■ ADDENDUM, Effective March 1, 2014: The following highlighted tuition prices have been updated to the Tuition and Fees table:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Administration</td>
<td>36 weeks</td>
<td>75</td>
<td>$13,740</td>
<td>$1,768</td>
</tr>
<tr>
<td>Business Sales and Customer Service</td>
<td>36 weeks</td>
<td>78</td>
<td>$13,119</td>
<td>$1,926</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,025</td>
<td>$1,020</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,035</td>
<td>$1,402</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,203</td>
<td>$1,842</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60</td>
<td>$16,431</td>
<td>$2,013</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,936</td>
<td>$2,108</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,967</td>
<td>$1,058</td>
</tr>
</tbody>
</table>

Effective March 1, 2014

■ ADDENDUM, effective February 28, 2014: The following language has been updated to the title page section of the catalog.

GAINFUL EMPLOYMENT DISCLOSURES
For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

Note: All previous program disclosures have been removed from the school catalog and addenda.

■ ADDENDUM, effective February 28, 2014: The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 27 of the catalog.

ADDED:
Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

REMOVED:
Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

■ ADDENDUM, effective February 28, 2014: The following language has been updated under Administrative Policies section on page 27 of the catalog.

ADDED:
DISCRIMINATION GRIEVANCE PROCEDURES
A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student’s participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or
insufficient evidence to confirm the student’s allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

REMOVED:
DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ ADDENDUM, effective February 28, 2014: The following language has been updated on page 15 of the catalog.

ADDED:
LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances, and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.
NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

REMOVE:

LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

■ ADDENDUM, Effective January 1, 2014: The estimated textbooks and supplies costs have been updated below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Administration</td>
<td>36 weeks</td>
<td>75</td>
<td>$13,740</td>
<td>$1,768</td>
</tr>
<tr>
<td>Business Sales and Customer Service</td>
<td>36 weeks</td>
<td>78</td>
<td>$13,612</td>
<td>$1,926</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,041</td>
<td>$1,020</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,035</td>
<td>$1,402</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,423</td>
<td>$1,842</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60</td>
<td>$16,431</td>
<td>$2,013</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,936</td>
<td>$2,108</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,019</td>
<td>$1,058</td>
</tr>
</tbody>
</table>

Effective January 1, 2014

■ ADDENDUM, Effective December 11, 2013: The following admission requirements have been updated on page 2 in the catalog.

ADMISSION REQUIREMENTS

Pharmacy Technician Diploma Program
- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director during their first module.
- Applicants must pass a criminal background check and complete a student disclosure form.
- High School graduate or have a GED.

■ ADDENDUM, effective December 11, 2013: The mini-term tuition has been corrected for the Bachelor ground linear degree programs.

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $3,200. Thereafter, students are subject to the tiered quarterly tuition rate.

■ ADDENDUM, effective October 30, 2013: The following language has been added to the catalog for the attendance policy for linear students:

