



Altierus Career College – Catalog Addendum

NORCROSS

Addendum to the 2021 College Catalog – Version I Volume II (8/30/2021)

The catalog addendum contains the academic calendar and any changes to policy or programming that are effective after the publication of the current catalog version identified above. In addition, this catalog addendum contains temporary changes related to the COVID-19 campus response. All information listed below is considered to be policy based on the effective date that corresponds with the item and will be deemed to remain in effect unless removed from the addendum or accompanied by an end date.

CAMPUS ADMINISTRATION

Norcross Campus	
Sharon Clay	Campus Director
Anie Bonilla	Academic Dean
Angela Browder	Director of Enrollment
Elena Panchana	Director of Financial Aid
Nikiti Harp	Director of Career Services

CAMPUS OPERATING HOURS

Administration:	School:
<u>Monday through Thursday</u> 8:00 am to 7:00 pm	<u>Monday and Friday</u> 8:00 am to 2:00 pm
<u>Friday</u> 8:00 am to 5:00 pm	<u>Tuesday through Thursday</u> 6:00 am to 10:00 pm
<u>Saturday</u> 9:00 am to 1:00 pm	

TUITION AND FEES

Diploma Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Dental Assistant	37 weeks	54	\$15,594	Included in tuition	\$15,594
HVAC Technician	36 weeks	55	\$15,594	Included in tuition	\$15,594
Medical Assistant	41 weeks	60	\$17,750	Included in tuition	\$17,750
Medical Billing and Coding	33 weeks	48	\$14,850	Included in tuition	\$14,850
Pharmacy Technician	33 weeks	48	\$14,850	Included in tuition	\$14,850
Refrigeration Technician	36 Weeks	54	\$15,594	Included in tuition	\$15,594
Associate of Science Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Surgical Technology	24 Months	98	\$320/credit hour attempted	Included in tuition	Expected total \$31,360

Textbooks are included in the undergraduate tuition and are provided as eBook or hard copy at the School's discretion. When electronic books are issued, hard copies may be purchased at an additional cost.

Book Costs and Opt-Out Policy - The School has an arrangement with a third-party textbook provider that enables the School to make required books available to students below competitive market rates. These book costs are included in tuition, and the School provides these books to students, without additional charges, by the seventh day of the financial aid payment period. Opting out of the included books and automatic delivery of required print/electronic books and materials, is not recommended. However, students wishing to opt-out of receiving their books from the School may obtain an Opt-Out and Waiver of Supplied Books Request form by requesting one from a Financial Aid planner or student services advisor, and complete and return the form to the Financial Aid planner at least 10 days before the beginning of the term. Students who register late and wish to opt-out may receive books automatically delivered, and must return such automatically delivered books in new, unused condition. As there is no additional charge for books, opting out of receiving books from the School will not result in any change to tuition.

The tuition table only applies to:

1. New enrolling students. A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or
3. Re-entering degree students who are re-entering within 180 days

For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

- 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.

ACADEMIC CALENDARS (2021 – 2023)

DIPLOMA MODULAR PROGRAMS

Modular/Diploma Calendar Full Blended 2021	
Start Dates	End Dates*
1/11/2021	2/07/2021
2/08/2021	3/07/2021
3/08/2021	4/04/2021
4/12/2021	5/09/2021
5/10/2021	6/06/2021
6/07/2021	7/03/2021
7/12/2021	8/08/2021
8/09/2021	9/05/2021
9/07/2021	10/03/2021
10/11/2021	11/07/2021
11/08/2021	12/05/2021
12/06/2021	1/09/2022

Modular - Full Blended Holiday/Student Breaks 2021		
Holiday/ Student Breaks**	Start Dates	End Dates
Martin Luther King Day	1/18/2021	1/18/2021
Presidents Day	2/15/2021	2/15/2021
Student Break	4/05/2021	4/11/2021
Memorial Day	5/31/2021	5/31/2021
Student Break	7/04/2021	7/11/2021
Labor Day	9/06/2021	9/06/2021
Student Break	10/04/2021	10/10/2021
Thanksgiving Holiday	11/25/2021	11/26/2021
Christmas & New Year Holidays	12/24/2021	1/02/2022

