

**Everest Institute – South Plainfield
2016-2018 Catalog, Volume I, Version VIII
Addendum Effective 08/08/2017**

■ **ADDENDUM:** The new Massage Therapy and Pharmacy Technician diploma programs have been added.



MASSAGE THERAPY

Diploma Program
36 Weeks – 820 Hours, 57 Credits
Modality: Blended Junior

V 4

Note: Students currently enrolled and attending classes on or before August 8, 2017, will be in the 57 quarter credits program.

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 820-hour program consists of one pre-requisite course, ten self-contained units of learning called modules which includes a 100 hour clinic. The student must complete all modules before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Topics included in this program are anatomy and physiology, introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business, ethics, success skills, and health and wellness. Students will enter into a Capstone course during their last three modules. The Capstone course will consist of board review, preparation for the examination and mastering various modalities the student had been introduced to in all previous modules. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas

Module Number	Module Title	Total Contact Hours	Quarter Credit Units
Prerequisite Course			
HCIN	Introduction to the Healthcare Profession	80	6.0
Modular Courses			
MTD310	Health and Wellness	80	6.0
MTD320	Non Traditional Therapies	80	6.0
MTD330	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD340	Clinical and Sports Massage	80	6.0
MTD410	Business and Ethics	80	6.0
MTD420	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD430	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD440	Massage Therapy Capstone	80	6.0
MTD450	Massage Therapy Clinic	100	3.0
Program Total:		820	57.0

Module HCIN – Introduction to the Healthcare Profession **6.0 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None. Outside Hours: 20

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<p>MTD 320 – Non-Traditional Therapies</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities. The student will also gain an understanding of Eastern theory and practice as used within different styles of non-traditional bodywork. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 310 – Health and Wellness</p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 340 – Clinical and Sports Massage</p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications. Students will use advanced assessment skills to identify muscular holding patterns and develop treatment plans. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 330 – Swedish Massage, Pre-Natal, Post-Natal and Infant & Elder/Geriatric Massage</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is pre-natal, post-natal, infant, and elder/geriatric massage. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 410 – Business and Ethics</p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN, MTD310, MTD320, MTD330, MTD340. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 420 – Deep Tissue, Myofascial Release & Pin and Stretch</p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will begin to use basic assessment skills to identify muscular holding patterns. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN, MTD310, MTD320, MTD330, MTD340. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>
<p>MTD 430 – Neuromuscular/Trigger Point Therapy & Muscle Energy Techniques</p> <p>This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. For specific anatomy, physiology, and kinesiology covered in this module please refer to the anatomy and physiology outline on the syllabus. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN, MTD310, MTD320, MTD330, MTD340. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20</p>	<p>6.0 Quarter Credits</p>

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MTD 440 – Massage Therapy Capstone

6.0 Quarter Credits

This module is designed to provide the student with necessary preparation to pass the board examination. Students will master examination resources such as practice exams and hands-on clinical mastery of a wide array modalities and applications previously introduced in all modules. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN, MTD310, MTD320, MTD330, MTD340. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 Outside Hours: 20

MTD 450 – Massage Therapy Clinic

3.0 Quarter Credits

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 5 of the 9 modules and instructor approval. With Instructor and Administration approval, students with specific exceptions may be allowed to begin their clinic hours earlier than the 6th module (see Massage Clinic Exceptions Form). Lecture Hours: 0 Lab Hours: 0 Other Hours: 100

57 Quarter Credit Hour Program. Total credits that may be attempted: 84 (150% of 56).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-84	N/A	2.0	N/A	66.66%

Program	Program Length	Credit Units	Books, Supplies and Equipment	Tuition	Total Cost
Massage Therapy, V 4 (Blended Junior)	36 Weeks	57	Included in tuition	\$14,500	\$14,500
Program effective on or after August 8, 2017					

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Massage Therapy Mod All Shifts 2017 - 2018	
Start Dates	End Dates
8/7/2017	9/1/2017
9/5/2017	9/29/2017
10/9/2017	11/3/2017
11/6/2017	12/1/2017
12/4/2017	1/5/2018
1/8/2018	2/2/2018
2/5/2018	3/2/2018
3/5/2018	3/30/2018
4/9/2018	5/4/2018
5/7/2018	6/1/2018
6/4/2018	6/29/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/4/2018	9/28/2018
10/8/2018	11/2/2018
11/5/2018	11/30/2018
12/3/2018	1/4/2019

