

# REMINGTON COLLEGE'S HOUSTON SOUTH CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-1806 DATED 6/8/2018

Revised: 10/15/18

### TUITION SCHEDULE

|   |             |
|---|-------------|
| DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING .....                                     | \$22,500.00 |
| DIPLOMA IN COSMETOLOGY* .....   | \$21,825.00 |
| <i>*No longer enrolling new students</i>  |             |
| DIPLOMA IN DENTAL ASSISTING .....   | \$16,120.00 |
| DIPLOMA IN MEDICAL ASSISTING .....  | \$20,645.00 |
| DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) .....                      | \$20,645.00 |
| DIPLOMA IN MEDICAL BILLING AND CODING .....   | \$16,120.00 |
| DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....   | \$16,120.00 |
| DIPLOMA IN NAIL TECHNICIAN .....  | \$4,800.00  |
| DIPLOMA IN PHARMACY TECHNICIAN* .....   | \$20,645.00 |
| <i>*No longer enrolling new students</i>  |             |
| ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY .....                                       | \$27,520.00 |
| ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....                                  | \$27,520.00 |
| ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) ..... | \$27,520.00 |
| ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL .....   | \$22,500.00 |
| ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN .....                               | \$27,520.00 |
| ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY.....                                 | \$34,025.00 |

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

## ADMINISTRATORS AND FACULTY

| ADMINISTRATORS.....    | TITLES   |
|------------------------|--|
| Melanie Gray .....     | Director of Campus Administration/<br>Director of Admissions |
| Trina Collins .....    | Campus Dean  |
| Rhoda Hamilton.....    | Area Director of Student Finance                             |
| Kem Dunbar .....       | Allied Health Chairperson                                    |
| Amy DeVolder .....     | Pharmacy Technician Chair.                                   |
| Charles Callihan ..... | Process Technology Chair.                                    |
| Julie Weathersby ..... | Externship Coordinator                                       |

### COMPUTER-AIDED DESIGN AND DRAFTING

| FACULTY ..... | CREDENTIALS ..... | INSTITUTIONS |
|---------------|-------------------|--------------|
| TBD.....      | TBD.....          | TBD          |

### COSMETOLOGY AND NAIL TECHNICIAN

| FACULTY .....                       | CREDENTIALS .....                 | INSTITUTIONS                          |
|-------------------------------------|-----------------------------------|---------------------------------------|
| Harlquesta Hale.....                | Operator Instructor License ..... | Texas Dept. of Licensing & Regulation |
| Lachaya Wright.....                 | Operator Instructor License ..... | Texas Dept. of Licensing & Regulation |
| Yalanda White-Shinette (Lead) ..... | Associate of Applied Science..... | San Jacinto College                   |
|                                     | Operator Instructor License ..... | Texas Dept. of Licensing & Regulation |

### DENTAL ASSISTING

| FACULTY .....          | CREDENTIALS .....                 | INSTITUTIONS                          |
|------------------------|-----------------------------------|---------------------------------------|
| Aundrea McClairne..... | Registered Dental Assistant ..... | Texas State Board of Dental Examiners |
| Kathleen Franks .....  | Registered Dental Assistant ..... | Texas State Board of Dental Examiners |
| Samiullah Shaikh.....  | Registered Dental Assistant ..... | Texas State Board of Dental Examiners |

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

| FACULTY .....          | CREDENTIALS .....                             | INSTITUTIONS                               |
|------------------------|---|--|
| Anthony Arcarola ..... | AAS, Anesthesia; AAS Allied Health.....       | Sanford Brown College                      |
| Francisco Rengifo..... | Doctorate, Clinical Pathology.....            | University of Cartagena                    |
|                        | Doctorate.....                                | Metropolitan University School of Medicine |
| Julie Weathersby ..... | AS, Radiology.....                            | San Jacinto College                        |
|                        | Certified Medical Radiologic Technician ..... | Texas Department of State Services         |
| O'Nedra Moffett .....  | Diploma, Medical Assisting.....               | Texas School of Business                   |
| Sharaun Mannery.....   | Diploma, Medical Assisting.....               | Southern Career Institute                  |

