

ADDENDUM TO 2012 CATALOG, Edition 1 01012012

**Effective Date: November 6, 2012
Program Revisions**

The Introduction to Health Care Professions (IHCP) module is no longer offered. The revised programs and program overviews are listed below.

Program Title	Length in Weeks	In Class Clock Hours	Outside Prep Clock Hours	Quarter Credits
Dental Assisting	40	800	N/A	49.5
Massage Therapy	36	720	407.5	54.0
Medical Assistant	36	720	269.0	47.0
Medical Billing and Coding	36	720	184.0	47.0
Optical Dispensing	36	720	234.75	49.0
Pharmacy Technician	36	720	405.5	44.0

**Effective Date: November 2, 2012
Revision to Policy (Page 20):**

Wonderlic Scholastic Level Exam (SLE)	Minimum Score
Dental Assisting	12
Massage Therapy	12
Medical Billing and Coding	12
Medical Assistant	12
Optical Dispensing	12
Pharmacy Technician	12
Associate of Occupational Science in Health Information Technology	17
Associate of Occupational Science in Respiratory Therapy	17
Associate of Occupational Science in Surgical Technology	17
Vocational Nursing	17

**Effective Date: November 2, 2012
Revision to Policy (Page 110):
Financial Information**

All diploma program students, with the exception of Vocational Nursing, must pay a \$25.00 non-refundable, application fee upon enrollment. Vocational Nursing students and all Associate of Occupational Science degree program students must pay a \$75.00 non-refundable, application fee upon enrollment. In the event that a student is enrolled as an “alternate” for the Vocational Nursing program or an Associate of Occupational Science degree program and is not allowed to

continue because of capacity constraints, the application fee will be refunded or applied to the next available class start.

Students failing any course or module must retake that course or module and will be charged the cost of any failed course or module.

Effective Date: November 2, 2012
Revision to Policy (Page 38):
Audit Status for Active Students

Audit status for active students is not permitted. Students experiencing a delay because of a failed course or session change must be scheduled to attend class in accordance with the attendance policy. In the event that a class is not available, the student will need to re-enter the program when it can be appropriately scheduled.

Effective Date: November 2, 2012
Revision to Policy (Page 24):
Additional Admission Requirements for the AOS Respiratory Therapy Program

Tuition deposit no longer required.

~~Applicants enrolling in the Respiratory Therapy program must pay a \$175.00 tuition deposit upon enrollment (in addition to the \$75.00 registration fee).~~

Effective Date: July 16, 2012
Revision to Policy (page 20):
High School Graduate or the Equivalent

- An applicant for enrollment at American Career College must possess an accredited high school diploma or the recognized equivalent prior to enrollment in order to enroll. Acceptable proof of high school graduation or equivalency must be submitted as follows:
 - Applicants enrolling in the Vocational Nursing (VN) program must provide a copy of their high school diploma, transcripts, or a copy of their official GED **prior** to starting classes. Students enrolling in the Vocational Nursing program will not be allowed to start classes until acceptable documentation is provided.
 - Applicants enrolling in the Associate of Occupational Science degree programs must provide a copy of their high school diploma, transcripts, or a copy of their official GED within 30 days of enrollment or prior to the end of the conditional enrollment period for official acceptance into the program.
 - Applicants enrolling in the Pharmacy Technician program must provide their high school diploma or a copy of their GED and **2 sets of official transcripts**, within 30 days of enrollment or prior to the end of the conditional enrollment period for official acceptance into the program.
 - Applicants enrolling in the Medical Assistant, Dental Assisting, Health Claims Examiner/Medical Biller, Optical Dispensing, or Massage Therapy programs must provide a copy of their high school diploma, transcripts, or a copy of their GED

- within 30 days of enrollment or prior to the end of the conditional enrollment period for official acceptance into the program.
 - High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) within 30 days of enrollment or prior to the end of the conditional enrollment period for official acceptance into the program.
- All applicants must take and pass a standardized entrance exam.
 - Applicants who fail the entrance exam may reattempt according to the following schedule:
 - 2nd attempt: a minimum of 1 calendar day
 - 3rd attempt: a minimum of 7 days from the prior attempt
 - 4th attempt: a minimum of 30 days from the prior attempt
 - If applicant fails all four attempts, the applicant can begin the process after a minimum of 1 year from the last attempt.
 - Passing standard entrance exam scores for all programs are valid for five years; however, if a student drops from a program and then re-enters the same program or a different program within five years, the re-entering student may be required to retest depending on the minimum testing requirements at the time of re-entry or the ability to obtain the previous test results.
 - Some programs may have additional or different testing requirements. Please read the information provided for specific programs below.

