

A Message From Our President

Welcome to Abdill Career College, Inc. We are very excited that Abdill Career College, Inc., has expanded its programs. **Now is the time to make that career change or start the career you have always wanted.** Call or come in and talk with us about programs or individual courses in the fields you see listed in our table of contents.

Our mission at Abdill Career College, Inc. is to provide the educational means that will enable each student to achieve their goals. Whether it is to enhance a current career or begin a new career, we can offer a selection of career programs, and flexible individualized courses that can enhance every student's opportunities for success in our society's diverse and technical workplace.

We believe Oregon's dedication to education, and more recently to education reform, opens exciting new vistas for everyone. As we look around and acknowledge that we have nearly wrapped up the industrial age, we find ourselves well into the information age. Service has become the product of our work. Educators at every level are searching for the best ways to formulate, offer, and deliver their unique products. We are delighted to be involved in facilitating these changes.

As a long-time licensed private career school, we have the flexibility to design and implement programs with goals as broad or as narrow as the individual wants or needs. Whether you want to change careers, start your own business, or re-enter the work world after an extended absence, we stand ready to help you develop your own personalized education program. Whether it is basic skills for general office administration or knowledge of a specific specialized career, we can help.

We offer basic and advanced programs that literally can be tailored to your personal skill level and the demands of the career you are entering.

Whether you are a prospective student, prospective teacher, or prospective employer, you are invited to take a look at our curriculum and facility and meet the instructor's and staff. Of course, you are also encouraged to enroll in classes, discuss your teaching qualifications, or investigate the possibility of employing one or more of our graduates.

We look forward to meeting you and being a part of a mutually beneficial working relationship.

KF - Owner-Director

Abdill Career College, Inc. History

At the age of 45, looking for a life change, Annette Abdill sold her home and moved to Portland to begin a new job with a real estate franchise. The job as pre-license instructor was short-lived. The recession of the "80's" forced the franchise to downsize. As one of the most recent hires, Annette was among the first to go.

Stunned and panicked, Annette researched the requirements for establishing a real estate school and chose Medford for another life change. Abdill Real Estate School was born.

Before long, brokers commented that they could tell which new salespeople had attended the Abdill school because they had a much better grasp of real estate as a profession.

Mid- 1995, expansion allowed for training into entry level positions in general, medical, and legal offices. The college also offered courses in beginning, intermediate, and advanced computer courses. With the expansion came a new name and Abdill Real Estate School became Abdill Career College.

In 1999 due to health concerns, Annette Abdill made the decision to sell Abdill Career College. Annette began a search for someone she felt held the same educational standards and dedication to the community. In the year 2000 Annette felt she had found such a person in KI, the acting school director. Ownership of the school was transferred to Ki in August of 2000. Ki incorporated the school in 2002, and Abdill Career College, Inc. achieved accreditation status through The Accrediting Commission of Career Schools and Colleges in May of 2003, with approval for Title IV Federal Student Financial Aid in May of 2004.

To date Abdill Career College, Inc. offers students educational opportunities in Dental Assistant, Medical Assistant, Medical Front Office Management, Legal Assistant/Secretary, Accountant Clerk/Bookkeeper, Phlebotomy Technician and Limited X-Ray Technician. With secondary educational programs in Insurance Pre-License, and Real Estate Broker.

Abdill Career College, Inc. moves ahead, savoring the knowledge it is a positive influence and helping others fulfill their dreams while the college pursues its dreams.

Administration and Faculty

Administrative Front Office Staff

Dixie Bevington	-	Administrative Office Manager
Dixie Bevington	-	Chief Financial Aid Director
Jon Yackamouih	-	Assistant Financial Aid Administrator
Teah Laurine	-	Administrative Office Assistant I
Kristine Bevington	-	Administrative Office Assistant II
Ki	-	Owner/Director
Patty Miller	-	Externship Co-ordinator
Randy Ramey	-	Bookkeeper

Program Directors Primary Programs

Ryan Lilley	-	Phlebotomy Technician Program
Ryan Lilley	-	Medical Assistant
Patti Boulden	-	Medical Front Office Management
Randy Ramey	-	Accountant Clerk/Bookkeeper Program
Angela Bernal	-	Dental Assistant Program
Glenn Moody	-	Limited X-Ray Technician Program
Mike Wood	-	Legal Assistant/Secretary Program

Program Directors Secondary Programs (See Secondary Educational Programs)

Faculty

Angela Bernal
Patti Boulden
Lorri Fisher

Faculty

Ryan Lilley
Glenn Moody

Faculty

Randy Ramery
Mike Wood

Faculty Members Secondary Programs (See Secondary Educational Programs)

Program Advisory Committee Members

Accountant Clerk/Bookkeeper Program

Brian O'Connor	-	Business Manager/Bookkeeper, Murphy's Custom Canvas
Jackie Truax	-	Winkleman, Bruce, Truax- CPA's
Monica Farnsworth	-	Office Manager - Sower & Seed Hydroseed Company
Sara McGrew	-	Bookkeeper - Winkleman, Bruce, Truax - CPA's
Robin Lubbees	-	Accountant- Paper Trail Bookkeeping

Dental Assistant Program

Leslie Cartner, EFDA -CDA	-	Dental Hygeinest/Certified Dental Assistant, La Clinica De Valle
Susan Thoms, RDH	-	Dental Hygenist, Dr. Price
Ann Glenn	-	Dental Front Office Coordinator, Richard C. Smidt DMD PC
Sara Riccardi, DA	-	Dental Assistant, Richard C. Schmidt, DMD, PC
Claire Holliday, Surgical Assistant	-	John A. Rogers, DMD, PC
Linda (Emily) Lawrence DA	-	Dental Assistant, Advantage Dental
Daniella Reed DA	-	Dental Assistant, Southern Oregon Dental

Legal Assistant/Secretary

Sheila Zoller	-	Legal Assistant, Hornecker, Cowling, Hassen & Heisel Attorney's
Edye Ballard	-	Legal Assistant, Hornecker, Cowling Hassen & Heisel Attorney's
Teresa Simi	-	Legal Assistant, Collette Boehmer, Attorney
Jason Broesder J.D	-	Attorney at Law
Jo Marie Hamilton	-	Legal Assistant, Hornecker, Cowling, Hassen & Heisel, Attorney's

Limited X-Ray Technician

Rudy Gonzales LLRT	-	Limited License Radiological Technologist, Grants Pass Imaging
Lori Phillips RRT	-	Registered Radiological Technologist, Asante Medical Center
Stephanie Aubry RRT	-	Registered Radiological Technologist, Grants Pass Imaging
David Mee, AT/MA/LX	-	Medical Assistant/Limited X-Ray Tech, Arrythmia Technician - Southern Oregon Cardiology Consultants
Jennifer Rader, MRI Tech	-	Oregon Advanced Imaging, Medford, Oregon
Jennifer Brown, MA/LT	-	Medical Assistant/Limited X-Ray Tech, Physician's Medical Group
Carol Mee, MRI/CT	-	MRI Technican, CT Technician - Medford Medical Clinic

Medical Assistant & Medical Front Office Programs

Robin E. Mishler CCRC	-	Certified Clinical Research Co-ordinator/Phlebotomist, CRC
John Mishler, CCRC	-	Certified Clinical Research Co-ordinator/Phlebotomist, CRC
Jennifer Brown, MA, LX	-	Medical Assistant/Limited X-Ray Tech, -Ambulatory Foot Care
Gale Ramey, Medical Office	-	Medical Office Clerical Clerk - Gastroenterology Consultants
Rhonda Miller	-	Medical Office Manager - Diabetes & Endocrinology, Medford, OR.
Cynthia Schroeder	-	Transcription Manager - Ashland Community Hospital
Jan Morrison	-	Supervisor - Three Rivers Community Hospital
Dee Marie Broyles	-	Supervisor - Rogue Valley Medical Center, Transcription Department
Allyson Miles	-	Pathology Supervisor, Rogue Valley Medical Center
Paul Stoffel CRC	-	Co-ordinator, CRS of Southern Oregon
David Mee AT/MA/LX	-	Arrythmia Tech, Medical Assistant, Limited X-Ray Tech- Southern Oregon Cardiology Consultants
Beverly Strauss	-	Owner Trans Plus Medical Transcription Services

Program Advisory Committee Members Continued

Phlebotomy Technician Program

Robin E. Mishler CCRC	-	Certified Clinical Research Co-ordinator/Phlebotomist, CRC
John Mishler CRC	-	Certified Clinical Research Co-ordinator/Phlebotomist, CRC
Dawn Grey	-	Certified Phlebotomist, Diabetes & Endocrinology, Medford, OR.
Paul Stoffel, CRC	-	Certified Clinical Research Co-Ordinator/Phlebomist, CRC
Kim Heglen	-	Phlebotomist/Front Office Coordinator - Clinical Research Company

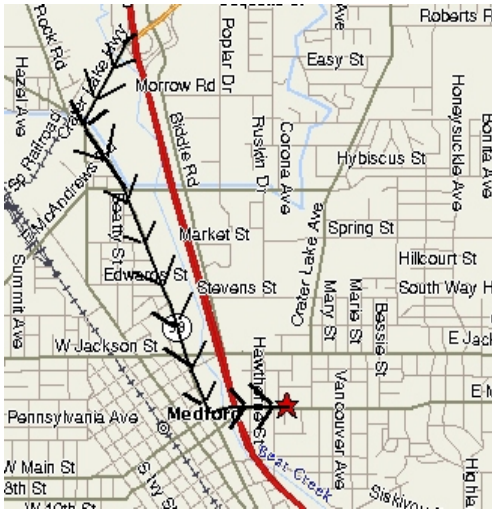
Program Advisory Committee Members Secondary Programs

(See Secondary Educational Programs)

2011 Schedule of Terms and Holidays

The administrative front office hours are Monday thru Friday from 8:00am to 5:00 pm. The office is not open on Saturdays and Sundays. All appropriate class days are scheduled in sequence. When a holiday occurs within the term, the holiday will not be treated as a class day that must be made up. Example, If a course meets 10 days in a 5-week term 10 class days will be scheduled. A course that meets 15 days in a 5-week term will be scheduled for 15 class days.

<p><u>January 4th, 2011: First Term Begins</u> January 17, 2011 Martin Luther King Jr. No Classes Jan. 17th & 18th - Office Closed <u>February 9th, 2011: First Term Ends</u></p>	<p><u>July 22nd, 2011: Sixth Term Begins</u> <u>August 25th, 2011: Sixth Term Ends</u></p>
<p><u>February 14^h, 2011: Second Term Begins</u> February 21st, Presidents' Day No classes Feb. 21st & 22nd - Office Closed <u>March 22nd, 2011: Second Term Ends</u></p>	<p><u>September 1st, 2011: Seventh Term Begins</u> September 5th, 2010 Labor Day No classes Sept. 5th & 6th - Office Closed <u>October 7th, 2011: Seventh Term Ends</u></p>
<p><u>March 25rd, 2011: Third Term Begins</u> <u>April 28th, 2011: Third Term Ends</u></p>	<p><u>October 11th, 2011: Eighth Term Begins</u> October 31, Halloween Costume Contest <u>November 14th, 2011: Eighth Term Ends</u></p>
<p><u>May 3rd, 2011: Fourth Term Begins</u> May 30th, 2011 Memorial Day No Classes May 30th & 31st - Office Closed <u>June 8th, 2011: Fourth Term Ends</u></p>	<p><u>November 16th, 2011: Ninth Term Begins</u> November 24, Thanksgiving Holiday No classes 24th - 25th - Office Closed <u>December 22nd, 2011: Ninth Term Ends</u></p>
<p><u>June 13th, 2011: Fifth Term Begins</u> July 4, Independence Day No classes July 4th & 5th - Office Closed <u>July 19th, 2011: Fifth Term Ends</u></p>	<p><u>December 24th, 2011 Office Closed</u> December 25, 2011 (Christmas) No classes 26th & 27th - Office Closed <u>December 31st, 2011 Office Closed</u> December 31st 2011 - January 2nd, 2012, Office Closed</p>



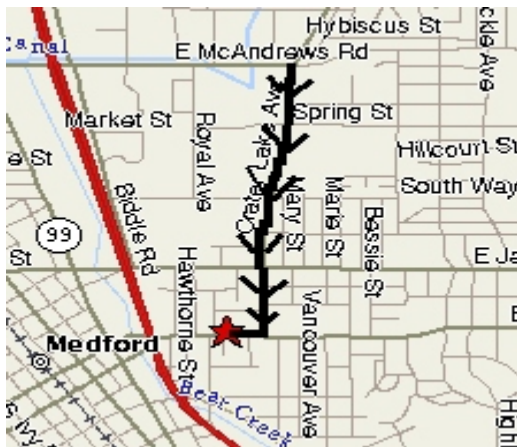
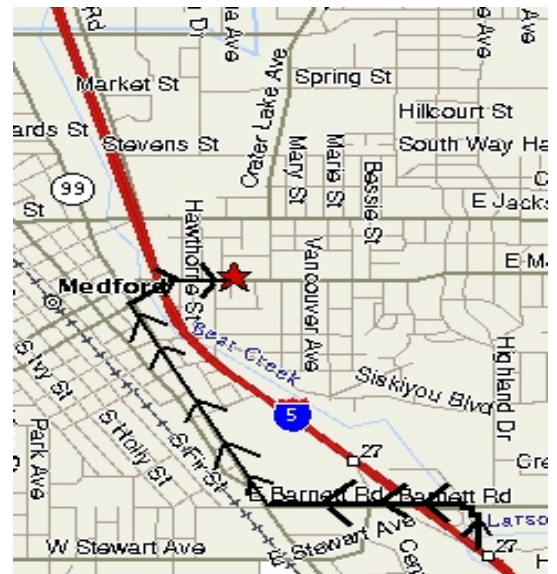
SCHOOL LOCATION

I-5 North from Grants Pass:

Take I-5 South to the Medford exit, (Crater Lake - Rogue Valley Mall exit). From the off-ramp stop light, turn right onto Crater Lake Highway. Then go down two more stop lights and turn left onto Court Street, then approximately 1/2 mile further down, Court Street will merge into Central Avenue. Once on Central Avenue, get into the far left hand lane, turn left on 8th Street (It's a one-way), this will take you back under the freeway and will merge into E. Main Street. Abdill Career College, Inc. is located on the second floor of the Century Building at 843 E. Main Street, about 3 blocks down on the left.

I-5 South from Ashland:

Take I-5 North to the first Medford exit. From the off-ramp turn left onto Barnett Road. Approximately 3 blocks down, turn right onto Riverside Avenue. Stay in the right hand lane. Turn right on 8th Street (It's a one-way), this will take you back under the freeway and will merge with E. Main Street. Abdill Career College, Inc. is located on the second floor of the Century Building at 843 E. Main Street, about 3 blocks down on the left.



From Inside the City of Medford:

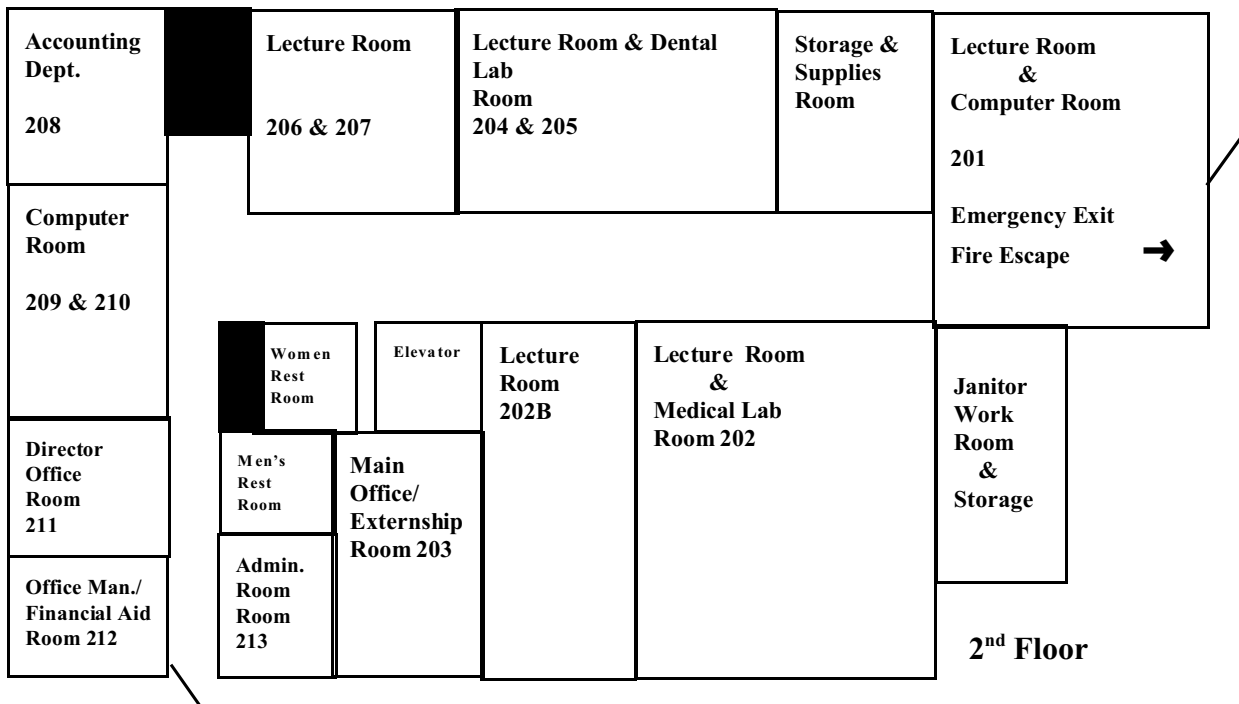
Abdill Career College, Inc. is located near the corner of Crater Lake Avenue and E. Main Street. From Crater Lake Avenue, turn right on E. Main Street, then an immediate right into our parking lot.

Abdill Career College, Inc.
School Floor Plan/ Emergency Exits

Abdill Career College, Inc. occupies 13 rooms on the second floor of the Century Building, located at 843 E. Main Street, Medford, OR 97504. The Century Building was originally the main hospital for the Rogue Valley, and was later converted into office suites, and once again into classrooms for Abdill Career College, Inc.

Our facility offers three computer labs, a small school library with learning resources including a computer, printer, and internet access, simulated medical exam/lab room, simulated dental exam/lab room, simulated radiology exam/lab room, and a small snack and coffee area, as well as lecture and administrative rooms.

2nd Floor Map



Emergency Exit / Fire Escape

Legend

- Stairs (Up to third and fourth floor - down to first floor)
- Storage/Utility Access

LIBRARY

The Abdill Career College, Inc. library is located in the main office of the school. In addition to books, magazines, and periodicals, our library features a computer with internet access. Students who wish to check out books, magazines, periodicals, or access the internet from our library may do so at the front desk. Books, magazines and periodicals may be checked out for a period of two weeks, internet access time is scheduled in two hour increments. Books may be returned after office hours by dropping them in the book return/mail slot located on the main office door (Suite 203).

A fee of 20 cents per day, per item, will be assessed for all books returned late. Students with outstanding fees or books not returned to the library will not receive their certificates of completion for programs until all fees are paid and/or books are returned to the library. Lost or damaged books/magazines will be assessed for replacement value according to publishers retail prices. Discounts may apply to certain items due to age or condition at the time they are checked out of the library.

Library hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m. Abdill Career College, Inc. library is closed on Saturdays and Sundays, and all legal holidays.

Our area has several community libraries students may visit at the following locations:

Jackson County Library - *Ashland Branch*

410 Siskiyou Blvd.
Ashland, OR 97520
(541) 774-6996

Monday	10:00 a.m. - 8:00 p.m.
Tuesday & Wednesday	10:00 a.m. - 6:00 p.m.
Thursday	12:00 p.m. - 5:00 p.m.
Closed Friday	
Saturday	12:00 p.m. - 5:00 p.m.
Sunday	12:00 p.m. - 4:00 p.m.

Jackson County Library - *Medford Branch*

205 S. Central
Medford, OR 97501
(541) 774-8689

Monday	12:00 p.m. - 7:00 p.m.
Tuesday	12:00 p.m. - 6:00 p.m.
Wednesday	10:00 a.m. - 5:00 p.m.
Thursday, Friday, & Sunday	Closed
Saturday	12:00 p.m. - 4:00 p.m.

Rogue Valley Medical Center

Medical Library
2825 E. Barnett Road
Medford, OR 97504
(541) 608-4900

Monday thru Friday	8:00 a.m. - 1:00 p.m.
Closed Saturday & Sunday	

Jackson County Library - *Phoenix Branch*

110 W. 2nd Street
Phoenix, OR 97535
(541) 535-7090

Open:
Monday 1:00 p.m. - 7:00 p.m.
Tuesday & Thursday 11:00 a.m. - 4:00 p.m.
Closed Wednesday, Friday, Saturday & Sunday

Jackson County Law Library (Basement of Justice Building)

100 S. Oakdale
Medford, OR 97501
(541) 774-6437

Monday thru Friday	8:00 a.m. - 5:00 p.m.
Closed Saturday & Sunday	

Providence Medford Medical Center

Medical Library
1111 Crater Lake Avenue
Medford, OR 97504
(541) 732-5000

Monday thru Friday	8:00 a.m. - 4:30 p.m.
Closed Saturday & Sunday	

EQUIPMENT

Audio/Visual Aids

The audio/visual aids featured for our students are five TV/VCR combinations. Three radio/cassette play/recorders and are available for students to check out at the front desk located in our main office,(suite 203). Students use the audio/visual equipment to listen to instructional/informational cassette tapes and watch instructional video tapes. All audio and visual tapes as well as all radio/cassette play/recorders must be returned to the front desk when the student is through for the day.

Computer Labs

Abdill Career College, Inc. has three computer labs.

Computer lab 209 features eighteen E machines with high speed cable modems.

- Twelve computers feature 512 MB of RAM with 120 GB hard drives and,
- Six computers feature 1GB of RAM and 160 GB hard drives.

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. The computer stations are networked to printers for the printing capacity of each computer station. The printers for room 209 are, three Hewlett Packard Desk Jet printers. Please let your instructor know if you have a specific need for an ergonomic keyboard so you can be placed at an appropriate station.

Computer lab 202B features ten E Machines and three Hewlett Packard with built-in modems.

E Machines:

- Six computers feature 512 MB of RAM and 160 GB hard drives and,
- One computer features 1GB of RAM and 160 GB hard drive.

Hewlett Packard:

- Three computers feature 128 MB of RAM and 30 GB hard drives.

