

# REMINGTON COLLEGE'S DALLAS CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-1806 DATED 6/7/2018

Revised: 1/11/19

### TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING .....	\$23,000.00
DIPLOMA IN FACILITY MAINTENANCE .....	\$14,400.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING .....	\$21,520.00
DIPLOMA IN MEDICAL ASSISTING .....	\$21,045.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....	\$21,045.00
DIPLOMA IN MEDICAL BILLING AND CODING .....	\$16,520.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION .....	\$16,520.00
DIPLOMA IN PHARMACY TECHNICIAN .....	\$21,045.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION.....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION .....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY .....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE .....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN FACILITY MAINTENANCE AND TECHNOLOGY .....	\$29,425.00
ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING .....	\$29,425.00
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL MECHANICS AND AUTOMATED SYSTEMS.....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE).....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL .....	\$22,900.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN .....	\$27,920.00
ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY .....	\$34,425.00
ASSOCIATE OF APPLIED SCIENCE IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT .....	\$22,900.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE .....	\$30,425.00

*For disclosures of tuition costs, on-time graduation rates, median loan debt, placement rates, and occupational information, go to: [www.remingtoncollege.edu/ge-disclosures](http://www.remingtoncollege.edu/ge-disclosures).*

## ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Rose Van Alstine .....	Director of Campus Administration
Wanda Moore .....	Campus Dean
Christi Koehler .....	Director of Career Services
Rhoda Hamilton.....	Area Director of Student Finance
Bessie Eason-Clay .....	Student Services Associate
Theresa Pruitt.....	Student Services Associate
Mary Myers.....	Learning Resource System Manager
Diana McWilliams .....	Medical Assisting/X-Ray Tech Chair.
Hooshiyar Ahmadi .....	Med. Asst./X-Ray Tech Assoc. Chair.
Anne Caldwell.....	Medical Billing & Coding Chair.
Brenda Robertson .....	Pharmacy Technician Chairperson
Chris Taylor .....	Business Administration Chair.
Catina Hightower .....	Criminal Justice Chairperson
John Harris.....	HVAC Chairperson

### BUSINESS ADMINISTRATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Christopher Taylor .....	Bachelor of Business Administration.....	Southern Methodist University
Michael Lewis .....	MBA .....	University of Dallas
Timothy Miller .....	Bachelor of Arts.....	University of Montana

### COMPUTER AND NETWORK ADMINISTRATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Andrea Ridgell .....	MA, Information Technology Management .....	Webster University
	MA, Educational Technology .....	Webster University
	BS, Computer Information Systems.....	University of Arkansas at Monticello
Robert R. Morphew.....	MBA, BAAS .....	Dallas Baptist University

### COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Jimmeridith Johnson.....	Master's in MIS; MBA .....	Keller Graduate School of Management
	BS, Engineering Technology .....	University of Southern Mississippi
Lonny Nolan .....	Associate in Applied Arts and Science.....	Eastfield College

### CRIMINAL JUSTICE

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Catina Hightower .....	D.M., MA, B.A.S., .....	Dallas Baptist University
Dickey Harrison .....	Master of Arts .....	Oklahoma City University
	Bachelor of Arts, AAS.....	Cameron University
Michael Jett .....	Master of Science.....	Oklahoma City University
	Bachelor of Science.....	Park College

### FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Mohammad Ashraf .....	BA, Business Administration.....	University of Texas at Arlington
	AAS, Computer Science.....	Richland College
	HVAC, Refrigeration/Universal EPA Cert...	ATI Technical Center

### GENERAL EDUCATION

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Lisa McNiel.....	Masters of Secondary Education .....	North Texas State University
Michele Price.....	MEd, Organizational Leadership.....	Northcentral University
	Bachelor's Degree in Education, English ...	Carroll College
Roger Matthews .....	Doctor of Business Administration .....	Argosy University
	MA, Information Management.....	Webster University
	BS, Physics/Electronics .....	Park University
Wendy Duncan.....	MS, Education .....	Long Island University
	BA, Communication Arts.....	Marist College