### MEDICAL BILLING AND CODING

| FACULTY .....       | CREDENTIALS .....                            | INSTITUTIONS                                 |
|---------------------|--|--|
| Adrienne Neff ..... | Bachelor of Science.....                     | Clark Atlanta University                     |
|                     | Certified Healthcare Access Associate .....  | National Assoc of Healthcare Access Mgmt     |
|                     | Certified Healthcare Education Specialist .. | National Comm. for Health Edu. Credentialing |
| Angela Sams .....   | Master of Health Care Administration .....   | Kaplan University                            |
|                     | Bachelor of Professional Studies .....       | University of Memphis                        |
| Margo Vasquez ..... | Certified Professional Coder.....            | American Academy of Professional Coders      |
|                     | Certified Coding Specialist .....            | American Health Information Mgmt Association |

### MEDICAL OFFICE ADMINISTRATION

| FACULTY .....     | CREDENTIALS .....                          | INSTITUTIONS          |
|-------------------|--|-----------------------|
| Angela Sams ..... | Master of Health Care Administration ..... | Kaplan University     |
|                   | Bachelor of Professional Studies .....     | University of Memphis |

### PARALEGAL

| FACULTY ..... | CREDENTIALS ..... | INSTITUTIONS |
|---------------|-------------------|--------------|
| TBD.....      | TBD.....          | TBD          |

### PHARMACY TECHNICIAN

| FACULTY .....              | CREDENTIALS .....                   | INSTITUTIONS                  |
|----------------------------|-------------------------------------|-------------------------------|
| Amy DeVolder .....         | BA, Biology.....                    | Augustana College             |
|                            | Certified Pharmacy Technician ..... | Texas State Board of Pharmacy |
| Cindy Castro-Argulles..... | Associate in Science .....          | Houston Community College     |

### PROCESS TECHNOLOGY

| FACULTY .....          | CREDENTIALS .....                 | INSTITUTIONS                          |
|------------------------|-----------------------------------|---------------------------------------|
| Charles Callihan ..... | MBA .....                         | Webster University                    |
|                        | MS, BS, Chemical Engineering..... | University of Missouri                |
| David Maddox.....      | Process Operator .....            | 31 years of Plant Safety experience   |
| David Nash.....        | Process Operator .....            | 32 years of Plant Operator experience |
| Don Fitzgerald .....   | Process Operator .....            | 18 years of Plant Operator experience |
|                        | AA, Social Science .....          | San Jacinto Community College         |
| Wayne Haynes .....     | BS, Industrial Technology.....    | Sam Houston State University          |

### GENERAL EDUCATION

| FACULTY .....      | CREDENTIALS .....         | INSTITUTIONS                           |
|--------------------|---------------------------|--|
| Donald Fox .....   | Master of Fine Arts ..... | University of North Carolina           |
| Robert Cloud ..... | Masters of Arts .....     | University of Houston – Clear Lake Sam |
|                    | Bachelors of Arts .....   | Houston State University               |

## ADDITIONAL MODIFICATIONS

- Page 1: The last sentence of the State Licensure section has been amended to read as follows:
- The Cosmetology and Nail Technician diploma programs and the cosmetology training portion of the Cosmetology associate degree program are licensed and regulated by the Texas Department of Licensing and Regulation.*
- Page 3: Item 3 of the Admissions Requirements and Procedures has been amended to include the following requirement.
- The required passing score for the Wonderlic exam will be 14 or higher for the Cosmetology associate degree program.*
- Page 4: The following requirement has been added to the Attendance Requirements for Activation for Programs Other than the Cosmetology and Nail Technician Diploma Programs section of the Activation Policy.
- *For applicants enrolled in the Cosmetology associate degree program who are scheduled for a cosmetology course, which is identified with a prefix of "COS:" Attend at least 35 clock hours during the first two weeks of the term.*
- Page 6: The Transfer Credit for Programs other than the Cosmetology and Nail Technician Diploma Programs policy has been renamed Transfer Credit for Courses other than Cosmetology Courses, and the following has been added to that policy:
- Cosmetology courses are identified with a prefix of "COS."*
- Page 6: The Transfer Credit for the Cosmetology Diploma Program policy has been renamed Transfer Credit for Cosmetology Courses, and the following has been added to that policy:
- Cosmetology courses are identified with a prefix of "COS." Students who hold an active cosmetology operator license issued by the Texas Department of Licensing and Regulation may be eligible to receive transfer credits for the COS prefix courses in the Cosmetology associate degree program.*
- Page 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 18: The typical class schedule for the residential classes in the Cosmetology associate degree program is Monday through Friday from 9:00 AM to 2:00 PM.
- Page 32: All OPL course prefixes have been changed to PL.
- Page 35: The prerequisites for CAD155 are CAD115 and CAD125.
- Pages 45-46: There are no course prerequisites for MOA111, MOA113, MOA121 and MOA123.
- The course prerequisites for MOA112, MOA122, MOA131 and MOA132 have been changed to MOA111, MOA113, MOA121 and MOA123.
- Pages 46-48: All OPL course prefixes have been changed to PL and the prerequisites have been amended as follows:
- The are no course prerequisites for PL1111, PL1121, and PL1231.
  - The course prerequisites for PL1241, PL2351, PL2570 and PL2571 are PL1122.
  - The course prerequisites for PL1122, PL2572, and PL2582 are PL1111, PL1121 and PL 1231.

