstrate financial need qualify for a subsidy of the Direct Loan interest while in school and for the grace period (first six months after leaving school or dropping below half time). The amount of the loan that may be subsidized is limited to the lesser of their demonstrated financial need or the academic year maximum. Students who demonstrate financial need below the academic year maximum may also borrow through this program; however, they are responsible for the interest on the amount borrowed in excess of demonstrated need.

Undergraduate freshman, sophomore and junior/senior students enrolled at least half time may borrow – from subsidized and unsubsidized Federal Direct Loans – a maximum of up to $5,500, $6,500 and $7,500 per academic year, respectively. The amount borrowed for undergraduate study may not exceed $31,000 for dependent students and $57,500 for independent students, with no more than $23,000 of this funding obtained from subsidized loans. The interest rate for both subsidized and unsubsidized undergraduate Federal Direct Loans first disbursed on or after July 1, 2016, and before July 1, 2017, is fixed at 3.76 percent. Students begin repaying the loan(s) six months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate borrowing; the minimum monthly
FINANCIAL ASSISTANCE

payment is $50 per loan. Repayment is usually completed within 10 years. Students who leave school or drop below half-time status must contact their lender(s) to establish repayment schedules.

Independent freshman and sophomore students may borrow an additional $6,000 per academic year in unsubsidized Federal Direct Loans. Independent junior and senior students may borrow an additional $7,000 per academic year in unsubsidized Federal Direct Loans.

Students must notify Carrington’s Student Finance Office and their lender(s) of a change in local or permanent address.

Federal Direct PLUS Loans (Parent Loans)
These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate for Direct PLUS Loans first disbursed on or after July 1, 2016 and before July 1, 2017 is fixed at 6.31 percent. Repayment begins within 60 days after the loan is fully disbursed.

Non-Federal Student Loans
Many lenders offer private loans to students to supplement their federal financial aid. Such loans are not subject to federal student loan rules. Terms of repayment, including interest rates, vary by loan. Lenders perform a credit check and determine a loan applicant’s creditworthiness before approving these loans. In some cases, a loan applicant may be required to obtain a creditworthy cosigner before a loan will be approved. In most cases, having a cosigner will help improve the terms of the loan (i.e., lower the interest rate and any fees charged to the loan). Additional information and application assistance are available from the Student Finance Office.

Veterans Benefits
Carrington participates in the federal Yellow Ribbon program for students using Chapter 33 benefits.

Students who may qualify for veterans education benefits should notify their Carrington admissions advisor/representative and meet with the College’s veteran’s benefits coordinator regarding eligibility as far in advance of their scheduled class start date as possible.

In addition to meeting Carrington’s standards of academic progress requirements, students receiving veterans education benefits must also meet Veterans Administration standards of academic progress requirements. Failure to do so may result in loss of benefit eligibility until deficiencies are corrected. Students receiving VA benefits should see Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits. Questions regarding these requirements should be directed to the College’s veteran’s benefits coordinator.

GI Bill®
Benefits may be awarded for pursuit of associate, bachelor or graduate degrees from colleges and universities as well as courses leading to a certificate or diploma from a technical or vocational school.

Montgomery GI Bill (Chapter 30)
This program offers educational benefits for students entering active duty for the first time after June 30, 1985 and meeting other criteria as determined by the Department of Veterans Affairs (VA). This benefit pays a monthly stipend based on enrollment status while the student attends school.

Selected Reserve (Chapter 1606)
This program offers educational benefits for reservists in the Army National Guard and the Air National Guard. This benefit pays a monthly stipend based on enrollment status while the student attends school.

Dependent’s Education Assistance (Chapter 35)
This program offers educational benefits for spouses and children of veterans who have died or are permanently and totally disabled. This benefit pays a monthly stipend based on enrollment status while the student attends school.
FINANCIAL ASSISTANCE

Post-9/11 (Chapter 33)
This program offers educational benefits for active duty, veterans and their family members who served after September 10, 2001. Based on the student’s percentage of eligibility, this benefit pays tuition, fees, books, and a Monthly Allowance for Housing while the student attends school.

GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill. Students may also contact the Veterans Affairs Education Office at 1-888-442-4551.

Please see a Student Finance Advisor to determine if the school participates.