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. Ergonomic keyboards are also available for this computer lab. Lab 202B also features one Hewlett Packard Laser Jet printer networked for the printing capacity of each computer station, as well as a Lexmark Scanner/Copier.

Computer lab 201 features Eleven E machines with built-in modems.

- Four computers feature 1 GB of RAM and 160 GB hard drives,
- Seven computers feature 512 MB of RAM with 120 GB hard drives and,

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. There are two Hewlett Packard printers(1. Laser Jet printer & 1. Desk Jet printer) networked for the printing capacity of each computer station. Ergonomic keyboards are also available for this computer lab.

All of our computer labs feature the following programs on each computer: Word 2010, Excel 2010, Quick Books Pro, Medisoft Patient Billing and Microsoft Office 2010.

Legal/Medical transcribers

Abdill Career College, Inc. provides twenty transcription devices for use with computer technology. Each device is equipped with standard fast forward, reverse and stop as a standard part of the foot pedal for hands free operation as well as head phones. Audio CD's feature simulated cases for the legal and medical fields. Students will transcribe the appropriate cases in proper format for their particular program. Students may check out the transcription devices and head phones at the front desk of our main office, located in room 203. All transcription devices, audio CD's, and head phones must be returned to the front desk when the class is over for the day.

Medical /Radiology Labs

Abdill Career College, Inc. offers a simulated physicians office as our medical lab. This lab is used by students in the Medical Assistant and Phlebotomy Technician programs and features: a Health O Meter height/weight scale, 2 Coronet exam tables with padded leather cushioning and six drawers with a slide out foot rest, an Autoclave surgical instrument sterilizer, a Dynac centrifuge for spinning down venipuncture specimens, a Burdick EKG machine with 12 leads, a simulated full-length Gaumard practice arm/hand combination for student practical application of venipunctures, a Life Form simulated arm pad for student practical application of injections, three stainless steel medical supply canisters, two 2-gallon sharps containers, biohazard disposal system, disposable gowns and gloves, sterile gloves, 6 blood pressure cuffs, eye protection goggles, teaching stethoscope, appropriate medical supplies for obtaining and analyzing urinalysis and blood cultures, crutches, a walker, an Accu-Scope microscope with practice slides and Mayo stand, 3-Phlebotomy station/chairs, a thermoscan thermometer, otto scope, and a CPR mannequin, as well as a variety of medical and surgical instruments and scalpels, simulated skeletons, radiographic light box, exposed x-rays, foam wedges, a patient assist step stool, lead vest, wall cassette holder, x-ray machine (non-radiated), x-ray positioning table, and x-ray cassettes.

Students will use the above equipment and appropriate medical supplies to perform hands on practical applications of medical problems, venipunctures, injections patient positing, and other clinical methods taught in the classroom. Students will use the practice arm/hand simulator and practice pad simulator when being introduced to venipunctures and injections. Students will perform these duties on each other and volunteers as the clinical courses progress. Students will supply their own blood pressure cuff and stethoscope for practical application of vital signs performed on each other and volunteers as the clinical courses progress.

Dental Lab

Abdill Career College, Inc. offers a simulated dental lab. The lab is used by students in the Dental Assistant program for learning and applying techniques taught in the classroom. The dental lab features: a hydraulic dental chair, chair side lamp, a dental cart with hand pieces for simulated suctioning and rinsing, a model trimmer, Harvey Chemi-clave, autoclave, ultra sonic cleaner, various dental instruments, explorers and mirrors, condenser, cleoide carver, interproximal carver, Shepards hook, laboratory vibrator for pouring diagnostic casts, Dental x-ray machine, automatic film processor, dental stone and personal protective equipment such as face masks, vinyl gloves and safety glasses, as well as various dental materials and cements.

Students will use the above equipment and appropriate dental supplies to perform hands on practical applications of dental assisting procedures and methods taught in the classroom. Students will use the dental chair, model trimmer and other equipment and supplies to simulate and practice dental assisting procedures. Students will perform these duties on each other and volunteers as the clinical courses progress.

FINANCIAL AID

Abdill Career College, Inc. has Federal Student Financial Aid available for those who qualify (please ask for our student financial aid information). Students may pick up a Federal Student Financial Aid information packet in the Financial Aid office of the school or the administrative front office. Staff members are available for students who have questions regarding applications, or who might need assistance in submitting the Free Application for Federal Student Aid. Students will be notified of the status of their application(s) within 14 working days.

ADMISSION/ REGISTRATION & FEES

Admission Requirements:

Students must meet the following criteria for enrollment:

- 1) Students must successfully complete and pass the entrance exam;
- 2) Be eighteen years of age or older (*As of August 1, 2005, Documentation will be **required** i.e. Drivers License, State ID card, ect.), and*
- 3) Have a high school diploma or G.E.D. certificate, (*Verification **required** i.e. certificates and/or transcripts showing date of graduation).*

Admission Procedures:

Abdill Career College, Inc. will be happy to assist all students in the decision making process of meeting their educational goals. Once a student has made the decision to participate in a program or course offered by Abdill Career College, Inc. and has secured the necessary financial arrangements for their program/courses, the student will be required to take an entrance exam. Upon successful completion of the entrance exam, the student will then meet with an Abdill Career College, Inc. official to begin the admission procedures. The student will be required to read through the course catalog/student information and be given an opportunity to discuss any questions they may have. Completing the enrollment agreement and all documents in the enrollment packet and scheduling courses will take about an hour. A tour of the facility will be offered prior to the admission process. All students enrolling in programs must attend orientation prior to beginning classes. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

The tuition fee is **\$120** per (1)quarter credit hour for lecture courses, (one lecture quarter credit hour = 10 clock hours) **\$120** per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour = 20 clock hours) and **\$120** per (1) quarter credit hour for externship courses, tuition fees are based on the total number of clock hours for all programs. Payment and/or methods of payment(s) are due prior to the first class.

Due to changes in our fast paced world, Abdill Career College, Inc. may find it necessary to change tuition prices from time to time. All such changes will be posted in the administrative front office and on the student bulletin board of the school 30 days prior to the effective date of tuition change. Student's currently enrolled in programs at Abdill Career College, Inc. at the time of a tuition change will continue their program at the tuition rate that was charged at the time of their enrollment and shall not be affected by the tuition change. Students withdrawing from programs/courses and re-enrolling into programs/courses at a later time will be responsible for payment of the current tuition fees at the time of re-enrollment.

Should default be made in any payment when due, all educational services, classes and privileges offered may be immediately suspended, and the whole sum of principal shall immediately become due and payable at the option of the holder of this Note. If any payment is more than 3 days late, there will not be a late fee assessed, however, you will not be permitted to attend classes until the payment is made in full. Each course day of non attendance is counted as one absence, when the maximum absence has been reached for each course you will be dropped from that course.

Registration

The registration fee is a lifetime total of **\$150**. This fee is paid at the rate of **\$21** per quarter credit hour per term until the **\$150** fee is accrued.

Criminal Background Check

A large number of employers within our community require pre-employment criminal background checks before they will finalize employment and/or accept students for externship. Each employer has specific criteria for what is and is not acceptable in a criminal background report. Students must understand that if they have a criminal history it may inhibit their ability to gain employment and/or be placed into externship for the career field they have chosen.

When a student knows they have an incident that may show up on the criminal background check they will be required to take the steps below prior to enrolling in any program at Abdill Career College, Inc. (Surveys can be performed anonymously, remember you are trying to get an understanding of how a specific history may effect your ability to find gainful employment in your chosen field.)

- Student understands and agrees to do a pre-employment survey that includes contacting employers in the community in which you hope to gain employment and/or complete your externship.
- During the survey discuss with the employer or employer's representative if a specific criminal background will inhibit your ability to be hired.

- Use the information you have obtained to make an informed decision on whether you wish to pursue an education in your chosen field.
- Provide the school with a copy of your criminal background report as described in the student enrollment packet.

Externship (Structured Work Experience)

Abdill Career College, Inc. provides educational training in specified vocational careers. Externship is a requirement for most of our programs and is done without remuneration. No part of the externship agreement, enrollment agreement or other documents implies employment for our students. Fee: **\$120** per (1) quarter credit hour. One externship quarter credit hour = 30 clock hours worked. As a part of our Externship Process Abdill Career College, Inc. has a work hour to externship hour credit that students *may* become eligible for. Eligibility for this depends on a number of criteria. Criteria is fully explained in our externship policies and Student Externship Handbook.

Book Fees

Books will be purchased at the school. Students will pick them up at the administrative front office desk in advance of course starting dates. Used books will not be returned to the school except as donations.

Challenge Tests Fees

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Challenge tests for credit are available for any course. A successful score to pass a challenge test is 90% or better. The student then receives credit for the course. Students may only take a challenge exam for a course one time. If the student does not pass the challenge exam with a score of 90% or higher on the first attempt, the student will be required to take the course as it is designed for the entire five (5) week period.

Fees for challenging a course are **\$120** per quarter credit hour (see tuition fees on previous page). For example, a three-quarter credit hour course challenge fee is **\$360**.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor’s desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during

test/quizz times will be subject to disciplinary action by the school.

Lab Fees

A \$75 lab fee will be charged per program. For students taking individual courses of study, a \$20 lab fee will be charged per course.

GENERAL INFORMATION

Our Commitment to Equal Opportunity

The student policies of Abdill Career College, Inc. are directed toward securing and maintaining a student body of competent people without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, mental or physical challenge (when these do not interfere with successful performance) or other protected classes under applicable local, state and federal law.

It is also our policy that all students have a right to learn in an environment where the dignity of each individual is respected. For that reason, we expect all students to accomplish their work in a business-like manner with concern for the well-being of the entire college. Any harassment of students by fellow students or employees is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is harassment of a sexual, racial, ethnic or religious nature. This includes unwelcome sexual advances, innuendoes and other verbal or physical conduct of a sexual nature which has the purpose or effect of creating an offensive environment. It also includes verbal and physical conduct of a racial, religious or ethnic nature which creates an offensive environment. Students subjected to any type of harassment, particularly of a sexual, racial, ethnic or religious nature by an employee or student should promptly contact a member of the administrative front office staff listed in this handbook.

We encourage students to report complaints to us to informally resolve problems involving harassment. Our ability to resolve these kinds of problems is dependent on your cooperation in reporting incidents which create an offensive or hostile environment for you. In the event a complaint is reported, an investigation will be undertaken immediately. Violators will be subject to appropriate disciplinary action. The problem of harassment is also addressed under *Student Standards and Regulations*.

Problems/Complaints

All students are encouraged to report any verbal, physical or sexual misconduct, harassment, problems or other complaints because of other students, instructors, or other staff members immediately. Students may report problems to a program director or the director of Abdill Career College, Inc. Strict confidentiality for the student will be maintained unless legal action is instituted, and all efforts to resolve the problem will be immediately handled through appropriate channels. Complaints filed on behalf of or by a student against the school must be postmarked within one year of the student's last date of attendance.

Student Grievance Procedure

A student having a complaint or question concerning any matter associated with the college or the interpretation of any of the provisions in this handbook should follow these procedures. We strongly encourage students with questions and complaints to make them known immediately. No student will be discriminated or retaliated against for bringing a question or complaint to our attention.

As a general rule, all academic questions or complaints regarding course work should be placed with the appropriate instructor for clarification. All other complaints should follow the appropriate chain of command:

- 1) Person to person. If the student feels this is not effective, the student should;
- 2) Speak to an instructor/staff member. If you feel the problem has not been addressed;
- 3) Ask to speak with a program director. If the problem has not been resolved, then;
- 4) Speak with the owner/director of the school.

Also, a student suggestion box is available in the front office, located in room 203. All items in the suggestion box will be discussed and considered administratively. Any signed request or letter will receive a signed response from the appropriate college official within five business days of receipt.

You may discuss any grievance with the director of the school or with a program director. If the problem seems to warrant a written complaint, please file the complaint within three business days of the problem. A written response to your complaint will be made within five business days.

Any concern is welcome for consideration and resolution from the administrative front office staff and faculty of Abdill Career College, Inc.

Abdill Career College, Inc. is licensed by the Oregon Department of Education and abides by the Oregon Revised Statutes and the Oregon Administrative Rules intended to regulate private career schools and colleges. Copies of these statutes and rules will be provided to any student upon request.

Abdill Career College, Inc. is also accredited through the Accrediting Commission of Career Schools and Colleges. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201

(703) 247-4212

A copy of the Commissions Complaint Form is available at the school and may be obtained by contacting the owner/director, Ki.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact:

Oregon Department of Education
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203

Or by calling:

(503) 947-5751

System of Grading

Abdill Career College, Inc. uses the following grading system:

<u>Percentage</u>	<u>Grade</u>	<u>Points</u>	<u>Percentage</u>	<u>Grade</u>	<u>Points</u>
97-100% =	A	= 4.0	75-78% =	C	= 2.0
93-96% =	A-	= 3.7	71-74% =	C-	= 1.7
89-92% =	B+	= 3.3	68-70% =	D+	= 1.3
86-88% =	B	= 3.0	65-67% =	D	= 1.0
82-85% =	B-	= 2.7	61-64% =	D-	= 0.7
79-81% =	C+	= 2.3	0-60% =	F	= 0.0

The student's grade point average (GPA) is computed by dividing grade points earned by the number of quarter credit hours attempted. Grades of W (Withdrawal within the first week of any course), do not carry grade points and the credits are not calculated in the GPA. Grades of W/D (Withdrawal/Dropped after the first week of any course) do carry grade points and are calculated in the GPA.

Clock Hours, Credit Hours, Term Period

Abdill Career College, Inc. credits per course are calculated as follows, and are approved through the State of Oregon Department of Education and the Accrediting Commission of Career Schools and Colleges; a class hour consists of 50 minutes of class time. One quarter credit hour is assigned for each 10 clock hours of classroom instruction. One term consists of five school weeks.

A three-quarter credit hour course is 30 clock hours per term; a two-quarter credit hour course is 20 clock hour per term; a one-quarter credit hour course is 10 clock hours per term. Generally for every one hour of classroom time you can expect approximately two hours of outside preparation time.

The formula for this is as follows: a quarter credit hour equals 10 hours of lecture: 20 hours of laboratory; and 30 hours of externship settings of instruction. However for financial aid purposes, the U.S. Department of Education's policy requires a different method for determining credit hours. *For financial aid purposes only*, quarter credit hours are determined by dividing total program hours by 20.

Attendance Policy

The goal of Abdill Career College, Inc. is to prepare students for the workplace by providing specific course work for specific skills **and** by encouraging good work habits including appropriate time spent on the job. Because regular attendance is an integral part of the schooling process, attendance is strictly monitored. Find further information under Tardy/Absences.

Student Bulletin Board

Abdill Career College, Inc. provides a student bulletin board for the convenience of our students. Students may post articles to the bulletin board at any time. This board can be used to leave messages for other students, arrange for car pooling, child care, study groups or buy/sell used textbooks or other items. All ads must be approved by the administrative front office prior to placement on the bulletin board. Once your ad has been answered, please remove items from the board promptly. The message board cannot be used for any illegal purposes, no profanity will be permitted, all messages must be dated, administrative front office staff will monitor the board weekly and will remove any items over 30 days old.

Inclement Weather

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television and radio stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line. Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes.

Course Availability

Course availability is dependent on an adequate number of students. Courses may not start unless there are three or more paying students enrolled. The maximum number of students per classroom will be 15 students. Once the maximum number of 15 students are enrolled in any one classroom, the enrollment for that course/classroom closes. If an individual course does not meet the minimum enrollment requirement, the course may be rescheduled and all students enrolled in the course will be notified of the new start date for that course. Students who do not wish to continue in their programs due to a course cancellation must give written notice to the school within five business days.

Withdrawal Refund Policy

After starting classes, a student may withdraw from a program or course at any time. Withdrawal slips are available in our administrative front office. Refunds, if any, are based on the number of program hours, are calculated based on the students last date of attendance and issued within 30 business days of the first date of determination or notice from the student. Please see definition of "first date of determination" in the Course Catalog.

Withdrawal from a course that is required for a certificate program should be discussed with a program director, the financial aid office (if the student is receiving financial aid) and the admissions director.

Refunds for payments are made only after the student's personal check clears the bank, or, only after third party payor's check clears the bank, or only after Federal PELL Grant, Subsidized Student Loans, Unsubsidized Student Loan, and PLUS loan funds are drawn down and posted. Refunds for payments made by Visa or MasterCard will be made only by credit voucher to the account that was originally charged. Refunds for payments made by third party agencies (i.e. Veterans Administration, WIA, NAFTA, Vocational Rehabilitation) will be refunded directly to those agencies. Students should contact the third party payor directly regarding those refunds. Refunds for payments made by Federal PELL Grant, Subsidized Student Loans, Unsubsidized Student Loans, and PLUS loans will be refunded according to the guidelines and policies listed in our Student Financial Aid Handbook. The Refund Policy OAR 581-045-0036 listed below, and all other relevant refund policies as listed in this handbook.

OAR 581-045-0036 provides the following:

Cancellation & Refund Policy: OAR 581-045-0036

- 1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15% of the tuition cost, or **\$150**, whichever is less;
 - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50% of the contracted instruction programs, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supplies fees, and other legitimate charges owed by the student;
 - (d) If withdrawal or termination occurs after completion of 50% or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
- 2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- 3) The term "Pro Rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

- 4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

All courses must be completed within 1.5 times the length of the program.

Cancellation/Termination

Abdill Career College, Inc. reserves the right to cancel and reschedule any course that does not meet the minimum enrollment of three students. All students enrolled in a course that has been rescheduled will be notified of the new start date for that course. Students who do not wish to continue in their programs due to a cancellation must give written notice to the school within five business days and may request a full refund. Refunds will be calculated based on the students last date of attendance and refunds (if any) will be issued within 30 business days of the date of course cancellation.

Abdill Career College, Inc. reserves the right to reject an applicant if we have reason to believe that attendance at our facility may not be mutually beneficial to the student or Abdill Career College, Inc.

Abdill Career College, Inc. reserves the right to terminate any students enrollment at any time for misconduct, cheating, disruptive behavior or nonpayment of fees. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of termination*. All fees are due in full prior to the first day of attendance in any class.

The definition of “ first date of determination” will be as follows:

No Shows Without Notification - If a student fails to show up for class for more than 3 consecutive class days within one term without notification to the school that an absence is needed, the student will then be considered a “No Show without Notification”. On the third consecutive class day it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “No Show without Notification”*.

No Shows With Notification - Students who fail to return to class within 3 consecutive class days in any one term, after notification of an absence was given, will be considered a “ No Show With Notification”. On the third consecutive class day the student is absent, it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “No Show With Notification”*.

Failure to Return after Leave of Absence - Students may take a leave of absence for one term only. (See Leave of Absence Policy) Students who are on a leave of absence and fail to return to their program the first day of class for the following term will be determined to have terminated their program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “Failure to Return after Leave of Absence”*.

Student Written Withdrawal from Program - The date of determination for students providing written notification to the school of intention to withdraw from their program/course, will be determined as of the date provided on the written withdrawal notification. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “Student’s Written Withdrawal Notification”*.

Student Withdrawal from Program Verbal Notification - The date of determination for students who *do not* provide written notification to the school of intention to withdraw from their program/course, will be determined as of the date the student verbally notifies the school. The date of verbal notification will be noted in the students file, and refunds due to the student will be *calculated based on the students last date of attendance*, the refund if any, will be issued within *30 business days of the first date of “Student’s Verbal Withdrawal Notification”*.

Notification from Third Parties - Sometimes circumstances such as severe illness or injury, may prevent a student from giving notification of intention to withdraw from a program/course. In this instance a student may authorize a third party, such as a family member, authorizing agency, or other authorized person to give notification on his/her behalf. Such notification should be in writing. The written notification should include the individuals name, address, phone number, and relationship to the student. It should also include the students full name, the program the student is enrolled in, as well as the students signature if possible. The date of determination for this type of notification will be the date on the written notification from the third party. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “Notification from the Third Party”*.

Internal review of records: Abdill Career College, Inc. periodically reviews student financial accounts and records in an effort to assure quality control and service. *If* during this process an error or miscalculation is discovered, Abdill Career College, Inc. will take steps to correct such errors and send notification in writing to the student. If the error involves a miscalculation regarding funds, the date of determination for this type of notification will be the date it was determined that an error occurred on the students account. Refunds if any, due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “determination that an error occurred on the account.”*

Graduation Requirements

Students must complete each course within their program with a 75% average, complete all required courses within 1.5 times the normal program length, and satisfy all financial obligations to the school to receive a certificate in any program. For programs requiring externship, students must also successfully complete the externship portion of their program. Upon successful completion of all requirements within the students program and externship (where required), students will receive a program Certificate of Completion.

Programs must be completed within 150% (1.5 times) of the normal duration of the program, for example:

<u>Program</u>	<u>Normal Duration</u>	<u>Maximum Time Frame</u>
Accountant Clerk/Bookkeeper	25 weeks	37.5 weeks
Dental Assistant	30 weeks	45 weeks
Legal Assistant/Secretary	25 weeks	37.5 weeks
Limited X-Ray Technician	30 weeks	45 weeks
Medical Assistant	30 weeks	45 weeks
Medical Front Office Management	30 weeks	45 weeks
Phlebotomy Technician	25 weeks	37.5 weeks

If a student cannot complete the training within the maximum time frame, or if the student cannot satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended as demonstrated by meeting the required minimum grade point average of 75% for each course, the student must be terminated from the program.

Graduation Ceremony

Abdill Career College, Inc. offers a graduation ceremony and encourages student's who have successfully completed program requirements to attend.

Students who are entering into the last book term of their program are also eligible to participate in the graduation ceremony if they have successfully completed program requirements to that date.

Participation in the graduation ceremony does not imply/guarantee graduation for students who have last term courses/externship yet to complete. These student's will be required to successfully pass/complete all program requirements to achieve graduate status before an actual program certificate can/will be issued.

Satisfactory Academic Progress (SAP)

Students must complete all courses in their program with a 75% or higher, *and* complete all courses within 1.5 times the normal program length to maintain Satisfactory Academic Progress (SAP).

Students receiving Financial Aid must retain Satisfactory Academic Progress (SAP) throughout their program to remain eligible for Financial Aid. To achieve SAP and remain eligible for Financial Aid a student must:

- Receive a minimum passing grade of 75% or higher in all required courses within the program, and/or;
- Complete a minimum of 50% of the scheduled courses EACH TERM.