Holidays/Student Breaks 2017 - 2018		
Holiday/Student Break	Start Dates	End Dates
Student Break	9/30/2017	10/8/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019



PHARMACY TECHNICIAN

Diploma Program
33 Weeks – 760 Hours, 48 Credits
Modality: Blende format

V 3

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and disease states, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be eligible to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module Number	Module Title	Total Contact Hours	Quarter Credit Units
Prerequisite Course			
HCIN	Introduction to the Healthcare Profession	80	6.0
Modular Courses			
PHTDB - A	History and Ethics of Pharmacy	80	6.0
PHTDB - B	Pharmacology	80	6.0
PHTDB - C	Pharmacy Law and Administration for Pharmacy Technicians	80	6.0
PHTDB - D	Pharmacy Operations in the Retail and Hospital Setting	80	6.0
PHTDB - E	Medical Calculations and Non-Sterile Processing	80	6.0

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PHTDB - F	Medical Calculations and Sterile Processing	80	6.0
PHTDB - X	Pharmacy Clinical Externship	200	6.0
Program Total:		760	48.0

<p>Module HCIN - Introduction to the Healthcare Profession</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>
<p>Module PHTDB-A – History and Ethics of Pharmacy</p> <p>Included in this module is an overview and historical development of pharmacy. Subjects covered include a history and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The module will also cover best practices for high quality customer service, teamwork, and overall professionalism. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>

<p>Module PHTDB-B - Pharmacology</p> <p>This module is designed to provide students with an overall understanding of anatomy and physiology as it relates to disease medication and treatment for:</p> <ul style="list-style-type: none"> • Endocrine and lymphatic systems • Nervous system • Respiratory, cardiovascular, and circulatory systems • Integumentary system • Neurological conditions, mental disorders, and muscle relaxants • G.I. and musculoskeletal systems • Urinary and reproductive systems • Oncology • HIV/AIDS • Disorders of the eyes and ears <p>Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>
<p>Module PHTDB-C – Pharmacy Law and Administration for Pharmacy Technicians</p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and type the prescription labels. Also covered are the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. This module covers preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>

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<p>Module PHTDB-D –Pharmacy Operations in the Retail and Hospital Settings</p> <p>This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy to include. These topics include description of medication administration, safety, emerging therapies, and quality assurance. Also included are review of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, and receiving and processing medication orders. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>
<p>Module PHTDB-E –Medical Calculations and Non-Sterile Compounding</p> <p>This module is designed to provide the student with an overall understanding of medical calculations and non-sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds and admixtures. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Calculations and dimensional analysis of drug dosages will also be covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>
<p>Module PHTDB-F –Medical Calculations and Sterile Compounding</p> <p>This module is designed to provide the student with an overall understanding of medical calculations and sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. This module covers infection control, mitigation of medication errors and quality assurance practices in the pharmacy setting. Students will examine intravenous flow rates of large volume and small volume IV and infusion of IV piggybacks. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 Other Hours: 0</p>	<p>6.0 Quarter Credits</p>
<p>Module PHTDB-X – Pharmacy Clinical Externship</p> <p>This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200</p>	<p>6.0 Quarter Credits</p>

Program	Program Length	Credit Units	Books, Supplies and Equipment	Tuition	Total Cost
Pharmacy Technician (Blended)	33 Weeks	48	Included in tuition	\$14,500	\$14,500
Program effective on or after August 8, 2017					

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Pharmacy Technician 2017 - 2018	
Start Dates	End Dates
7/10/2017	8/6/2017
8/7/2017	9/3/2017
9/5/2017	10/1/2017
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

Holidays/Student Breaks All Programs 2017 - 2018		
Holiday/Student Break	Start Dates	End Dates
Student Break	9/30/2017	10/8/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

■ **ADDENDUM:** The Academic Readiness information was updated in the catalog as follows:

ACADEMIC AND DISTANCE EDUCATION COUNSELING AND READINESS

Incoming prospective students, prior to enrollment, must provide evidence demonstrating their level of academic readiness as demonstrated by a high school diploma or recognized equivalent. Prior to course registration, prospective students must also provide evidence demonstrating their level of academic readiness as described below. If evidence cannot be provided by meeting the benchmarks below, the student must take the required assessment. Acceptable measures of academic readiness that do not require counseling or remediation include:

