

REMINGTON COLLEGE'S SHREVEPORT CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1802 DATED 2/28/2018

Revised: 11/14/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING.....	\$22,500.00
DIPLOMA IN ELECTRONIC TECHNOLOGY.....	\$21,120.00
DIPLOMA IN MEDICAL ASSISTING.....	\$20,645.00
DIPLOMA IN MEDICAL BILLING AND CODING.....	\$16,120.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....	\$16,120.00
DIPLOMA IN PHARMACY TECHNICIAN.....	\$20,645.00
ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION.....	\$34,025.00
ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE.....	\$34,025.00
ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING.....	\$27,520.00
ASSOCIATE OF SCIENCE IN PARALEGAL.....	\$22,500.00
ASSOCIATE OF SCIENCE IN PHARMACY TECHNICIAN.....	\$27,520.00
ASSOCIATE OF SCIENCE IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT.....	\$22,500.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE.....	\$30,025.00

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

ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Jonathan Daniels.....	Director of Campus Administration
Lasonia Ashley.....	Director of Admissions
Ashley Maxey.....	Director of Career Services
Michelle Stuparu.....	Area Director of Student Finance
Cynthia Robertson.....	Campus Dean
Christopher Brown.....	Criminal Justice Chair
Christopher Riser.....	Medical Assisting Chair
Roland Moore.....	Pharmacy Technician Chair

BUSINESS ADMINISTRATION

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Cynthia Robertson.....	MBA; BS, Accounting.....	Louisiana Technical University
John A. Blank Jr.	MBA, Accounting.....	University of Phoenix
	BS, Business Administration.....	Oklahoma State University
Robert E. Lewis.....	MBA, Business; BS, Finance.....	Louisiana State University

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
TBD.....	TBD.....	TBD

CRIMINAL JUSTICE

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Albert Newman.....	Master's Degree in Criminal Justice.....	University of Phoenix
Christopher Brown.....	Master of Science, Leadership & HR.....	Southwestern College
	Bachelor of Science, HR.....	Southwestern College
	AAS, Criminal Justice.....	Community College of the Air Force
Mark Rogers.....	BS, Criminal Justice.....	Louisiana State University - Shreveport
Murray Salinas.....	Juris Doctor.....	Louisiana State University - Baton Rouge
	BS, Criminal Justice.....	Louisiana State University - Shreveport

ELECTRONIC TECHNOLOGY

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Deborah Goyette.....	AA, Electronic Systems Technology.....	United States Navy
William Chavez.....	Electronics Technician.....	United States Air Force

GENERAL EDUCATION

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Jason Rachal.....	MA, English; MS, Criminal Justice.....	Louisiana State University - Shreveport
Marianne Beaty.....	MBA.....	Bristol University
	BA, Social/Psychology.....	University of Tennessee
Mark Miller.....	MBA.....	Centenary College
	Master of Science.....	Northwestern State University
	BS, Psychology.....	Louisiana State University - Shreveport
Mary Jeter.....	MS, Computer Science.....	North Carolina A&T State University
	MS, Divinity.....	Shaw University
Minnie Jenkins.....	Master's Degree, Education.....	University of Phoenix
	MS, Counseling.....	Capella University
Netosha Macdonald.....	Masters, Teaching.....	Louisiana State University - Baton Rouge
	BS, Psychology.....	Louisiana State University - Baton Rouge
	BA, English.....	Louisiana State University - Baton Rouge

MEDICAL ASSISTING

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Ashley Maxey.....	Bachelor of Science.....	Louisiana State University - Shreveport
Christopher Riser.....	MEd.....	Northcentral University
	Registered Nurse.....	Northwestern State University
	LPN.....	Louisiana Technical College
Deborah Chadsey.....	AAS, Nursing; Certified Vocational Nurse..	Tyler Junior College
Kevin Slusher.....	Doctor of Medicine.....	Louisiana State University Health Science
Trey Speed.....	Master's, Biological Science; BS.....	Louisiana State University - Shreveport

MEDICAL BILLING AND CODING

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Janie Cochran.....	Diploma, Medical Insurance and Coding....	Remington College
Mary Louk.....	Diploma, Medical Billing and Coding.....	Remington College
Tina Smith.....	Associate in Computer Program.....	Southern Louisiana University