- Page 57: The Attendance Policy for Programs other than the Cosmetology and Nail Technician Diploma Programs has been renamed Attendance Policy for Courses other than Residential Cosmetology Courses.
- Page 58: The Attendance Policy for the Cosmetology Program has been renamed Attendance Policy for Residential Cosmetology Courses.
- Page 61: The Return of Title IV Funds for Programs other than the Cosmetology Program policy has been renamed Return of Title IV Funds for Programs other than the Cosmetology Diploma Program.
- Page 61: The Return of Title IV Funds for the Cosmetology Program policy has been renamed Return of Title IV Funds for the Cosmetology Diploma Program.
- Page 62: For the Cosmetology associate degree program, the TDLR Refund Policy takes the place of the Institutional Refund Policy.
- Page 69: Complaints related to the cosmetology training portion of the Cosmetology associate degree program may be submitted to the Texas Department of Licensing and Regulation.
- Page 69: The list of Directors and Officers has been replaced with the following list.

*Jerald M. Barnett Jr., Chairman*  
*Jackson Farrow, Director*  
*Dr. Jerry White, Director*  
*Kevin M. Wilcox, Director*  
*Leah Matthews, Director*  
*Pam Bell, President*  
*Shannyn Stern, Chief Financial Officer / Secretary*  
*Adam Martin, General Counsel / Vice President of College Administration / Title IX Coordinator*  
*Todd Zvaigzne, Regional Vice President of Educational Support & Campus Administration*  
*Susan Race, Regional Vice President of Educational Support & Campus Administration*  
*Bonnie Delashmit, Regional Vice President of Educational Support & Campus Administration*  
*Brandon Shedron, Provost*  
*Heather McIver, Senior Vice President of Institutional Innovation*  
*J Bonnell, Chief Information Officer*

- Page 78: The Cosmetology associate degree program follows the Calendar for the Medical Assisting, Medical Assisting with X-Ray Tech (Limited Scope), and Pharmacy Technician Degree Programs.

**COSMETOLOGY**  
**ASSOCIATE OF APPLIED SCIENCE**  
 18 Months

The Cosmetology Degree Program provides training in various phases of cosmetology, including manicures, pedicures, facials, and wig care.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons, and to introduce students to the basic concepts of starting and/or managing a cosmetology salon or other small business.

This Program requires completion of a minimum of 108 credit hours, including any transfer credits that have been accepted.

The Program is designed to be delivered over 18 months, which are divided into six three-month quarters that are delivered in a hybrid format. In the hybrid format, the COS prefix courses are delivered residentially and the BN and GE prefix courses are delivered online.

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

| <b>Course Number</b> | <b>Course Name</b>                           | <b>Quarter Credit Hours</b> |
|----------------------|--|-----------------------------|
| COS100               | COS I-A                                      | 6.00                        |
| COS101               | COS I-B                                      | 6.00                        |
| COS102               | COS I-C                                      | 6.00                        |
| COS120               | COS II-A                                     | 6.00                        |
| COS121               | COS II-B                                     | 6.00                        |
| COS122               | COS II-C                                     | 6.00                        |
| COS123               | COS II-D                                     | 6.00                        |
| COS124               | COS II-E                                     | 6.00                        |
| COS125               | COS II-F                                     | 6.00                        |
| COS130               | COS III-A                                    | 6.00                        |
| COS131               | COS III-B                                    | 6.00                        |
| COS132               | COS III-C                                    | 6.00                        |
| BN2108               | Business Applications                        | 3.00                        |
| BN2110               | Small Business Principles                    | 3.00                        |
| BN2112               | Small Business Basics                        | 3.00                        |
| BN2114               | Recordkeeping and Financial Statement Basics | 3.00                        |
| <b>Sub Total:</b>    |  | <b>84</b>                   |
| GE1118               | Introduction to Psychology                   | 6.00                        |
| GE1218               | Oral Communication                           | 6.00                        |
| GE1318               | College Algebra                              | 6.00                        |
| GE1418               | English Composition                          | 6.00                        |
| <b>Sub Total:</b>    |  | <b>24</b>                   |
| <b>Total:</b>        |  | <b>108</b>                  |