(Students receiving Financial Aid please see the Abdill Career College, Inc. Financial Aid Handbook).

Students will receive a written transcript at the end of every term (approximately each five weeks). The student transcript will post all grades by term as well as the accumulative grade point average and attendance for each course within the program the student has been enrolled.

Definition of Program: Programs at Abdill Career College, Inc. are a series of courses of education provided in a specific field of study to accomplish a career path goal.

Students must complete each course including externship within the program to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program (all programs must be completed within 1.5 times the length of the program), the student must be terminated from the program or the student may choose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement for the new program goal.

Definition of Courses: Courses are a series of class days within a complete term designed as individual educational units which are often set up in a chronological goal specific order that make up programs at Abdill Career College, Inc.

Some students prefer to take individual courses of study rather than a complete program. Students may choose to enroll in individual courses of study as a part of a career goal, or to enhance or expand current educational and employment needs. Students enrolled in individual courses of study must complete each course taken with a 75% or higher and must follow all attendance criteria for the course(s).

Students who have not met academic or attendance requirements for *program* goals may choose to continue at the school by completing the enrollment process for individual courses of study. Upon successful completion of those courses the student will receive a certificate of course completion listing the individual courses successfully completed under the new enrollment agreement. (Courses passed from prior program/individual course enrollment will not be listed on this certificate).

Students always have the option of re-enrolling in the original program of study after a six month waiting period as defined under *Failure/Dropped from Course Requirements* in this catalog, but must start at the beginning and will need to pay all fees for tuition, books and lab.

Instructors will monitor the student grades for each course during the term (approximately five weeks). Students will be notified by the instructor at mid terms during each term (approximately five weeks) of their academic progress. When an instructor feels that there may be a potential academic problem for the student in satisfactorily completing the course, the instructor will notify the student in writing, of the potential academic problem. Students who feel they need extra help on course curriculum, or who wish to discuss academic problems or concerns may make an appointment with instructors to discuss or clarify course material. Scheduled instructor availability times are posted in the administrative front office.

If an instructor determines that a student may not achieve the minimum passing grade for the course as of mid-term, that student will be given written notice that he/she has been placed on probationary status for the remainder of the course. The student will have the option of continuing the course using the instructor recommendations, retaking the course (full tuition will be charged for retaking the course), or discontinuing the program. If the student chooses to continue the course and achieves the minimum passing grade for the course, the student will be given written notice that he or she has been taken off probationary status for the course. If the student does not meet the minimum passing grade for the course the second time through, the student will be terminated from the program, or the student may choose to change program goals.

Student Academic Progress (SAP) Appeals Process

Students may file an Satisfactory Academic Progress (SAP) appeal within (5) five business days from the first date of written notice from the school that the student is not maintaining SAP. The SAP appeal should be addressed to the owner/director of the school and delivered to the administrative front office. The SAP appeal must be in writing, include a brief description of why the student feels the appeals process is warranted and must be accompanied by any documentation that supports the students request for appeal. The school will review the written appeal within (5) five business days of receipt of the SAP appeals and will set an appeals hearing no later than 30 days from the date the written appeal was received in the administrative front office, all decisions/outcomes will be provided to the student in writing no later than (10) ten business days following the hearing date.

Student Records

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1.) The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.

A student should submit to the administrative office assistant, administrative office manager, or the owner/director of the school, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected under the supervision of a qualified administrative official. Students may request a copy of specific documents at their own expense (fees are .13 cents per page for each copy). No file may leave the supervision of a qualified administrative official.

- 2.) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3.) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using a school employee or official (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Challenge Tests

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Challenge tests for credit are available for any course. A successful grade to pass a challenge test is 90% or better. The student then receives credit for the course. Challenge exams must be taken during the first week of courses. Students must notify the instructor during the first week of class of the intent to challenge the course. All challenge exams will be taken during the regularly scheduled class time for the particular course to be challenged.

Fees for challenging a course are **\$120** per quarter credit hour. For example, a three-quarter credit hour course challenge fee is **\$360**.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor’s desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Entrance Exams

Except as discussed below, all students will have math and English skills evaluated prior to final acceptance into a program. To be enrolled in any Abdill Career College, Inc. program, a prospective student must score 65% or better in each area. An applicant who does not achieve a score of 65% or better will be asked to wait twenty-four hours before re-taking that portion of the exam. Student’s who do not pass the exam upon the second try will be asked to complete refresher courses before enrolling. The student may choose self-study as a means of refreshing skills. Only after appropriate study will the student be tested a third time. There is a six month waiting period before the entrance exams will be administered a third time. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

Exceptions will gladly be made to accommodate those with physical challenges in areas such as hearing, vision or motor skills.

Entrance Exam and Challenge Exam Scheduling

Entrance exams must be taken prior to beginning a program or course and can be scheduled by contacting the administrative front office. Entrance Exams are valid for 60 days prior to beginning a program. Challenge exams must be taken within the first week of any course and will be taken during the regularly scheduled class time for the particular course to be challenged.

Probationary Status (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructor's will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher and within 1.5 times the length of their program.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director or the school owner/director. The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

The probationary period will last for a period of 45 business days or until the issue has been resolved, or, in the case of academic insufficiency, until the student's grade for the course improves, or in the case of failure to comply with the probationary status, the student is terminated from the program or course. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Once a student has been placed on probationary status, the student must take steps to correct the issue immediately. Should this fail to be done or upon a second incident while the student is placed on probationary status, the student will be terminated from their program or course.

When the issue has been resolved, the 45 day time limit has expired or the student's academic progress has improved, written notification of the reinstatement of the student to non-probationary status will be given to the student. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable). (This section on probationary status is repeated in this Course Catalog & Student Information under Student Standards and Regulations. These standards and regulations are printed out and the student is required to initial each section during the enrollment process.)

Security

Abdill Career College, Inc. is located in the four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second floor. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or residences as a part of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, and exits of the building.

The exit doors to the fire escapes on each floor are locked each week day evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside by turning the button lock on the doorknob. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on weekdays and all day on weekends, and do not permit entrance or exiting of the building through that access.

In addition, all unused classrooms after 5:00 pm on weekdays, and all day on the weekends are locked as well. Students who have classes scheduled after 7:00 p.m. during the weekdays, or at any time on a weekend who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidentally being locked out. Additional security features such as audio/video surveillance cameras may be used for quality assurance and safeguarding of students, employees, or school property.

Placement Assistance Services

Placement assistance offered to students of Abdill Career College, Inc. is listed below, however Abdill Career College, Inc. in no way guarantees employment;

- All job information received by employers are placed in a binder located on the student bulletin board. Students are encouraged to check the binder weekly for new or updated information that may have been received.

- Computer labs are available to students for updates or editing of resumes, letters of reference, and other job search tools.
- Business Communications course. Students are encouraged to enroll in this course to enhance job search skills and learn positive techniques for job success. This course covers important information for job search, such as; interviewing techniques, participation in mock interviews, creating cover letters, resume writing, letters of reference, a master application, proper dress for job search, proper conduct and appearance for interviewing, and professionalism.
- Abdill Career College, Inc. offers positive support by faculty and staff to help students develop good work habits during their time at Abdill Career College, Inc. Students are required to; arrive for classes on time, be prepared and ready to begin as class starts, attend all courses in appropriate attire, use proper body mechanics, conduct, and professionalism.
- Graduate Follow-up: As part of the externship program at Abdill Career College, Inc., students are monitored at six months and again at one year after completion of their programs for employment information, employment advancement, change in employment, field of employment, rate of pay, and any other information regarding the success of the student after completion of programs.

Student Services

For the convenience of our students, the following services are offered at Abdill Career College, Inc.:

- Student telephone (located in the administrative front office)
- Student suggestion box (located in the administrative front office)
- Library (located in the administrative front office)
- Student computer with internet access (located in the administrative front office)
- Soft drink vending machine (located in the administrative front office)
- Microwave oven (located in the administrative front office)
- Student snack area (located in the administrative front office)
- Coffee (located in the administrative front office)
- Vending machines for snacks and soft drinks (located in first floor lobby)
- Parking
- Access to city bus lines
- Local mail drop box (located in front of building)
- Student bulletin board (located in the main hallway)

CAMPUS SECURITY/CRIME POLICIES

The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act”

Abdill Career College, Inc. prepares the crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics.

This report is prepared in cooperation with the city law enforcement agency which governs the area surrounding our campus, and through information which may be reported to the owner/director of the school.

Campus crime, arrest and referral statistics include those reported to the owner/director of the school, and the city law enforcement agency. These statistics may also include crimes that have occurred in private residences or businesses adjoining our campus.

This report is prepared by a member of our staff, and is distributed each year to currently enrolled students and staff members. The report is distributed by providing each currently enrolled student a copy of the report attached to the students academic transcript which ends in the term preceding each October 1st. Staff members typically receive a copy of the report in their pay envelope for the pay period immediately preceding each October 1st. A copy of the report will also be posted on the student bulletin board located in the schools main hallway (Second Floor) at 843 E. Main Street, Medford, Oregon 97504.

Currently enrolled students, prospective students, current employees, and prospective employees may also request a copy of the full text of this report through our administrative front office.

(Complies with “Preparation of Disclosure of Crime Statistics 34 CFR 668.46(b)(2)(ii))

Timely Warnings

In the event that a situation occurs, either on or off campus, that in the judgement of the owner/director of the school constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued.

This warning will be directly distributed to each currently enrolled student and each staff member. The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school’s main hallway.

(Complies with “ Current Campus Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus 34CFR 668.46(b)(2) and 34 CFR 668.46(b)(2)(1))

To Report a Crime

If you are experiencing a life threatening emergency always call 911 immediately.

Students and staff members of Abdill Career College, Inc. should contact the Medford City Police Department at (541) 770-4783 for non-emergencies, **911 for emergencies**, and/or the persons listed below to report any suspicious activity or person(s) observed in the parking lots, loitering around vehicles, inside buildings, and/or around the entrances/exits to the building.

Name	Title	Phone #
Ki	Owner/Director	(541)779-8384
Dixie Bevington	Office Manager	(541)779-8384
Randy Ramey	Crime Statistics Officer	(541) 779-8384

Abdill Career College, Inc. encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Abdill Career College, Inc. cannot hold reports of crime in confidence. Confidential reports for inclusion in the annual disclosure of crime statistics can generally be made to the owner/director of the school or one of the other persons listed above.

(Complies with the Reporting of Criminal Offenses 34 CFR 668.46(b)(2)(iii))

Security and Access Policies

Abdill Career College, Inc. is located in the four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second floor. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or residences as a part of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, exits and parking area of the building.

The exit doors to the fire escapes on each floor are locked each weekday evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside by turning the button lock on the doorknob. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on weekdays and all day on

weekends, and do not permit entrance or exiting of the building through that access.

In addition, all unused classrooms after 5:00pm on week days, and all day on the week ends are locked as well. Students who have class scheduled after 7:00 p.m. during the week days, or at any time on a week end who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidentally being locked out.

Additional security features such as surveillance cameras may be used for quality assurance and safeguarding of students, employees, or school property.

(Complies with the Addressing Security and Access Policies 34 CFR 668.46(b)(3))

Campus Law Enforcement Policies

Abdill Career College, Inc. does not employ or contract Campus Law Enforcement or Security individuals.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(I))

Encouragement of Accurate and Prompt Crime Reporting Policies

General Procedures for Reporting a Crime or Emergency

Abdill Career College, Inc. encourages all students, staff members, guests, and persons from the community to report all crimes and public safety related incidents to the owner/director of the school or to the Medford City Police Department in a timely manner.

Abdill Career College, Inc. does not employ private security personnel, or campus police. *For an emergency or crime related matter, please call the Medford City Police Department at (541) 770-4783, or the director of the school at (541) 779-8384.*

To report a non-emergency security, or a public safety related matter on the Abdill Career College, Inc. campus, you may call the Abdill Career College, Inc. administrative front office at (541) 779-8384 and ask to speak to the owner/director of the school.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(ii))

Policy Statement Regarding Counselors

Abdill Career College, Inc. does not employ or contract with professional or pastoral counselors, and the college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the Abdill Career College, Inc. campus, its staff, and students arises, a written warning will be distributed. This warning will be directly distributed to each currently enrolled student and each staff member.

The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class/work times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school's main hallway.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(iii))

Security Awareness Programs

During orientation for each enrollment period of all prospective students, and during orientation for every new or prospective employee, prospective students and employees are provided a copy of the current year's Campus Crime Report.

Each prospective student and employee are provided the policies regarding Abdill Career College, Inc. Campus Crime Reporting.

Student's receive this information as a part of their Course Catalog & Student Handbook, and employee's receive these policies as a part of their Employee Handbook.

In addition, each currently enrolled student, and current employee will receive a copy of the newest Campus Crime Report on or before October 1st of each year as it is completed.

Abdill Career College, Inc. also works with the Medford City Police Community Service Department to bring resources and education to the students and employees. Brochures, flyers, and resource information are available in our administrative front office.

The Medford City Police Community Service Department also provides a presentation to employees of Abdill Career College, Inc. once each year to update them on current crime prevention techniques and solutions, how to communicate these techniques and solutions to students, as well as respond to students who may have potential problems.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(5))

Crime Prevention Programs

Abdill Career College, Inc. does not have on-campus programs on personal safety and crime prevention. However, Crime Prevention programs on personal safety and theft prevention are sponsored by various agencies and groups throughout our community. Some of them are listed below.

- Medford Police Department (Howard Pendleton) (541)774-2268
- Jackson County Helpline (541)779-4357
- Sexual Assault Victim Services/Dunn House (541)779-4357

Students and Staff are encouraged to attend these programs as a part of self education, and to help students and staff have an active part in their education to enhance personal safety regarding protection and awareness.

In addition, Abdill Career College, Inc. does have brochures and literature regarding these programs, personal safety and crime prevention located in the administrative front office and on the Student Bulletin Board located in the main hallway of our campus.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(6))

Criminal Activity of Abdill Students off-campus

Abdill Career College, Inc. does not offer off-campus student organizations, such as student housing, sororities, fraternities or other organizations. Therefore, Abdill Career College, Inc. does not monitor campus crime statistics for organizations which students may frequent off-campus.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(7))

Drug and Alcohol Policies

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or

private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(8) & (9))

Alcohol and Substance Abuse Information

Abdill Career College, Inc. has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides referral services related to drug and/or alcohol use and/or abuse. The information consists of informational materials such as flyers, brochures, resources and counseling services available in the community, as well as school disciplinary actions.

Abdill Career College, Inc. also works with Southern Oregon Drug Awareness program to bring information and education to employees and students.

Services provided by Southern Oregon Drug Awareness are listed below:

- Employee Assistance Program
- Employee Referrals
- Employee Education
- Supervisor Training
- Employer Education
- Seminars
- Newsletter

In addition, Abdill Career College, Inc. also performs random drug/alcohol screening for all students and employees. The random drug/alcohol screenings are selected by computer through Minert & Associates.

Students/employees who may test positive will have the opportunity to immediately enroll in a bona fide drug/alcohol inpatient/outpatient rehabilitation program approved by Abdill Career College, Inc. Upon verification of successful completion of the treatment program and its aftercare program the employee/student may speak with the school owner/director regarding return to work/school.

A violation of any law regarding drugs/alcohol is also a violation the school's Student Conduct policies and will be treated as a separate disciplinary matter by the school.

Sexual Assault Prevention and Response

Abdill Career College, Inc. educates the student and employee community about sexual assaults and date rape through literature such as flyers, brochures, and community resources, which can be found in our administrative front office. This information includes; sexual assault, date rape education, risk reduction, and other topics.

The Medford City Police Department offers sexual assault education and information programs to employees and students upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety and then obtain necessary medical attention. Abdill Career College, Inc. strongly advises that you report the assault to law enforcement officials and/or the owner/director of the school as soon as possible. Time is critical for evidence collection and preservation.

Reporting the incident to the owner/director of the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgement opinions from school officials.

Filing a police report will:

- Ensure that you receive the necessary medical attention, treatment, and tests, at no expense to you.
- Provide the proper attention to collection of evidence helpful in prosecution, which cannot be obtained later. **(A victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal claim)**
- It will assure that you have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Medford City Police Department, the Medford City Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. A representative from the Medford City Police Department will guide the victim through the available options and support the victim in his or her decisions.

Abdill Career College, Inc. does not employ on-campus counselors. However, a variety of counseling and support services are available throughout the community. These services include:

- Victims of Sex Offenders (800) 551-2934
- Jackson County Victim & Witness (541) 774-8187
- Jackson County Help Line (541) 779-4357
- The Medford City Police Department (541) 770-4783

Abdill Career College, Inc. disciplinary proceedings, as well as guidelines for cases involving sexual misconduct are detailed in this publication (Course Catalog & Student Handbook, and the Employee Policies and Procedures Manual).

Victims of sexual assault or sexual misconduct, and the accused will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing at the school. Both the victim and the accused will be informed as to the

outcome of the hearing. A student or employee found guilty of violating the school's sexual assault, sexual misconduct policy could be criminally prosecuted in the courts, and may be suspended, expelled from school/terminated from employment, upon the first violation of this policy. Reports of sexual assault or sexual misconduct to the owner/director of the school mandates that the owner/director contact local law enforcement.

Upon request Abdill Career College, Inc. will work with victims of sexual assault or sexual misconduct to make changes to academic or employment situations after an alleged sexual assault or sexual misconduct, if such changes are reasonably available, if you report the alleged sexual assault or sexual misconduct to the owner/director of the school.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide schools with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the college.

Abdill Career College, Inc. is required to inform the campus community that information regarding registered sex offenders can be obtained from the Medford Police Department at (541)770-4783. In addition interested persons may also contact the State Police Department at (541)776-6114.

(This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.)

EXTERNSHIP (STRUCTURED WORK EXPERIENCE)

The Abdill Career College, Inc. externship program (also referred to as structured work experience) involves the student as an extern in an actual work experience with a local business. This program will give the student practical work experience and specialized training and will also serve as very specific work experience for a resume. Students participate in this program as volunteers, receiving no remuneration. As a part of our Externship process, Abdill Career College, Inc. has a work hour to externship hour credit that students *may* become eligible for. Eligibility for this depends on a number of criteria and is discussed in detail in our Student Externship Handbook.

Students apply for externship and agree to work in a designated work environment without remuneration. Employers agree to provide specific work experience for each student. Some employer's require students to provide a copy of their Complete Background Check, a drug and alcohol screening, and various other immunizations and/or information as a condition of acceptance into externship. Obtaining a copy of the Complete Background Check, alcohol and drug screening, and all other additional information and/or immunizations is the sole responsibility of the student and must be completed prior to entering into externship (all fees associated with the above items are the responsibility of the student). Abdill Career College, Inc. agrees to provide externship in the Jackson/Josephine County area only for the student after all course work has been successfully completed. Abdill Career College, Inc. will also provide support for the work site supervisor. Supervisors will have specific guidelines to provide the most complete training possible to benefit both the student and the employer. This work experience provides the student with specific work site hours of education and experience.

The student *may* be at the work site full-time following the last book term of the student's program. The work site guidelines will be developed in cooperation with the work site supervisor, the student, program director, and the college externship co-ordinator. There will be a three part periodic evaluation process. Students will evaluate their work/education for the designated time period, the workplace supervisor will evaluate the student's performances and Abdill Career College, Inc. program director's and externship co-ordinator will evaluate the student's progress.

The student will keep a daily record of the hours spent at the work site, and provide the student final evaluation form and all necessary stick tracking sheets, or other required documents as stipulated by program director and the externship co-ordinator. This time sheet record will be turned in to the externship co-ordinator, signed by the student and the site supervisor during the student's exit interview. At the end of the student's externship we ask the supervisor to complete an evaluation report form, which we provide. This form should be put into a sealed envelope with the site supervisor's signature across the seal of the envelope to insure confidentiality. This envelope is given to the student on the last day of the externship and is to be delivered to the externship co-ordinator by the student on the day of the exit interview, and will be reviewed by program director.

The externship aspect of the educational programs provides valuable on-the-job training and experience for the student. Abdill Career College, Inc. maintains working relationships with a variety of Southern Oregon employers expressly for the purpose of placing our students in this environment. Externship placement is done within Jackson/Josephine counties only. We cannot, however, guarantee that every student will be awarded an externship as eligibility is dependent on a variety of criteria. The Student Standards and Regulations (later in this catalog) and the Externship Packet discuss the requirements for this part of our programs. Students are to set the appointment with the externship co-ordinator during the first week of their last book term of courses at Abdill Career College, Inc. and must attend the Externship Orientation as a prerequisite for entering into the externship process. No student is guaranteed an externship unless all eligibility requirements are met.

ABDILL CAREER COLLEGE, INC.
EXTERNSHIP AGREEMENT (POLICY)

To all students participating in the externship program: Abdill Career College, Inc. works with a variety of facilities within Jackson and Josephine county communities to provide hands-on practical experience for our students who participate in externship. Please be aware that externship consists of volunteering your time to work in a facility **at their convenience** in order to further your educational experience. It is imperative that you understand that these facilities are providing this service as a courtesy only! The right to do externship can be revoked at anytime one of these facilities feels that it is no longer in the best interest of the clients/patients, staff or facility. Some employers require students to provide a copy of their Complete Background Check, a drug and alcohol screening, and various other immunizations and/or information as a condition of acceptance into externship. Obtaining a copy of the Complete Background Check, alcohol and drug screen, and all other additional information and/or immunizations is the sole responsibility of the student and must be completed prior to entering into externship (all fees associated with the above items are the responsibility of the student).

Eligibility to participate in externship requires students to have a grade point of 75% or higher in each course and meet all specific requirements per program, such as immunization records and/or other health and safety requirements as well as all items listed on the white externship envelope.

Participating in externship in no way guarantees employment at the facility. All students are required to dress professionally and conduct themselves in a professional manner and arrive for their scheduled duties according to the rules and regulations of the facility and Abdill Career College, Inc. policies and guidelines at all times. Failure to do so will result in immediate dismissal from the externship portion of your program. Please be aware that externship is required for program completion and graduation status.