Modular/Diploma Calendar Full Blended 2022	
Start Dates	End Dates*
1/10/2022	2/06/2022
2/07/2022	3/06/2022
3/07/2022	4/03/2022
4/11/2022	5/08/2022
5/09/2022	6/05/2022
6/06/2022	7/03/2022
7/11/2022	8/07/2022
8/08/2022	9/04/2022
9/06/2022	10/02/2022
10/10/2022	11/06/2022
11/07/2022	12/04/2022
12/05/2022	1/08/2023

Modular/Diploma Student Holiday/Breaks 2022		
Holiday/ Student Breaks**	Start Dates	End Dates
Christmas & New Year Holidays	12/24/2021	1/02/2022
Martin Luther King Day	1/17/2022	1/17/2022
Presidents Day	2/21/2022	2/21/2022
Student Break	4/04/2022	04/10/2022
Memorial Day	5/30/2022	5/30/2022
Student Break	7/04/2022	7/10/2022
Labor Day	9/05/2022	9/05/2022
Student Break	10/03/2022	10/09/2022
Thanksgiving Holiday	11/24/2022	11/25/2022
Christmas & New Year Holidays	12/24/2022	1/01/2023

Modular/Diploma Calendar Full Blended 2022-2023	
Start Dates	End Dates*
1/09/2023	2/05/2023
2/06/2023	3/05/2023
3/06/2023	4/02/2023
4/10/2023	5/07/2023
5/08/2023	6/04/2023
6/05/2023	7/02/2023
7/10/2023	8/06/2023
8/07/2023	9/03/2023
9/05/2023	10/01/2023
10/09/2023	11/05/2023
11/06/2023	12/03/2023
12/04/2023	1/07/2024

Modular/Diploma Student Holiday/Breaks 2022 – 2023		
Holiday/ Student Breaks**	Start Dates	End Dates
Martin Luther King Day	1/16/2023	1/16/2023
Presidents Day	2/20/2023	2/20/2023
Student Break	4/03/2023	04/09/2023
Memorial Day	5/29/2023	5/29/2023
Student Break	7/03/2023	7/09/2023
Labor Day	9/04/2023	9/04/2023
Student Break	10/02/2023	10/08/2023
Thanksgiving Holiday	11/23/2023	11/24/2023
Christmas & New Year Holidays	12/24/2023	1/01/2024

* For programs that contain externships/practicums, the typical scheduled end date will be one week later as there is an additional scheduled week of instruction for those courses. This time is reflected in the approved program length for each applicable program. The scheduled end date will be adjusted for scheduled breaks.

** Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

DEGREE LINEAR PROGRAMS

Linear - 2021				
Classes Resume		January	6	2021
Fall Term Ends		January	10	2021
Winter Term Starts		January	11	2021
Winter Term Add/Drop Deadline <i>6 Week I Courses</i>		January	17	2021
Winter Term Add/Drop Deadline <i>12 week courses</i>		January	25	2021
M.L. King Jr. Birthday Holiday		January	18	2021
Presidents' Day		February	15	2021
Mini-Term Starts		February	22	2021
Mini Term Add/Drop Deadline		February	28	2021
Winter Term Ends		April	4	2021
Spring Vacation	From:	April	5	2021
	To:	April	11	2021
Spring Term Starts		April	12	2021
Spring Term Add/Drop Deadline <i>6 Week I courses</i>		April	18	2021
Spring Term Add/Drop Deadline <i>12 Week Courses</i>		April	25	2021
Mini-Term Starts		May	24	2021
Mini Term Add/Drop Deadline		May	30	2021
Memorial Day Holiday		May	31	2021
Spring Term Ends		July	3	2021
Summer Vacation	From:	July	4	2021
	To:	July	11	2021
Summer Term Starts		July	12	2021
Summer Term Add/Drop Deadline <i>6 Week I Courses</i>		July	18	2021
Summer Term Add/Drop Deadline <i>12 Week Courses</i>		July	25	2021
Mini-Term Starts		August	23	2021
Mini-Term Add/Drop Deadline		August	29	2021
Labor Day Holiday		September	6	2021
Summer Term Ends		October	3	2021
Fall Break	From:	October	4	2021
	To:	October	10	2021
Fall Term Start		October	11	2021
Fall Term Add/Drop Deadline <i>6 Week I Courses</i>		October	17	2021
Fall Term Add/Drop Deadline <i>12 Week Courses</i>		October	24	2021
Mini-Term Starts		November	22	2021
Mini-Term Add/Drop Deadline		November	30	2021
Thanksgiving Day Holiday	From:	November	25	2021
	To:	November	26	2021
Winter Holiday	From:	December	24	2021
	To:	January	2	2022
Classes Resume		January	3	2022
Fall Term Ends		January	9	2022

