

REMINGTON COLLEGE'S DALLAS CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1904 DATED 4/15/2019

Revised: 5/21/20

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING	\$23,165.00
DIPLOMA IN FACILITY MAINTENANCE	\$14,565.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$21,685.00
DIPLOMA IN MEDICAL ASSISTING (9-MONTH).....	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING (12-MONTH)*	\$21,210.00
<i>*No longer enrolling new students</i>	
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$21,210.00
DIPLOMA IN MEDICAL BILLING AND CODING	\$16,685.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,685.00
DIPLOMA IN PHARMACY TECHNICIAN.....	\$21,210.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION.....	\$34,590.00
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND NETWORK ADMINISTRATION	\$34,590.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE	\$34,590.00
ASSOCIATE OF APPLIED SCIENCE IN DATABASE MANAGEMENT AND ADMINISTRATION.....	\$23,065.00
ASSOCIATE OF APPLIED SCIENCE IN FACILITY MAINTENANCE AND TECHNOLOGY	\$29,590.00
ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING	\$29,590.00
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL MECHANICS AND AUTOMATED SYSTEMS.....	\$34,590.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING.....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE).....	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL	\$23,065.00
ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY	\$34,590.00
ASSOCIATE OF APPLIED SCIENCE IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT	\$23,065.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE	\$30,590.00

ADMINISTRATORS AND FACULTY

ADMINISTRATORS.....	TITLES
Diana McWilliams	Director of Campus Administration
Jose Gonzalez-Hernandez.....	Campus Dean
Ebonee Hamilton	Director of Admissions
Christi Koehler	Director of Career Services
Bessie Eason-Clay.....	Student Services Associate
Theresa Pruitt	Student Services Associate
Mary Myers	Learning Resource System Manager
Hooshiyar Ahmadi	Medical Assisting/X-Ray Tech Chair.
Terry Craig	Med. Asst./X-Ray Tech Assoc. Chair.
Anne Caldwell.....	Medical Billing & Coding Chair.
Breanna Rivera	Pharmacy Technician Chairperson
Christopher Taylor	Business Administration Chair.
Catina Hightower	Criminal Justice Chairperson
Michael Bell	Registrar/Retention Coordinator

BUSINESS ADMINISTRATION

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

COMPUTER AND NETWORK ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Oscar Suciadi	MS, Information System.....	University of San Francisco
	BS, Computer Science.....	San Jose State University
Roger Matthews.....	Doctor of Business Administration	Argosy University
	MA, Information Management.....	Webster University
	BS, Physics/Electronics	Park University

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

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

DATABASE MANAGEMENT AND ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Oscar Suciadi	MS, Information System.....	University of San Francisco
	BS, Computer Science.....	San Jose State University
Roger Matthews.....	Doctor of Business Administration	Argosy University
	MA, Information Management.....	Webster University
	BS, Physics/Electronics	Park University

FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Daniel Villanueva	BS, Business Administration	University of Phoenix
	AOS, Refrigeration/HVAC Technology ..	Western Technical College

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Lisa McNiel	Masters of Secondary Education	North Texas State University

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Houston Polasek.....	BS, Geology.....	Abilene Christian University
	Licensed A/C Contractor	TDLR
Joshua Wynn	EPA Universal Certification	Retail Ready
Mohammad Ashraf.....	BA, Business Administration	University of Texas at Arlington
	AAS, Computer Science	Richland College
	HVAC, Refrigeration/Universal EPA CertATI	Technical Center

INDUSTRIAL MECHANICS AND AUTOMATED SYSTEMS

FACULTY	CREDENTIALS	INSTITUTIONS
Jose Escobar	BS, Electrical Engineering	Texas Tech University
	AS, Electronics	Midlands Technical College

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

FACULTY	CREDENTIALS	INSTITUTIONS
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
Hooshiyar Ahmadi	Doctor of Medicine	Albert Szent-Gyorgyi Medical University
	Doctor of Chiropractic	Parker College of Chiropractic
Jose Mendoza	AAS, Allied Health	Briarcliffe College
Keith Rachow	DC; BA, Health & Wellness	Parker College of Chiropractic
	BA, Mgt. Info Systems	University of Wisconsin
Robert Louder	Doctor of Chiropractic	Parker College of Chiropractic
	BS, Biology/Chemistry	Midwestern State University
Terry Craig	AAS, Allied Health	Briarcliffe College
Valorie Ford	Diploma	Concorde Career College

MEDICAL BILLING AND CODING

FACULTY	CREDENTIALS	INSTITUTIONS
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	Natl' Assoc. of Health Access Mgt.