The Yellow Ribbon Program
The Yellow Ribbon GI Education Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning voluntarily to enter into an agreement with the VA to fund tuition expenses that exceed the yearly rate as established by the VA. The institution can contribute up to 50% of those expenses and the VA will match the same amount as the institution.

Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. The maximum contribution from Carrington College is $2,625 per year per student. The VA awarding cycle is August 1 to July 31st of each calendar year.

Payment Options
Institutional Payment Plans

In-School. When a balance remains after all credits from aid and other sources, a student may be set up on a payment plan to be completed prior to graduation. Payments must be made over the length of the program and the final payment is due before your last day of attendance. No interest is charged with this payment plan. The first payment is due on your class start date. Payments are made directly to the school.

Institutional Loan Program (ILP). The amount financed is limited to the direct cost of the program. Interest is charged on this plan. Check with a Student Finance Advisor for details. The first payment is due on your class start date and may be paid directly to the school. Your payment plan is serviced through a third party servicer and may change at any time during repayment. Automatic payments should be setup in the Student Finance office.

Carrington Scholarships and Grants
Note: In the rare case when scholarship, grant or group tuition pricing programs are combinable, students are made aware of this opportunity by student finance advisor.

Applicants may apply for Carrington College scholarships or grants during the admissions process and should work with their admissions advisor/representative to do so.

Carrington High School Scholarship
The Carrington College Scholarship has a maximum award of $1000. Applicants should refer to the catalog and Enrollment Services for specific criteria and application. Additional information is available at http://carrington.edu/financial-aid/scholarships/.

Other Sources

Vocational Rehabilitation
Vocational Rehabilitation may provide services and financial assistance for education to students with certain disabilities. Further information can be obtained from your state Division of Vocational Rehabilitation or Veteran’s Vocational Rehabilitation office.
FINANCIAL ASSISTANCE

Workforce Investment Act (WIA)
The Workforce Investment Act provides funding through the Department of Labor. These funds are made available through local agencies for training persons meeting certain criteria. Individual agencies are responsible for assigning priority for funding.

Scholarships
Carrington High School Scholarship
Graduating high school seniors or those who have graduated high school during the most recent academic year may be eligible for the Carrington High School Scholarship of $1000 to apply toward tuition. Scholarship applicants must meet the following criteria to qualify:

- Satisfy Carrington admission requirements
- Submit high school transcripts evidencing a CGPA of 2.0 or better on a 4.0 scale
- Maintain a CGPA of 2.0 or better on a 4.0 scale for continued eligibility
- Begin classes by December 31
- Submit the following by the published deadline:
  - Completed scholarship application
  - 50-150 word essay about why the student is interested in a career in the chosen field
  - Two letters of recommendation

Scholarship awards cannot exceed tuition charges and will be applied directly to those charges. In the event that a student’s tuition charges are less than the scheduled scholarship award, the scholarship will be reduced to the amount of the tuition charge. In the event of early withdrawal, the scholarship award will be limited to the same percentage of tuition earned in accordance with the college’s refund policy. The deadline for submission of scholarship applications and accompanying materials is September 30 of the graduation year.

Imagine America Scholarship
Carrington participates in the Imagine America Scholarship Program. Each year, thousands of students are awarded $1000 scholarships to attend one of the more than 500 participating career colleges across the country. Information about the Imagine America Scholarship Program is available from high school guidance offices and Carrington Student Finance offices.

Financial Responsibility
Students who obtain loans to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. The loans must be repaid even if students do not complete the educational program or are not employed after completing the program. Students who fail to repay a loan are considered to be in default. Default on a student loan may result in the loan becoming immediately due and payable, withholding of federal and state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and reporting of the default to a national credit bureau.

Book Stipend
Federal aid recipients who do not wish to purchase books and supplies on account as provided by Carrington College may qualify for a stipend to assist with these expenses. For more information on the program or to determine eligibility, students must speak with Student Finance and complete the Books and Supplies Stipend Request form prior to the start of the term in which the books are offered. Generally, this is before the start of the program.
CANCELLATIONS & REFUNDS

Applicants not accepted for admission to Carrington College are entitled to a refund of all monies paid.