Percentage Absence Rule

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of the total remaining hours for all courses in a term</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>40% of the total remaining hours for all courses in a term</td>
<td>Withdrawn from all courses and dismissed from school</td>
</tr>
</tbody>
</table>
**ADDENDUM, Effective October 23, 2013:** The following course descriptions have been updated as follows.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 4329C</td>
<td>Senior Project: Systems Analysis &amp; Design</td>
<td>4 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course is one of two capstone courses that will</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>involve students in the preparation and application of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the systems development process. Through real-world</td>
<td></td>
</tr>
<tr>
<td></td>
<td>clients or case studies, students will select,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>examine, analyze, design and develop a prototype</td>
<td></td>
</tr>
<tr>
<td></td>
<td>system. Systems concepts of the Systems Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Cycle (SDLC) will be applied. The client systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>will be developed through application of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>methodologies and tools of systems development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CIS 3303C and Senior Standing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture hours: 30. Lab hours: 20.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS4328C</td>
<td>Senior Project: Systems Implementation and Integration</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course is one of two capstone courses that will</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>involve students in the preparation and application of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the systems development process. Through real-world</td>
<td></td>
</tr>
<tr>
<td></td>
<td>clients or case studies, students will develop a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prototype system for delivery and implementation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Higher-Level programming languages such as C++, Visual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basic, or Java will be used.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CIS3303C and Senior Standing.</td>
<td>Lecture hours: 30.0; Lab hours: 20.0; Other Hours: 00.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS3303C</td>
<td>Object-Oriented Analysis and Design</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course analyzes the concepts and methods used in</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>object-oriented system development, which includes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>object-oriented concepts, tools, the development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>life cycle, modeling, analysis, design, and problem</td>
<td></td>
</tr>
<tr>
<td></td>
<td>solving. Students will utilize UML (Unified Modeling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language) for object-oriented modeling. Prerequisites:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280C</td>
<td>Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP4724C</td>
<td>Database Application Development</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to applications program</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>development in a database environment with emphasis on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>loading, modifying, and querying the database using a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>host language.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: COP2228C or COP2805C or COP 2211C or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COPP2281C or COP2805C</td>
<td>Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS3615</td>
<td>Designing Secure Software</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course presents perspectives and techniques to</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>help ensure the security of essential software. It</td>
<td></td>
</tr>
<tr>
<td></td>
<td>emphasizes methodologies and principles that reduce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>security risk early in the development life cycle.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implementation-Level issues are discussed and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>applied through code samples. Secure software risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>assessment, design, coding and testing are covered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CIS3303C and COP2171C or COP2228C or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COPP2281C or COP2805C</td>
<td>Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0</td>
</tr>
</tbody>
</table>

**ADDENDUM, Effective September 2, 2013:** The following statement has been added under the “Accreditation, Licensure and Approvals section on page 2 of the catalog:

- Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).

**ADDENDUM, Effective October 23, 2013:** The FIN1103 prerequisite has been removed in the catalog for the Strategic Planning for Business course (MAN2727) and the Investment course (FIN3501). Additionally, the FIN 1103 course name changed from FIN 1103 Introduction to Finance to FIN 1103 Finance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2727</td>
<td>Strategic Planning for Business</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>Designed to help students to understand how to</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>integrate knowledge of the various business disciplines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and apply that knowledge to planning and managing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>strategic business activities. Following an</td>
<td></td>
</tr>
<tr>
<td></td>
<td>examination of policy and strategy concepts, the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>student will complete studies which integrate and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>apply what is learned. Prerequisites: MAN 1030 and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APA 2121.</td>
<td>Lecture Hrs 040 Lab Hrs 000 Other Hrs 000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN3501</td>
<td>Investments</td>
<td>4.0 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course is a study of securities and securities</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>markets; analysis of various categories of corporate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>securities, public securities, and other investments;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>types of risks and taxes that affect investment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>policy timing, selection and investment values.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: 40. Lab Hours: 00.0. Other Hrs 000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 1103</td>
<td>Finance</td>
<td>4 Quarter</td>
</tr>
<tr>
<td></td>
<td>This course is a survey of the financial considerations</td>
<td>Credit Hours</td>
</tr>
<tr>
<td></td>
<td>encountered during life, including purchases, credit,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>banking, taxes, insurance, investments, retirement and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>estate planning. Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</td>
<td></td>
</tr>
</tbody>
</table>

**ADDENDUM, Effective September 2, 2013:** The following scholarship has been added to the catalog.

**President’s Scholarship**
Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled...
to receive the amount of $875 per term for a maximum of $1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

■ ADDENDUM, Effective October 2, 2013: The following modifications have been made to the Requirements and Procedures section:

ADDED:
- All applicants will be required to submit one of the following:
  1) Completed Attestation regarding high school graduation or equivalency or
  2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
  3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

■ ADDENDUM, Effective October 1, 2013: The following highlighted verbiage has been added to the catalog.

MANP4501 - Applied Management Senior Capstone Experience
4.0 Quarter Credit Hours
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisites: MAN2021 To be taken within the student's last 24.0 credits of the program. Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ ADDENDUM, Effective October 1, 2013: The following course has been added to the catalog:

CIS 2252 Ethics in Computing
4 Quarter Credit Hours
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2060C Lecture hours: 40 hours. Lab hours: 0.