Minimum passing scores for the Wonderlic entrance exam are as follows:

Wonderlic Scholastic Level Exam (SLE)		Score
Dental Assisting		
Health Claims Examiner/Medical Biller		
Massage Therapy		
Medical Assistant		
Optical Dispensing		14
Pharmacy Technician		14
Associate		17
Technician		
Associate	Respiratory Therapy	17
Associate	Science in Surgical Technology	17
Vocational		17

See most recent update – November 2, 2012



Effective Date: May 1, 2012
Errors Corrected: November 6, 2012
Revision to Policy (Page 110):
Financial Information

Program Tuition and Fees **

Program	Tuition²	App Fee⁶	STRF Fee⁵	Total³
Dental Assisting	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Health Claims Examiner / Medical Biller	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Massage Therapy	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Medical Assistant	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Optical Dispensing	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Pharmacy Technician ¹	\$16,950.00	\$25.00	\$42.50	\$17,017.50
Associate of Occupational Science Degree in Health Information Technology*	\$34,950.00	\$75.00	\$87.50	\$35,112.50
Associate of Occupational Science Degree in Respiratory Therapy ⁴	\$44,950.00	\$75.00	\$112.50	\$45,137.50
Associate of Occupational Science Degree in Surgical Technology*	\$34,950.00	\$75.00	\$87.50	\$35,112.50
Vocational Nursing	\$33,950.00	\$75.00	\$85.00	\$34,110.00
Vocational Nursing Evening/ Weekend	\$34,950.00	\$75.00	\$87.50	\$35,112.50

⁶All diploma program students, with the exception of Vocational Nursing, must pay a \$25.00 application fee upon enrollment. Vocational Nursing students and all Associate of Occupational Science degree program students must pay a \$75.00 application fee upon enrollment.

Effective Date: May 15, 2012
Revision to Policy (Page 38):
Reentering Students

Students who drop or cancel voluntarily and who wish to reenter within one year may do so upon meeting with the Campus Director of Education. The Campus Director of Education may approve the reenter, without consultation or approval of the Academic Review Committee, upon the following conditions:

- The student has no conduct or behavioral issues which will impede campus operations or security, or impede externship or clinical placement
- The student resolves any financial issues to the satisfaction of the Director of Financial Aid
- There is seat availability to accommodate the student’s reenter into their next course
- The student participates in academic advisement with the Program Director if there are issues with grades or attendance

Vocational Nursing applicants admitted as “Alternate Students” that are cancelled because class capacity has been met may reenter without additional requirements when they are offered a seat in the next available class.

Effective Date: May 15, 2012
Revision to Policy (Page 24):
Credit for Previous Training

Students approved for admission to any diploma program, with the exception of the Vocational Nursing Program, will be given credit for the introductory module *Introduction to the Healthcare Professions* upon submission of official transcripts reflecting credit for a minimum of 12 quarter college credits or a minimum of 15 semester college credits from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Students who receive transfer credit for *Introduction to the Healthcare Professions* must attend student orientation conducted by the office of the Director of Student Services within two weeks of beginning their program.

Effective Date: May 15, 2012
Correction of Omission of Policy (Page 22):
Additional Admission Requirements for the Vocational Nursing Program

Vocational Nursing applicants will be required to take and pass the HESI entrance examination in **addition** to passing a standardized entrance exam.

- VN program applicants must score a minimum of 70% on the HESI exam.
- A VN applicant who does not achieve a minimum of 70% on the HESI exam must wait a minimum of 7 calendar days before retaking the exam. If the applicant does not achieve a minimum of 70% on the second attempt on the HESI exam, he/she may reapply to the program three months from the date of the last failed HESI exam attempt and will be allowed two additional attempts on the HESI exam to achieve a minimum of 70%.