### HEATING, VENTILATION AND AIR CONDITIONING

FACULTY .....	CREDENTIALS .....	INSTITUTIONS
Houston Polasek .....	BS, Geology .....	Abilene Christian University
	Licensed A/C Contractor.....	TDLR
John M. Harris .....	AAS, Air Conditioning & Refrigeration.....	Cedar Valley College
	Certificate, Air Tech. 1 .....	Cedar Valley College
Mohammad Ashraf .....	BA, Business Administration.....	University of Texas at Arlington
	AAS, Computer Science .....	Richland College
	HVAC, Refrigeration/Universal EPA Cert...	ATI Technical Center
Seng Dikousman .....	HVAC Certificate, EPA Certification.....	ITT Tech of Modesto

**INDUSTRIAL MECHANICS AND AUTOMATED SYSTEMS**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Thomas Donnelly.....	MBA, Finance.....	University of Wisconsin
	BS, Chemical Engineering.....	University of New Orleans

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

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Alicia Tabbara.....	AAS, Nursing.....	El Centro College
Benita Daniels .....	BS, Radiologic Sciences.....	Adventist University of Health Science
	AAS, Radiologic .....	Bacone College
Chrislynn Sharp.....	Bachelor of Science in Nursing.....	Hawaii Pacific University
	Associate Science Degree.....	Navarro College
Csilla Molnar.....	Doctor of Medicine.....	Albert Szent-Gyorgyi Medical University
	Doctor of Chiropractic.....	Parker College of Chiropractic
Diana McWilliams .....	BS, Healthcare Administration .....	Briarcliffe College
	AAS, Allied Health .....	Briarcliffe College
Hooshiyar Ahmadi .....	Doctor of Medicine.....	Albert Szent-Gyorgyi Medical University
	Doctor of Chiropractic.....	Parker College of Chiropractic
Jessalyn Ludley.....	DC; BA, Health & Wellness .....	Parker College of Chiropractic
	BA, Biology.....	Louisiana Tech University
Jose Mendoza .....	AAS, Allied Health .....	Briarcliffe College
Keith Rachow .....	DC; BA, Health & Wellness .....	Parker College of Chiropractic
	BA, Mgt. Info Systems .....	University of Wisconsin
Kissa Yarbough .....	AA, Health Care Admin.....	University of Phoenix
	Diploma, MA/Phlebotomist .....	Platt College
Matthew Ralston.....	Associate of Nursing.....	Concorde Career College
	Associate of Science .....	Paris Junior College
Terry Craig .....	AAS, Allied Health .....	Briarcliffe College
Valorie Ford.....	Diploma.....	Concorde Career College

**MEDICAL BILLING AND CODING**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Anne Caldwell.....	AAS, Healthcare Management .....	Ashworth College
	Diploma, Medical Assisting.....	National Education Center
Deondra Irving.....	AAS, Medical Office Administration .....	Gretna Career College
	CPMA, CPC .....	AAPC
Jacqueline Aubey .....	Certified Coding Associate .....	AHIMA
	Certified ICD-10 Instructor .....	AHIMA
	Certified Health Access Associate .....	Nat'l Assoc. of Health Access Mgt.

**MEDICAL OFFICE ADMINISTRATION**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
TBD.....	TBD.....	TBD

**PARALEGAL**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
TBD.....	TBD.....	TBD

**PHARMACY TECHNICIAN**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Breanna Whitson.....	Associate of Science .....	Briarcliffe College
	Diploma, Pharmacy Technician .....	Remington College
Brenda Robertson .....	AS, Pharmacy Technician .....	Rasmussen College
Peter Malual .....	MS, Health Science .....	University of Mississippi Medical Center
	BS, Biology.....	Jackson State University

**PROCESS TECHNOLOGY**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
Thomas Donnelly.....	MBA, Finance.....	University of Wisconsin
	BS, Chemical Engineering.....	University of New Orleans

**RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT**

<b>FACULTY</b>	<b>CREDENTIALS</b>	<b>INSTITUTIONS</b>
TBD.....	TBD.....	TBD

## ADDITIONAL MODIFICATIONS

- Page 3: The following requirement has been added to the Admissions Requirements and Procedures policy:
- For programs that include distance education components, applicants must complete the Wonderlic Admissions Risk Profile Survey and successfully complete a non-credit, online orientation to become acquainted with the virtual classroom environment in which courses will be delivered. The asynchronous online orientation is available to applicants once Remington College has received an Application for Admission executed by the applicant and must be completed prior to the beginning of classes.*
- Page 4: Item 4) of the admissions requirements has been amended to include the Medical Office Administration diploma program. Applicants without a high school diploma or equivalent may be admitted to the Medical Office Administration diploma program under an Ability-to-Benefit determination and must meet and comply with all applicable requirements and policies as set forth in the Catalog. As a condition of graduation from the Medical Office Administration program, each ATB student must make at least one attempt at the GED test prior to completing the postsecondary training.
- Page 11: The Tuition and Additional Fees policy has been amended to include the following:
- *Replacement of Degree/Diploma Fee: Graduates will be charged \$45.00 for a duplicate copy of their degree/diploma.*
  - *Transcript Fee: Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to Remington College. Any additional transcript requests will be charged \$45.00 per transcript for official transcripts and \$25.00 per transcript for unofficial transcripts.*
  - *Student Verifications: Students will be charged \$25.00 per enrollment verification.*
- Page 22: The Campus is no longer enrolling in the Cosmetology diploma program.
- Page 30: Course IS2610 Web Marketing and Design has been replaced with BN1616 Small Business Management. The course description for BN1616 can be found on page 6 of this Addendum.
- Page 39: The course prefixes for all courses in the Paralegal program have been changed from OPL to PL.
- Page 45: The prerequisites for CADD155 are CAD115 and CAD125.
- Pages 63-64: The prerequisites for the MOA prefix courses have been removed.
- Page 64-66: The course prefixes for all OPL courses have been changed to PL and the prerequisites have been amended as outlined below.
- Prerequisites for PL1111, PL1121, and PL1231: None  
Prerequisites for PL1122, PL2572 and PL2582: PL1111, PL1121, and PL1231  
Prerequisites for PL1241, PL2351, PL2570 and PL2571: PL1122
- Page 74: The following requirement has been added to the Graduation Requirements:
- ATB students in the Medical Office Administration program must attempt the GED test.*
- Page 92: Dr. Jerry White, Director has been added to the list of Directors and Officers.

# RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

## ASSOCIATE OF APPLIED SCIENCE

21 Months

The Restaurant, Hospitality, and Retail Management program provides training in the various concepts and skills necessary for working in the restaurant, hospitality, tourism, and retail industries. The program provides in-depth training in industry related technology, security, marketing, human resources, sales, and customer service skills. The program utilizes a combination of lecture, demonstration and/or simulations to reinforce concept comprehension.

The objective of this program is to prepare graduates for entry-level positions in the Tourism, Restaurant Management, Hospitality, and Retail Management fields. This program also prepares individuals for advancement opportunities in these industries and related fields. Potential places of employment would be in tourism sales, event planning and management, various hotel, retail and restaurant positions, general management, casino and entertainment operations, catering companies, and a variety of tourism related positions.

The program requires completion of a minimum of 101 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The program is delivered in a system of seven, three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residually and some courses are delivered via distance education (i.e., on-line).

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Didactic	Lab	Externship	
CD1101	Career Development Principles	36	0	0	3.00
HM100	Introduction to Hospitality Management	60	0	0	5.00
HM110	Lodging Front Office Management	60	0	0	5.00
HM120	Property Maintenance	60	0	0	5.00
HM130	Foodservice Management	60	0	0	5.00
HM140	Hospitality and Tourism Marketing and Sales	60	0	0	5.00
HM150	Human Resource Management	60	0	0	5.00
HM160	Emergency Management and Security Planning	60	0	0	5.00
HM170	Customer Service Management	60	0	0	5.00
HM200	Event Planning and Logistics	60	0	0	5.00
HM220	Retail Operations Management	60	0	0	5.00
HM230	Tourism	60	0	0	5.00
HM240	Hospitality and Tourism Information Technology	60	0	0	5.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
HM270	Capstone	60	0	0	5.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
GE2631	Ethics	60	0	0	6.00
<b>Total:</b>		<b>1152</b>	<b>0</b>	<b>0</b>	<b>101</b>

## COURSE DESCRIPTIONS

**BN1616** **6.00 Quarter Credit Hours**  
**Small Business Management**

This course gives students a clear understanding of how to effectively manage a small business. Students study how to launch and run their own enterprise by examining the value and appeal of small businesses. The course presents a variety of essential start-up lessons, including how to write a business plan, obtain financing, and select and use the correct legal forms and formats for any business venture.