Linear - 2022				
Winter Term Starts		January	10	2022
Winter Term Add/Drop Deadline <i>6 Week I Courses</i>		January	16	2022
M.L. King Jr. Birthday Holiday		January	17	2022
Winter Term Add/Drop Deadline <i>12 week courses</i>		January	24	2022
Presidents' Day		February	21	2022
Mini-Term Starts		February	22	2022
Mini Term Add/Drop Deadline		February	28	2022
Winter Term Ends		April	3	2022
Spring Vacation	From:	April	4	2022
	To:	April	10	2022
Spring Term Starts		April	11	2022
Spring Term Add/Drop Deadline <i>6 Week I courses</i>		April	17	2022
Spring Term Add/Drop Deadline <i>12 Week Courses</i>		April	24	2022
Mini-Term Starts		May	23	2022
Mini Term Add/Drop Deadline		May	29	2022
Memorial Day Holiday		May	30	2022
Spring Term Ends		July	3	2022
Independence Day Holiday		July	4	2022
Summer Vacation	From:	July	5	2022
	To:	July	10	2022
Summer Term Starts		July	11	2022
Summer Term Add/Drop Deadline <i>6 Week I Courses</i>		July	17	2022
Summer Term Add/Drop Deadline <i>12 Week Courses</i>		July	24	2022
Mini-Term Starts		August	22	2022
Mini-Term Add/Drop Deadline		August	28	2022
Labor Day Holiday		September	5	2022
Summer Term Ends		October	2	2022
Fall Break	From:	October	3	2022
	To:	October	9	2022
Fall Term Start		October	10	2022
Fall Term Add/Drop Deadline <i>6 Week I Courses</i>		October	16	2022
Fall Term Add/Drop Deadline <i>12 Week Courses</i>		October	23	2022
Mini-Term Starts		November	21	2022
Thanksgiving Day Holiday	From:	November	24	2022
	To:	November	25	2022
Mini-Term Add/Drop Deadline		November	29	2022
Winter Holiday	From:	December	24	2022
	To:	January	1	2023

Linear - 2023				
Classes Resume		January	2	2022
Fall Term Ends		January	8	2023
Winter Term Starts		January	9	2023
Winter Term Add/Drop Deadline <i>6 Week I Courses</i>		January	15	2023
M.L. King Jr. Birthday Holiday		January	16	2023
Winter Term Add/Drop Deadline <i>12 week courses</i>		January	23	2023
Presidents' Day		February	20	2023
Mini-Term Starts		February	21	2023
Mini Term Add/Drop Deadline		February	27	2023
Winter Term Ends		April	2	2023
Spring Vacation	From:	April	3	2023
	To:	April	9	2023
Spring Term Starts		April	10	2023
Spring Term Add/Drop Deadline <i>6 Week I courses</i>		April	16	2023
Spring Term Add/Drop Deadline <i>12 Week Courses</i>		April	23	2023
Mini-Term Starts		May	22	2023
Mini Term Add/Drop Deadline		May	28	2023
Memorial Day Holiday		May	29	2023
Spring Term Ends		July	2	2023
Summer Vacation	From:	July	3	2023
	To:	July	9	2023
Summer Term Starts		July	10	2023
Summer Term Add/Drop Deadline <i>6 Week I Courses</i>		July	16	2023
Summer Term Add/Drop Deadline <i>12 Week Courses</i>		July	23	2023
Mini-Term Starts		August	21	2023
Mini-Term Add/Drop Deadline		August	27	2023
Labor Day Holiday		September	4	2023
Summer Term Ends		October	1	2023
Fall Break	From:	October	2	2023
	To:	October	8	2023
Fall Term Start		October	9	2023
Fall Term Add/Drop Deadline <i>6 Week I Courses</i>		October	15	2023
Fall Term Add/Drop Deadline <i>12 Week Courses</i>		October	22	2023
Mini-Term Starts		November	20	2023
Thanksgiving Day Holiday	From:	November	23	2023
	To:	November	24	2023
Mini-Term Add/Drop Deadline		November	28	2023
Winter Holiday	From:	December	24	2023
	To:	January	1	2024
Classes Resume		January	2	2024
Fall Term Ends		January	7	2024