Each student **must make an appointment with the externship co-ordinator during first week of their last book term after attending the Externship Orientation in order to proceed with the externship process. You can do this by signing your name on the externship appointment roster that will be provided at Externship Orientation.** Each student will be scored in areas such as; punctuality, appearance, professionalism, preparedness, and a quiz. **Preparedness includes the responsibility of each student ensuring they have copies of all required documents as indicated on their program document sheet which is found on their externship documentation envelope, and a copy is placed on file with the administrative front office, PRIOR to the Externship Orientation and their interview. Students who do not attend the scheduled Externship Orientation, provide a completed Externship Documentation Envelope, and pass the quiz and interview with the externship co-ordinator may not proceed with the externship process and will not receive a program certificate. It is the student's responsibility to make the appointment, obtain appropriate documentation, and attend the Externship Orientation.** Students will be eligible to start externship, one business week (five business days) after completion of their last book term. It is imperative that you treat your appointment with the externship co-ordinator as if it is a job interview. As the different facilities notify us that they are ready for new externs, we will place the student in order of their externship appointment. At that time, you will be given the name and phone number of the person to contact to set up the time and date to meet with an externship site supervisor. You will then be required to stop by the externship co-ordinator's desk/office and pick up the appropriate forms that you will need to take with you to your first meeting. **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU CONTACT THE FACILITY TO SCHEDULE YOUR APPOINTMENT ONCE YOU HAVE BEEN GIVEN THE SITE NAME AND PHONE NUMBER.** Failure to make the arrangements in a timely manner will make you ineligible for the externship portion of your program and another person will be sent to the site. It is also your responsibility to arrive on time and be ready to work on the designated days established by the externship site supervisor. If you turn down a site that would otherwise accept you for externship, or if you miss three days while doing the externship portion of your program, you will automatically be dropped from the program. You will not be assigned to a different site unless there are extenuating or emergency circumstances which can be documented. In such an instance, the owner/director of the school may review the documentation and other information provided by the student confirming unusual,

extenuating, and/or emergency circumstances and make a decision regarding the placement to an alternate site.

STUDENT STANDARDS AND REGULATIONS

Upon paying the designated tuition or providing an accepted method for payment, the students are expected to begin the courses of education to prepare them for a vocation in their chosen program. Abdill Career College, Inc. programs are designed to provide quality education in each vocational field offered in a relatively short period of time. The following standards and regulations will help facilitate our goals.

The items listed below will be furnished as a list along with the enrollment forms. Each student is required to read and initial each of these standards and regulations with the administrative representative or a program director as part of the enrollment process. Initialing each item indicates that the student has read and understood the policy and has had an opportunity to discuss the requirement with an official of Abdill Career College, Inc. prior to beginning courses. Students are encouraged to ask questions on any matter that is unclear to them before signing the documents. These policies will apply in almost all circumstances; however, the owner/director of the school reserves the right to make final decisions in cases of extreme circumstances or unusual situations.

Tardy/Absent Regulations

Once the student has commenced classes at the beginning of a new term, he or she will be given a syllabus and course outline by each instructor for each course to be attended during that term. The number of total absences allowed before a student is dropped from each particular course is as follows:

3 quarter credit hour classes:	Tuesday-Thursday	Dropped at beginning of 3 rd day.
	Mon./Wed./Fri.	Dropped at beginning of 4 th day.
2 quarter credit hour classes:	Meets 2 times/week	Dropped at beginning of 3 rd day.
	Meets 1 time/week	Dropped at beginning of 2 nd day.
1 quarter credit hour classes:	Meets 2 times/week	Dropped at beginning of 3 rd day.
	Meets 1 time/week	Dropped at beginning of 2 nd day.

If the student exceeds the allowed number of absences for any particular course, the student will be dropped from that course starting with the day the student exceeds the absence limit.

Students are required to be in class and ready to begin at the scheduled class time. Tardies will not be recorded up to five minutes into the class. Should a student arrive late for any class, the student is asked to quietly be seated and reserve all questions as to what has been missed until after the class has ended. All students arriving **six minutes late** into any one class will be counted as tardy. **If a student is tardy to any one course three times, the third tardy will automatically convert to one absence for that course.** All students arriving 20 minutes or later into any one class will be counted as absent for the entire class period. Once a student has arrived for the class, the student must be present for the entire class period. Students who leave before the end of the class period will be counted absent for that class, for that day. As stated above, each course is designed with a maximum number

of absences allowed for the course. Each absence will count toward that maximum number of absences allowed for that course.

Once the limit has been reached, whether because of absences only, tardies only, or a combination of absences and tardies, the student is automatically dropped from the course. Should a ***life threatening emergency*** arise either to the student, or an immediate family member (i.e. spouse, child, parent) which causes the student to be absent on a day which results in the drop from a course due to excessive absences, the student may petition the owner/director of the school for an emergency need exception. This exception request cannot be considered unless the student provides to the school within 3 business days documentation from a bonafide ***official source*** verifying the ***life threatening emergency*** to the student, their spouse, child, or parent.

Dress Code

Each program has a required dress code which will be clearly stated at enrollment and in the course information provided by the instructor on the first class day of each course. Students must attend all classes dressed as required. In addition to program specific dress code, Abdill Career College, Inc. does not allow our staff or students to have any facial piercing's. Those include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. (One or two ear piercing in the lower lobe of the ear are acceptable.) If you do have any facial piercing's, and do not wish the piercing hole to close, it is ***required*** while on campus that you find a clear (no-see-em) temporary product to put in each piercing hole that you wish to keep open.

If you are caught on Abdill Career College, Inc. campus wearing any piercing jewelry other than the clear (no-see-em's) (with the exception of one or two ear piercing in the lower ear), you will be asked to immediately take them out. If you are caught a second time, you will be placed on disciplinary status. The third offense will be grounds for expulsion/dismissal. This policy is mandated to help you prepare for your professional career. Also, no unnatural hair colors such as; purple, blue, orange, green, or spiked hair, are not acceptable dress code for any program at Abdill Career College, Inc. If a student arrives to class inappropriately dressed, that student will be asked to leave the class and will be counted absent for that day for that particular course. Students must be in dress code at all times while on campus, or while representing Abdill Career College, Inc. off campus. Dress code is not required for students on campus for ***brief administrative*** business.

Jewelry Policy

Abdill Career College, Inc. policies mandate that all staff and student's refrain from all facial piercing's. These include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. (One or two ear piercing's in the lower lobe of the ear are acceptable.) If you do have any facial piercing's, and do not wish the piercing hole to close, it is ***required*** while on campus that you find a clear (no-see-em) or other appropriate temporary product to put in each piercing hole that you wish to keep open.

Student's and/or staff who are observed to be in violation of this policy will be asked to

immediately remove the items. If a second incidence occurs in which you are observed violating this policy you will be placed on official probationary status. The third violation of this policy will be grounds for expulsion/dismissal. This policy has been adopted to help provide protection to student's and staff, and to assist with preparation for professional careers.

Telephone/Cell Phone or Other Electronic Communication Device Policy

The administrative front office phones are not available for student use except for brief, local calls involving family situations, job search responses, transportation solutions or similar instances. A pay phone is available at the front desk. **Under no circumstances will students be allowed to have cell phones or other electronic communications devices turned on during class times or in the hallways at any time while on the second floor of the building.** The definition of a cell phone or other electronic communications device being turned on includes; on vibrate, on silent mode, on text only, or any other means in which the cell phone or other electronic communications device is available for use. All cell phones and/or other electronic communications devices must be turned completely off while on the second floor or in any room on the second floor. All classes run on 50 minute class times, with a ten minute break each 50 minutes. Students may exit the second floor during any break to turn on cell phones and/or other electronic communication devices and check for messages, return calls, or use for other purposes. If a student is anticipating a phone call from family members due to a possible emergency, or from legal or other official persons, the student should give the school administrative front office telephone number ((541) 779-8384) to those individuals and have them call the school directly. One of our administrative front office staff members will come to the classroom to deliver messages of an emergency or urgent nature to the student. With the availability of providing the school's direct telephone number to individual's, and the school's willingness to immediately notify any student of an emergency or urgent message, there is no circumstance in which a student will need to have or be allowed to have a cell phone or other electronic communication device turned on while on Abdill Career College, Inc. campus. Should a student have a situation in which they are anticipating an emergency or urgent message may be incoming, the student should notify the administrative front office staff that there is a possibility of such a call being received. This will alert staff and make the process of receiving the information you need in a timely manner.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor's desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Inclement Weather

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television and radio stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line. Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes.

Grades/Test/ Assignments Regulations

All students are required to have a minimum passing grade of 75% for each course completed. Grading policies will be clearly detailed in the information provided by the instructor on the first day of classes. Students who do not meet the minimum passing grade of 75% upon completion of a particular course will have the opportunity to retake the course the very next term that it is offered and available (full tuition will be charged to retake the course). The grade for the failed course will be entered on the student's transcript and will be calculated with the overall grade point average, omitting the previous grade. When the failed course is a prerequisite for a more advanced course, the student will not be enrolled in the advanced course before successful completion of the prerequisite course.

All assignments including homework assignments and handouts are to be handed in on the day they are due for each course, as directed by the instructor. Assignments handed in late will not receive a grade or grade points. All items left blank or incomplete on any assignment at the time it is due will be marked incorrect.

If a student is absent from classes on the date an assignment is due, the student must provide documentation to show that an unusual or extenuating/emergency circumstance prevented the student from handing in the assignment as directed. Documentation must be provided, and permission must be obtained from an administrative front office staff member before the instructor may accept the assignment. The student may make arrangements with another student, family member, or friend to deliver the assignment(s) in a timely manner, to the school on behalf of the student when the absence is known in advance.

This may seriously effect the overall grade point average of the course. Students are encouraged to complete all homework, handouts, and other assignments on time, and turn them in as directed by the instructor for each course to avoid a no grade on their assignments.

All tests must be taken during regularly scheduled class times. Any tests not taken on the day scheduled for the exam will receive a 0 (Zero) grade on the records. This may seriously effect the overall grade point average of the course. The only exception shall be if the student presents documentation to show unusual or extenuating emergency circumstances to an administrative front office staff member, and the administrative front office staff member finds that such unusual or extenuating circumstance existed, and gives authorization for a test to be made up. It is the student's responsibility to contact the instructor within two class days of the original exam or test, to make arrangements to make up the test or exam. Failure to do so will result in a 0 (Zero) grade for that test.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor's desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Probationary Status (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructor's will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days for violation of a school policy or procedure, and until the end of the current term if it is academic probationary status.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director, or the school director.

The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

When a student has been placed on probationary status, the student must take steps to correct the issue immediately. If a student fails to correct the problem, improve academic requirements, or has a second incident during the 45 day probationary status, the student may

be terminated from their program. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Upon successful completion of the probationary status, the student will receive written notification of the reinstatement to non-probationary status. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Failure/Dropped from Course Requirements

In the event that a student is dropped by an instructor because of absences in excess of the stated limit, and the student has a valid reason acceptable to the instructor and a program director for non-attendance, that student may retake the course *one* additional time (full tuition will be charged to retake the course). The course must be taken the next term that it is offered and available. No more than *one* additional time will be permitted. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the students financial aid, prior to making any changes in programs)*. In the event a student does not complete a course with a grade of 75% or above, the student shall be given the opportunity to retake the course one additional time (full tuition will be charged to retake the course). The course must be taken the very next term the course is offered and available. Should the student receive a score of less than 75% the second time through a course, the student will be ineligible to complete their program at that time.

Students must complete each course including externship within the program to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program (all programs must be completed within 1.5 times the length of the program), the student must be terminated from the program or the student may chose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement and attend new student orientation for the new program goal.

Such decisions will be made in cooperation with a program director and/or the owner/director of the school and the student. When a third-party payer is involved, the student's third party counselor will also be consulted.

All fees paid for the program at that point will remain the property of Abdill Career College, Inc. as outlined in the tuition refund portion of the enrollment form and elsewhere in this

handbook. All required fees will be charged again if the student returns after the six-month waiting period.

It will be recommended that the student who does not receive a program certificate, acquire tutoring, classes or other means to build the appropriate skills before re-registering for classes.

Leave of Absence (Definition of Leave of Absence)

Definition:

Leave of Absence - Leave of absence means students will stop attendance to all courses within their program for the term the leave of absence is requested. Students must complete the Leave of Absence request forms located in the administrative front office of the school.

Duration:

A leave of absence begins on the date the student makes the request in writing to the administrative front office of the school, and will continue for the duration of the current term the student was in when the request was made and will continue until the end of the term immediately following the current term. Leave of absence may only be used once during the student's academic program and will be valid only for one term (plus the remainder of the term in which the request was made). Extenuating situations or state, federal and/or accreditation licensing/certifying requirements may warrant exceptions for additional time on leave of absence. Exceptions requested for additional time must be submitted to the owner/director of the school for approval. All students will be required to complete the Return from Leave of Absence form when resuming their program. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the request for leave of absence.

Please Note: The Limited X-Ray Technician and Dental Assistant programs have specific enrollment criteria due to regulatory agency controls. Because of this both of those programs have core courses that only rotate around approximately every six months. Students enrolled in the Limited X-Ray Technician and Dental Assistant programs may only take a leave of absence during the externship portion of their program. Requesting a leave of absence at any other time may mean that the student will not be able to complete either of those two programs within the required 1.5 times the length of the program. Students need to be aware of this requirement when considering enrollment into either one of these programs.

If, after beginning courses in a program, a student realizes there are personal unforeseen circumstances that will temporarily interfere with the workload of courses and study requirements, the student may elect to take a leave of absence from the program. When a student takes a leave of absence during the first week of a term, the courses for that term will not count as one of the two times the student is allowed to take a course. When a student takes a leave of absence ***after*** the first week of a term, retaking those courses ***will*** count as one of the two times each student is allowed through a course. Leave of absence may not exceed one

term. If a student does not return after one term, the student will be terminated from the program. (Students taking leave of absence during externship, can return before the five week period is up.) In the case where a student wishes to return to school but has been terminated from the original program because they have exceeded the maximum time frame for a leave of absence, the student will be required to re-enroll in their program *from the beginning*, or may choose to change program goals and enroll in a different program. If a student who is working with an agency or other third-party payer elects this option, it will be the sole responsibility of the student to notify his/her third party counselor of this decision, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorization in writing to the school prior to making any changes in the program. An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the students financial aid, prior to making any changes in programs).*

In the case of a student who is not enrolled through an agency or other third-party payer, and therefore does not have a third party counselor from whom to obtain authorization discussed above, the student must give notice of the intention to take a leave of absence in writing to the school prior to the date the leave of absence will commence. If a student does not return after one term, the student will be terminated from the program. The student and an Abdill Career College, Inc. official and/or program director must agree on a written plan for the student's return. The plan, acknowledged in writing by both parties, shall be placed in the student's file prior to the date the absence is to commence.

Withdrawal from Courses

Definition:

Withdrawing from one or more courses during a term while continuing to take one or more courses during the scheduled term. Students receiving Federal Financial Aid must remain enrolled in at least 51% of courses for that term in order to meet Satisfactory Academic Progress (SAP).

If a student, after beginning courses in a program, decides that he/she is not able to handle the academic workload of course material and the number of courses assigned in a particular term, the student may elect to withdraw from a course or courses and take fewer courses in order to reduce the academic workload during a term. When a student withdraws from one or more courses during the first week of a term, the course(s) for that term will not count as one of the two times the student is allowed to take a course. When a student withdraws from one or more courses **after** the first week of a term, retaking those courses **will** count as one of the two times each student is allowed through a course. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the Request to Withdraw from courses.

If a student who is working with an agency or other third-party payer chooses this option, it will be the sole responsibility of the student to discuss this change with his or her third party

counselor, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorizations in writing to the school prior to making any changes in the program. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the students financial aid, prior to making any changes in programs).*

An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes.

In the case of a student who is not enrolled through an agency or other third-party payer and therefore does not have a third party counselor from whom to obtain such authorization, the student must give notice of intention to reduce the academic workload by withdrawing from courses in writing prior to making any changes in the program of study. An Abdill Career College, Inc. official or a program director will make every effort to work with the student to reduce the number of courses taken each term in order to facilitate the quality education at a workable rate for the student.

All students are required to complete all courses in certificate programs with a minimum 75% score and within 1.5 times the length of the program in order to receive a certificate of completion for that program. If a student chooses to withdraw from any course designed as part of a program, the student must ensure that the course is completed within a time frame worked out between the student and an Abdill Career College, Inc. official or a program director.

Dropping Elective Courses

Definition:

Elective courses are courses students choose to add to their main program goal to enhance their education and career goals.

Students may choose to add courses in addition to those required to complete certificate programs. These courses are considered elective courses. If a student chooses to participate in an elective course and then decides not to continue to participate in that course, the student may drop the course by obtaining a withdrawal form from the administration office. Dropping an elective course will not effect the student's grade point average or effect the certificate of completion for the chosen program. Refund policies as discussed elsewhere in this catalog will apply to dropped courses.

Change of Name/Address/Counselor/Payor Policies

Students must provide the administrative front office notice when a change in the students name occurs for any reason, (i.e. marriage, divorce etc.), the students address/telephone number changes (i.e. moving, voluntary change of phone number, message number changes etc.), or the student has a change in counselor or third party payor information (i.e. vocational

rehabilitation counselor, Job Council counselor, etc.).

This notice must be in writing (the proper form can be obtained in the administrative front office of the school) and received in the administrative front office no later than three business days following the change. A copy of all supporting documentation regarding the change must accompany the notice.

Supporting documentation which must accompany the notice for any changes, must be an official document which can verify the change in the students status.

Some examples are listed below and may include:

- *New State Valid Drivers License*
- *New State Valid Identification Card*
- *Marriage Certificate*
- *Divorce Decree*
- *Rent Receipt in the Students Name*
- *Utility Bill in the Students Name Showing New Address*
- *Name or Address Change Verification from Department Motor Vehicles*
- *Letter or Notice from Counselor clearly stating the change*

Some examples that are ***not acceptable*** as supporting documentation may include:

- Letter from Friend or Relative
- Letter from Student without Supporting Documentation
- Rent Receipt in someone else's name
- Utility Bill in someone else's name

Students who fail to supply the required documentation regarding the change and/or notify the administrative front office in writing within three business days of the change, shall be subject to disciplinary action and may be placed on probationary status with the school.

Student Conduct Policies

Absolutely no chewing gum or tobacco allowed in classes and/or on the second floor.

No foods or drinks allowed in labs. Food or drinks allowed in all other classrooms at the instructors discretion.

Cheating will not be tolerated. If we have reason to believe or have evidence that a student is involved in cheating, Abdill Career College, Inc. may require the student to discontinue attendance for the remainder of the term in which the incident occurred and retake all courses over the very next term they are offered and available (additional lab fee, full tuition will be charged to retake all courses, and purchase of new workbook may be required) or expel the student or students involved in the incident from the school permanently.

Students are required to conduct themselves in a professional manner at all times while on the

school premises. Foul language, gossip, creating or facilitating rumors false or otherwise, will not be tolerated while on campus. During all class times, students are expected to be attentive to the instruction and material presented. Interrupting the lectures, rudeness to the instructor or other students, as well as loud or disruptive behavior, are considered unprofessional in manner and will not be tolerated by Abdill Career College, Inc. staff. Students will receive a written warning that they are being placed on probationary status on the first incident and may be expelled from a course/program upon the second violation for any of the above misconduct.

Drug/Alcohol Policies

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws without a valid medical prescription. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

For any violation of the above policies and procedures, disciplinary action will be taken. Disciplinary action may include any of the following; immediate dismissal from the program or courses in which the student is enrolled, referral of the matter to local law enforcement, a written warning that the student is being placed on probationary status on the first incident/violation, with automatic suspension upon the second incident/violation. In all cases of violation of school policies documentation regarding the incident will be placed in the student's file and all necessary third party counselors will be notified.

Abdill Career College, Inc. reserves the right to terminate the enrollment of any student if we have reason to believe or have evidence of a violation of any of the student conduct policies or for non-payment of fees. If the enrollment of a student is terminated by Abdill Career College, Inc., tuition refund, if any, will be prorated as described on the enrollment agreement

and as set forth in this catalog.

Problems/Complaints

All students are encouraged to immediately report any verbal, physical or sexual misconduct, harassment, problems or other complaints because of other students, instructors or other staff members. Students may report problems to an instructor, administrative front office staff member, program director or the owner/director of Abdill Career College, Inc. Strict confidentiality for the student will be maintained if at all possible, and all efforts to resolve the problem will be immediately handled through appropriate channels.

Tobacco Policy

Abdill Career College, Inc. tobacco policy includes; cigarettes, chew, pipes, cigars, or any other type of tobacco products. Smoking or using any type of tobacco products on the second floor, or anywhere inside the building is not acceptable. Smoking or using tobacco products is acceptable outside of the building provided students remain a minimum of 20 feet away from all entrances and exits. Students found violating this policy are subject to the same disciplinary action as for violation of any other policy.

DESCRIPTION OF PROGRAMS

For more specific individual program information, please see the pages immediately following these program descriptions. (*Secondary Educational Programs are located in the back of this Catalog & Student information*)

Certificate of Completion will be issued for completion of all courses in the following programs.

Accountant Clerk/Bookkeeper Certificate:

A comprehensive program preparing the student for a full-charge bookkeeper position. Graduates will be familiar with, retailing, basic knowledge of income tax preparation and service-oriented office environments. Software learned will include: MS Excel 2010, MS Word 2010, QuickBooks 2007 and specialized computer billing programs. In addition, the student will be trained to use the 10-key electronic calculator. Employment opportunities will include entry level positions for the following areas: full-charge bookkeeper, office manager, accounts receivable, accounts payable, general bookkeeping, payroll, and other related positions. Externship without remuneration is required. Students enrolling in this program will be required to obtain a Complete Background Check and provide a copy to the administrative front office before entering into Externship. This program is designed for four, five-week terms.

Dental Assistant Certificate:

This program is designed to instruct the student in the professional field of Dental Assisting. The program will encompass the administrative and clinical duties for the front and back office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, dental insurance billing and coding, laboratory skills, dentist assisting, autoclaving and sterilization techniques, setting up dental anesthetics, tooth morphology, dental terminology, and much more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include entry level positions for the following areas :dental assistant, dental front office positions, lab positions, receptionist and dental insurance billing positions. This program will include: dental radiology in which students may be eligible to become certified through the Oregon Board of Dentistry and DANB. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a Complete Background Check and provide a copy to the administrative front office before entering into Externship. This program is designed for five, five-week terms. (***This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in this handbook carefully prior to enrollment into this program.***)

Legal Assistant/Secretary Certificate:

The Legal Assistant/Secretary student is trained to assist the attorney in performing numerous legal tasks. This program will prepare the student to understand and use legal terminology properly, prepare and transcribe legal documents, perform legal research, maintain files, prepare case material and data prior to litigation and understand thoroughly the Oregon Rules of Civil Procedure, Uniform Trial Court Rules of the State of Oregon, Oregon Revised Statutes and supplemental local rules. Externship without remuneration is required. Students enrolling in this program will be required to

obtain a Complete Background Check and provide a copy to the administrative front office before entering into Externship. Employment opportunities will include entry level positions for the following areas: legal secretary, legal assistant, legal office manager, legal office receptionist and other related positions. This program is designed for four, five-week terms.