*Prerequisite(s): None*

**GE2631** **6.00 Quarter Credit Hours**  
**Ethics** **60/0/0**

This course is designed to introduce students to ethical theories and systems and their application to disputed contemporary issues and problems. The course will emphasize the validity of ethical judgments and theories.

*Prerequisite(s): None*

**HM100** **5.00 Quarter Credit Hours**  
**Introduction to Hospitality Management** **60/0/0**

This course provides learners an industry introduction and overview. Learners gain valuable insight into the various aspects of the Hospitality industry as well as restaurant operations and general management.

*Prerequisite(s): None*

**HM110** **5.00 Quarter Credit Hours**  
**Lodging Front Office Management** **60/0/0**

This course outlines the basic functions of managing the front office components in the lodging and hospitality related businesses. The course focuses on general management skills and techniques, planning, budgeting, and sales. The course also focuses on Customer Service and helps learners develop appropriate communication skills and techniques including dealing with difficult situations and customers.

*Prerequisite(s): None*

**HM120** **5.00 Quarter Credit Hours**  
**Property Maintenance** **60/0/0**

This course outlines skills necessary for performing basic property maintenance. The course provides theory and concepts to better prepare learners for directing and managing the maintenance of hospitality, lodging, retail, and foodservice facilities.

*Prerequisite(s): None*

**HM130** **5.00 Quarter Credit Hours**  
**Foodservice Management** **60/0/0**

This course provides a comprehensive, current, and practical overview of foodservice operations and business principles. Covering topics like food safety, human resources, finance, equipment, design, marketing, and filled with real-life case studies. This course provides learners with an understanding of the issues they will face in any type of foodservice operation.

*Prerequisite(s): None*

**HM140** **5.00 Quarter Credit Hours**  
**Hospitality and Tourism Marketing and Sales** **60/0/0**

This course discusses hospitality marketing from a team perspective, examining each hospitality department and its role in the marketing mechanism. This course also covers topics like social media, destination tourism and other current industry trends, authentic industry cases, and hands-on application activities. Social media topics are integrated throughout the course to show how it can increase customer loyalty, build brand awareness, and reduce promotions costs.

*Prerequisite(s): None*

**HM150** **5.00 Quarter Credit Hours**  
**Human Resource Management** **60/0/0**

This course explores human resource management in the unique environment of the hospitality industry. This course provides a solid grounding in human resource functions and examine the skills hospitality managers require to implement an effective human resources program. The course presents Human Resources with a focus on the Hospitality industry but provides an overview of how these concepts span various industries.