## COURSE DESCRIPTIONS

### **BN2108** **3.00 Quarter Credit Hours**

#### **Business Applications**

This course emphasizes the development of rudimentary skills in the use of Microsoft Office, the productivity software most widely-used by small businesses. Coursework includes an introduction to using Word, Excel, and PowerPoint.

*Prerequisite(s): None*

### **BN2110** **3.00 Quarter Credit Hours**

#### **Small Business Principles**

This course is designed to introduce students to the fundamental concepts of creating and managing a small business. Topics include: forms of organization, preparation of a simple business plan, types and sources of financing, and basic financial analysis and decision making, such as lease versus buy decisions, etc.

*Prerequisite(s): None*

### **BN2112** **3.00 Quarter Credit Hours**

#### **Small Business Basics**

This course is designed to provide students with an awareness of some of the requirements for operating a small business. Topics include: basics of employment law/regulation, basics of taxation, permitting and licensing, etc.

*Prerequisite(s): None*

### **BN2114** **3.00 Quarter Credit Hours**

#### **Recordkeeping and Financial Statement Basics**

In this course, students will be introduced to recordkeeping requirements, accounting concepts, preparation and interpretation of basic financial statements, and the use of simple computerized accounting software.

*Prerequisite(s): None*

### **COS100** **6.00 Quarter Credit Hours**

#### **COS I-A**

This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels.

*Prerequisite(s): None*

### **COS101** **6.00 Quarter Credit Hours**

#### **COS I-B**

In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques.

*Prerequisite(s): None*

### **COS102** **6.00 Quarter Credit Hours**

#### **COS I-C**

This course focuses on the study and practice of hair design, hair shaping (cutting), thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety.

*Prerequisite(s): None*

### **COS120** **6.00 Quarter Credit Hours**

#### **COS II-A**

This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes braiding and extensions, wig styling and care, and chemical texturizing, such as permanent waving concepts, and hair color theory and applications.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

### **COS121** **6.00 Quarter Credit Hours**

#### **COS II-B**

This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal and facial services.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

**COS122**  
**COS II-C**

**6.00 Quarter Credit Hours**

This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

**COS123**  
**COS II-D**

**6.00 Quarter Credit Hours**

This course provides an introduction to salon management and a refresher for state rules and regulations as they pertain to bacteriology and sanitation. Focus of instruction is on client services, skills practice, front desk procedures, and inventory control.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

**COS124**  
**COS II-E**

**6.00 Quarter Credit Hours**

This course is designed to refresh students on the subject of anatomy and physiology, and how cosmetology services and products can affect the body. Basic chemistry is reviewed through instruction on creating custom formulas of hair color and lighteners. Salon practice of hairstyling, cutting, and other basic services continues.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

**COS125**  
**COS II-F**

**6.00 Quarter Credit Hours**

This course includes the study of shampoos and conditioning products and the practice of styling, shaping, chemical relaxing and curl reformation. This course also includes performing services for clients and models in a professional salon setting.

*Prerequisite(s): COS I-A, COS I-B, COS I-C*

**COS130**  
**COS III-A**

**6.00 Quarter Credit Hours**

This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments and practicing salon management. Focus of practice is on hair design and shaping.

*Prerequisite(s): COS II-A, COS II-B, COS II-C, COS II-D, COS II-E, COS II-F*

**COS131**  
**COS III-B**

**6.00 Quarter Credit Hours**

This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, as well as nail and skin care.

*Prerequisite(s): COS II-A, COS II-B, COS II-C, COS II-D, COS II-E, COS II-F*

**COS132**  
**COS III-C**

**6.00 Quarter Credit Hours**

This course includes performing services for clients and models, and maintaining client records in the salon setting. Focus of practice is on permanent waving and chemical relaxing. This course also includes completion of a practical exam, or "Mini-Board" on all the previously taught courses to prepare students for licensing.

*Prerequisite(s): COS II-A, COS II-B, COS II-C, COS II-D, COS II-E, COS II-F*