Limited X-Ray Technician Certificate:

This program is designed to instruct the student in the professional field of Limited X-Ray Machine Operator (LXMO). The program will encompass professional and clinical duties for the Limited X-Ray Machine Operator. The student will learn skills such as Medical Terminology, Anatomy/Physiology, Radiation Use & Safety, Positioning & Techniques, Upper Extremities, Chest, Lower Extremities, Head, and Spine. The student will also learn professional skills in Business English, Business Communications, computer and typing skills, Psychology in the Workplace, and Medical Office Procedures. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities will include entry level positions for the following areas: Limited X-Ray Machine Operators for medical offices, chiropractic offices and radiological facilities. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. The program is designed for five, five-week terms. Students must satisfactorily complete all six radiology courses to receive the Oregon Board of Medical Imaging (OBMI) required category certificate. This certificate is mandatory to begin the process of agency testing and obtaining your Temporary LXMO Permit. *(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in this handbook carefully prior to enrollment into this program.)*

Medical Front Office Management Certificate:

This program is designed to instruct the student in the professional field of medical office management. The program encompasses administrative duties. The student will learn such skills as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, referrals, filing, payroll accounting, and accounts receivable. Employment opportunities will include entry level positions for the following areas: medical office manager, medical office billing clerk, medical office bookkeeper, medical office payroll personnel, medical office receptionist, and other related positions. Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. The program is designed for five, five-week terms.

Medical Assistant Certificate:

This program is designed to instruct the student in the professional field of Medical Assisting. The program will encompass administrative and clinical duties for the front and back office. The student will gain skills including scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, physician assisting, autoclaving techniques, vital signs, venipunctures, injections, and more. Employment opportunities

include entry level positions for the following areas: medical assistant, as well as medical front and back office related positions. Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This group of courses is designed to give the student relevant education in the field in a relatively short period of time. The program is designed for five, five-week terms.

Phlebotomy Technician Certificate:

This program is accredited through the American Association of Phlebotomy Technicians (ASPT), and it is designed to instruct the student in the professional field of Phlebotomy. The program will encompass the administrative and clinical duties of a Phlebotomist. The Phlebotomy Technician program prepares students to draw blood from adult, pediatric and neonatal patients for the purposes of clinical laboratory analysis. Upon successful completion of the program, the student will proficiently perform proper site preparation and collection of capillary and venous specimens utilizing a variety of collection techniques, proper labeling of patient specimens, preparation of specimens for transport to the laboratory to insure stability of the sample, proper use of universal precautions, promoting good public relations, logging specimens into the laboratory, and processing of laboratory specimens. Students will learn theory and principles relating to blood collection during the didactic portion of their program, will practice blood collection skills in the student laboratory and will gain proficiency in their performance of these skills during the externship portion of this program. Employment opportunities include entry level positions for the following areas: hospitals, clinics, physician offices and other health care settings. Upon successful completion of the program, the student will be eligible to take the National Phlebotomy Certification Examination proctored at Abdill Career College, Inc. once every four(4) to six (6) months. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for five, five-week terms.

ACCOUNTANT CLERK/BOOKKEEPER PROGRAM

This is a comprehensive program preparing the student for a full-charge bookkeeper position. Graduates will be familiar with retailing and service oriented office environments. Software learned will include: MS Windows XP and Windows 7, Microsoft Excel 2010, WordPerfect 10, Word 2010, Quick Books 2007 and specialized computer billing programs. In addition, the student will be trained to use the 10-key electronic calculator. Employment opportunities will include: full charge bookkeeper, office manager, accounts receivable, accounts payable, general bookkeeping, payroll, and other related positions. The course is designed for four, five-week terms. Externship without remuneration is required.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Intro to Basic Income Tax	Taxes for Dummies	\$ 50.00
Office Procedures	Technology & Procedures for Administrative Profes	\$115.00
Computer Literacy	Practical PC	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
Business Math	Practical Business Math Procedures	\$172.00
Business English	English for the 21 st Century	\$116.00
	English Grammar Flipper	\$ 7.00
Electronic Calculator	Solving Business Problems on Electronic Calculator	\$ 60.00
Business Communications	Essentials of Business Communications	\$154.00
	ACC Student Supplement for Business Comm.	\$ 25.00
Accounting I	College Accounting Text (Chapters 1-26)	\$235.00
	College Accounting Wk. Bk. Chapters 1-13	\$ 00.00
	College Accounting Wk. Bk. Chapters 14-26	\$ 00.00
Computerized Accounting	No book required	\$ 00.00
Files Maintenance	Gregg Quick Filing Practice	\$ 63.00
Spreadsheets	Microsoft Excel 2010	\$ 42.00
	Excel 2010 Quick Study Guide	\$ 10.00
Payroll Accounting	Payroll Records & Procedures	\$118.00
Accounting II	Same book as Accounting I (incl. above)	\$ 00.00
	Accounting 1 Quick Study Guide	\$ 8.00
Keyboarding I & II	Keyboarding Course Lessons 1-25	\$ 63.00
Advanced Business Math	Same book as Business Math (incl. above)	\$ 00.00
Word Processing I	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Accounting III	College Accounting & Workbook	
	same book as Accounting I & II (incl. above)	<u>\$ 00.00</u>
	Total Approximate Cost of Books	\$1,428.00

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

ACCOUNTANT CLERK / BOOKKEEPER
Certificate
20 Weeks, 25 Weeks Including Externship
690 Clock Hours / 53.75 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
EN 50 Business English	3	MWF	8-10	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
BA 55 Files Maintenance	2	MW	12-2	Fisher
BA 29 Accounting I	3	TTR	2-5	Wood
CS 30 Computer Literacy	<u>2.5</u>	TTR	11-2	Wood
Total	13	credit hours		
Term 2				
BA 80 Office Procedures	3	TTR	2-5	Boulden
SK 55 Electronic Calculator	.75	F	12-2	Ramey
BA 30 Accounting II	3	MWF	10-12	Ramey/Fisher
BA 25 Payroll Accounting	3	MWF	4-6	Ramey
SK 25 Keyboarding II	<u>2.5</u>	TTR	8-11	Ramey/Wood
Total	12.25	credit hours		
Term 3				
BA 60 Introduction to Basic Income Tax	3	MWF	4-6	Ramey/Fisher
BA 75 Business Math	3	TTR	11-2	Ramey/Fisher
SK 35 Word Processing I	2.5	TTR	2-5	Wood
BA 32 Accounting III	<u>3</u>	MWF	2-4	Ramey/Fisher
Total	11.5	credit hours		
Term 4				
CS 35 Spreadsheets	2.5	MWF	8-10	Fisher
BA 76 Advanced Business Math	3	TTR	8-11	Ramey/Fisher
BA 70 Business Communications	3	MWF	12-2	Wood
BA 31 Computerized Accounting	<u>2.5</u>	MWF	2-4	Ramey
Total	11	credit hours		
Term 5				
BA 90 Externship	6	TBA	TBA	Morgan/Ramey

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

DENTAL ASSISTANT PROGRAM

This program is designed to instruct the student in the professional field of Dental Assisting. The program will encompass the administrative and clinical duties for the front and back office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, dental insurance billing and coding, laboratory skills, dentist assisting, autoclaving and sterilization techniques, setting up dental anesthetics, tooth morphology, dental terminology, and much more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include Dental Assistant, dental front office positions, lab positions, receptionist and dental insurance billing positions. This program will include dental radiology in which students may be eligible to become certified through the Oregon Board of Dentistry and DANB. This program is designed for five, five-week terms. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Administrative Dental Procedures	Modern Dental Assisting & Workbook and Dental Instruments “ A Pocket Guide” HIPAA Handbook	\$154.00 \$ 8.00
Dental Terminology I & Tooth Morph	Mosby’s Dental Dictionary	\$ 51.00
Computer Literacy	Modern Dental Assisting (incl. above) Practical PC ACC Student Supplement for Computer Literacy	\$ 00.00 \$ 81.00 \$ 25.00
Business English	English for the 21 st Century English Grammar Flipper	\$116.00 \$ 7.00
Dental Terminology II& Oral Pathology	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Dental Anatomy/Physiology	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Business Communications	Essentials of Business Communications ACC Student Supplement for Business Comm.	\$154.00 \$ 25.00
Word Processing I & II	Microsoft Office Word 2010 Word 2010 Quick Study Guide	\$ 74.00 \$ 10.00
Restorative Dentistry I & Lab	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Dental Lab A	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Files Maintenance	Gregg Quick Filing Practices	\$ 63.00
Psychology in the Workplace	Understanding Human Behavior	\$121.00
Keyboarding I, II & III	Keyboarding Course, Lessons 1-25	\$ 63.00
Restorative Dentistry II & Lab	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Dental Radiology I	Radiology for Dental Professional Radiology for Dental Professional Workbook	\$ 85.00 \$ 00.00
Computerized Accounting	No book required	\$ 00.00
Spreadsheets	Microsoft Excel 2010 Excel 2010 Quick Study Guide	\$ 42.00 \$ 10.00
Business Math	Practical Business Math and Study Guide	\$172.00
Dental Radiology II	Radiology for Dental Professional (included above)	\$ 00.00
Dental Lab B	Modern Dental Assisting & Workbook (incl. above)	\$ 00.00
Restorative Dentistry III & Lab	Modern Dental Assisting & Workbook (incl. above)	<u>\$ 00.00</u>
	Total approximate cost of books	\$1,261.00

ADDITIONAL STUDENT SUPPLIES AND INFORMATION
FOR
DENTAL ASSISTANT

REQUIRED: In addition to the items listed below, each student in this program **MUST** obtain a copy of their childhood immunization record including the Measles, Mumps, Rubella, Polio, Pertusis, Diphtheria, and Chicken Pox vaccines, and provide proof that they have taken and successfully passed both the Oregon Basic Qualified exam and the state Dental Radiology exam. Students must provide a copy of all required documents to the administrative front office **AND** place a copy of each document in their Externship Documentation Envelope. **THE EXTERNSHIP DOCUMENTATION ENVELOPE MUST ACCOMPANY THE STUDENT TO ORIENTATION AND MUST BE SIGNED BY AN ADMINISTRATIVE PERSON PRIOR TO THE EXTERNSHIP ORIENTATION.** No admittance to Externship orientation will be permitted to students who arrive without the completed Externship Documentation Envelope. *(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in this handbook carefully prior to enrollment into this program.)*

REQUIRED:	Dress code for this program:	approximately	\$250.00
	White lab coat, professional medical top, white pants, white shoes (tennis okay).		
REQUIRED:	Hepatitis B series (3 @ \$44.00 each)		\$ 132.00
REQUIRED:	Liability insurance - (one year policy)		\$ 35.00
REQUIRED:	Abdill Career College, Inc. dental lab pack		\$ 200.00
REQUIRED:	CPR certification	approximately	\$ 55.00
REQUIRED:	Lab fee		\$ 75.00
REQUIRED:	Miscellaneous student supplies:	approximately	\$ 150.00
	Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker.		
REQUIRED:	Fees paid to state agencies for radiology exam and the Oregon Basic Qualified exam	= approximately = approximately = approximately = approximately	\$140.00 for Clinical \$150.00 for Written Test \$ 30.00 for Application \$100.00 for Oregon Basic
REQUIRED:	Complete Background check (verification required)=	approximately	\$60.00
	(Complete Background Check must include all four (4) required elements to be valid)	Total Fees:	\$ 480.00
Total Tuition for Program	=		\$9120.00
(\$720.00 of which is externship fee)			
Lab fee	=		\$ 75.00
Maximum Registration Fee	=		\$ 150.00
Total Book Estimate	=		\$ 1,261.00
Clothing Cost Estimate	=		\$ 250.00
Abdill Career College, Inc. dental lab pack	=		\$ 200.00
Miscellaneous Supplies Estimate	=		\$ 150.00
Hepatitis B series (injections)	=		\$ 132.00
CPR Certification	=		\$ 55.00
Fees paid directly to state agencies for certifications & Complete Background Check	=		\$ 480.00
Liability Insurance, one year policy	=		\$ 35.00
Total all fees for program (approximately)	=		\$11,908.00

Challenge tests are available for courses, see Student information.

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

DENTAL ASSISTANT
Certificate
25 Weeks, 30 Weeks Including Externship
880 Clock Hours / 69 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
CS 30 Computer Literacy	2.5	TTR	11-2	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
EN 50 Business English	3	MWF	8-10	Wood
DA 65 Administrative Dental Proc	3	TTR	5:30-8:30	Bernal/Grether
DA 66 Dental Terminology I & Tooth Morphology	<u>3</u>	MW	5:30-8:30	Bernal/Grether
Total	14		credit hours	
Term 2				
DA 67 Dental Terminology II & Oral Pathology	3	MW	5:30-8:30	Bernal/Grether
DA 74 Dental Radiology I	3	TTR	5:30-8:30	Bernal/Grether
BA 70 Business Communications	3	MWF	12-2	Wood
SK 25 Keyboarding II	2.5	TTR	8-11	Ramey/Wood
SK 35 Word Processing I	<u>2.5</u>	TTR	2-5	Wood
Total	14		credit hours	
Term 3				
DA 70 Restorative Dentistry I & Lab	2.5	MW	5:30-8:30	Bernal/Grether
DA 75 Dental Radiology II	2.5	TTR	5:30-8:30	Bernal/Grether
DA 68 Dental Lab A	2.5	F	4-10-pm	Bernal/Grether
SK 36 Word Processing II	2.5	MWF	2-4	Wood
SK 30 Keyboarding III	<u>2.5</u>	TTR	8-11	Ramey/Wood
Total	12.5		credit hours	
Term 4				
DA 71 Restorative Dentistry II & Lab	2.5	MW	5:30-8:30	Bernal/Grether
DA 69 Dental Lab B	2.5	TTR	5:30-8:30	Bernal/Grether
CS 35 Spreadsheets	2.5	MWF	8-10	Fisher
BA 75 Business Math	<u>3</u>	TTR	11-2	Ramey/Fisher
Total	10.5		credit hours	
Term 5				
DA 73 Dental Anatomy/Physiology	3	TTR	5:30-8:30	Bernal/Grether
DA 72 Restorative Dentistry III & Lab	2.5	MW	5:30-8:30	Bernal/Grether
BA 55 Files Maintenance	2	MW	12-2	Fisher
BA 97 Psychology in the Workplace	2	MW	10-12	Fisher
BA 31 Computerized Accounting	<u>2.5</u>	MWF	2-4	Ramey/Fisher
Total	12		credit hours	
Term 6				
BA 90 Externship	6	TBA	TBA	Morgan/Bernal

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

LEGAL ASSISTANT/SECRETARY PROGRAM

The Legal Assistant/Secretary student is trained to assist the attorney in performing numerous legal tasks. This program will prepare the student to understand and use legal terminology properly, prepare and transcribe legal documents, perform legal research, maintain files, prepare case material and data prior to litigation, and understand thoroughly the Oregon Rules of Civil Procedure, Uniform Trial Court Rules of the State of Oregon, Oregon Revised Statutes, and supplemental local rules. Employment opportunities will include: Legal Secretary, Legal Assistant, Legal Office Manager, Legal Office Receptionist and other related positions. This program is designed for four, five-week terms. Externship without remuneration is required.

Each course is listed below. Textbooks for each course are as listed below and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Legal Office Procedures	Law Office Procedures, a Practical Guide	\$184.00
	Oregon Rules of Court Set-2, State/Federal	\$147.00
	Abdill Career College, Inc., Student Supplement text for Legal Office Procedures	\$ 50.00
	Orans Dictionary of the Law	\$ 49.00
	Legal Office Projects	\$ 69.00
Keyboarding I, II & III	Keyboarding Course Lessons 1-25	\$ 63.00
Business Math	Practical Business Math Procedures	\$172.00
Business English	English for the 21 st Century	\$116.00
	English Grammar Flipper	\$ 7.00
Legal Documents I, II, III	Law Office Procedures, a Practical Guide	\$ 00.00
	Oregon Rules of Court Set-2, State/Federal	\$ 00.00
	Orans Dictionary of the Law (included above)	\$ 00.00
	Abdill Career College, Inc., Student Supplement text for Legal Documents I	\$ 50.00
	Abdill Career College, Inc., Student Supplement text for Legal Documents II	\$ 50.00
	Abdill Career College, Inc., Student Supplement text for Legal Documents III	\$ 50.00
Word Processing I & II	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Business Communications	Essentials of Business Communications	\$154.00
	ACC Student Supplement for Business Communication	\$ 25.00
Legal Transcription	Use books as outlined above for Legal Documents I	\$ 00.00
Computer Literacy	Practical PC	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
	Microsoft Excel 2010	\$ 42.00
Spreadsheets	Excel 2010 Quick Study Guide	\$ 10.00
	Medical Terminology I & II	\$ 77.00
	Total Approximate Cost of Books	\$1,505.00

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

LEGAL ASSISTANT/SECRETARY

Certificate

20 Weeks, 25 Weeks Including Externship

690 Clock Hours / 53 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
CS 30 Computer Literacy	2.5	TTR	11-2	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
EN 50 Business English	3	MWF	8-10	Wood
LG 80 Legal Office Procedures	<u>3</u>	MWF	10-12	Wood
Total	11	credit hours		
Term 2				
MD 88 Medical Terminology I	3	MWF	2-4	Boulden
LG 90 Legal Documents I	3	MWF	10-12	Wood
BA 70 Business Communications	3	MWF	12-2	Wood
SK 25 Keyboarding II	2.5	TTR	8-11	Ramey/Wood
BA 75 Business Math	<u>3</u>	TTR	11-2	Ramey/Fisher
Total	14.5	credit hours		
Term 3				
MD 89 Medical Terminology II	3	TTR	11-2	Boulden
SK 30 Keyboarding III	2.5	TTR	8-11	Ramey/Wood
SK 35 Word Processing I	2.5	TTR	2-5	Wood
LG 91 Legal Documents II	<u>3</u>	MWF	10-12	Wood
Total	11	credit hours		
Term 4				
SK 36 Word Processing II	2.5	MWF	2-4	Wood
CS 35 Spreadsheets	2.5	MWF	8-10	Fisher
LG 85 Legal Transcription	2.5	MWF	4-6	Wood
LG 92 Legal Documents III	<u>3</u>	MWF	10-12	Wood
Total	10.5	credit hours		
Term 5				
BA 90 Externship	6	TBA	TBA	Morgan/Wood

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

LIMITED X-RAY TECHNICIAN PROGRAM

This program is designed to instruct the student in the professional field of Limited X-Ray (LXMO). The program will encompass professional and clinical duties for the Limited X-Ray Technician (LXMO). The student will learn skills such as Medical Terminology, Anatomy/Physiology, Radiation Use & Safety, Positioning & Techniques, Upper Extremities, Chest, Lower Extremities, Head, and Spine. The student will also learn professional skills in Business English, Business Communications, computer and typing skills, Psychology in the Workplace, and Medical Office Procedures. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include entry level: Limited X-Ray Technician (LXMO) for medical offices, chiropractic offices and radiological facilities. The program is designed for five, five-week terms. Externship without remuneration is required for this program. Students are required to satisfactorily complete all six radiology courses to receive the Oregon Board of Medical Imaging (OBMI) required category certificate. This certificate is mandatory to apply for your Temporary Permit.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Medical Terminology I & II	Medical Language	\$ 77.00
Anatomy/Physiology I & II	Saunders Essentials of Medical Assisting Text	\$ 86.00
	Saunders Essentials of Medical Assisting Wk. Bk.	\$ 41.00
	Stedman's Concise Medical Dictionary	\$ 83.00
Computer Literacy	Practical PC's	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
Word Processing I & II	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Business English	English for the 21 st Century	\$116.00
	English Grammar Flipper	\$ 7.00
Business Communications	Essentials of Business Communications	\$154.00
	ACC Student Supplement for Business Comm.	\$ 25.00
Business Math	Practical Business Math Procedures	\$172.00
Medical Office Procedures	HIPAA Handbook	\$ 8.00
	Practice Kit for Medical Front Office Skills	\$ 90.00
Files Maintenance	Gregg Quick Filing Practices	\$ 63.00
Psychology in the Workplace	Understanding Human Behavior	\$121.00
Keyboarding I & II	Keyboarding Course, Lessons 1-25	\$ 63.00
Radiology I, II, III, IV, V, VI	Principles of Radiographic Positioning & Procedure	\$ 72.00
	Pocket Guide	
	Lange Question & Answer for Radiography Exam	\$ 57.00
	Radiology Essentials for Limited Practice	\$ 73.00
	Radiology Essentials for Limited Practice Wk. Bk.	\$ 40.00
	Total approximate cost of books	\$1,538.00

ADDITIONAL STUDENT SUPPLIES AND INFORMATION
FOR
LIMITED X-RAY TECHNICIAN

REQUIRED: In addition to the items listed below, students in this program **MUST** obtain a copy of their childhood immunization record including the Measles, Mumps, Rubella, Polio, Pertusis, Diphtheria, and Chicken Pox vaccines and bring a copy to the main office of Abdill Career College, Inc. before they can begin the externship portion of their program. Students will also be required to obtain (2) Radiation Monitoring Devices, (2) personalized markers, and show proof that they have taken and successfully passed the state licensing requirements to obtain their Temporary Limited X-Ray Machine Operators Permit (LXMO) **before** entering into the externship portion of their program. *Female students will be required to sign a verification document that they are not pregnant at the time of entering into the externship portion of their program.* Students must provide a copy of all required documents to the administrative front office **AND** place a copy of each document in their Externship Documentation Envelope. **THE EXTERNSHIP DOCUMENTATION ENVELOPE MUST ACCOMPANY THE STUDENT TO THE EXTERNSHIP ORIENTATION AND MUST BE SIGNED BY AN ADMINISTRATIVE PERSON PRIOR TO THE EXTERNSHIP ORIENTATION.** No admittance to Externship orientation will be permitted to students who arrive without the completed Externship Documentation Envelope. **(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in this handbook carefully prior to enrollment into this program.)**

<u>REQUIRED:</u>	Dress code for this program:	approximately \$ 250.00
	White lab coat, professional medical top, white pants, white shoes (tennis okay).	
<u>REQUIRED:</u>	Hepatitis B series (3 @ \$44.00 each)	\$ 132.00
<u>REQUIRED:</u>	Liability insurance - (one year policy)	\$ 35.00
<u>REQUIRED:</u>	CPR certification	approximately \$ 55.00
<u>REQUIRED:</u>	Lab fee	\$ 75.00
<u>REQUIRED:</u>	Two Radiation Monitoring Devices approximately	\$ 80.00
<u>REQUIRED:</u>	Two Personalized Markers (R) & (L)	\$ 50.00
<u>REQUIRED:</u>	Miscellaneous student supplies:	approximately \$ 150.00
	Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, One 1" 3-ring binder.	