- **Recent high school academic performance:** A high school cumulative grade point average (GPA) of 2.6 or higher on a 4 point scale (80% or higher on a numeric scale), with a date of high school graduation 4 years or less prior to the date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.
- **Prior postsecondary performance:** An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Review and approval of previous college experience to be completed by office of the Registrar.
- **Recent standardized test scores:** Test scores at or above the thresholds below on tests administered 4 years or less prior to the date of admission:

Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52

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ACT Scores	Reading—18 Writing—22	22
MRT Scores	70%	70%
ACCUPLACER	80+ Sentence Skills 76+ Reading	74 Elementary Algebra
Compass	85+ Reading 74+ Writing	50+ Math

If evidence of Academic Readiness cannot be provided as described above, the student must take the required assessment. For degree and diploma students, with the exception of Nursing Associate Degree and Practical Nursing programs, the *MyReadinessTest*, a non-proctored, web-based assessment of fundamental math, reading, and writing skills must be taken.

Academic Readiness Interventions

Students scoring below 70% on the *MyReadinessTest* (MRT) must meet with an advisor who will place students in the specific intervention based on program of study and modality, prior to enrollment.

Distance Education Online Readiness

Prospective distance education or blended learning students are required to complete an Online Readiness Assessment (ORA) prior to enrollment. Students who score below 40 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores.

Retaking Assessments

All incoming applicants with the exception of Nursing Associate Degree and Practical Nursing programs are not permitted to retake an assessment for six months from the date of the initial assessment, unless approved by an academic advisor due to extenuating circumstances (e.g., compromised assessment environment).

All incoming Nursing Associate Degree and Practical Nursing applicants who do not achieve the minimum required score on the assessment must refer to the Nursing Handbook for details on retesting.

Re-entering students will not be required to retake the academic readiness assessment if all required benchmark evidence, exam results, and advising and remediation documentation are in the student's permanent academic file and recorded in the system of record as per the above criteria.

■ **ADDENDUM:** The Alternative Loan Programs information was removed from the catalog.

Alternative Loan Programs

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

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Please see one of the Student Finance Planners for further information.

■ **ADDENDUM:** The Date of Withdrawal policy has been updated as follows:

Date of Withdrawal

- When a student is withdrawn for consecutive or percentage absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).

NOTE: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

■ **ADDENDUM:** The following was removed from the President's Message section:

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

CHANGES CONTAINED IN JUNE 14, 2017 ADDENDUM FOLLOW:

■ **ADDENDUM:** The tuition was updated for the Dental Assistant, Massage Therapy and Pharmacy Technician programs.

Program	Program Length	Credit Units	Books, Supplies and Equipment	Tuition	Total Cost
Dental Assistant	33 Weeks	48	\$1,076	\$14,136*	\$15,212
Electrician	36 Weeks	59	\$1,826	\$14,165	\$15,991
Massage Therapy	36 Weeks	54	\$1,686	\$12,633*	\$14,319
Medical Administrative Assistant	33 Weeks	48	\$2,124	\$13,599	\$15,723
Medical Assistant	41 Weeks	60	\$2,421	\$15,107	\$17,528
Pharmacy Technician	33 Weeks	48	\$1,213	\$13,999*	\$15,212
*Tuition price effective July 1, 2017					

■ **ADDENDUM:** Tinamarie Aguilar (Title IX Coordinator) was removed from Appendix A.

■ **ADDENDUM:** Jacksonville and Melbourne have been removed from the Zenith Education Group table.

■ **ADDENDUM:** The second bullet was removed from the following statement in the Admissions Information section.

Pharmacy Technician Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must meet with the Program Director prior to enrollment in the program.
- Applicants must pass a criminal background check and complete a student disclosure form.

■ **ADDENDUM:** The statement below was added to the Program Description of the Pharmacy Technician program outline.

Pharmacy Technician students must meet with the Program Director/Chair during the first month.

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- **ADDENDUM:** The following statement was added to the Student Services section:

TEMPORARY CAMPUS CLOSING INFORMATION

To provide continued services to students, it is Zenith's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of a Zenith campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. Zenith will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusVue at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make-up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

- **ADDENDUM:** “*Catalog Only” dates were removed from the 2016-2018 modular Holiday/Student Breaks calendar.

- **ADDENDUM:** The following note was added right below the Academic Calendars section.

Please Note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.