MEDICAL OFFICE ADMINISTRATION

FACULTY.....	CREDENTIALS.....	INSTITUTIONS
Deborah Chadsey.....	AAS, Nursing; Certified Vocational Nurse..	Tyler Junior College
Mary Louk.....	Diploma, Medical Billing and Coding.....	Remington College
Tina Smith.....	Associate in Computer Program.....	Southern Louisiana University

PARALEGAL

FACULTY	CREDENTIALS	INSTITUTIONS
Murray Salinas.....	Juris Doctor	Louisiana State University - Baton Rouge
	BS, Criminal Justice	Louisiana State University - Shreveport

PHARMACY TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Antionette Hines.....	AAS	Bossier Parish Community College
Beth Shelton.....	AA, Psychology.....	Hillsborough Community College
Jessica Adams.....	AAS, Pharmacy Technician	Bossier Parish Community College
Sametra Delaney.....	AS, Chemistry.....	Southern University

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD.....	TBD.....	TBD

ADDITIONAL MODIFICATIONS

Page 3: The third sentence of item 3) of the Admissions Requirements and Procedures has been amended to read as follows:

The required passing score for the Wonderlic exam will be 13 or higher for the Paralegal associate degree program and 10 or higher for all other programs.

Page 4: The first two bullet points under the Attendance Requirements for Activation have been amended as follows:

- *For applicants enrolled in courses delivered residentially: Attend at least one class on at least 50% of the days classes are scheduled in the first or second week of the term.*
- *For applicants enrolled in only courses delivered via distance education (on-line): log into the online classroom at least once during first two weeks of the term.*

Pages 9-10: 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 17: The Educational Equipment section has been amended to include the item below.

- *Computer-Aided Design and Drafting equipment may include: drafting tables, drafting kits with tools for basic board drafting, computer(s), computer-aided drafting software, and printer(s).*
- *Medical Office Administration course equipment may include: computer(s) with medical office simulation software.*

Page 22: The following requirement has been added to the description for the Pharmacy Technician diploma program: *Students must complete a minimum of 160 hours at their externship site to earn a passing grade in PT120.*

Page 26: The following requirement has been added to the description for the Pharmacy Technician degree program: *Students must complete a minimum of 160 hours at their externship site to earn a passing grade in PT120A and PT120B.*

Page 44: The Leaves of Absence policy has been amended to read as follows.

Remington College will allow a student enrolled in a program to apply for a leave of absence ("LOA") from their program of up to one hundred fifty (150) calendar days from the students last date of attendance prior to the commencement of the LOA. A student is only eligible for one LOA during each program of study. A LOA may only start at the beginning of a module. A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Campus Dean or Administrator. An LOA will not be granted unless Remington College's Provost (or designee) determines that there is a reasonable expectation the student will resume their program within the LOA period. Students enrolled in programs that are being discontinued will not be granted a leave of absence if, upon returning from a leave of absence, the student will not be able to complete the program prior to its termination because of limited course availability. All LOA requests must be reviewed and approved by Remington College's Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. A student's failure to return from a leave of absence may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

Pages 44-51: The Satisfactory Academic Progress Policy and Requirements and Satisfactory Academic Progress Appeals and Waivers policies have been replaced with the policies provided on pages 11-13 of this Addendum.

Page 53: The Grade Adjustments Due to Excessive Absences in Residential Courses section of the Attendance Policy has been replaced with the policy provided below.

Grade Adjustments for Participation in Residential Courses

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their canvas course. Active participation in the course includes participating in classroom discussions, lab participation, and attending class regularly.

Page 63: The Examination of Student Records policy has been amended by adding Academic and Attendance Awards as a category of student information that Remington College has designated as "directory information."

Page 66: The list of Directors and Officers has been replaced with the following list.