REQUIRED: **Complete Background Check** (verification required) **approximately \$ 60.00**

(Complete Background Check must include all four (4) required elements to be valid) *In addition to the fees listed above, students will need additional fees of \$25.00 (approximately) for having a passport photo taken, \$25.00 (approximately) for overnight mailing of documents to OBMI, and \$100.00 seat fee, plus \$20.00 for each module exam, there are six (6) modules so an additional fee of \$120.00, plus \$30.00 Temporary LXMO Permit fee. All of the above fees will be sent to the OBMI and any other regulatory agency requiring fees.. The total of these extra fees equal approximately \$300.00. These items/fees are mandatory to apply to the OBMI for the Temporary LXMO Permit and ARRT Limited Scope in Radiology Exam. **Students MUST take and pass all courses within the program and OBTAIN their Temporary LXMO Permit BEFORE students can begin the externship portion of their program.***

Total Tuition for Program	=	\$ 8040.00
(\$720.00 of which is externship fee)		
Lab Fee	=	\$ 75.00
Maximum Registration Fee	=	\$ 150.00
Total Book Estimate	=	\$ 1,538.00
Clothing Cost Estimate	=	\$ 250.00
Miscellaneous Supplies Estimate	=	\$ 150.00
Complete Background Check	=	\$ 60.00
State Licensing Exam	=	\$ 100.00
Hepatitis B Series (injections)	=	\$ 132.00
CPR Certification	=	\$ 55.00
Personalized Markers (2)	=	\$ 50.00

Radiation Monitoring Devices x 2 (approximately)	=	\$ 80.00
Liability Insurance, one year policy	=	<u>\$ 35.00</u>
Total all fees for program (approximately)	=	\$10,715.00

Challenge tests are available for courses, see Student Handbook

Abdill Career College, Inc.
Program Course Schedule

LIMITED X-RAY TECHNICIAN

Certificate

25 Weeks, 30 Weeks Including Externship
790 Clock Hours / 57 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
MD 88 Medical Terminology I	3	MWF	2-4	Boulden
RA 10 Radiology I	3	TTR	5:00-8:00 pm	Prive/Moody
BA75 Business Math	3	TTR	11-2	Ramey/Fisher
MD 86 Anatomy/Physiology I	3	MWF	10-12	Lilley
BA 55 Files Maintenance	<u>2</u>	MW	12-2	Fisher
Total	14	credit hours		
Term 2				
MD 89 Medical Terminology II	3	TTR	11-2	Boulden
RA11 Radiology II	1.5	TTR	5:00-8:00 pm	Prive/Moody
MD 87 Anatomy/Physiology II	<u>3</u>	TTR	8-11	Lilley
Total	7.5	credit hours		
Term 3				
EN50 Business English	3	MWF	8-10	Wood
SK20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
RA12 Radiology III	1.5	TTR	5:00-8:00 pm	Prive/Moody
CS30 Computer Literacy	<u>2.5</u>	TTR	11-2	Wood
Total	9.5	credit hours		
Term 4				
SK25 Keyboarding II	2.5	TTR	8-11	Ramey/Wood
SK35 Word Processing I	2.5	TTR	2-5	Wood
BA70 Business Communications	3	MWF	12-2	Wood
RA13 Radiology IV	1.5	TTR	5:00-8:00 pm	Prive/Moody
RA 14 Radiology V	<u>1.5</u>	MW	5:00-8:00 pm	Prive/Moody
Total	11	credit hours		
Term 5				
MD70 Medical Office Procedures	3	TTR	8-11	Boulden
BA 97 Psychology in the Workplace	2	MW	10-12	Fisher
RA 14 Radiology VI	1.5	TTR	5:00-8:00 pm	Prive/Moody
SK36 Word Processing II	<u>2.5</u>	MWF	2-4	Wood
Total	9	credit hours		
Term 6				
BA 90 Externship	6	TBA	TBA	Morgan/Prive

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

MEDICAL ASSISTANT PROGRAM

This program is designed to instruct the student in the professional field of Medical Assisting. The program will encompass the administrative and clinical duties for the front and back office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, physician assisting, autoclave techniques, vital signs, venipunctures, injections, and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: medical back office assistant, medical front office positions, medical receptionist, and billing and coding clerk. The program is designed for five, five-week terms. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Medical Terminology I & II	Medical Language	\$ 77.00
Anatomy/Physiology I & II	Saunders Essentials of Medical Assisting Text	\$ 86.00
	Saunders Essentials of Medical Assisting Wk. Bk.	\$ 41.00
	Stedman's Concise Medical Dictionary	\$ 83.00
Computer Literacy	Practical PC's	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
Word Processing I	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Business English	English for the 21 st Century	\$ 116.00
	English Grammar Flipper	\$ 7.00
Business Communications	Essentials of Business Communications	\$ 154.00
	ACC Student Supplement for Business Communication	\$ 25.00
Medical Office Procedures	HIPAA Handbook	\$ 8.00
	Practice Kit for Medical Front Office Skills	\$ 90.00
Medical Billing/Coding I, II & III	CPT-4	\$ 107.00
	ICD-9-CM Volume 1, 2 & 3	\$ 88.00
	Step-By-Step Medical Coding	\$ 74.00
	Guide to Medical Billing/Coding	\$ 72.00
	The Practice of Medical Billing/Coding	\$ 46.00
Medical Transcription I	Hillcrest Medical Workbook	\$ 122.00
	Stedman's Concise Medical Dictionary	\$ 00.00
	AAMT Book of Style	\$ 117.00
	AAMT Book of Style Workbook	\$ 82.00
Files Maintenance	Gregg Quick Filing Practices	\$ 63.00
Psychology in the Workplace	Understanding Human Behavior	\$ 121.00
Spreadsheets	Microsoft Excel 2010	\$ 42.00
	Excel 2010 Quick Study Guide	\$ 10.00
Accounting I	College Accounting & Workbook (Chapter 1-13)	\$ 172.00
Payroll Accounting	Payroll Records & Procedures	\$ 118.00
Keyboarding I & II	Keyboarding Course Lessons 1-25	\$ 63.00
Pharmacology	Pharmacology An Introduction	\$ 104.00
Medical Assisting A, B & C	Essentials of Medical Assisting Text	\$ 00.00
	Essentials of Medical Assisting Wk. Bk.	\$ 00.00
	Total approximate cost of books	\$2,278.00

ADDITIONAL STUDENT SUPPLIES AND INFORMATION
FOR
MEDICAL ASSISTANT

REQUIRED: In addition to the items listed below, each student in this program **MUST** obtain a copy of their childhood immunization record including the Measles, Mumps, Rubella, Polio, Pertussis, Diphtheria, and Chicken Pox vaccines and bring a copy to the main office of Abdill Career College, Inc. before they can begin the externship portion of their program. **Each** student must **Also** place a copy of each document in their Externship Documentation Envelope. **THE EXTERNSHIP DOCUMENTATION ENVELOPE MUST ACCOMPANY THE STUDENT TO THE EXTERNSHIP ORIENTATION AND MUST BE SIGNED BY AN ADMINISTRATIVE PERSON PRIOR TO THE EXTERNSHIP ORIENTATION.** No admittance to Externship orientation will be permitted to students who arrive without the completed Externship Documentation Envelope.

<u>REQUIRED:</u>	Dress code for this program: White lab coat, professional medical top, white pants, white shoes (tennis okay).	approximately \$ 250.00
<u>REQUIRED:</u>	Hepatitis B series (3 @ \$44.00 each)	\$ 132.00
<u>REQUIRED:</u>	Liability insurance - (one year policy)	\$ 35.00
<u>REQUIRED:</u>	Blood pressure cuff & stethoscope	approximately \$ 60.00
<u>REQUIRED:</u>	CPR certification	approximately \$ 55.00
<u>REQUIRED:</u>	Lab fee	\$ 75.00
<u>REQUIRED:</u>	Miscellaneous student supplies: Notebook, paper, pens, pencils, watch with a second hand, calculator w/ tape, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker.	approximately \$ 150.00

REQUIRED: **Complete Background Check** (verification required) **approximately \$ 60.00**
 (Complete Background Check must include all four (4) required elements to be valid)

Total Tuition for Program (\$720.00 of which is externship fee)	=	\$ 9120.00
Lab Fee	=	\$ 75.00
Maximum Registration Fee	=	\$ 150.00
Total Book Estimate	=	\$ 2,278.00
Clothing Cost Estimate	=	\$ 250.00
Blood Pressure Cuff/Stethoscope Estimate	=	\$ 60.00
Miscellaneous Supplies Estimate	=	\$ 150.00
Complete Background Check	=	\$ 60.00
Hepatitis B Series (injections)	=	\$ 132.00
CPR Certification	=	\$ 55.00
National Certification Exam & Seat Fee	=	\$ 195.00
Liability Insurance, one year policy	=	\$ 35.00
Total all fees for program (approximately)	=	\$12,560.00

Challenge tests are available for courses, see Student information

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

MEDICAL ASSISTANT
Certificate

25 Weeks, 30 Weeks Including Externship
880 Clock Hours / 72 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
BA 29 Accounting I	3	TTR	2-5	Ramey/Wood
CS 30 Computer Literacy	2.5	TTR	11-2	Wood
EN 50 Business English	3	MWF	8-10	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
BA 55 File Maintenance	<u>2</u>	MW	12-2	Fisher
Total	13	credit hours		
Term 2				
MD 86 Anatomy/Physiology I	3	MWF	10-12	Lilley
BA 70 Business Communications	3	MWF	12-2	Wood
MD 88 Medical Terminology I	3	MWF	2-4	Boulden
SK 25 Keyboarding II	2.5	TTR	8-11	Ramey/Wood
SK 35 Word Processing I	<u>2.5</u>	TTR	2-5	Wood
Total	14	credit hours		
Term 3				
MD 89 Medical Terminology II	3	TTR	11-2	Boulden
MD 90 Medical Assisting A	3	TTR	2-5	Lilley
MD 87 Anatomy/Physiology II	3	TTR	8-11	Lilley
MD 65 Medical Transcription I	2.5	MWF	12-2	Boulden
MD 68 Medical Billing/Coding I	<u>3</u>	MWF	4-6	Boulden
Total	14.5	credit hours		
Term 4				
BA 97 Psychology in the Workplace	2	MW	10-12	Fisher
MD 69 Medical Billing/Coding II	3	TTR	2-5	Boulden
MD 91 Medical Assisting B	2.5	MWF	8-10	Lilley
MD 70 Medical Office Procedures	3	TTR	8-11	Boulden
BA 25 Payroll Accounting	<u>3</u>	MWF	4-6	Ramey
Total	13.5	credit hours		
Term 5				
CS 35 Spreadsheets	2.5	MWF	8-10	Fisher
MD 78 Pharmacology	3	MWF	2-4	Lilley
MD 69.5 Medical Billing/Coding III	3	MWF	10-12	Boulden
MD 92 Medical Assisting C	<u>2.5</u>	MWF	12-2	Lilley
Total	11	credit hours		
Term 6				
BA 90 Externship	6	TBA	TBA	Morgan/Lilley

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

MEDICAL FRONT OFFICE MANAGEMENT PROGRAM

This program is designed to instruct the student in the professional field of Medical Office Management. The program will encompass the administrative duties for the medical front office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, referrals, filing, payroll accounting, accounts receivable, and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: medical office manager, medical office billing clerk, medical office bookkeeper, medical office payroll, personnel, medical office receptionist, and other related positions. This program is designed for five, five-week terms. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed below and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Medical Terminology I & II	Medical Language	\$ 77.00
Anatomy/Physiology I & II	Saunders Essentials of Medical Assisting Text	\$ 86.00
	Saunders Essential of Medical Assisting Wk. Bk.	\$ 41.00
	Stedman's Concise Medical Dictionary	\$ 83.00
Computer Literacy	Practical PC	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
Word Processing I & II	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Business English	English for the 21 st Century	\$ 116.00
	English Grammar Flipper	\$ 7.00
Business Communications	Essentials of Business Communications	\$ 154.00
	ACC Student Supplement for Business Communication	\$ 25.00
Medical Office Procedures	HIPAA Handbook	\$ 8.00
	Practice Kit for Medical Front Office Skills	\$ 90.00
Medical Billing/Coding I, II & III	CPT	\$ 107.00
	ICD-9-CM Volume 1, 2 & 3	\$ 88.00
	Guide to Medical Billing/Coding	\$ 72.00
	Step-by-Step Medical Coding	\$ 74.00
	The Practice of Medical Billing/Coding	\$ 46.00
Electronic Calculator	Solving Business Problems on Electronic Calculator	\$ 60.00
Files Maintenance	Gregg Quick Filing Practices	\$ 63.00
Psychology in the Workplace	Understanding Human Behavior	\$ 121.00
Computerized Accounting	No book required	\$ 00.00
Spreadsheets	Microsoft Excel 2010	\$ 42.00
	Excel 2010 Quick Study Guide	\$ 10.00
Accounting I	College Accounting and Workbook (Chapters 1-13)	\$ 172.00
Payroll Accounting	Payroll Records & Procedures	\$ 118.00
Keyboarding I, II & III	Keyboarding Course Lessons 1-25	\$ 63.00
	Total approximate cost of books	\$1,913.00

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION
FOR
MEDICAL FRONT OFFICE MANAGEMENT**

REQUIRED: In addition to the items listed below, each student in this program ***MUST*** obtain a copy of their childhood immunization record including the Measles, Mumps, Rubella, Polio, Pertusis, Diptheria, and Chicken Pox vaccines and bring a copy to the main office of Abdill Career College, Inc. before they can begin the externship portion of their program. Each student must Also place a copy of each document in their Externship Documentation Envelope. **THE EXTERNSHIP DOCUMENTATION ENVELOPE MUST ACCOMPANY THE STUDENT TO THE EXTERNSHIP ORIENTATION AND MUST BE SIGNED BY AN ADMINISTRATIVE PERSON PRIOR TO THE EXTERNSHIP ORIENTATION.** No admittance to Externship orientation will be permitted to students who arrive without the completed Externship Documentation Envelope.

REQUIRED: Dress code for this program: approximately \$ 250.00
Professional business attire: casual
(dress as if you were going to work
in a professional office).

REQUIRED: Lab fee \$ 75.00

REQUIRED: Hepatitis B series (3 @ \$44.00 each) \$ 132.00

REQUIRED: Liability insurance - (one year policy) \$ 35.00

REQUIRED: CPR certification approximately \$ 55.00

REQUIRED: Miscellaneous student supplies: approximately \$ 150.00
Notebook, paper, pens, pencils,
calculator w/ tape, highlighter marker,
one memory stick, one package ring binder tabbed
index sheets (five to a package), one sponge
wrist rest for keyboarding, 1" 3-ring
binder.

REQUIRED: Complete Background Check (verification required) approximately \$ 60.00
(Complete Background Check must include all four (4) required elements to be valid)

Total Tuition for Program	=	\$ 8520.00
(\$720.00 of which is externship fee)		
Lab Fee	=	\$ 75.00
Maximum Registration Fee	=	\$ 150.00
Total Book Estimate	=	\$ 1,913.00
Clothing Cost Estimate	=	\$ 250.00
Hepatitis B Vaccinations	=	\$ 132.00
Liability Insurance, one year policy	=	\$ 35.00
CPR Certification	=	\$ 55.00
Miscellaneous	=	\$ 150.00
Complete Background Check	=	\$ <u>60.00</u>
Total all fees for program (approximately)	=	\$11,340.00

Challenge tests available for courses, see Student information

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

MEDICAL FRONT OFFICE MANAGEMENT
Certificate

25 Weeks, 30 Weeks Including Externship
830 Clock Hours / 66.75 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
CS 30 Computer Literacy	2.5	TTR	11-2	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
EN 50 Business English	3	MWF	8-10	Wood
BA 29 Accounting I	3	TTR	2-5	Ramey/Wood
BA 55 Files Maintenance	<u>2</u>	MW	12-2	Fisher
Total	13	credit hours		
Term 2				
MD 88 Medical Terminology I	3	MWF	2-4	Boulden
MD 86 Anatomy/Physiology I	3	MWF	10-12	Lilley
MD 68 Medical Billing/Coding I	3	MWF	4-6	Boulden
SK 25 Keyboarding II	<u>2.5</u>	TTR	8-11	Ramey/Wood
Total	11.5	credit hours		
Term 3				
CS 35 Spreadsheets	2.5	MWF	8-10	Miller
MD 89 Medical Terminology II	3	TTR	11-2	Boulden
MD 87 Anatomy/Physiology II	3	TTR	8-11	Lilley
MD 69 Medical Billing/Coding II	<u>3</u>	TTR	2-5	Boulden
Total	11.5	credit hours		
Term 4				
SK 35 Word Processing I	2.5	TTR	2-5	Wood
SK 30 Keyboarding III	2.5	TTR	8-11	Ramey/Wood
MD 69.5 Medical Billing/Coding III	3	MWF	10-12	Boulden
SK 55 Electronic Calculator	.75	F	12-2	Ramey
BA 31 Computerized Accounting	<u>2.5</u>	MWF	2-4	Ramey
Total	11.75	credit hours		
Term 5				
MD 70 Medical Office Procedures	3	TTR	8-11	Boulden
BA 70 Business Communications	3	MWF	12-2	Wood
SK 36 Word Processing II	2.5	MWF	2-4	Wood
BA 25 Payroll Accounting	3	MWF	4-6	Ramey
BA 97 Psychology in the Workplace	<u>2</u>	MW	10-12	Fisher
Total	13.5	credit hours		
Term 6				
BA 90 Externship	6	TBA	TBA	Morgan/Lilley

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

PHLEBOTOMY TECHNICIAN PROGRAM

This program is designed to instruct the student in the professional field of Phlebotomy. This program will encompass the administrative and clinical duties of a Phlebotomist. The Phlebotomy Technician program prepares students to draw blood from adults, pediatric, and neonatal patients for the purposes of clinical laboratory analysis. Upon successful completion of the program, the student will proficiently perform the following: proper site preparation and collection of capillary and venous specimens utilizing a variety of collection techniques, proper labeling of patient specimens, preparation of specimens for transport to the laboratory to insure stability of the sample, proper use of universal precautions, promoting good public relations with patients and personnel, logging specimens into the laboratory, and processing of laboratory specimens. Students will learn theory and principles relating to blood collection during the didactic portion of their program, will practice blood collection skills in the student laboratory, and will gain proficiency in the performance of these skills during the externship portion of this program. Employment opportunities include: hospitals, clinics, physicians offices and other health care settings. Upon successful completion of the program the student will be eligible to take the National Phlebotomy Certification Examination. This program is designed for five, five-week terms. Externship is required for this program without remuneration.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Medical Terminology I	Medical Language	\$ 77.00
Anatomy/Physiology I	Saunders Essentials of Medical Assisting Text	\$ 86.00
	Saunders Essentials of Medical Assisting Wk. Bk.	\$ 41.00
	Stedman's Concise Medical Dictionary	\$ 83.00
Computer Literacy	Practical PC	\$ 81.00
	ACC Student Supplement for Computer Literacy	\$ 25.00
Word Processing I & II	Microsoft Office Word 2010	\$ 74.00
	Word 2010 Quick Study Guide	\$ 10.00
Business English	English for the 12th Century	\$ 116.00
	English Grammar Flipper	\$ 7.00
Business Communications	Essentials of Business Communications	\$ 154.00
	ACC Student Supplement for Business Communication	\$ 25.00
Medical Office Procedures	HIPAA Handbook	\$ 8.00
	Practice Kit for Medical Front Office Skills	\$ 90.00
Files Maintenance	Gregg Quick Filing Practices	\$ 63.00
Psychology in the Workplace	Understanding Human Behavior	\$ 121.00
Keyboarding I & II	Keyboarding Course Lessons 1-25	\$ 63.00
Phlebotomy Lab A, B,& C	The Art and Science of Phlebotomy	<u>\$ 80.00</u>
	Total approximate cost of books	\$1,204.00

ADDITIONAL STUDENT SUPPLIES AND INFORMATION
FOR
PHLEBOTOMY TECHNICIAN

REQUIRED: In addition to the items listed below, each student in this program **MUST** obtain a copy of their childhood immunization record including the Measles, Mumps, Rubella, Polio, Pertusis, Diphtheria, and Chicken Pox vaccines, and provide two (2) negative TB results prior to Externship Orientation, and bring a copy to the main office of Abdill Career College, Inc. before they can begin the externship portion of their program. **Each** student must **Also** place a copy of each document in their Externship Documentation Envelope. **THE EXTERNSHIP DOCUMENTATION ENVELOPE MUST ACCOMPANY THE STUDENT TO THE EXTERNSHIP ORIENTATION AND MUST BE SIGNED BY AN ADMINISTRATIVE PERSON PRIOR TO THE EXTERNSHIP ORIENTATION.** No admittance to Externship orientation will be permitted to students who arrive without the completed Externship Documentation Envelope.