Applicants may cancel their enrollment without penalty at any time prior to midnight of the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session.

Cancellation requests must be addressed to the registrar, campus executive director or dean. The notice need not take a particular form but must be signed and dated, show that the applicant no longer wishes to enroll and include the student's contact information (name, address, phone number, email address). Cancellation requests may be submitted by US Mail, email, fax or hand delivered. If submitted by US Mail, the cancellation is effective on the date postmarked.

Subject to certain limitations, payments made by the student will be refunded within 30 days following receipt of the notice of cancellation. However, students will be charged for textbooks, uniforms, supplies and electronic equipment unless they are returned in unused condition. Students who cancel their enrollment during the cancellation period receive a refund for their electronic book and course resource fees. Electronic equipment provided to the student must also be returned in its original unopened packaging within the cancellation period. Students returning opened electronic equipment in working condition with the “find my phone” function disabled will receive a 30% refund of their electronic equipment fee if the return is made within the cancellation period. See Student iPad mini™ User Agreement for specific requirements for electronic equipment. To withdraw from school after attending classes, students must notify the Registrar or Executive Director. Withdrawal is complete when the student has notified the designated official. Students who withdraw are responsible for all outstanding financial obligations. In addition, those receiving federal student loans must complete an exit interview prior to withdrawing.

Carrington Refund Policy
Tuition charges for the enrollment period are based on the student's last day of attendance and the resulting percentage of the enrollment period completed. Enrollment period is defined as a semester, quarter, term or other period in which charges are assessed. Students completing more than 60% of the enrollment period will be charged 100% of the tuition for the enrollment period. Tuition earned by Carrington is determined by dividing the number of calendar days elapsed from the start date to the last day of attendance by the number of calendar days in the enrollment period. The refund shall be the amount the student paid in excess of the tuition earned by Carrington less additional charges for registration fees, course resource fees, textbooks, eBooks, supplies and electronic equipment fees. If the student fails to return textbooks, uniforms, supplies or electronic equipment, the College may retain a portion of any payment made by the student to cover the cost of any unreturned items.

Refund calculation examples are available from the Student Finance office upon request. When state refund policies differ from Carrington's refund policy, the student receives the more favorable refund.

All refunds are calculated according to the last documented date of attendance and issued within 30 days of the withdrawal notification date (15 days for Nevada students), the date Carrington determines the student is no longer enrolled (whichever is earlier) or as otherwise required by applicable state and/or federal regulations. For a student who fails to return from an authorized leave of absence, the withdrawal date is the student's last date of attendance.

In the instance where a student authorized the institution and has a credit balance that is not owed to Federal Title IV funds, the institution will refund the excess funds in the order that most benefits the student.

Federal Return of Funds Policy
According to federal regulations, a federal refund calculation must be performed if a student receiving financial aid withdraws completely from all classes after the start of the enrollment period.

Length of enrollment is equal to the number of calendar days, including weekends and holidays, in the periods in which the student was registered. All days, including weekends...
and holidays, are counted. However, breaks of five days or more are excluded.

The withdrawal date is the date the student begins the official withdrawal process – electronically, in writing, in person or by telephone, whichever is earlier – or otherwise officially notifies the institution of his/her intent to withdraw. For students who withdraw without notification, the school may use either the last date of academic attendance or the midpoint of the enrollment period as the withdrawal date. Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

Return of funds is calculated as follows:
- If the student’s percentage of enrollment period completed is greater than 60%, the student has earned – and must repay – 100% of the federal aid received.
- If the student’s percentage of enrollment period completed is 60% or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.

Federal aid refunds are distributed in the following order:
1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Perkins Loan*
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants, and/or private or other institutional aid
9. To the student

* Carrington College cannot make Federal Perkins Loans to new borrowers after September 30, 2017. Please see Student Finance for questions and details about the Federal Perkins Loan.

New Mexico State Refund Policy
A. Cooling off period: Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

B. Refunds prior to commencing instruction: Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than $100 or 5% in tuition or fees, whichever is less, as registration charges.

1) In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means and the institution shall be entitled to retain no more than $100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student’s enrollment.

2) Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.

C. Refunds following commencement of instruction: An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution’s accrediting body and recognized by the U.S. department of education. Exceptions may be made on a case by case basis by the department or its designee.