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Csilla Molnar	Doctor of Medicine	Albert Szent-Gyorgyi Medical University
	Doctor of Chiropractic	Parker College of Chiropractic

PARALEGAL

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

PHARMACY TECHNICIAN

FACULTY	CREDENTIALS	INSTITUTIONS
Breanna Whitson	Associate of Science	Briarcliffe College
	Diploma, Pharmacy Technician	Remington College
Peter Malual	MS, Health Science	University of Mississippi Medical Center
	BS, Biology	Jackson State University

PROCESS TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

ADDITIONAL MODIFICATIONS

Page 3: The Admissions Requirements and Procedures section of the Catalog has been amended to include the following Non-Degree/Diploma Seeking Enrollment policy.

Non-Degree/Diploma Seeking Enrollment

The non-degree/diploma seeking status is designed for part-time students who do not seek an academic degree at Remington College. This can include students completing courses that may or may not include a credit hour basis. Enrollment as a non-degree/diploma seeking student does not guarantee automatic admission to Remington College as degree/diploma seeking student. Individuals who wish to apply for non-degree/diploma seeking status must complete the application for admission. Acceptance as a non-degree/diploma seeking student is not automatic. Applicants must be 18 years old or have parental/guardian approval to enroll. Students enrolled as non-degree/diploma seeking are limited to 30 attempted Quarter Credit Hour courses. Enrollment in non-credit courses is unlimited. Credit earned as a non-degree/diploma student cannot be considered for credit at Remington College until the admission criteria has been met by the student for the declared program.

Non-degree/diploma seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree/diploma seeking students who do not enroll in one or more consecutive courses must reapply for non-degree/diploma admission. Non-degree/diploma seeking students are not eligible for financial aid. Non-degree/diploma students must pay for courses prior to starting class using non-Title IV funds. Tuition and fees are the same for degree seeking and non-degree/diploma seeking students and can be found in tuition and fees section of the catalog addendum. Non-degree/diploma students will be held to the same code of conduct, attendance, refund policies, and all other guidelines as set forth in the campus catalog. Enrollment for non-degree/diploma seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). Non-degree/diploma seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

Page 3: The last paragraph in item 2 of the Admissions Requirements and Procedures has been amended to read as follows:

Applicants for admission who have obtained a high school diploma outside of the United States must provide proof that they hold the equivalent of a U.S. high school diploma, prior to attending class. This proof must be obtained by having the high school diploma translated to English, evaluated, and certified as equivalent to a U.S. high school diploma by a foreign evaluation service which is recognized by the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The applicant is responsible for paying all fees associated with the evaluation. The Provost, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

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

The Wonderlic exam is not required for student entering a program who can show proof of an associate's degree or higher from a college accredited by an agency recognized by the U.S. Department of Education.

Page 3: 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 4: Item 5 of the Admissions Requirements and Procedures has been amended to read as follows:

For programs that include distance education components, applicants must complete the Wonderlic Admissions Risk Profile Survey. Remington College also provides enrolling students with 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.

Page 4: Item 7 of the Admissions Requirements and Procedures has been amended to read as follows:

Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to first attending a scheduled class of the program for which the applicant is applying, and the applicant must be able to meet the applicable attendance requirements for activation.

Page 10: The Transcript Fee policy has been amended to read as follows:

Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. Any additional transcript requests will be charged \$45.00 per transcript for official transcripts and \$25.00 per transcript for unofficial transcripts.

Page 14: The following policy has been added to the Veteran's Benefits section of the Types of Financial Aid Available to those who Qualify.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits.