Jerald M. Barnett Jr., Chairman

Kevin M. Wilcox, Director

Leah Matthews, Director

Jackson Farrow, Director

Dr. Jerry White, Director

Pam Bell, President

Shannyn Stern, Chief Financial Officer / Secretary

Adam Martin, Vice President of Human Resources & General Counsel

Todd Zvaigzne, Regional Vice President of Educational Support & Campus Administration

Susan Race, Regional Vice President of Educational Support & Campus Administration

Brandon Shedron, Provost

Heather McIver, Vice President of Institutional Innovation

J Bonnell, Chief Information Officer

Bonnie Delashmit, Regional Vice President of Educational Support & Campus Administration

COMPUTER-AIDED DESIGN AND DRAFTING

DIPLOMA

12 Months

The Computer-Aided Design and Drafting Diploma Program provides training in the application of drafting skills to mechanical, electrical, piping, civil, structural and architectural disciplines. The curriculum also covers information in related fields, with the intent to position students to work effectively with engineers, technologists, architects, and other professional staff.

The objective of this Program is to prepare graduates for entry-level draftsman positions in which computer programs and/or a manual drafting board are used.

Program completion normally requires 12 months for full-time students.

The Computer-Aided Design and Drafting Diploma Program is divided into 12 monthly academic periods.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Computer-Aided Design and Drafting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CAD115	Manual Drafting	40	40	0	5.00
CAD125	Computer-Aided Drafting I	40	40	0	5.00
CAD135	Computer-Aided Drafting II	20	40	0	3.50
CAD145	Structural Drafting	40	40	0	5.00
CAD155	Architectural Drafting I	40	40	0	5.00
CAD165	Architectural Drafting II	40	40	0	5.00
CAD175	Mechanical Drafting I	40	40	0	5.00
CAD185	Electrical and Electronic Drafting	40	40	0	5.00
CAD192	Pipes and Piping	40	40	0	5.00
CAD215	Mechanical Drafting II	40	40	0	5.00
CAD225	Civil Drafting and Mapping	40	40	0	5.00
CAD235	Career Portfolio	20	40	0	3.50
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
Total:		480	480	0	59

MEDICAL OFFICE ADMINISTRATION

DIPLOMA

8 Months

The Medical Office Administration Diploma Program provides training in administrative procedures used in medical offices, many of which are also applicable to other office settings. The training includes, but is not limited to, instruction and training in scheduling, medical records management, billing and collection, and the basic elements of billing and coding for the healthcare and insurances industries, as well as general organizational and office skills.

The objective of this Program is to prepare graduates for entry-level positions such as admissions clerk, front office assistant, insurance coordinator, insurance verification clerk, medical administrative assistant, medical assistant, medical office administrator, medical office assistant, medical billing clerk, medical billing specialist, medical collections clerk, medical claims collector, medical receptionist, medical records clerk, patient access representative, patient account representative, or patient services representative, in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

This Program requires completion of a minimum of 48 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight monthly academic periods (modules).

Upon successful completion of all areas of this Program, graduates will be awarded Diploma in Medical Office Administration.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MOA111	Fundamentals of Medical Office Administration	90	0	0	6.00
MOA112	Healthcare Business Management	90	0	0	6.00
MOA113	Structure and Function of the Human Body	90	0	0	6.00
MOA121	Law, Ethics, and Medical Records	90	0	0	6.00
MOA122	Fundamentals of Practice Management	90	0	0	6.00
MOA123	Medical Terminology	90	0	0	6.00
MOA131	Introduction to Coding	90	0	0	6.00
MOA132	Basic Medical Coding Applications	90	0	0	6.00
Total:		720	0	0	48

**PARALEGAL
ASSOCIATE OF SCIENCE**
18 Months

Paralegals typically assist attorneys in conducting legal research and analysis, drafting legal documents, preparing for trial, maintaining client files, and performing related tasks and duties.

The Paralegal Associate of Science Degree Program includes specific, in-depth professional courses, as well as general education courses. The Program provides training in legal research and writing, civil litigation and trial preparation, business and contracts law, bankruptcy law, family and probate law, real estate law, and legal liability and ethics. The objective of this Program is to help prepare graduates for entry-level positions as paralegals to assist lawyers in law firms, corporations, and government agencies.