D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means: In accordance with the most recent
CANCELLATIONS & REFUNDS

U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than $100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. Department of Education:

<table>
<thead>
<tr>
<th>Date of student withdrawal as a % of the enrollment period for which the student was obligated</th>
<th>Portion of tuition and fees obligated and paid that are eligible to be retained by the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>On 1st class day</td>
<td>0%</td>
</tr>
<tr>
<td>After 1st day; within 10%</td>
<td>10%</td>
</tr>
<tr>
<td>After 10%; within 25%</td>
<td>50%</td>
</tr>
<tr>
<td>After 25%; within 50%</td>
<td>75%</td>
</tr>
<tr>
<td>50% or thereafter</td>
<td>100%</td>
</tr>
</tbody>
</table>

c. Ten school days following the last date of attendance.

C. If tuition and fees are collected in advance of entrance and if after expiration of the cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

D. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

E. Refunds for items of extra expense to the student, such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

Texas State Refund Policy

A. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

B. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by the school;
   b. The date of receipt of written notice from the student; or
CANCELLATIONS & REFUNDS

F. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a designator of "I" (incomplete) and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

G. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school;
   b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Texas State Refund Policy for Students Called to Active Duty Military Service
A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a program refund of any tuition, fees or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

2. An "I" with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or

3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   a. Satisfactorily completed at least 90% of the required coursework for the program; and
   b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 60 days after the effective date of termination.

Washington State Refund Policy
Tuition paid in excess of tuition owed is refundable.

<table>
<thead>
<tr>
<th>Program Completion</th>
<th>Percentage of Tuition Earned by School</th>
<th>Refund*</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week or up to 10 percent</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>More than 1 week but less than 25%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>25% through 50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100%</td>
<td>0</td>
</tr>
</tbody>
</table>

* Less registration fee, textbooks and supplies
Students who are having difficulty with their studies and/or life circumstances are encouraged to contact the campus Success Center Manager (SSCM). Student Success Center Managers serve as the campus resource for understanding and collaborating with all campus student support functions including Student Finance, Academics, Enrollment Services and the Registrar to best meet the needs of students. In addition, students may use confidential counseling service called ASPIRE.

**Orientation**
Each student at Carrington College attends an orientation. The student is introduced to the College’s philosophy, policies and operational procedures, as well as academic and student resources. Students also have an opportunity to meet the Program Director and/or faculty.

Before beginning instruction, students taking online programs must complete the "Orientation to Online Learning" module, which covers items unique to the online instructional format, such as:

- Accessing and navigating eCollege
- Requirements for interaction with peers and faculty
- Technical help
- Contact numbers

**Student Success**
Carrington faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Instructors, program directors, student services consultants and the dean of academic affairs or executive director are available to consult with students who are having difficulty with their studies. Students are urged to take advantage of this valuable extra assistance. In addition, referral to outside support agencies is provided to students who have personal or family problems.

**Housing**
Carrington does not have dormitory facilities under its control, nor does it assist student with finding housing.

**Tutorial Assistance**
Faculty members are available to provide academic assistance to students on a short-term basis. Should longer-term assistance be required, student peers who are doing well in a given program are sought to provide additional help.

**Study Groups**
The College designates campus locations for student interaction. Instructors often suggest formation of study groups for peer-to-peer tutorial and study sessions.

**Student Records**
The registrar maintains student records and schedules and provides students with transcripts (on written request) and verification of college status letters. Students can access end-of-term grade reports via their student portal.

During a student’s enrollment, Carrington maintains records that include admission and attendance information, academic transcripts and other relevant data. This information is kept five years after the student is no longer enrolled. Students who wish to review their files must submit a written request to the registrar.

Permanent student records include admission information and academic transcripts. Transcripts of academic records are maintained electronically and are retained permanently.

**Externships, Clinical Rotations and Fieldwork**
Some allied health programs require an externship, clinical rotation and/or fieldwork experience in a program-appropriate work location. Students will not receive compensation for clinical or externship experience. See specific program descriptions for externship or clinical experience policies.

Carrington College makes externship assignments based on its determination of when and where the student may best pursue his or her training. In some cases, assignments may require a significant commute from campus or the student’s residence. Student preferences for location, days and time of assigned attendance and type of facility will be considered when determining an appropriate assignment but the College does not guarantee that student preferences will be met.