Page 14: The following programs have been added to the Types of Financial Aid Available to Those Who Qualify.

Economic Hardship Grant

The Economic Hardship Grant is available to new students enrolling on or after March 26, 2020 in one of the programs designated for participation in the Economic Hardship Grant for a class start occurring in April or May 2020. The Economic Hardship Grant is not available to re-enrolling or re-entering students. The amount of an Economic Hardship Grant is \$1,000, which will be applied to an eligible student's account as a tuition credit after the student has been activated. For a list of the programs designated for participation in the Economic Hardship Grant program or to obtain additional information, contact the Student Finance Department.

Federal Work-Study (FWS)

The Federal Work-Study program is designed to provide part-time employment for undergraduate students to assist with the costs of their education. When available, Remington College provides part-time jobs in positions previously approved by Remington College's Student Financial Services Office to eligible students with a financial need. The program is based on student eligibility as determined by the Department of Education. Student eligibility will be derived from the information contained in the student's FAFSA and is need based. A student seeking to participate in the FWS Program must apply for a specific position, which may be located on or off campus. Open positions for the FWS program will be posted on campus. Each student who is selected for a FWS position will be required to pass a background check and sign a confidentiality agreement. The number of FWS hours approved for each student may vary as it is determined by individual financial need as stated in the student's completed FAFSA information. For additional information, contact the Student Financial Services Office.

Page 15: The Campus High School Scholarship has been discontinued.

Pages 22-23: The HVAC, Facility Maintenance, and Facility Maintenance and Technology programs are delivered in a hybrid & 34-35 format. In the hybrid format, courses may include in-person and online components.

Page 33: The program length of the Database Management and Administration program is 20 months.

Page 37: The first paragraph of the program description for the Medical Assisting Associate of Applied Science degree program has been amended to read as follows:

The Medical Assisting Degree Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, positions such as medical assistant, clinical or medical administrative assistant, insurance billing clerk, medical biller, collections and billing clerk, or medical receptionist in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

Page 38: The first paragraph of the program description for the Medical Assisting with X-Ray Tech (Limited Scope) Associate of Applied Science degree program has been amended to read as follows:

The Medical Assisting with X-Ray Tech (Limited Scope) Degree Program provides training in administrative and clinical procedures, including limited radiography. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry level, or advancement in, positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as Non-Certified Radiologic Technicians.

Page 40: The first paragraph of the program description for the Pharmacy Technician Associate of Applied Science degree program has been amended to read as follows:

The Pharmacy Technician Degree Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as developing relationships between the pharmacist and the pharmacy technician. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, positions such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician, and inpatient pharmacy technician in work locations such as retail or mailorder pharmacies, hospitals, nursing homes, and assisted-living facilities.

Page 33: The program length of the Restaurant, Hospitality and Retail Management program is 20 months.

Page 45: The course descriptions for BN1108 and BSN1108 Packaged Applications have been amended. The amended course description is provided below.

**BN1108 and BSN1108
Packaged Applications**

6.00 Quarter Credit Hours

This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.

Prerequisite(s): None

Page 73: The Leave of Absence policy has been amended. The amended policy is provided below.

Leave of Absence

Remington College will allow a student enrolled in a program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the student's last date of attendance prior to the commencement of the LOA. A student must be meeting Satisfactory Academic Progress standards at the time of the LOA request. Acceptable reasons for leave of absence include, but may not be limited to: Medical (self or care for others/family), Financial/Work Related, Military, Childcare, Personal (must be approved by the Provost or designee), or other reasons as mandated by federal or state agencies, laws, or guidelines. Documentation may be required for approval of the LOA. At Remington College an LOA, when approved, will last for no less than one academic quarter.

An LOA may only start at the beginning of a Quarter. 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. Documentation may be required to substantiate the inability to request the LOA in advance.

A student can request an extension to his or her leave of absence, not to exceed a combined total of 180 days, by submitting the LOA application and any supporting documentation that would warrant an extension. The LOA request will be reviewed by the Provost (or designee). The extension, if approved, must be for the consecutive academic quarter. The request must be made prior to the scheduled return date of the original LOA. A student who fails to return from a Leave of Absence on the first available course following their return date will be withdrawn from the program. 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.