This Program requires completion of a minimum of 90 quarter credit hours. Program completion normally requires 18 months for full-time students. The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residentially 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 Science Degree in Paralegal.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
BSN1108	Packaged Applications	6.00
PL1111	Introduction to Paralegal Studies	6.00
PL1121	Legal Research	6.00
PL1122	Legal Writing	6.00
PL1231	Legal Liability and Ethics	6.00
PL1241	Civil Litigation and Trial Preparation	6.00
PL2351	Business and Contracts Law	6.00
PL2570	Family Law	6.00
PL2571	Probate Law	6.00
PL2572	Real Estate Law	6.00
PL2582	Bankruptcy Law	6.00
	Subtotal:	66
<i>Associate or Lower-Level General Education Courses</i>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
	Subtotal:	24
	Total:	90

RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

ASSOCIATE OF 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 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
Total:		1152	0	0	101

COURSE DESCRIPTIONS

CAD115 **5.00 Quarter Credit Hours**
Manual Drafting **40/40/0**

This course is an introduction to drawing fundamentals and drafting equipment, with an emphasis on manual drafting techniques and basic industry standards. The course is designed to build students' understanding of the principles of dimensioning and perspective. Students also receive instruction in how to read manual drafts or drawings so that they can be converted into computerized drawings.

Prerequisite(s): None

CAD125 **5.00 Quarter Credit Hours**
Computer-Aided Drafting I **40/40/0**

This course is designed to introduce students to the operation of a 2D computer-aided drafting (CAD) program. Emphasis is placed on the commands and operation of the software as applied in 2D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.

Prerequisite(s): None

CAD135 **3.50 Quarter Credit Hours**
Computer-Aided Drafting II **20/40/0**

This course continues to explore the use of a computer-aided drafting (CAD) program to produce 3D objects. Students have the opportunity to gain an understanding of the features, limitations, and considerations associated with the operation of a 3D CAD program. Emphasis is placed on the commands and operation of the software as applied in 3D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.

Prerequisite(s): CAD115, CAD125

CAD145 **5.00 Quarter Credit Hours**
Structural Drafting **40/40/0**

This course explores structural drafting for steel and wood applications and covers beam shapes and identification, standard and seated-beam connections, sectioning, fastening systems, and dimensioning practices.

Prerequisite(s): CAD1125, CAD135

CAD155 **5.00 Quarter Credit Hours**
Architectural Drafting I **40/40/0**

This course focuses on the principles and applications of computer-aided architectural drafting. Students begin designing a working set of house plans by applying the learned principles of architectural drafting. The plans are scheduled to include a floor plan, a foundation, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to begin drafting an elevation plan, a two-point perspective drawing, and a plot plan for incorporation into the final drafts.

Prerequisite(s): CAD115, CAD125

CAD165 **5.00 Quarter Credit Hours**
Architectural Drafting II **40/40/0**

This course continues the design of a working set of house plans by applying the learned principles of architectural drafting. The completed plans are scheduled to include a floor plan, a foundation plan, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to incorporate an elevation plan, a two-point perspective drawing, and a plot plan into the final drawings.

Prerequisite(s): CAD125, CAD135, CAD155

CAD175 **5.00 Quarter Credit Hours**
Mechanical Drafting I **40/40/0**

This course involves the study and application of mechanical drafting techniques and geometry using computer-aided design software. Topics of study include the identification, use, and function of mechanical and machine components. Students receive instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages.

Prerequisite(s): CAD125, CAD135

CAD185 **5.00 Quarter Credit Hours**
Electrical and Electronic Drafting **40/40/0**

This introduction to electrical and electronic drafting and design is intended to expose students to electronics applications and electrical drafting fundamentals. The drafting skills covered are directly related to the development of electrical, electronic, and electromechanical drawings. Students have the opportunity to learn the basic applications of electronic theory and symbology needed for drafting electronic circuitry. Electrical calculations are also addressed to offer students a background in calculating or computing proper electrical loading and wires for specific wiring applications in steel and wooden structures.

Prerequisite(s): CAD125, CAD135

CAD192 **5.00 Quarter Credit Hours**
Pipes and Piping **40/40/0**

This course involves the study and application of commercial and residential plumbing and piping. Students have the opportunity to learn how to use a computer-aided design program to draw layout and assembly applications for pipes, fittings, and valves used in wooden and steel construction.

Prerequisite(s): CAD125, CAD135

CAD215 **5.00 Quarter Credit Hours**
Mechanical Drafting II **40/40/0**

This course continues the study and application of mechanical drafting techniques and geometry using computer-aided design software. Students receive continued instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages. The use of three-dimensional forms, geometric tolerances, and dimensioning practices is also reinforced.