*Prerequisite(s): None*

- HM160** **5.00 Quarter Credit Hours**  
**Emergency Management and Security Planning** **60/0/0**  
 This course covers: Risk assessment, where threats and vulnerabilities are calculated with probabilities to determine risk. The security plan, where you decide how to apply various layers of control to mitigate the risks. Budgeting: the amount of money available to implement the plan determines the next step. Policies: how to document policies into a security manual, training manual, emergency procedures manual, and incident action plan. Staffing: scheduling, wages, deployment, and contract security. Training, including specialized topics such as use of force and bike patrol. Physical security and patrol procedures. Alarm and camera systems and various software programs. Emergency procedures and response. Investigations, interviews, and crime analysis.  
*Prerequisite(s): None*
- HM170** **5.00 Quarter Credit Hours**  
**Customer Service Management** **60/0/0**  
 This course covers concepts and skills necessary to provide excellent customer service by utilizing excellent customer service management techniques. The course will cover topics that create self-awareness and improved customer service management skills.  
*Prerequisite(s): None*
- HM200** **5.00 Quarter Credit Hours**  
**Event Planning and Logistics** **60/0/0**  
 This course covers producing and managing gatherings in the MEEC industry. The course includes concepts that will be to plan and execute successful meetings, expositions, events, and conventions (MEEC) and provides step-by-step, in-depth coverage of the production and logistical factors that event managers must oversee.  
*Prerequisite(s): None*
- HM220** **5.00 Quarter Credit Hours**  
**Retail Operations Management** **60/0/0**  
 This course will help learners thrive in today's retailing industry. Concepts covered in this course will help the learner become good retail planners and decision makers. The course covers the current world economic climate, extensive coverage of omnichannel retailing, and also includes case studies.  
*Prerequisite(s): None*
- HM230** **5.00 Quarter Credit Hours**  
**Tourism** **60/0/0**  
 This course covers an overview of the business of tourism. The course covers an integrated model of tourism and addresses consumer behavior, service quality, and personal selling. Integrated case studies focus on critical thinking and problems solving skills.  
*Prerequisite(s): None*
- HM240** **5.00 Quarter Credit Hours**  
**Hospitality and Tourism Information Technology** **60/0/0**  
 This course covers the complexities of how information technology is being used in the tourism industry. It also covers IT applications in all sectors of the industry including airlines, travel intermediaries, accommodation, foodservice, destinations, attractions, events and entertainment and how tourists are using technologies to support decision making before their trip, during their travels and upon their return. The course also includes topics on the various social media that are impacting the travel industry and consider the increasing number of networks in tourism.  
*Prerequisite(s): None*
- HM270** **5.00 Quarter Credit Hours**  
**Capstone** **60/0/0**  
 In this course, students will work with the instructor to create a business plan or concept for a restaurant, hospitality, tourism, or similar industry-related business. The student will present the final plan to the instructor to complete the course.  
*Prerequisite(s): HM100, HM110, HM120, HM130, HM140, HM150, HM160, HM170, HM200, HM220, HM230, HM240*

## 2019 CALENDAR

### DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
January 14, 2019	February 7, 2019
February 11, 2019	March 7, 2019
March 11, 2019	April 4, 2019
April 15, 2019	May 9, 2019
May 13, 2019	June 6, 2019
June 10, 2019	July 4, 2019
July 15, 2019	August 8, 2019
August 12, 2019	September 5, 2019
September 9, 2019	October 3, 2019
October 14, 2019	November 7, 2019
November 11, 2019	December 5, 2019
December 9, 2019	January 9, 2020

### COSMETOLOGY, FACILITY MAINTENANCE AND TECHNOLOGY, HEATING, VENTILATION AND AIR CONDITIONING, MEDICAL ASSISTING, MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) AND PHARMACY TECHNICIAN ASSOCIATE DEGREE PROGRAMS

<u>Begin</u>	<u>End</u>
January, 14 2019	April 4, 2019
February 11, 2019	May 9, 2019
March 11, 2019	June 6, 2019
April 15, 2019	July 4, 2019
May 13, 2019	August 8, 2019
June 10, 2019	September 5, 2019
July 15, 2019	October 3, 2019
August 12, 2019	November 7, 2019
September 9, 2019	December 5, 2019
October 14, 2019	January 9, 2020
November 11, 2019	February 6, 2020
December 9, 2019	March 5, 2020

### MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring	January 14, 2019 February 25, 2019	February 21, 2019 April 4, 2019
Summer	April 15 2019 May 27, 2019	May 23, 2019 July 4, 2019
Fall	July 15, 2019 August 26, 2019	August 22, 2019 October 3, 2019
Winter	October 14, 2019 November 25, 2019	November 21, 2019 January 9, 2020

### QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 14, 2019	April 4, 2019
Spring Quarter	April 15, 2019	July 4, 2019
Summer Quarter	July 15, 2019	October 3, 2019
Fall Quarter	October 14, 2019	January 9, 2020

### BREAKS

	<u>Begin</u>	<u>End</u>
Spring Break	April 8, 2019	April 14, 2019
Summer Break	July 8, 2019	July 14, 2019
Fall Break	October 7, 2019	October 13, 2019
Winter Break	December 25, 2019	January 1, 2020

### HOLIDAYS

New Year's Day	January 1, 2019
Dr. Martin Luther King Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Friday After Thanksgiving Day	November 29, 2019
Christmas Day	December 25, 2019

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