Page 73: The Academic Standards section of the Catalog has been amended to include the following Non-LOA Temporary Leave policy.

Non-LOA Temporary Leave

In some cases, a Non-LOA Temporary Leave may be requested by students attending module-based courses within an academic quarter. Students can, in lieu of being temporarily dropped from the program, request a temporary leave. This amount of time cannot exceed one module within an academic quarter. In rare circumstances, a student may need a course that is not being offered in a specific module within a quarter. The college will make reasonable efforts to ensure the courses needed are offered and will work with each student to create a completion plan in situations where the student has failed courses or dropped and re-entered into the program. The request for temporary leave can only be approved for a single module within a quarter for situations where a course is unavailable or one of the qualifying LOA conditions noted above are presented. The student must make the request no later than the last date of the student's current module. Students can request this temporary leave by completing the Leave of Absence form with a reason of Course Not Offered or Temporary Leave with Intent to Resume. The leave must be approved by the Provost or designee.

A student who fails to return from a Non-LOA Temporary Leave on the first available course following their return date will be withdrawn from the program. A student's failure to return from a Non-LOA Temporary Leave may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

Page 77: The last paragraph in the Graduation Requirements policy has been amended to read as follows:

A graduate who has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, will not be eligible to receive their graduation certificate but may receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law.

Page 77: The Attendance Policy for Courses Other Than Residential Cosmetology Courses and the Nail Technician Diploma Program has been amended to include the following requirements:

METHOD OF RECORDING ATTENDANCE IN CAMPUS-BASED HYBRID COURSES

Students enrolled in courses that are delivered via a combination of residential and distance education ("Online") do not "attend" classes in the same way as residential students whose programs are delivered in the classroom. The courses in campus-based hybrid programs are conducted partially as synchronous (in class) and partially asynchronously (online).

The residential portion is scheduled at the campus. Each course's residential schedule may be different. Students must attend the residential portion to receive attendance as outlined in the "Method of Recording Attendance in a Residential Courses" policy. The distance education portion of a campus-based hybrid course is taught asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Students will receive attendance in this portion of the course according to the "Method of Recording Attendance in Online Courses" policy.

ATTENDANCE REQUIREMENTS IN CAMPUS-BASED HYBRID COURSES

A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

Page 79: Independent Study has been amended. The amended policy is provided below.

Independent Study

Remington College reserves the use of Independent Study to rare or mitigating circumstances presented by the student. In situations where students have mitigating circumstances, the Dean may authorize a student, on a voluntary basis, to take a course as an Independent Study. Unless approved by the Provost, the total amount of independent study should not exceed 10% of the total program credits required for graduation. Students should not be granted an Independent Study for a course previously attempted.

Situations that merit the use of Independent Study are rare. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.) The Campus Dean is authorized to approve an Independent Study for a student. The Campus Dean must submit a request for an Independent Study to the Registrar for final approval and scheduling. An approved Independent Study must be supervised by a dedicated faculty member and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- Be actively pursuing a program of study,*
- Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and*
- Have a history of good attendance and academics, and*
- Make the request to the Campus Dean (signing the Independent Study Contract), and*
- Must present mitigating circumstances to warrant the need for an Independent Study.*

Page 80: The following Return of Unearned TA Funds policy has been added to the Cancellation, Withdrawals, and Refund Policies section of the Catalog.

Return of Unearned Military Tuition Assistance (TA) Funds

Remington College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. If the student has to withdraw due to military service, Remington College will work with the student to identify solutions so that the student's return of TA funds does not result in a student debt.

Page 88: The link to the Texas Higher Education Coordinating Board's Student Complaint policy has been changed to <http://www.theccb.state.tx.us/studentcomplaints>.