Carrington does not work with third-parties that discriminate based on gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability for externships or graduate employment.
STUDENT SERVICES

Career Services
Carrington works with students on job-search strategies, job-market orientation, résumé writing and interviewing techniques. Employment assistance is available to all graduates without additional charge. Success in securing employment depends on the graduate’s efforts and motivation, as well as on educational performance. Carrington College does not guarantee employment, nor does it guarantee employment within specific salary ranges or in specific areas.

Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours for their externship, clinical rotation and/or fieldwork experience.
Family Educational Rights and Privacy Act (FERPA)
Carrington complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act protects the privacy of students’ education records, establishes students’ rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading information through informal and formal hearings.

Carrington’s policy on releasing student-related information explains school procedures for complying with the Act’s provisions. Copies of the policy are distributed annually, are available in the student handbook and may be requested from campus administration.

Nondiscrimination Policy
Carrington College is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available. Carrington College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Students seeking additional information about this policy or assistance with accommodation requests during the admission process or after enrollment can contact the Office of Disability Services. This office can be reached at ADAcarrington@carrington.edu. Students can also contact the Student Success Center at their location campus or call 866 933 8661, Option 2. Students should refer to the Americans with Disabilities Act, Policy against Harassment and Discrimination and General Information sections in the student handbook for comprehensive information.

Title IX Compliance
Carrington College’s Title IX coordinator is responsible for the school’s overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the school’s compliance with it should be directed to the Title IX coordinator or the associate Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the student handbook.

Mark Ewald
Title IX Coordinator
Director, Ethics and Compliance Services
DeVry Education Group
3005 Highland Pkwy.
Downers Grove, IL 60515
630.353.1437
mewald@devrygroup.com

Ms. Mikhel Kushner
Associate Title IX Coordinator
DeVry Education Group
3005 Highland Pkwy.
Downers Grove, IL 60515
630 515 5440
mkushner@devrygroup.com

Commitment to Drug-Free Schools
Carrington complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on school property. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. The College is committed to providing a productive and safe learning environment for all students.

In accordance with this goal, the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, breath and/or urine samples, upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any) and any representative or agent of a clinic, laboratory and/or hospital involved in sample collection, testing, evaluation, reporting and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers and appropriate governmental agencies. Refusal to comply with an investigation or a positive test...
REGULATIONS

result may be grounds for disciplinary action, which may result in dismissal.

Some Carrington programs require students to undergo a preadmission drug screening urinalysis. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months. Candidates whose test comes back positive for prescription medications may present to the screening agency a copy of the prescription to ensure that findings are consistent with the prescribed dosage. In such cases, applicants may pursue admission.

In addition, Carrington College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct, or because of drug screen requirements of Carrington’s clinical affiliates.

Campus Safety and Security
Carrington complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school.

The security of all school members is a priority. Each year Carrington publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about Carrington’s policy on alcohol and other drugs, and informs students where to obtain a copy of the alcohol and drug policy. This report is available at the campus.

Students with ideas, concerns or suggestions for improved safety are encouraged to share them with a faculty member or bring them to the attention of the Dean of Academic Affairs or Executive Director. All suggestions and concerns can be reported without fear of reprisal.

Carrington strives to provide a safe and healthy school environment. Students who have medical conditions that would prevent them from engaging in course activities, such as working with radiography or certain chemicals, should contact the accommodation coordinator.

Graduation Rates
Carrington complies with the Student Right to Know Act and annually reports the graduation rate of its certificate and degree-seeking, full-time students who have graduated by the end of the 12-month period ending August 31, during which 150% of the normal time for graduation from their program has elapsed. This information is available from Carrington enrollment services staff or the campus executive director.

Media Release
By signing the Enrollment Agreement, all students give Carrington the absolute right and permission to use photographic portraits, pictures, or video of them in character or form, for advertising, art trade, or any other lawful purpose whatsoever.