Prerequisite(s): CAD125, CAD135

- CAD225** **5.00 Quarter Credit Hours**
Civil Drafting and Mapping **40/40/0**
 This course covers the basics of civil drafting and mapping technology, including survey types, plots, plans and profiles, contours, and earthworks. Mapping technology includes mapping scales and symbols, surveying types and fundamentals, and understanding location and direction, legal descriptions, plot plans, contour lines, profiles, and highway layouts.
Prerequisite(s): CAD125, CAD135
- CAD235** **3.50 Quarter Credit Hours**
Career Portfolio **20/40/0**
 In this final course, students have the opportunity to develop a portfolio of drafting designs learned and used throughout the Program. The drawings in the portfolio are representative samples from each drafting discipline studied. Additional instruction focuses on job search techniques and how to present oneself and one's work to potential employers.
Prerequisite(s): CAD115-CAD225
- 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.	
<i>Prerequisite(s): None</i>	
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.	
<i>Prerequisite(s): None</i>	
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.	
<i>Prerequisite(s): None</i>	
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.	
<i>Prerequisite(s): None</i>	
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.	
<i>Prerequisite(s): HM100, HM110, HM120, HM130, HM140, HM150, HM160, HM170, HM200, HM220, HM230, HM240</i>	
MOA111	6.00 Quarter Credit Hours
Fundamentals of Medical Office Administration	90/0/0
This course is designed to introduce the career scope and opportunities in administrative medical assisting. It provides an overview of the healthcare environment, receptionist responsibilities, telephone technique, appointment scheduling, and office management. Professional communication techniques are also covered.	
<i>Prerequisites: None</i>	
MOA112	6.00 Quarter Credit Hours
Healthcare Business Management	90/0/0
This course emphasizes knowledge and skills used by successful managers. Topics include the history of management, making decisions, planning for success, organization, human resources, and business ethics. Activities are designed to familiarize students with the use of computers in business management.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA113	6.00 Quarter Credit Hours
Structure and Function of the Human Body	90/0/0
This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.	
<i>Prerequisites: None</i>	
MOA121	6.00 Quarter Credit Hours
Law, Ethics, and Medical Records	90/0/0
Topics covered in this course include legal and regulatory factors governing health information, such as HIPAA. Medical record systems and management of medical records are also introduced.	
<i>Prerequisites: None</i>	
MOA122	6.00 Quarter Credit Hours
Fundamentals of Practice Management	90/0/0
This course introduces accounting, financial records, collections, billing, payroll, tax processing, and banking procedures. It also covers the laws affecting these procedures, and how these procedures are applied in the medical office.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA123	6.00 Quarter Credit Hours
Medical Terminology	90/0/0
This course describes the medical vocabulary used to create medical records.	
<i>Prerequisites: None</i>	
MOA131	6.00 Quarter Credit Hours
Introduction to Coding	90/0/0
This course is designed to introduce diseases, disorders, and drug treatments. Basic concepts in ICD-9-CM, ICD-10-CM, CPT, and Level II (HCPCS) coding are also introduced in the context of diagnoses, patient services, and insurance claims. It also offers students the opportunity to review for the certification examination.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	