■ ADDENDUM, effective October 1, 2013: The following highlighted book prices have been updated:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Administration</td>
<td>36 weeks</td>
<td>75</td>
<td>$13,740</td>
<td>$1,768</td>
</tr>
<tr>
<td>Business Sales and Customer Service</td>
<td>36 weeks</td>
<td>78</td>
<td>$13,612</td>
<td>$1,916</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,041</td>
<td>$996</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,035</td>
<td>$1,525</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,423</td>
<td>$1,798</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60</td>
<td>$16,431</td>
<td>$1,990</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,936</td>
<td>$2,059</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,019</td>
<td>$1,005</td>
</tr>
</tbody>
</table>

Effective October 1, 2013

■ ADDENDUM, effective September 26, 2013: The following Prerequisite table has been updated for the Graduate Degree Program Outline on page 82 of the catalog.

Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the Course Descriptions - Undergraduate Degree Programs section that begins on page 87. Undergraduate courses are those that have a Course Level Code of “4” or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
</table>
**PREREQUISITES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 5027</td>
<td>Financial Accounting –OR-</td>
<td>4.0</td>
</tr>
<tr>
<td>APA 2111</td>
<td>Principles of Accounting I* -AND-</td>
<td>4.0</td>
</tr>
<tr>
<td>APA 2121</td>
<td>Principles of Accounting II*</td>
<td>4.0</td>
</tr>
<tr>
<td>ECO 5010</td>
<td>Economic Analysis of the Firm -OR-</td>
<td>4.0</td>
</tr>
<tr>
<td>ECO 3028</td>
<td>Microeconomics* -OR-</td>
<td></td>
</tr>
<tr>
<td>ECO 3007</td>
<td>Macroeconomics *</td>
<td>4.0</td>
</tr>
<tr>
<td>QMB 5305</td>
<td>Statistics for Managers –OR-</td>
<td>4.0</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistics*</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.*

**ADDENDUM, effective September 20, 2013:** The Administrative Listing table has been updated to the catalog.

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus President</td>
</tr>
<tr>
<td>Academic Dean</td>
</tr>
<tr>
<td>Director of Finance</td>
</tr>
<tr>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Librarian</td>
</tr>
</tbody>
</table>

**ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition tables for ground linear programs have been added to the catalog.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

### Associate Programs

<table>
<thead>
<tr>
<th>Number of Credits Enrolled In</th>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or More</td>
<td>20</td>
<td>$340.00</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$357.89</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>$377.78</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>$400.00</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>$425.00</td>
<td>$6,800.00</td>
</tr>
<tr>
<td>12 - 15</td>
<td>15</td>
<td>$343.33</td>
<td>$5,150.00</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>$367.86</td>
<td>$5,150.00</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>$396.15</td>
<td>$5,150.00</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>$429.17</td>
<td>$5,150.00</td>
</tr>
<tr>
<td>8 - 11</td>
<td>11</td>
<td>$450.00</td>
<td>$4,950.00</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>$495.00</td>
<td>$4,950.00</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>$550.00</td>
<td>$4,950.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>$618.75</td>
<td>$4,950.00</td>
</tr>
<tr>
<td>Less than 8</td>
<td>7</td>
<td>$619.00</td>
<td>$4,333.00</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>$619.00</td>
<td>$3,714.00</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>$619.00</td>
<td>$3,095.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$619.00</td>
<td>$2,476.00</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>$619.00</td>
<td>$1,857.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>$619.00</td>
<td>$1,238.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$619.00</td>
<td>$619.00</td>
</tr>
</tbody>
</table>

**Effective September 2, 2013**

**Note:** For new and re-entering students who are enrolling in schools at the mini-term, tuition is $3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

### Bachelor Programs

<table>
<thead>
<tr>
<th>Number of Credits Enrolled In</th>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>$320.00</td>
<td>$6,400.00</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>$336.84</td>
<td>$6,400.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition tables for ground linear programs have been added to the catalog.
Addendum