Plagiarism Prevention
As part of our commitment to academic integrity, Carrington subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

Increasing Course Load to Reduce Program Length
Due to the accelerated nature of Carrington programs, exceeding the recommended number of courses taken per term is strongly discouraged. In rare instances and with documentation of hardship, the Dean of Academic Affairs may authorize a student to increase his or her course load by no more than two courses. The total reduction of program length can never exceed six weeks. Students should be aware that changes in program length may affect financial aid awards.

Disciplinary Action
Students who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation. Disciplinary action varies by violation and may be appealed.
Details about disciplinary action are covered in the Code of Conduct section of the student handbook.

**Grievance Procedure**
Non-academic complaints should be addressed to the administrator of the department at which the complaint is directed, and/or campus Student Services Center Manager and/or designee.

Academic complaints should first be addressed to the faculty. Academic problems remaining unresolved should then be addressed with the Program Director. If the student is not satisfied with these efforts the student may pursue a formal review by following the procedure outlined below:

1. Submit a signed, written complaint to the Dean of Academic Affairs or the Dean’s designee describing the basis of the complaint in sufficient detail to allow the Dean to begin an investigation.

2. The Dean or designee will schedule an appointment with the student within three working days to discuss the complaint.

3. The Dean or designee will confirm completion of the investigation with a written report mailed to the student within five working days of the discussion with the student.

4. If the student is not satisfied with the disposition of the complaint, the student may appeal in writing to the campus Executive Director within 30 working days of receipt. The appeal letter must include a copy of the written disposition and an explanation why the student is not satisfied with that outcome.

5. The campus Executive Director will review the report and the student’s appeal and conduct any further investigation necessary, including requesting additional information from the student, Dean or designee.

6. The campus Executive Director will provide both the student and the Dean or designee a written appeal finding, which will be sent within ten working days of receipt of the appeal letter. This written decision is the final disposition of the complaint.

Students will not be subject to adverse action as a result of filing a complaint or initiating the grievance process.

Students not satisfied with the final disposition of the grievance process may contact the Director of Student Services (who serves as an impartial Carrington representative), DeVry Education Group Complaint Resolution Coordinator, state licensing authority, the College’s accreditor, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234 or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at carrington.edu/cc/student-consumer-info

For information on procedures for filing grievances with institutional and regulatory agencies, please refer to pages 6-9 of this catalog or to the web at docs.carrington.edu/forms/documents/ComplaintProcessInformation.pdf.

**Background Check**
Students may be required to undergo a criminal background check when required by the state in which they attend school and/or when required by a Carrington clinical affiliate where the student is training.

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to background checks.

Registration for select Carrington College programs is dependent on successful completion of a background check, because individuals convicted of a crime may be unable to obtain certification, licensure or employment. Similarly, participation in externships and clinical experience may require successful completion of a background check. Students who falsify background information may be withdrawn from their program by the College. These students, as well as those not permitted to register due to unfavorable background check results, are entitled to tuition refunds as determined by the Cancellation and Refund Policy on page 167.
**REGULATIONS**

**Licensure and Certification**
Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

**Student Health Information**
Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections. (See program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and are required to take standard precautions at all times to minimize risk of exposure to communicable diseases such as hepatitis, tuberculosis and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another. When such classroom practices are a required part of the curriculum, students are required to participate in the activities in order to graduate from the program.

**Social Media Statement**
The social media sites represented on the Carrington College home page (Facebook, YouTube, Twitter, etc.) are produced and maintained by Carrington College. Links to content or other Internet sites should not be construed as an endorsement of the organizations, entities, views or content contained therein. Carrington College is not responsible for the content of those external web sites.

While Carrington College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial or promotion of organizations or programs not related to or affiliated with the college or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Carrington College’s social media sites.

By submitting content to any of Carrington College’s social media sites, users understand and acknowledge that this information is available to the public, and that Carrington College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Carrington College. Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted, should not post on the social media sites.