- MOA132** **6.00 Quarter Credit Hours**
Basic Medical Coding Applications **90/0/0**
 This course offers students the opportunity to apply insurance, billing, and coding concepts. The process of transferring health information from the patient record to insurance forms, including use of diagnosis codes are covered in this course. Topics include ledger cards and the handling of unpaid claims. It also offers students the opportunity to review for the certification examination.
Prerequisites: MOA111, MOA113, MOA121, MOA123
- PL1111** **6.00 Quarter Credit Hours**
Introduction to Paralegal Studies
 This course provides an overview of legal principles and specific topics in the paralegal profession and discusses the common duties and responsibilities of practicing paralegals. Topics covered include an overview of contracts, civil and criminal law, procedure and discovery, legal research, real estate, decedents' estates, and the ethical responsibilities of legal assistants. Also included in this course is a review of the available certification tests in the paralegal field.
Prerequisite(s): None
- PL1121** **6.00 Quarter Credit Hours**
Legal Research
 This course provides an opportunity for students to learn the fundamentals of effective research and analysis in the paralegal profession. Students are introduced to the process of conducting research and compiling their findings. Students are also taught to formulate an understanding of how to summarize those findings to draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs.
Prerequisite(s): None
- PL1122** **6.00 Quarter Credit Hours**
Legal Writing
 This course provides an opportunity for students to learn the fundamentals of effective writing in the paralegal profession as they draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs based on their compiled research.
Prerequisite(s): PL1111, PL1121, PL1231
- PL1231** **6.00 Quarter Credit Hours**
Legal Liability and Ethics
 This course discusses the important ethical issues facing paralegals today and reviews the most common ethical situations that paralegals may encounter on the job. Included is an analysis of regulations regarding the legal profession and the unauthorized practice of law, confidentiality and conflicts of interest, technical rule-driven concepts such as advertising, billing, and fees, and abstract rules such as competence, zealous representation, and integrity.
Prerequisite(s): None
- PL1241** **6.00 Quarter Credit Hours**
Civil Litigation and Trial Preparation
 The litigation process, from pre-lawsuit investigation to appeal, is covered in this course. Coursework provides instruction on how to assist attorneys during each phase of litigation and explains the importance of each step in relation to the client's success. Topics covered include litigation principles, lawyer and client relationships and ethics, evidence gathering, depositions, civil trial preparation, the structure of a civil trial, and judgments and appeals. In addition, a case study provides the opportunity for students to learn the practical application of the concepts presented.
Prerequisite(s): PL1122
- PL2351** **6.00 Quarter Credit Hours**
Business and Contracts Law
 This course addresses the daily tasks and responsibilities of a paralegal involved in business/contract law. It presents a wide variety of typical business/contract problems and the legal methods used to address those problems. Areas of study include significant cases and their relevance, common issues faced by businesspeople and attorneys, and an in-depth analysis of contracts and the common clauses contained in them.
Prerequisite(s): PL1122
- PL2570** **6.00 Quarter Credit Hours**
Family Law
 This introduction to family law covers such topics as premarital and cohabitation agreements, annulment and divorce and the corresponding separation agreements, issues of child custody and child support, illegitimacy and paternity proceedings, and adoption.
Prerequisite(s): PL1122
- PL2571** **6.00 Quarter Credit Hours**
Probate Law
 This introduction to probate law covers such topics an overview of wills, trusts, and estates, including how to draft wills and trusts, estate planning issues, elder care issues, right-to-die concerns, "do not resuscitate" orders, and other healthcare proxies.
Prerequisite(s): PL1122
- PL2572** **6.00 Quarter Credit Hours**
Real Estate Law
 This course covers the basics of real estate law and its current practice. Topics of study include buyer/seller transactions, the role of third parties, contingencies and conditions, deeds, mortgages and leases, closing and settlement procedures, the resolution of real estate disputes, and the reality of foreclosure.
Prerequisite(s): PL1111, PL1121, PL1231
- PL2582** **6.00 Quarter Credit Hours**
Bankruptcy Law
 The bankruptcy code and bankruptcy rules are explored in this course, including why bankruptcy law covers what it does, the written and unwritten rules of procedure that guide how a bankruptcy is implemented, the necessary tools for mastering the procedures of bankruptcy practice, and the role of the paralegal in this practice. Bankruptcy is examined from the perspective of the debtor, the trustee, and the creditor. An explanation of taxes in bankruptcy and the procedure for electronic filing are also covered.
Prerequisite(s): PL1111, PL1121, PL1231

SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS

All students must meet the Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College will provide for electronic notification to students via email or posting to the student portal of the results of a SAP evaluation that impacts Title IV eligibility, which includes notification to any student that may be eligible for Title IV aid, regardless of whether they currently receive aid. Remington College's satisfactory academic progress standards ("SAP") have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe. The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit hours attempted and credit hours completed as indicated on a student's transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached. Minimum Measurement Points occur at the end of each Quarter and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length indicated in the charts below.

Remington College's satisfactory academic progress standards are the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs ("Title IV") or other financial aid and applied consistently to all students without regard to whether they are a full-time or part-time student. A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS

"Appeal" means the appeal by a student of a determination by the School that a student has not meet the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"Appeal Procedures" means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards and to obtain Financial Aid Probation status.