<u>REQUIRED:</u>	Dress code for this program: White lab coat, professional medical top, white pants, white shoes (tennis okay).	approximately \$ 250.00
<u>REQUIRED:</u>	Hepatitis B series (3 @ \$44.00 each)	\$ 132.00
<u>REQUIRED:</u>	TB Vaccination (2@ \$15.00 each)	\$ 30.00
<u>REQUIRED:</u>	Liability insurance - (one year policy)	\$ 35.00
<u>REQUIRED:</u>	CPR certification	approximately \$ 55.00
<u>REQUIRED:</u>	Lab fee	\$ 75.00
<u>REQUIRED:</u>	Miscellaneous student supplies: Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker.	approximately \$ 150.00
<u>REQUIRED:</u>	Complete Background Check (verification required) (Complete Background Check must include all four (4) required elements to be valid)	approximately \$ 60.00

In addition to the fees listed above, students will need an additional fee of approximately \$175.00, to sit for the National Certification Exam through the American Society of Phlebotomy Technicians (A.S.P.T) if they desire to be nationally certified. (This National Certification Exam is held at Abdill Career College, Inc. every four (4) to six (6) months)

Total Tuition for Program	=	\$5,880.00
(\$720.00 of which is externship fee)		
Lab Fee	=	\$ 75.00
Maximum Registration Fee	=	\$ 150.00
Total Book Estimate	=	\$1,204.00
Clothing Cost Estimate	=	\$ 250.00
Miscellaneous Supplies Estimate	=	\$ 150.00
Complete Background Check	=	\$ 60.00
Hepatitis B Series (injections)	=	\$ 132.00
TB Vaccination	=	\$ 30.00
CPR Certification	=	\$ 55.00
National Certification Exam Fee (approximately)	=	\$ 175.00
Liability Insurance - one year policy	=	\$ 35.00
Total all fees for program (approximately)	=	\$8,196.00

Challenge tests are available for courses, see Student information

ABDILL CAREER COLLEGE, INC.
Program Course Schedule

PHLEBOTOMY TECHNICIAN
Certificate
20 Weeks, 25 Weeks Including Externship
610 Clock Hours / 44 Quarter Credit Hours

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>	<u>Instructor</u>
Term 1				
CS 30 Computer Literacy	2.5	TTR	11-2	Wood
EN 50 Business English	3	MWF	8-10	Wood
SK 20 Keyboarding I	2.5	TTR	8-11	Ramey/Wood
BA 55 Files Maintenance	<u>2</u>	MW	12-2	Fisher
Total	10	credit hours		
Term 2				
MD 88 Medical Terminology I	3	MWF	2-4	Boulden
MD 86 Anatomy/Physiology I	3	MWF	10-12	Lilley
SK 25 Keyboarding II	2.5	TTR	8-11	Ramey/Wood
PH 35 Phlebotomy Lab A	<u>2.5</u>	TTR	11-2	Lilley
Total	11	credit hours		
Term 3				
BA 70 Business Communications	3	MWF	12-2	Wood
PH 36 Phlebotomy Lab B	2	MWF	4-6	Lilley
SK 35 Word Processing I	<u>2.5</u>	TTR	2-5	Wood
Total	7.5	credit hours		
Term 4				
BA 97 Psychology in the Workplace	2	MW	10-12	Fisher
SK 36 Word Processing II	2.5	MWF	2-4	Wood
PH 37 Phlebotomy Lab C	2	TTR	5-8pm	Lilley
MD 70 Medical Office Procedures	<u>3</u>	TTR	8-11	Boulden
Total	9.5	credit hours		
Term 5				
BA 90 Externship	6	TBA	TBA	Morgan/Lilley

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

COURSE NUMBERS AND DESCRIPTIONS

BA 25 Payroll Accounting - 3 quarter credit hours (30 classroom/lab hours)

Examination of the basic personnel payroll records necessary in business firms, laws affecting payroll systems, procedures used in computing wages, salaries and deductions, and manual preparation of payroll records and reports.

BA 29 Accounting I - 3 quarter credit hours (30 classroom/lab hours)

This course provides students with a sound basic knowledge of accounting terms, concepts, and procedures. Accounting principles instructed are endorsed by the Financial Accounting Standards Board, including analyzing business transactions, the fundamental accounting equation, the accounting cycle, debits and credits, banking, and petty cash transactions.

BA 30 Accounting II - (Pre-Requisite BA 29) 3 quarter credit hours (30 classroom/lab hours)

This course examines special journals, subsidiary ledgers, and looks at the basic terminology, concepts and procedures for a merchandising enterprise.

BA 31 Computerized Accounting - 2.5 quarter credit hours (30 classroom/lab hours)

Offers an introduction into various accounting and billing procedures commonly used in numerous offices. Utilizing QuickBooks, students will cover accounts payable, accounts receivable, payroll inventory, credit cards, and all day-to-day operations.

BA 32 Accounting III - (Pre-Requisite BA 30) 3 quarter credit hours (30 classroom/lab hours)

This course will provide students with a sound basic knowledge of notes payable and receivable, two forms of business organizations, partnerships and corporations, the statement of cash flows, comparative financial statements, and analysis of financial statements.

BA 55 Files Maintenance - 2 quarter credit hours (20 classroom/lab hours)

This course is designed to implement the principles and procedures for correct files management and maintenance. The material encompasses indexing, sorting, storing, retrieving, retaining, and disposing of business records. Includes ARMA filing rules, types of filing systems, equipment, and supplies.

BA 60 Introduction to Basic Income Tax - 3 quarter credit hours (30 classroom/lab hours)

This course provides a basic foundation in the knowledge and skills as well as hands on experience of the preparation of individual income tax forms. The course will include IRS filing requirements, filing status, dependent requirements, various types of income and the forms required. The course will also explore the various credits available to the tax payer. The student will learn expenses related to the individual income tax return and the small business owner. During the course of study, students will be required to properly fill out sample tax forms.

BA 70 Business Communications - 3 quarter credit hours (30 classroom/lab hours)

Explores writing as a strategy for problem-solving in business settings. Develops analytical non-verbal and listening skills. Includes problem-solving, evaluating, and developing appropriate formats, as well as composing, revising, designing, and editing business letters, creating resumes, cover letters, and reference.

BA 75 Business Math - 3 quarter credit hours (30 classroom/lab hours)

Basic math review applicable to the business environment. Adding, subtracting, multiplication, division, fractions, decimals, solving for an unknown, percentage, and mark-up are covered.

BA 76 Advanced Business Math -(Pre-Requisite BA 75) 3 quarter credit hours (30 classroom/lab hours)

Advanced mathematical skills applicable to the business world. Includes simple interest, notes and bank discount, compound interest, multiple payment plans, annuities, sinking funds, and amortization. Introduces advanced accounting topics such as depreciation, financial statements and ratios, securities, profit distribution and business statistics. (Prerequisite: BA 75)

BA 80 Office Procedures - 3 quarter credit hours (30 classroom/lab hours)

Introduction to the organizing, planning, leading and controlling functions of an office and the specific skills needed by office personnel. Presents methods, concepts, and procedures for business office operation. Includes practice in setting priorities, coordinating mailings, and organizing work. Develops telephone skills and other skills in communicating, planning, and processing information.

BA 90 Externship (Structured Work Experience) -(Pre-Requisite all program course completion) 6 quarter credit hours (180 skills hours)(1 quarter credit hour = 30 hours of clock hours worked.)

Work under the supervision of personnel who provide students on-the-job experience in local facilities. Experience actual working conditions of the medical, legal, dental and accounting careers.

BA 97 Psychology in the Workplace - 2 quarter credit hours (20 classroom/lab hours)

A course designed to teach students effective ways of dealing with stressful situations in relation to the medical profession. The course is designed to teach students how to identify certain mental disorders and how to assist patients with distress. This course is excellent for health care professionals who work within today's ever changing medical profession. Also covered will be the psychological aspects of working with patients and office personnel in a medical setting as well as students' personal behavior with patients and the approach to critical care and the relationship of patients and family.

handed dentistry and other techniques. Students will facilitate a dental front office and a dental back office with role playing.

DA 70 Restorative Dentistry I & Lab - 2.5 quarter credit hours (30 classroom/lab hours)

This is a beginning course designed to familiarize and instruct students on the materials used to restore teeth to normal function and appearance. This course will include disinfection and further discuss sterilization of dental instruments and other items used in dental procedures. Students will use the dental lab for hands on practice of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

DA 71 Restorative Dentistry II & Lab - 2.5 quarter credit hours (30 classroom/lab hours)

This is an intermediate course for restorative dentistry. This course will provide more depth regarding products used in the dental office, handling of materials and instruments, optimal patient care, and assisting with chairside dental procedures. Students will use the dental lab for hands on practice application of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

DA 72 Restorative Dentistry III & Lab - 2.5 quarter credit hours (30 classroom/lab hours)

This is an advanced course for restorative dentistry. This course will provide the student with further knowledge and skills regarding products, patient education, materials used in dental procedures, chairside assisting, and patient after care. Students will use the dental lab for hands on practical application of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

DA 73 Dental Anatomy/Physiology - 3 quarter credit hours (30 classroom/lab hours)

In this course students will learn to identify body planes, structural parts, and the body cavities. They will be able to identify and list the bones of the skull and relate them to dentistry. Students will learn the development of the tooth, tooth tissues, and the anatomy of the tooth.

DA 74 Dental Radiology I - 3 quarter credit hours (30 classroom/lab hours)

This is a course in which a certified instructor (approved by the Oregon Board of Dentistry) will teach radiation, safety, nature of x-rays, interaction of matter, principles of an x-ray machine and the principles and practices of each. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

DA 75 Dental Radiology II -(Pre-Requisite DA 74) 2.5 quarter credit hours (30 classroom/lab hours)

This course is a continuation of Dental Radiology I. In this course students will learn more about x-rays in the dental field. The material covered will encompass darkroom processing, film critique and other aspects of radiology required by the Oregon Board of Dentistry. Students will apply lecture and textbook training to these principles in the lab setting. (Note: students may be required

to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

EN 50 Business English - 3 quarter credit hours (30 classroom/lab hours)

A programmed course in effective business correspondence covering business grammar, punctuation, sentence structure, and style. The assigned writing applications which correspond to the units on grammar, sentence-building usage, and punctuation are designed to complement the programmed instruction.

LG 80 Legal Office Procedures - 3 quarter credit hours (30 classroom/lab hours)

This course is designed to introduce the student to the law office environment and procedures, legal terminology, ethics, confidentiality and the unauthorized practice of law, format of legal documents, an introduction to Oregon Rules of Civil Procedure, and on the role of the legal assistant/secretary.

LG 85 Legal Transcription - (Pre-Requisite LG 91) 2.5 quarter credit hours (30 classroom/lab hours)

Develops ability to transcribe and proofread legal documents and letters from taped dictation, stressing pleadings pertaining to civil litigation and personal injury.

LG 90 Legal Documents I - 3 quarter credit hours (30 classroom/lab hours)

This course is designed to introduce the student to federal and state court structures and systems, laws and their application, civil law practice and the roles and responsibilities of the legal assistant/secretary.

LG 91 Legal Documents II - (Pre-Requisite LG 90) 3 quarter credit hours (30 classroom/lab hours)

This course is a combination of Legal Documents and Court Procedures I and focuses on the civil trial process, bankruptcy, criminal law, contract law, legal research, and legal citation.

LG 92 Legal Documents III - (Pre-Requisite LG 91) 3 quarter credit hours (30 classroom/lab hours)

This course is a continuation of Legal Documents and Court Procedures I and II and focuses on family law, real property, probate and estate planning, and business organizations.

MD 65 Medical Transcription I - (Pre-Requisite MD 88) 2.5 quarter credit hours (30 classroom/lab hours)

This course is designed to give the student a working knowledge of the conversion of audio/recorded dictation to type written copy. Use of English essentials and computer skills to

produce mailable /electronically submitted transcribed documents. The course will cover reports, formats, and general medical language emphasizing grammar, editing, and neatness.

MD 68 Medical Billing/Coding I - 3 quarter credit hours (30 classroom/lab hours)

Five weeks of instruction in basic ICD-9-CM coding, CMS - 1500 submissions, and accounts receivable management.

MD 69 Medical Billing/Coding II - 3 quarter credit hours (30 classroom/lab hours)

Five weeks of instruction in basic CPT-4, coding simulations, linking proper codes, and accounts receivable management.

MD 69.5 Medical Billing/Coding III - 3 quarter credit hours (30 classroom/lab hours)

Five weeks of instruction in the basic knowledge of identifying pertinent information in patient registration, processing of daily transactions, and financial forms. An introduction to medical insurance types and coverages.

MD 70 Medical Office Procedures - 3 quarter credit hours (30 classroom/lab hours)

This course is designed to give the student a working knowledge of medical office skills and procedures including scheduling appointments, using the telephone, managing records, and using office equipment. Includes patient confidentiality, laws, and ethics.

MD 78 Pharmacology - 3 quarter credit hours (30 classroom/lab hours)

This course is designed to familiarize students with use of Physicians Desk Reference (PDR) for common prescription and non-prescription medications, medical, legal and ethical concerns regarding medications, recording and storing medications, methods of administration, consideration of drug interactions, anaphylactic shock/allergy reactions, procedures for dose conversions, and abbreviations commonly used in regard to medications, Observe all aspects and safety precautions in accordance with health care standards. This course is excellent for health care professionals who work within today's ever changing Medical profession.

MD 86 Anatomy & Physiology I - 3 quarter credit hours (30 classroom/lab hours)

Introduction to Anatomy and Physiology. Students are introduced to the structure and function of each body system in health and illness. The systems to be covered in this course include: Introduction to the Human body, Skeletal System, Muscular System, Cardiovascular System, Respiratory System and Urinary System, Blood, Lymphatic, and Immune Systems.

MD 87 Anatomy & Physiology II - (Pre-Requisite MD 86) 3 quarter credit hours (30 classroom/lab hours)

Continuation of the study of the body systems of Anatomy/Physiology. The specific systems to be covered include Nervous System, Integumentary System, Digestive System, Endocrine System, and the

Reproductive System.

MD 88 Medical Terminology I - 3 quarter credit hours (30 classroom/lab hours)

Introduction to medical terminology used in the medical office environment. Students are introduced to suffixes, prefixes, and medical terms in order to form a solid foundation on which to build an accurate vocabulary.

MD 89 Medical Terminology II - (Pre-Requisite MD 88) 3 quarter credit hours (30 classroom/lab hours)

Builds upon the medical terminology of Medical Terminology I and increases the vocabulary for each body system as it is explored.

MD 90 Medical Assisting A - 3 quarter credit hours (30 classroom/lab hours)

This course is designed to give the student knowledge of the basic duties required in the clinical back office for a Medical Assistant. The basic skills acquired in this course will familiarize the student with knowledge and information required to work with patients and physicians in the medical office setting. In this course students will learn techniques focusing on infection control, importance of keeping facility clean, lab safety, procedures for hand washing, gloves, and gowning, vital signs, patient medical history/charting, preparing patient for exam, positioning and draping, assist with special exam, procedures of the eye and ear, bandaging/first aid, use of crutches & wheel chair. (Note: students will perform venipunctures and other techniques on each other during class time.)

MD 91 Medical Assisting B - (Pre-Requisite MD90) 2.5 quarter credit hours (30 classroom/lab hours)

This course further enhances and builds upon the clinical duties of the Medical Assistant, focusing on more advanced knowledge and skills required to work with patients and physicians in the medical office setting. In this course students will learn techniques focusing on universal precautions, instrument identification, setting up sterile trays, autoclaving, sterile techniques assisting the physician in minor surgical procedures, Injections and Immunizations, wound care and patient care, pharmacology names, use of Physicians Desk Reference (PDR), drug abbreviations, methods of medication administration, assist with medications, habit forming substances within the medical office, basics of diagnostic procedures and tests. (Note: students will perform venipunctures and other techniques on each other during class time.)

MD 92 Medical Assisting C - (Pre-Requisite MD 91) 2.5 quarter credit hours (30 classroom/lab hours)

This course is designed to give the student knowledge of the basic duties required in the clinical back office for a Medical Assistant. The basic skills acquired in this course will familiarize the student with knowledge and information required to work with patients and physicians in the medical office setting. In this course students will learn techniques focusing on Infection

control, patient education for nutrition, venipuncture and capillary stick procedures, use of microscope and centrifuge, making blood smears, laboratory departments, performing electrocardiography, rooming patients and other diagnostic tests. (Note: students will perform venipunctures and other techniques on each other during class time.)

PH 35 Phlebotomy Lab A - 2.5 quarter credit hours (30 classroom/lab hours)

This course is designed to instruct the student on Universal Safety Precautions, Blood Borne Pathogens, Air Borne Pathogens, infection control, laboratory safety, ethics, patient rights, blood composition, blood collection equipment, venipuncture procedures, skin punctures, anticoagulants, special collection procedures, fasting specimens, timed specimens, stat specimens, glucose testing, and pediatric and geriatric blood collections. Note, students will perform true/live venipunctures and other techniques on each other during class times. (Note: students will perform venipunctures and other techniques on each other during class time.)

PH 36 Phlebotomy Lab B -(Pre-Requisite PH 35) 2 quarter credit hours (30 classroom/lab hours)

This course is a continuation of Phlebotomy Lab A, and will further explore; body systems, review Universal Safety Precautions, Infection Control Needle Stick Safety, Blood Borne Pathogens, Airborne Pathogens and laboratory safety, as well as instruct the student on bleeding times, blood cultures, Urinalysis, specimen processing and labeling, Identifying Various Blood Tubes and their purposes, factors affecting laboratory values, Patient Rights, compliance, disease transmission, personal protection equipment,. Note, students will perform true/live venipunctures and other techniques on each other during class time. (Note: students will perform venipunctures and other techniques on each other during class time).

PH37 Phlebotomy Lab C -(Pre-Requisite PH 36) 2 quarter credit hours (30 classroom/lab hours)

This course is a continuation of the Phlebotomy Lab A & B courses specifically designed to provide the student with additional skills, practice and review on Universal Safety Precautions, Blood Borne Pathogens, Air Borne Pathogens, infection control, laboratory safety, ethics, patient rights, blood composition, fasting specimens, timed specimens, stat specimens, glucose testing, and pediatric and geriatric blood collections. Note, Students will perform venipunctures and other techniques on each other during class times. (Note, Students will perform venipunctures and other techniques on each other during class times.)

RA 10 Radiology I - 3 quarter credit hours (30 classroom hours)

This course is designed to provide students with the required education in Radiation Use and Safety and proper Positioning/Techniques. In this course students will learn Production and

Properties of X-rays, Interaction of X-rays with Matter, Radiographic Equipment, Auxilliary Devices, Image Production, Radiographic Quality and Principles of Radiation Protection, Body Planes and Positions, Body Position Terminology, Radiographic Positioning Terminology, Body Movement Terminology, Types of Movement, and Anatomic Terminology. This course requires 52 hours of instruction, as a result this course will be continued into Radiology II. *Students are required to have a certificate confirming satisfactory completion of all six radiology courses to be eligible to begin the process for obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging. Only upon successful completion of **all six** radiology courses will the student receive a certificate of completion from the school for those specific categories. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate from the school that is required to begin the process of obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging*

RA 11 Radiology II -(Pre-Requisite RA 10) 1.5 quarter credit hours (32 classroom/lab hours)

This course is structured as two sections. The first 22 hours of this course will be the continuance of Radiation Use and Safety as described above. During the second part of the course students will receive instruction regarding the Foot and Ankle. In this course students will learn the Lay Terms, Pathological Conditions, Anatomic Landmarks, Anatomical Regions, and Radiographic Positioning of the Foot and Ankle. Aspects of Foot, Ankle, Toes, Gait, Weight bearing, and Non-Weight Bearing and all other aspects as required in relation to the Limited X-Ray Technician. *Students are required to have a certificate confirming satisfactory completion of all six radiology courses to be eligible to begin the process for obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging. Only upon successful completion of **all six** radiology courses will the student receive a certificate of completion from the school for those specific categories. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate from the school that is required to begin the process of obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging.*

RA 12 Radiology III -(Pre-Requisite RA 11) 1.5 quarter credit hours (30 classroom/lab hours)

In this course the student will learn skills in regards to the area of the Upper Extremities as they relate to the Limited X-Ray Technician. This course will cover Anatomic Diagrams, Lay Terms, Anatomic Landmarks, Pathological Conditions, and Radiographic Positioning of hands, wrist, forearm, elbow, humerus, shoulder, scapula and clavicle. *Students are required to have a certificate confirming satisfactory completion of all six radiology courses to be eligible to begin the process for obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging. Only upon successful completion of **all six** radiology courses will the student receive a certificate of completion from the school for those specific categories. Students who complete only a portion of the six required categories*

(Radiology courses) will not be eligible to receive the necessary certificate from the school that is required to begin the process of obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging

RA 13 Radiology IV -(Pre-Requisite RA 12) 1.5 quarter credit hours (30 classroom/lab hours)

In this course students will receive instruction regarding the Lower Extremities. In this course students will learn, Lay Terms, Pathological Conditions, Anatomic Landmarks, Anatomical Regions and Radiographic Positioning of Knee, Hip, Lower Leg and Femur as related to the Limited X-Ray Technician. *Students are required to have a certificate confirming satisfactory completion of all six radiology courses to be eligible to begin the process for obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging. Only upon successful completion of all six radiology courses will the student receive a certificate of completion from the school for those specific categories. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate from the school that is required to begin the process of obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging*

RA 14 Radiology V - (Pre-Requisite RA 13) 1.5 quarter credit hours (30 classroom/lab hours)

This course will cover the anatomical regions of the areas of the Spine as they relate to the Limited X-Ray Technician. This course will cover Anatomical Diagrams, Lay Terms, Anatomical Landmarks, Pathological Conditions and Radiographic Positioning of the Cervical Spine, Thoracic Spine, Lumbar Spine, Lumbar Obliques (Lumbar-Lumbro Sacral Apophysial Joint), Sacrum, Sacro-Iliac Joint, and Coccyx. *Students are required to have a certificate confirming satisfactory completion of all six radiology courses to be eligible to begin the process for obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging. Only upon successful completion of all six radiology courses will the student receive a certificate of completion from the school for those specific categories. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate from the school that is required to begin the process of obtaining their Temporary Limited X-Ray Machine Operator (LXMO) Permit with the Oregon Board of Medical Imaging*

RA 15 Radiology VI - (Pre-Requisite RA 14) 1.5 quarter credit hours (30 classroom/lab hours)

This course will cover the anatomical regions of the areas of the Head and Chest as they relate to the Limited X-Ray Technician. In this course students will learn skills needed for these Anatomical Regions. In this course students will learn Synonyms and Lay Terms, Pathological Conditions, Anatomical Diagrams, Bones and Anatomical Structures, Anatomical Landmarks and Radiographic Positioning of the Head and Chest. *Students are required to have a*

hours)

This course teaches advanced word processing features and functions including templates, macros, working with multiple documents, columns, tables, sort merge, file management, toolbars, outlines, columns, graphics, and other advanced features.

SK 55 Electronic Calculator - .75 quarter credit hours (10 classroom/lab hours)

This course is designed to meet all of the criteria for electronic calculation by touch to solve mathematical problems. Students will learn basic arithmetic operations, constant multiplication and division, multiplying three or more factors, mixed operations, accumulative multiplication, finding percentages, rounding, and estimating.