Page 89: The process for submitting a complaint to the Attorney General of Texas, Consumer Protection and Public Health, has changed. Complaints may be submitted using one of the following three options:

- Calling the Texas Attorney General's Consumer Protection Hotline at (800) 621-0508.
- Completing the online consumer complaint form available at <http://txoag.force.com/CPDOnlineForm>, which allows supporting documentation to be uploaded after completing the form.
- Downloading, printing, and mailing the complaint form and any documentation to the address below. The form can be downloaded at <https://www.texasattorneygeneral.gov/consumer-protection/file-consumer-complaint>.

Office of the Attorney General
Consumer Protection Division
PO Box 12548
Austin, TX 78711-2548

Page 92: The list of Directors and Officers has been replaced with the following list.

*Dr. Archie Cubarrubia, Director
Jackson Farrow, Director
Dr. Jerry White, Director
Kevin M. Wilcox, Director
Leah Matthews, Director
Pam Bell, President
Adam Martin, General Counsel / Senior VP of Human Resources / Secretary*

Pages 94-95: The 2020 Calendar can be found on pages 12-13 of this Addendum.

MEDICAL ASSISTING

DIPLOMA

9 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry level positions as medical assistants in a clinical or administrative role, to include insurance billing clerks, medical billers, laboratory technicians, or medical receptionist in work locations such as hospitals, clinics, nursing homes, and home health agencies.

Program completion normally requires 9 months. The Program is divided into 9 monthly academic periods (modules) comprised of 8 months of classroom and laboratory instruction, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MA160	Introduction to Healthcare Services	65	0	0	4.5
MA161	Health Science Procedures	45	25	0	4.5
MA162	Anatomy and Physiology with Terminology A	60	10	0	4.5
MA163	Anatomy and Physiology with Terminology B	60	10	0	4.5
MA164	Clinical Procedures A	20	60	0	4.5
MA165	Clinical Procedure B	20	60	0	4.5
MA166	Pharmacology	45	25	0	4.5
MA167	Insurance Applications, Billing, and Coding	40	35	0	4.5
MA168	Capstone and Certification	20	0	0	1.0
MA169	Clinical Experience	0	0	160	6.0
Total:		375	225	160	43.0

COURSE DESCRIPTIONS

MA160

Introduction to Healthcare Services

This course provides an introduction into the Allied Health career field, to include Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. This course also covers the profession of Medical Assisting and the venues in which a Medical Assistant can be employed in. Students are also instructed on Medical terminology word structures.

Prerequisites: None

4.50 Quarter Credit Hours
65/0/0

MA161

Health Science Procedures

This course provides the students with the information on how to work with patients in a clinical setting in adherence with the health laws and regulations on federal and state levels. The emphasis is placed on foundational communication skills for healthcare professionals who provide patient care. Students will also focus on the characteristics of professionalism within the healthcare field to include personal presence and interpersonal exchanges.

Prerequisites: None

4.50 Quarter Credit Hours
45/25/0

MA162

Anatomy & Physiology with Terminology A

Coursework introduces students to the terminology and functions of the mechanical structure of the human body to include planes, cavities, and basic units. The systems and terminology associated with this course are the integumentary system, skeletal system, muscular system, and nervous system.

Prerequisites: None

4.50 Quarter Credit Hours
60/10/0

MA163

Anatomy & Physiology with Terminology B

This course instructs students on the structure, function, and terminology of the human body. The systems studied in this course are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisites: None

4.50 Quarter Credit Hours
60/10/0

MA164

Clinical Procedures A

This course focuses on the procedures related to phlebotomy. Students will then focus on applying these skills to the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA) waived testing. Students will become familiar with the use of microscopic materials and complete lab requisitions. The course will also provide information on aseptic techniques, documentation, collecting health history, vital signs, and sterilization techniques.

Prerequisites: MA162, MA163

4.50 Quarter Credit Hours
20/60/0

MA165

Clinical Procedures B

This course introduces basic microbiological procedures associated with urinalysis and other blood testing procedures. Specialty examinations such as obstetrics and gynecology, gerontology, specimen collection, and other examinations of the body will be addressed in this course as well. Quality control, specimen processing, and immunology procedures will also be provided in this course.