**Academic Freedom Policy**
Educational institutions exist to transmit knowledge, to contribute to the development of students and to advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Carrington College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Carrington College, above all, seeks to be effective teachers. Although they observe the stated regulations of the institution and design their lectures, labs and other class presentation to conform to institutionally approved curricula, they are given flexibility in presenting the subject matter of their course in a manner which will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to question and seek changes to improve the quality of education.
ADMINISTRATION & FACULTY

Albuquerque Administration

Tonya Gibson
Executive Director
MS, University of Central Missouri

Regina Brooks
Medical Billing and Coding Program Director
AS, Grand Canyon University

Karen Fuss-Sommer
Registered Nursing Program Director
MSN, University of Texas

Dena Garcia
Student Success Center Manager
MA, Grand Canyon University

Ashley Glazener
Pharmacy Technology Program Director
AS, Grand Canyon University

Elizabeth Gonzales
Assistant Director of Enrollment Services
AS, DeVry University

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Registrar
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AS, Apollo College

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MS, University of Missouri

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DPT, Arizona School of Health Sciences

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AAS, Eastern Idaho Vocational Technical School

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AA, Idaho State University

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Student Records Manager
AAS, American Institute of Health Technology

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MSN, Chamberlain College of Nursing

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BS, University of Idaho

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MS, Western Governors University

Mark Berger
BSN, University of Wyoming

Sandra Carignan
AA, Clark College

Christy Corley
AS, Oregon Institute of Technology

Lisa Dayley
BSN, Boise State University

Fouzia Ditali
MS, Uppsala University

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AS, American Institute of Health Technology

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AA, University of Phoenix

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Physical Therapy Technology Program Director
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DDS, Northwestern University

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DPT, University of North Dakota

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DDS, Creighton University

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BS, Oregon Health & Science University

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BA, Weber State University

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Certificate, ExecuTrain

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Administration

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J D, University of Memphis

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AAS, Kaplan University

Dawn DeYoung  
Respiratory Care Program Director

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TBA  
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AS, College of Southern Nevada

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Michael Zahab
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Mesa

Administration

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MBA, Keller Graduate School of Management

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Thomas Howell, PT, MPT
Physical Therapist Assistant Program Director

Kelly King, PT
Dean of Academic Affairs
DPT, AT Still University

Tyler Maxon
Director of Enrollment Services

Mari Jo Muselman
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SUPPLEMENTAL INFORMATION

Since the release of the Carrington College 2016-2017 Academic Catalog for California campuses, the following significant changes have been implemented and are incorporated into this publication. Entries in red indicate changes to this edition. The effective date for the changes in red is 9/8/16.

Volume VII Supplemental Information

<table>
<thead>
<tr>
<th>Volume Number</th>
<th>Pages on which Changes Appear</th>
<th>Change/Update</th>
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</thead>
<tbody>
<tr>
<td>VII.I</td>
<td>2</td>
<td>The Phoenix West campus has been removed from the locations and hours page</td>
</tr>
<tr>
<td>VII.I</td>
<td>6</td>
<td>The Phoenix West campus has been removed from the Accreditations and Approvals page</td>
</tr>
<tr>
<td>VII.I</td>
<td>8</td>
<td>The New Mexico HED address and email updated on the Accreditations and Approvals page</td>
</tr>
<tr>
<td>VII.I</td>
<td>8</td>
<td>Phone Number was updated to the WA Licenses and Approvals for the Workforce Board</td>
</tr>
<tr>
<td>VII.I</td>
<td>10</td>
<td>The Governing Board was updated.</td>
</tr>
<tr>
<td>VII.I</td>
<td>12</td>
<td>College Leadership updates were made removing Assoc. Prov. and Vice President, Finance</td>
</tr>
<tr>
<td>VII.I</td>
<td>42</td>
<td>Medical Assisting Afternoon track added to Phoenix North, Campus-Based</td>
</tr>
<tr>
<td>VII.I</td>
<td>47</td>
<td>Medical Billing and Coding Hybrid is no longer available at the Reno campus.</td>
</tr>
<tr>
<td>VII.I</td>
<td>49</td>
<td>Medical Laboratory Technician program admission requirements added</td>
</tr>
<tr>
<td>VII.I</td>
<td>64</td>
<td>Physical Therapist Assistant progression requirements have been amended</td>
</tr>
<tr>
<td>VII.I</td>
<td>96</td>
<td>Course C 120 has prerequisite language for the MLT program added</td>
</tr>
<tr>
<td>VII.I</td>
<td>141</td>
<td>Admission Requirements, Wonderlic min. score changed from 13 to 15 for the MLT program.</td>
</tr>
</tbody>
</table>