"Appeal Request" means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"CGPA" means a student's cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

"Grading Period" is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course.

"Financial Aid Probation" means the status assigned by the School to a student who (i) is on Financial Aid Warning status and fails to make satisfactory academic progress at the end of the first Quarter or other Minimum Measuring Point occurring after student was placed on Financial Aid Warning status; (ii) has appealed the SAP failure determination made by the School and (iii) after considering the Appeal, the School has determined the student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

"Financial Aid Warning" means the status assigned to a student who is on SAP Met status and subsequently fails to satisfy SAP requirements at the end of a Quarter or as of any other Minimum Measuring Point.

"Minimum CGPA" shall have the meaning consistent with the set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum cumulative grade point average.

"Minimum Pace of Completion" shall have the meaning consistent with the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum number of credits hours earned after attempting a certain number of credit hours. The specific Minimum Pace of Completion Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Satisfactory Academic Progress charts set forth below.

"Minimum Measurement Point" shall mean the end of each Quarter as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length and Minimum Measuring Point in Credit Hours Attempted indicated in the charts set forth below.

"MTF" shall have the meaning consistent with the meaning set forth below in the Satisfactory Academic Progress section of this Catalog, which is maximum timeframe for completion of a program.

Quarter Definitions

The term "Quarter" is defined differently for students based upon program type or date the student starts class. "Quarter" means a period of time which generally consists of twelve (12) weeks of instructional time, but never less than ten (10) weeks of instructional time.

QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average ("Minimum CGPA") as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a "W", or "I" during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached.

If a student receives the temporary grade of "I", the grade received upon completion of the course or "F" if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student's program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit or clock hours from another Remington College campus, that are accepted for transfer towards a student's program will be included in the calculation of the CGPA and will be included in the determination of the Minimum Measurement Point. The Minimum Satisfactory Academic Progress chart below lists program lengths and the Minimum CGPA required at the end of the Grading Period wherein each of the Minimum Measurement Points is initially met or exceeded.

If a student's CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student's Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.

QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of a minimum number of credits hours after attempting a certain number of credit hours. The Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

The number of credit hours or clock hours required to be completed depends upon the length of the program. A credit hour or clock hour is completed when a grade other than "W" or "I" is assigned to the credit or clock hour. If a student receives the temporary grade of "I", the grade received upon completion of the course or "F", if the course is not completed within time allowed for completion, will be used to determine the number of completed credit or clock hours used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours assigned to courses for which a student receives a "W" will be included in the determination of the number of credit or clock hours attempted that is used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours from another institution, including another Remington College campus, that are accepted for transfer towards a student's program will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit or clock hours completed and attempted as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree and diploma students.

MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Program Length (Minimum # of Weeks/Months Required to Complete Program)	Minimum CGPA Requirement	Minimum Pace of Completion (% of credits earned versus completed)	Minimum Measurement Point in Quarters
24 Months 21 Months 18 Months	1.00	33%	End of Quarter 1
	1.20	50%	End of Quarter 2
	1.40	55%	End of Quarter 3
	1.60	60%	End of Quarter 4
	1.80	60%	End of Quarter 5
	2.00	66.67%	End of Quarter 6 and each Quarter thereafter
13 Months 12 Months 9 Month 8 Months	1.00	33%	End of Quarter 1
	2.00	66.67%	End of Quarter 2
	2.00	66.67%	End of Quarter 3 and subsequent quarters

If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped and such failure will impact a student's eligibility to receive assistance under the Title IV programs.

Satisfactory Academic Progress Statuses

SAP Met Status

A "SAP Met" status indicates that at the established measurement points the student satisfied all SAP evaluation criteria. A student with SAP Met status remains eligible for Title IV funding.

Financial Aid Warning Status

A Financial Aid Warning status indicates a student who was on SAP Met status subsequently fails to satisfy satisfactory academic progress standards at the end of a Quarter or any other Minimum Measuring Point.