Prerequisites: MA162, MA163, MA164

4.50 Quarter Credit Hours
20/60/0

MA166

Pharmacology

This course examines the use of pharmacological skills needed by medical assistants in both ambulatory care and basic pharmacology for the hospital setting. Pharmacology uses, sources, forms, delivery routes, proper medication documentation, and the laws concerning controlled substances are addressed. In addition, the use of a Physician's Desk Reference (PDR) is discussed along with the administration of drugs. Students will learn the performance of basic medical conversions and dosage calculations and measurement conversions.

Prerequisites: MA162, MA163, MA164, MA165

4.50 Quarter Credit Hours
45/25/0

MA167

Insurance Applications, Billing, and Coding

This course provides students with the basic coding principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies.

Prerequisites: MA162, MA163, MA164, MA165

4.50 Quarter Credit Hours
40/35/0

MA168**1.00 Quarter Credit Hours****Capstone and Certification****20/0/0**

This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Registered Medical Assistant (RMA) exam from American Medical Technologists. Remington reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.

Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

MA169**6.00 Quarter Credit Hours****Clinical Experience****0/0/160**

Upon successful completion of all other courses in the Medical Assisting program, students will be eligible to participate in a 160-hour clinical experience. This clinical experience enables students to work in the clinic, applying principles and practices learned in the program. Students work under the direct supervision of the clinical staff at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.

Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

2020 CALENDAR

MEDICAL ASSISTING (9-MONTH) AND MEDICAL OFFICE ADMINISTRATION DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
March 23, 2020	April 16, 2020
April 20, 2020	May 14, 2020
May 18, 2020	June 11, 2020
June 15, 2020	July 9, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 5, 2020	October 29, 2020
November 2, 2020	November 26, 2020
November 30, 2020	December 24, 2020
December 28, 2020	January 21, 2021

ALL OTHER DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
March 9, 2020	April 2, 2020
April 13, 2020	May 7, 2020
May 11, 2020	June 4, 2020
June 8, 2020	July 2, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 12, 2020	November 5, 2020
November 9, 2020	December 3, 2020
December 7, 2020	January 7, 2021

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

<u>Begin</u>	<u>End</u>
March 9, 2020	June 4, 2020
April 13, 2020	July 2, 2020
May 11, 2020	August 6, 2020
June 8, 2020	September 3, 2020
July 13, 2020	October 2, 2020
August 10, 2020	November 5, 2020
September 7, 2020	December 3, 2020
October 12, 2020	January 7, 2021
November 9, 2020	February 4, 2021
December 7, 2020	March 4, 2021

DATABASE MANAGEMENT AND ADMINISTRATION AAS AND RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT AAS PROGRAMS**

<u>Begin</u>	<u>End</u>
March 23, 2020	June 11, 2020
June 15, 2020	September 3, 2020
September 7, 2020	November 26, 2020
November 30, 2020	February 18, 2021

MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring Term	January 13, 2020 February 24, 2020	February 20, 2020 April 2, 2020
Summer Term	April 13, 2020 May 25, 2020	May 21, 2020 July 2, 2020
Fall Term	July 13, 2020 August 24, 2020	August 20, 2020 October 1, 2020
Winter Term	October 12, 2020 November 23, 2020	November 19, 2020 January 7, 2021

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 13, 2020	April 2, 2020
Spring Quarter	April 13, 2020	July 2, 2020
Summer Quarter	July 13, 2020	October 1, 2020
Fall Quarter	October 12, 2020	January 7, 2021

BREAKS**

	<u>Begin</u>	<u>End</u>
Spring Break	April 6, 2020	April 12, 2020
Summer Break	July 6, 2020	July 12, 2020
Fall Break	October 5, 2020	October 11, 2020
Winter Break	December 26, 2020	December 31, 2020

HOLIDAYS

Dr. Martin Luther King Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Veterans Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Friday After Thanksgiving Day	November 27, 2020
Christmas Day	December 25, 2020
New Year's Day	January 1, 2021

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

*****The calendars for the Medical Assisting (9-Month), Medical Office Administration, Database Management and Administration and Restaurant, Hospitality and Retail Management programs do not include breaks.***