Everest University – Largo Campus
2013 - 2015 Catalog, revision date 02/28/14

Addendum

<table>
<thead>
<tr>
<th></th>
<th>16 or More</th>
<th>12 - 15</th>
<th>8 - 11</th>
<th>Less than 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18</td>
<td>17</td>
<td>16</td>
<td>15</td>
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<td></td>
<td>$355.56</td>
<td>$376.47</td>
<td>$400.00</td>
<td>$320.00</td>
</tr>
<tr>
<td></td>
<td>$400.00</td>
<td></td>
<td>$342.86</td>
<td>$369.23</td>
</tr>
<tr>
<td></td>
<td>$400.00</td>
<td></td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>$6,400.00</td>
<td>$6,400.00</td>
<td>$6,400.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>$400.00</td>
<td></td>
<td>$511.00</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>$575.00</td>
<td></td>
<td>$418.18</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>$511.00</td>
<td></td>
<td>$460.00</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>$460.00</td>
<td></td>
<td>$511.00</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>$4,800.00</td>
<td>$4,800.00</td>
<td>$4,800.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>$4,600.00</td>
<td>$4,600.00</td>
<td>$4,600.00</td>
<td>$4,600.00</td>
</tr>
<tr>
<td></td>
<td>$4,200.00</td>
<td>$3,600.00</td>
<td>$3,000.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td></td>
<td>$1,800.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>$600.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Effective September 2, 2013

Note: For new and re-entering students who are enrolling in schools at the mini-term, tuition is $3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

■ ADDENDUM, Effective September 1, 2013: The following modifications have been made:

TUITION CHARGES FOR RE-ENTRY

Students re-entering within 180 days:

Same Program (Same/New Program Version):
Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):
Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

Same Program (Same/New Program Version)
Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program)
Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student’s best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

Return from LOA
A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of “L” (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Failure to Return from LOA
The “L” grade in the LOA beginning module shall be changed to “W” (withdraw). The module with a grade of “W” shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.
Coursework Completed at Foreign Institutions
All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Satisfactory Academic Process
FA Probation (SAP NOT MET – 2nd consecutive term)
At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school’s catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

Academic Progress Plan (APP)
Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student’s APP shall be kept in the student’s permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan’s requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student’s APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan’s requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

SAP Advising or SAP MET Status
If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student’s APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

SAP NOT MET Status and/or Dismissal
If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

Retaking Failed Coursework
For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students’ maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages. All repeated coursework will appear on the student’s transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

ADDENDUM, effective September 1, 2013: The following updates have been made to the Notification of Rights Under FERPA section on pages 31-32 of the catalog:

ADDED:
Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students’ names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar’s Office and submit the completed form to the Registrar.
REMOVED:
From time to time the institution publishes communications, such as graduation and honor roll lists, that include students’ names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ ADDENDUM, Effective August 14, 2013: The following course description has been updated to page 86 of the catalog.

**QMB5355 - Quantitative Methods**  
4.0 Quarter Credit Hours  
Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. **Prerequisites:** None. Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ ADDENDUM, Effective July 31, 2013: The following highlighted information has been updated to the catalog.

**HIM2260C - Introduction to Hospital Billing**  
4.0 Quarter Credit Hours  
This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. **ICD-10** procedural coding and prospective payment systems are introduced. **Prerequisites:** HIM1222C, HIM2272 Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

■ ADDENDUM, effective July 17, 2013: The following class schedule has been updated to the catalog.