CATALOG UPDATES

Any updated School policies or information since the last publication date of the catalog will be included below.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS – Update to Surgical Technology Requirements on Page 4 of the Catalog – Effective August 2021 for all starts after this date

In addition to a standard high school diploma or a recognized equivalent, such as the GED, which is required for admittance to all programs offered at Altierus Career College, there may be additional program-specific admissions requirements listed below. In addition, some programs may have post-admissions or course-specific requirements. Any such requirements will not be listed here but can be found in the catalog under the specific program descriptions.

Surgical Technology Program

- Applicants must achieve a passing score on each area of the HESI test to be considered for entrance into the Associate of Science Surgical Technology Degree Program. Minimum passing scores are defined in the Academic Readiness section of the catalog.
- Passing a criminal background check
- Prior to enrollment, provide proof of the following immunizations:
 - **Tetanus (Tdap or Td):** Tetanus booster every 10 years
 - **Measles, Mumps, or Rubella (MMR):** 2 doses OR positive titer
 - **Varicella (Chickenpox):** 2 doses (at least 4 weeks apart) OR positive titer
If you have history of the disease, a positive titer is required.
 - **Hepatitis B (Hep B):** Completed vaccine series (2 or 3 doses dependent on series) or documentation showing a positive/reactive antibody test (HBsAb)
 - **Influenza – seasonal vaccine:** Students must provide proof of vaccination for the most current flu season at admissions and within 6 months of the start of a clinical course. May require multiple doses depending on clinical course scheduling
 - **COVID-19:** Full series of approved vaccine must be complete and current prior to admissions and the start of a clinical course. May require multiple doses depending on clinical course scheduling.
 - **Tuberculosis Screening:** TB Skin Test or Blood Assay (include lab report for assay).
If reading is positive, chest x-ray is required subsequent to positive result.

Waiver: If a student is unable to receive an immunization due to medical reasons, they must discuss a medical waiver with the Surgical Technology Program Chair and provide a doctor's notice prior to enrollment. If a medical waiver is granted, documentation from the student's physician must be filed in the student file. It is also highly recommended that these students have blood testing done to show possible immunity.

NOTE: Applicants should be aware that some immunization series may take up to six months to complete. Students should plan accordingly. Immunization information may be shared with the Program Chair of Surgical Technology, Clinical Coordinator, and contracted agencies to allow for clinical experiences and will be protected in the student record under FERPA as described under the **Notification of Rights Under FERPA** section of this catalog.

PROGRAM UPDATES

Any updated program information since the last publication date of the catalog, including updated program tables and additional course descriptions will be provided below.



SURGICAL TECHNOLOGY

Associate of Science Degree

24 Months – 98 Quarter Credits

Update – Replaces Program-specific Requirements outlined on Page 66 – Effective August 2021

PROGRAM-SPECIFIC REQUIREMENTS:

Prior to clinical coursework, the following need to be completed:

- Attest to physical requirements and essential functions: At minimum, a student must complete the Physical Requirements Attestation Form. Some clinical sites may require a physical exam by a licensed practitioner. Students will be informed in advance if an exam is a requirement for their site.
- Drug Screen: 10-panel test with results provided to the School
- Proof of current immunizations or health screenings identified in the Admissions information and as follows:
 - **Influenza – seasonal vaccine:** Students must provide proof of vaccination for the most current flu season within 6 months of the start of a clinical course.
 - **COVID-19:** Full series of approved vaccine must be complete and current prior to the start of a clinical course.
 - **Meningococcal vaccine:** Only required for VA sites; The vaccine dose must have been received on or after the student's 16th birthday. Doses received at younger ages do not count towards this requirement.
- Provide a current CPR-BLS card
- Provide a copy of current health insurance