Financial Aid Probation Status

A Financial Aid Probation status indicates a student who is on Financial Aid Warning status fails to meet satisfactory academic progress standards at the end of the Quarter or other Minimum Measuring Point first occurring after student was placed on Financial Aid Warning status; that has appealed the SAP failure determination and the School has determined the Student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

Financial Aid Warning

A student on SAP Met status who subsequently fails to meet a qualitative or quantitative component of the SAP requirements set forth above will be placed on Financial Aid Warning status. If the student satisfies the requirements of a failed SAP component as of the next Minimum Measuring Point for the component failed, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to be removed from Financial Aid Warning and gain SAP Met status. A student removed from Financial Aid Warning will be classified as SAP Met status. The student remains eligible for Title IV while on Financial Aid Warning status.

Financial Aid Probation

If a student on Financial Aid Warning status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point and the student Appeals the determination that the student failed to meet SAP standards, the student will be placed on Financial Aid Probation status if the School determines the student should be able to meet the SAP requirements by the end of the next Quarter or other Minimum Measuring Point or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

A student on Financial Aid Probation will have their Title IV eligibility reinstated and be eligible to receive Title IV disbursements.

If a student placed on Financial Aid Probation status satisfies the requirements of a failed component as of the next Minimum Measuring Point for the component failed occurring after the student is placed on Financial Aid Probation status, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to gain SAP Met status and be removed from Financial Aid Probation status. A student removed from Financial Aid Probation status will be classified as SAP Met status.

If a student placed on Financial Aid Probation status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point or the time specified in the student's academic plan if the plan specifies a date beyond the next Minimum Measuring Point, the student will be Dropped for failing to meet SAP requirements unless a waiver is granted by the Provost for Remington College. A student Dropped for failing SAP requirements will not be eligible to re-enroll or re-enter in any program at any Remington College campus. (See Re-Enrollment and Re-Entry Policy regarding application to Satisfactory Academic Progress Policy.)

SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS

Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Provost for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Provost for Remington College or his/her designee is final.

Appeal Procedures

To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Provost for Remington College. The Appeal request may be sent by email to academic.sap@remingtoncollege.edu, mailed to the Provost, 1800 Eastgate Drive, Garland, TX 75041 or hand-delivered to the Director of Education at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements.

A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the Quarter during which the student was on Financial Aid Warning status or by the next Minimum Measuring Point if it occurs before the end of said Quarter must file an Appeal in order to be placed on Financial Aid Probation status and have their Title IV eligibility reinstated.

For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances. The student must set forth in the Appeal Request the basis for the Appeal, why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.

Waiver Procedures

Students who fail to meet SAP requirements while on Financial Aid Probation status, as a result of failing to meet the terms and conditions of the academic plan agreed to as a condition to being placed on Financial Aid Probation status, will be Dropped unless the Student is granted a waiver by the Provost of Remington College. A Student must submit a written request for a waiver to the Director of Education at the Campus. If the Director of Education at the Campus determines the waiver request has merit, the waiver request shall be forwarded to the Provost of Remington College for review.

A Student will not be eligible to participate in Title IV programs if the waiver is granted until the Student regains eligibility to participate in Title IV programs. See Regaining Title IV Eligibility Section below.

Regaining Title IV Eligibility with Remington College

Students who lose eligibility to participate in Title IV programs as a result of failure to meet SAP requirements after being placed on Financial Aid Probation status can regain eligibility to participate in Title IV programs at Remington College as follows:

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a Quarter that occurs after the Student has completed a Quarter while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Quarter without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student that regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students who have two or more Quarters remaining after the Quarter in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Quarter that occurs after the Quarter in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Quarters remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.
4. Students successfully appealing a determination that the student was not making satisfactory progress.

Students who elect to enroll in a program that is different from the one in which the Student was enrolled at the time the Student lost eligibility to participate in Title IV programs will be eligible to participate in Title IV financial aid programs for all Quarters in the new program provided the Student meets the SAP and all other eligibility requirements while enrolled in the new program.

Regaining Title IV Eligibility at Another Post-Secondary Educational Institution

Students may be eligible to regain Title IV eligibility at another post-secondary educational institution.

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

MEDICAL ASSISTING AND PHARMACY TECHNICIAN 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 21, 2019
	February 25, 2019	April 4, 2019
Summer	April 15, 2019	May 23, 2019
	May 27, 2019	July 4, 2019
Fall	July 15, 2019	August 22, 2019
	August 26, 2019	October 3, 2019
Winter	October 14, 2019	November 21, 2019
	November 25, 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.**