**MODULAR PROGRAMS**

<table>
<thead>
<tr>
<th>All Modular Programs</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Break/ Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 - 2015</td>
<td>12/12/12</td>
<td>1/17/13</td>
<td>12/22/12 – 1/1/13; 1/21/13</td>
</tr>
<tr>
<td></td>
<td>1/22/13</td>
<td>2/19/13</td>
<td>2/18/13</td>
</tr>
<tr>
<td></td>
<td>2/20/13</td>
<td>3/19/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/24/13</td>
<td>5/21/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5/22/13</td>
<td>6/19/13</td>
<td>5/27/13</td>
</tr>
<tr>
<td></td>
<td>6/20/13</td>
<td>7/19/13</td>
<td>7/4/13 – 7/7/13</td>
</tr>
<tr>
<td></td>
<td>7/22/13</td>
<td>8/16/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8/19/13</td>
<td>9/16/13</td>
<td>9/2/13 – 9/2/13</td>
</tr>
<tr>
<td></td>
<td>9/17/13</td>
<td>10/14/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/15/13</td>
<td>11/11/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/12/13</td>
<td>1/21/14</td>
<td>12/21/13 – 1/1/14; 1/20/14</td>
</tr>
<tr>
<td></td>
<td>1/22/14</td>
<td>2/19/14</td>
<td>2/17/14</td>
</tr>
<tr>
<td></td>
<td>2/20/14</td>
<td>3/19/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/24/14</td>
<td>5/21/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5/22/14</td>
<td>6/19/14</td>
<td>5/24/14-5/26/14</td>
</tr>
<tr>
<td></td>
<td>6/23/14</td>
<td>7/21/14</td>
<td>7/4/14-7/6/14</td>
</tr>
<tr>
<td></td>
<td>7/22/14</td>
<td>8/18/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8/19/14</td>
<td>9/16/14</td>
<td>8/30/14-9/1/14</td>
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<td>9/17/14</td>
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<td></td>
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<td></td>
<td>10/15/14</td>
<td>11/11/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/12/14</td>
<td>12/11/14</td>
<td>11/27/14-11/30/14</td>
</tr>
<tr>
<td></td>
<td>12/15/14</td>
<td>1/23/15</td>
<td>12/20/14-1/1/15; 1/19/15</td>
</tr>
<tr>
<td></td>
<td>1/26/15</td>
<td>2/23/15</td>
<td>2/16/15</td>
</tr>
<tr>
<td></td>
<td>2/24/15</td>
<td>3/23/15</td>
<td></td>
</tr>
</tbody>
</table>
■ **ADDENDUM, Effective July 14, 2013:** The following highlighted statement has been added to the “Definition of Credit” section on page 5 of the catalog.

**DEFINITION OF CREDIT**

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

*Financial aid is administered as a clock-hour program for Massage Therapy.*

■ **ADDENDUM, Effective July 14, 2013:** The following language has been updated to the “Percentage Absence Rule (Clock Hour Modular Programs)” section on page 14 of the catalog which took effective April 15, 2013.

**PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
</table>
| 10% of the total hours in each module – first occurrence in a payment period | Attendance warning letter sent  
Student is advised about the importance of making up attendance. |
| 10% of the total hours in each module – second occurrence in a payment period | Attendance warning letter sent  
Student is advised and required to make up attendance |
| 10% of the total hours in each module – third occurrence, and those that occur beyond the third | Withdrawn from the module and dismissed from school.  
Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance |
| More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement | Attendance warning letter sent  
Student is advised and required to make up attendance |
| More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement | Withdrawn from the module and dismissed from school.  
Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. *Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.* |

■ **ADDENDUM, Effective July 14, 2013:** The following language has been removed from the “Externship Training” section on page 16 of the catalog.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

■ **ADDENDUM, Effective July 1, 2013:** The following course code has been updated to the catalog.

<table>
<thead>
<tr>
<th>Current Course Number</th>
<th>New Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE2640</td>
<td>CJE2678</td>
<td>Crime Scene Dynamics I</td>
<td>4</td>
</tr>
</tbody>
</table>
■ ADDENDUM, effective July 1, 2013: Modular book prices and linear tuition have been updated to the Tuition and Fees table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Administration</td>
<td>36 weeks</td>
<td>75</td>
<td>$13,740</td>
<td>$1,473</td>
</tr>
<tr>
<td>Business Sales and Customer Service</td>
<td>36 weeks</td>
<td>78</td>
<td>$13,612</td>
<td>$1,627</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,041</td>
<td>$996</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,035</td>
<td>$1,525</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,423</td>
<td>$1,798</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60</td>
<td>$16,431</td>
<td>$1,990</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,936</td>
<td>$2,059</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,019</td>
<td>$1,005</td>
</tr>
</tbody>
</table>

Effective July 1, 2013

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Insurance Billing and Coding, Paralegal</td>
<td>$470</td>
<td>$550</td>
</tr>
<tr>
<td>Bachelor’s Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal</td>
<td>$406</td>
<td>$425</td>
</tr>
</tbody>
</table>

■ ADDENDUM, effective June 1, 2013: The following statement has been added to the Medical Assistant program on p. 46 of the catalog.

- 100% of course competencies must be successfully completed in order to pass each course/module.