CURRENT TEXTBOOKS USED AT ABDILL CAREER COLLEGE, INC.

For the convenience of our students we have provided information on each of the textbooks used in courses here at our school. The information contains the title of each book, the ISBN number, and the price to purchase the book(s) from Abdill Career College, Inc. Textbooks, workbooks, and student quick study guides are available for purchase in our administrative front office. Please note that some books used in specific courses are made by the school and do not contain ISBN numbers for locating them from alternate vendors.

Students who desire to purchase textbooks, workbooks, and/or study guide material from alternate vendors should be sure to discuss obtaining these books from alternate vendors with an administrative office staff member prior to making purchases. No textbooks, workbooks, or student study guides will be acceptable in any course if the textbooks, workbooks, or student study guides have missing pages, incorrect ISBN number, or highlighting/writing of any kind from previous owners of the book(s). All textbooks, workbooks, and student study guides purchased from vendors outside of the school must be brought to the administrative front office for approval PRIOR to the first day of any term. (While Abdill Career College, Inc strives to provide our students with a complete and up to date book list it may be necessary to change and/or update the information with or without prior notice.)

Book Title	ISBN Number	Price from Abdill Career College, Inc.
ACC Student Supplement for Business Communications	Made by School	\$25.00
ACC Student Supplement for Computer Literacy	Made by School	\$25.00
ACC Student Supplement Text Legal Documents I	Made by School	\$50.00
ACC Student Supplement Text Legal Documents II	Made by School	\$50.00
ACC Student Supplement Text Legal Documents III	Made by School	\$50.00
ACC Student Supplement Text Legal Office Procedures	Made by School	\$50.00
Accounting I Quick Study	1572225122	\$8.00
Business English for the 21 st Century 4 th Edition	0132271656	\$116.00
College Accounting Chapters 1-13 9 th Edition Text and Workbook	0618958436	\$172.00
College Accounting Chapters 1-26 9 th Edition Text and working papers	0618957693	\$235.00
CPT 2010 Professional Edition	9781603591195	\$107.00
English Grammar Flipper	1878383019	\$7.00
Essentials of Business Communications 7 th Edition	0324313926	\$154.00

CURRENT TEXTBOOKS USED AT ABDILL CAREER COLLEGE, INC.

Continued

Book Title	ISBN Number	Price from Abdill Career College, Inc.
Excel 2010 Quickstudy Guide	9781423214267	\$10.00
Gregg Quick Filling Practice Kit 5 th Ed.	0073222887	\$63.00
Guide to Medical Billing and Coding: An Honors Certificate Book 2 nd Edition	0131722522	\$72.00
Hillcrest Medical Center: Beginning Medical Transcription Course 6 th Edition	1401841082	\$122.00
HIPPA Handbook for Healthcare Staff	9781601466662	\$8.00
ICD-9 2011	9781570666544	\$88.00
Keyboarding Course, Lessons 1-25 16 th Edition	0538728248	\$63.00
Lange Q&A Radiology Examination 7 th Edition	0071508147	\$57.00
Law Office Procedures : A Practical Guide	0314092382	\$184.00
Legal Office Projects 2 nd Edition	0538729333	\$69.00
Medical Language 2 nd Edition	9780135055786	\$77.00
Microsoft Excel 2010: Marquee Series with CD	9780763837815	\$42.00
Microsoft Office Word 2010: A Lesson Approach, Complete	9780073519296	\$74.00
Modern Dental Assisting Text and Workbook 9 th ed and Dental Instruments-A Pocket Guide Combination	9781416049241	\$154.00
Mosby's Dental Dictionary 2 nd Edition	9780323049634	\$51.00
Orans Dictionary of the Law 4 th Edition	1418080918	\$49.00
Oregon Rules/Court 2010 Federal and State 2 vol.	9780314901125	\$147.00
Payroll Records & Procedures 5 th Edition	0072982438	\$118.00
Pharmacology An Introduction 5 th Edition	0073122750	\$104.00
Practical Business Math Procedures with Business Math Handbook 10 th Edition	0077443527	\$172.00
Practical PC 4 nd Edition	0619267992	\$81.00
Practice Kit for Medical Front Office Skills (w/Medisoft Version 14) 2 nd Edition	9781416061632	\$90.00

Practice of Medical Billing and Coding 2 nd Edition	0131722557	\$46.00
--	------------	---------

CURRENT TEXTBOOKS USED AT ABDILL CAREER COLLEGE, INC.

Continued

Book Title	ISBN Number	Price from Abdill Career College, Inc.
Principles of Radiographic Positioning and Procedures Pocket Guide 2 nd Edition	0766862461	\$72.00
Radiology Essentials for Limited Practice 3 rd Edition	9781416057635	\$73.00
Radiology Essentials for Limited Practice Workbook and Licensure Exam Prep 3 rd Edition	9781416057659	\$40.00
Radiology for the Dental Professional 9 th Edition	9780323064002	\$85.00
Saunders Essentials of Medical Assisting 2 nd Edition	9781416056744	\$86.00
Saunders Essentials of Medical Assisting Workbook 2 nd Edition	9781416056751	\$41.00
Solving Business Problems Using a calculator 6 th Edition	0078300207	\$60.00
Steadmans Medical Dictionary for the Health Professions and Nursing 11 th Edition	0781797101	\$83.00
Step-by-Step Medical Coding 2011 Edition	978143771436	\$74.00
Taxes for Dummies 2007	0764572113	\$50.00
Technology and Procedures for Administrative Professionals 12 th Edition	0538725907	\$115.00
The AAMT Book of Style: Practical Application and Assessment	0781760011	\$82.00
The Art and Science of Phlebotomy	Made by the ASPT	\$80.00
The Book of Style for Medical Transcription 3 rd Ed	0935229585	\$117.00
Understanding Human Behavior 7 th Edition	1401825710	\$121.00
Word 2010 Quickstudy Guide	9781423214526	\$10.00

SECONDARY EDUCATIONAL PROGRAMS

The secondary educational programs on the following pages are not considered as part of the

accrediting status of Abdill Career College, Inc. through The Accrediting Commission of Career Schools and Colleges. They are however licensed and approved through the appropriate State regulating agencies for each program.

2011 Schedule of Terms and Holidays

The administrative front office hours are Monday thru Friday from 8:00am to 5:00 pm. The office is not open on Saturdays and Sundays. All appropriate class days are scheduled in sequence. When a holiday occurs within the term, the holiday will not be treated as a class day that must be made up. Example, If a course meets 10 days in a 5-week term 10 class days will be scheduled. A course that meets 15 days in a 5-week term will be scheduled for 15 class days.

<p style="text-align: center;"><u>January 4th, 2011: First Term Begins</u> January 17, 2011 Martin Luther King Jr. No Classes Jan. 17th & 18th - Office Closed <u>February 9th, 2011: First Term Ends</u></p>	<p style="text-align: center;"><u>July 22nd, 2011: Sixth Term Begins</u> <u>August 25th, 2011: Sixth Term Ends</u></p>
<p style="text-align: center;"><u>February 14th, 2011: Second Term Begins</u> February 21st, Presidents' Day No classes Feb. 21st & 22nd - Office Closed <u>March 22nd, 2011: Second Term Ends</u></p>	<p style="text-align: center;"><u>September 1st, 2011: Seventh Term Begins</u> September 5th, 2011 Labor Day No classes Sept. 5th & 6th - Office Closed <u>October 7th, 2011: Seventh Term Ends</u></p>

<p><u>March 25th, 2011: Third Term Begins</u> <u>April 28th, 2011: Third Term Ends</u></p>	<p><u>October 11th, 2011: Eighth Term Begins</u> October 31, Halloween Costume Contest <u>November 14th, 2011: Eighth Term Ends</u></p>
<p><u>May 3th, 2011: Fourth Term Begins</u> May 30, 2010 Memorial Day No Classes May 30th & 31st - Office Closed <u>June 8th, 2011: Fourth Term Ends</u></p>	<p><u>November 16th, 2011: Ninth Term Begins</u> November 24, Thanksgiving Holiday No classes 24th - 25th - Office Closed <u>December 22nd, 2011: Ninth Term Ends</u></p>
<p><u>June 13th, 2011: Fifth Term Begins</u> July 4, Independence Day No classes July 4th & 5th - Office Closed <u>July 19th, 2011: Fifth Term Ends</u></p>	<p><u>December 24th, 2011 Office Closed</u> December 25, 2011 (Christmas) No classes 26th - 27th - Office Closed <u>December 31st, 2011 Office Closed</u> December 31st, 2011 - January 2nd, 2012 Office <i>Closed</i></p>

**Program Advisory Members
for
Secondary Educational Programs**

Insurance Pre-License

- Sharon Lineberry - Licensed in Property and Casualty Insurance, Farmers Ins.
- Larry Griffith - Licensed in Life, Health and Law, AFLAC
- Monica Farnsworth - Licensed in Health, Life, Law, Property and Casualty Ins.
Office Manager, Sower & Seed Hydroseed Co.
- Paula Ortiz - Insurance Agent, Beecher Carlson Insurance Agency
- Rebecca DeVall - CRS Agent - Reinholdt & O'Hara Insurance Agency
- Jeff Griffin - Associate, AFLAC Insurance
- Jill Dickerson - Insurance Agent, AllState

Real Estate Broker Pre-License

- Stacey Boals GRI- ABR-CRS - Real Estate Broker, 2003 President Rogue Valley Assoc. of Realtors, Keller Williams Realty
- Ken Ward - Realtor
- Andrea Mobley - Real Estate Broker, John L. Scott
- John Pierce - Broker, Oregon Realty
- Paul Grout - Broker, Keller, Williams Realty

**Program Directors
for
Secondary Educational Programs**

James Stout - Real Estate Pre-License Program

Faculty for Secondary Educational Programs

Ken Ward - Instructor and Program Director
Real Estate Finance
Real Estate Practices
Real Estate Property Management/Brokerage
Real Estate Law
Real Estate Contracts & Agency Law

James Stout - Alternate/Substitute Instructor,
Real Estate Finance
Real Estate Practices
Real Estate Property Management/Brokerage
Real Estate Law
Real Estate Contracts & Agency Law

Secondary Programs Offered by Abdill Career College, Inc.

In addition to the primary programs previously listed in this catalog, Abdill Career College, Inc. offers secondary programs for pre-license education which includes, Insurance Pre-License, and Real Estate Broker. *These program are not considered as part of the accrediting status of Abdill Career College, Inc. through The Accrediting Commission of Career Schools and Colleges.*

All pre-license programs are approved through the Oregon Board of Education, and the regulating agencies which set standards and guidelines for this education. These agencies include the Oregon Insurance Division for the Insurance Pre-License program, and the Oregon Real Estate Agency for the Real Estate Broker program.

Information regarding each of the secondary programs offered by Abdill Career College, Inc. can be found on this and the following pages of this Course Catalog. The information includes program Advisory members, Faculty members who teach courses within these secondary programs, Program Directors for each program, time frames for completion of each program, program descriptions, schedules, fees and charges, and course descriptions. Please feel free to speak to an Abdill official if you have further questions regarding these programs.

Students enrolling in these secondary programs must be 18 years of age or older, have a high school diploma or G.E.D. and successfully complete the entrance exam with a score of 65% or higher. Students who are enrolled in these secondary programs must comply with all enrollment and admissions procedures, student standards and regulations, probationary policies, absent/tardy policies, student conduct policies, leave of absence policies, program or course withdrawal policies, program completion times, minimum grade requirements per course, graduation requirements, dress code, and grievance procedures.

Federal Financial Aid (Title IV funds) are not available for secondary educational programs.

Payment for Secondary educational programs must be received no later than seven (7) business days prior to the first day of any course. If payment or authorizations from third party payors are not received seven (7) business days prior to the first day of any course, the student will not be scheduled to attend classes for that course, and will be re-scheduled to take the first available regularly scheduled course after prior authorization and/or payment is received.

FINANCIAL AID

Abdill Career College, Inc. has Federal Student Financial Aid available for those who qualify (please ask for our student financial aid information). Students may pick up a Federal Student Financial Aid information packet in the Financial Aid office of the school or the administrative front office. Staff members are available for students who have questions regarding applications, or who might need assistance in submitting the Free Application for Federal Student Aid. Students will be notified of the status of their application(s) within 14 working days. (**Not available for the Insurance Pre-License or Real Estate Broker programs**)

ADMISSION/ REGISTRATION & FEES

(Secondary Education Programs)

Admission Requirements:

Students must meet the following criteria for enrollment:

- 1.) Students must successfully complete and pass the entrance exam;
- 2.) Be eighteen years of age or older (*As of August 1, 2005, Documentation will be **required** i.e. Drivers License, State ID card, ect.), and*
- 3.) Have a high school diploma or G.E.D. certificate, (*Verification **required** i.e. certificates and/or transcripts showing date of graduation).*

Admission Procedures:

Abdill Career College, Inc. will be happy to assist all students in the decision making process of meeting their educational goals. Once a student has made the decision to participate in a program or course offered by Abdill Career College, Inc. and has secured the necessary financial arrangements for their program/courses, the student will be required to take an entrance exam. Upon successful completion of the entrance exam, the student will then meet with an Abdill Career College, Inc. official to begin the admission procedures. The student will be required to read through the course catalog/student information and be given an opportunity to discuss any questions they may have. Completing the enrollment agreement and all documents in the enrollment packet and scheduling courses will take about an hour. A tour of the facility will be offered prior to the admission process. All students enrolling in programs must attend orientation prior to beginning classes. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

The tuition fee is **\$120** per (1) quarter credit hour for lecture courses, (one lecture quarter credit hour = 10 clock hours) **\$120** per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour = 20 clock hours) and **\$120** per (1) quarter credit hour for externship courses, tuition fees are based on the total number of clock hours for all programs. Payment and/or methods of payment(s) are due prior to the first class.

Due to changes in our fast paced world, Abdill Career College, Inc. may find it necessary to change tuition prices from time to time. All such changes will be posted in the administrative front office and on the student bulletin board of the school 30 days prior to the effective date of tuition change. Student's currently enrolled in programs at Abdill Career College, Inc. at the time of a tuition change will continue their program at the tuition rate that was charged at the time of their enrollment and shall not be affected by the tuition change. Students withdrawing from programs/courses and re-enrolling into programs/courses at a later time will be responsible for payment of the current tuition fees at the time of re-enrollment.

Should default be made in any payment when due, all educational services, classes and privileges offered may be immediately suspended, and the whole sum of principal shall immediately become due and payable at the option of the holder of this Note. If any payment is more than 3 days late, there will not be a late fee assessed, however, you will not be permitted to attend classes until the payment is made in full. Each course day of non attendance is counted as one absence, when the maximum absence has been reached for each course you will be dropped from that course.

Registration

The registration fee is a lifetime total of **\$150**. This fee is paid at the rate of **\$21** per quarter credit

hour per term until the **\$150** fee is accrued.

Criminal Background Check

A large number of employers within our community require pre-employment criminal background checks before they will finalize employment and/or accept students for externship. Each employer has specific criteria for what is and is not acceptable in a criminal background report. Students must understand that if they have a criminal history it may inhibit their ability to gain employment and/or be placed into externship for the career field they have chosen. **(Externship not available for the Insurance Pre-License or Real Estate Broker programs)**

When a student knows they have an incident that may show up on the criminal background check they will be required to take the steps below prior to enrolling in any program at Abdill Career College, Inc. (Surveys can be performed anonymously, remember you are trying to get an understanding of how a specific history may effect your ability to find gainful employment in your chosen field.)

1. Student understands and agrees to do a pre-employment survey that includes contacting employers in the community in which you hope to gain employment and/or complete your externship.
2. During the survey discuss with the employer or employer's representative if a specific criminal background will inhibit your ability to be hired.
3. Use the information you have obtained to make an informed decision on whether you wish to pursue an education in your chosen field.
4. Provide the school with a copy of your criminal background report as described in the student enrollment packet.

Externship (Structured Work Experience)

(Not available for the Insurance Pre-License or Real Estate Broker programs)

Abdill Career College, Inc. provides educational training in specified vocational careers. Externship is a requirement for most of our programs and is done without remuneration. No part of the externship agreement, enrollment agreement or other documents implies employment for

our students. Fee: **\$120** per (1) quarter credit hour. One externship quarter credit hour = 30 clock hours worked. As a part of our Externship Process Abdill Career College, Inc. has a work hour to externship hour credit that students *may* become eligible for. Eligibility for this depends on a number of criteria. Criteria is fully explained in our externship policies and Student Externship Handbook. (Note: Externship is not available for the Insurance Pre-License and Real Estate Broker programs).

Book Fees

Books will be purchased at the school. Students will pick them up at the administrative front office desk in advance of course starting dates. Used books will not be returned to the school except as donations.

Challenge Tests Fees

Please note: The Secondary Educational Programs are regulated by State agencies which require a specific number of education hours. Because of this, Challenge Exams for those programs are not available.

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Challenge tests for credit are available for any course. A successful grade to pass a challenge test is 90% or better. The student then receives credit for the course. Students may only take a challenge exam for a course one time. If the student does not pass the challenge exam with a score of 90% or higher on the first attempt, the student will be required to take the course as it is designed for the entire five (5) week period.

Fees for challenging a course are **\$120** per quarter credit hour (see tuition fees on previous page). For example, a three-quarter credit hour course challenge fee is **\$360**.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor’s desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Lab Fees

A **\$75** lab fee will be charged per program. For students taking individual courses of study, a **\$20** lab fee will be charged per course.

GENERAL INFORMATION

Our Commitment to Equal Opportunity

The student policies of Abdill Career College, Inc. are directed toward securing and maintaining a student body of competent people without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, mental or physical challenge (when these do not interfere with successful performance) or other protected classes under applicable local, state and federal law.

It is also our policy that all students have a right to learn in an environment where the dignity of each individual is respected. For that reason, we expect all students to accomplish their work in a business-like manner with concern for the well-being of the entire college. Any harassment of students by fellow students or employees is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is harassment of a sexual, racial, ethnic or religious nature. This includes unwelcome sexual advances, innuendoes and other verbal or physical conduct of a sexual nature which has the purpose or effect of creating an offensive environment. It also includes verbal and physical conduct of a racial, religious or ethnic nature which creates an offensive environment. Students subjected to any type of harassment, particularly of a sexual, racial, ethnic or religious nature by an employee or student should promptly contact a member of the administrative front office staff listed in this handbook.

We encourage students to report complaints to us to informally resolve problems involving harassment. Our ability to resolve these kinds of problems is dependent on your cooperation in reporting incidents which create an offensive or hostile environment for you. In the event a complaint is reported, an investigation will be undertaken immediately. Violators will be subject to appropriate disciplinary action. The problem of harassment is also addressed under *Student Standards and Regulations*.

Problems/Complaints

All students are encouraged to report any verbal, physical or sexual misconduct, harassment, problems or other complaints because of other students, instructors, or other staff members immediately. Students may report problems to a program director or the director of Abdill Career College, Inc. Strict confidentiality for the student will be maintained unless legal action is instituted, and all efforts to resolve the problem will be immediately handled through appropriate channels. Complaints filed on behalf of or by a student against the school must be postmarked within one year of the student's last date of attendance.

Student Grievance Procedure

A student having a complaint or question concerning any matter associated with the college or the interpretation of any of the provisions in this handbook should follow these procedures. We strongly encourage students with questions and complaints to make them known immediately. No student will be discriminated or retaliated against for bringing a question or complaint to our attention.

As a general rule, all academic questions or complaints regarding course work should be placed with the appropriate instructor for clarification. All other complaints should follow the appropriate chain of command:

- 1) Person to person. If the student feels this is not effective, the student should;
- 2) Speak to an instructor/staff member. If you feel the problem has not been addressed;
- 3) Ask to speak with a program director. If the problem has not been resolved, then;
- 4) Speak with the owner/director of the school.

Also, a student suggestion box is available in the front office, located in room 203. All items in the suggestion box will be discussed and considered administratively. Any signed request or letter will receive a signed response from the appropriate college official within five business days of receipt.

You may discuss any grievance with the director of the school or with a program director. If the problem seems to warrant a written complaint, please file the complaint within three business days of the problem. A written response to your complaint will be made within five business days.

Any concern is welcome for consideration and resolution from the administrative front office staff and faculty of Abdill Career College, Inc.

Abdill Career College, Inc. is licensed by the Oregon Department of Education and abides by the Oregon Revised Statutes and the Oregon Administrative Rules intended to regulate private career schools and colleges. Copies of these statutes and rules will be provided to any student upon request.

System of Grading

Abdill Career College, Inc. uses the following grading system:

Percentage	Grade	Points	Percentage	Grade	Points
97-100% =	A	= 4.0	75-78% =	C	= 2.0
93-96% =	A-	= 3.7	71-74% =	C-	= 1.7
89-92% =	B+	= 3.3	68-70% =	D+	= 1.3
86-88% =	B	= 3.0	65-67% =	D	= 1.0
82-85% =	B-	= 2.7	61-64% =	D-	= 0.7
79-81% =	C+	= 2.3	0-60% =	F	= 0.0

The student’s grade point average (GPA) is computed by dividing grade points earned by the number of quarter credit hours attempted. Grades of W (Withdrawal within the first week of any course), do not carry grade points and the credits are not calculated in the GPA. Grades of W/D (Withdrawal/Dropped after the first week of any course) do carry grade points and are calculated in the GPA.

Clock Hours, Credit Hours, Term Period

Abdill Career College, Inc. credits per course are calculated as follows, and are approved through the State of Oregon Department of Education, a class hour consists of 50 minutes of class time. One quarter credit hour is assigned for each 10 clock hours of classroom instruction. One term consists of five school weeks.

A three-quarter credit hour course is 30 clock hours per term; a two-quarter credit hour course is 20 clock hour per term; a one-quarter credit hour course is 10 clock hours per term. Generally for every one hour of classroom time you can expect approximately two hours of outside preparation time.

The formula for this is as follows: a quarter credit hour equals 10 hours of lecture: 20 hours of laboratory; and 30 hours of externship settings of instruction. However for financial aid purposes, the U.S. Department of Education’s policy requires a different method for determining credit hours. *For financial aid purposes only*, quarter credit hours are determined by dividing total program hours by 20. *(Please note: Financial Aid is not available for the Insurance Pre-License or Real Estate Broker programs)*

Attendance Policy

The goal of Abdill Career College, Inc. is to prepare students for the workplace by providing specific course work for specific skills *and* by encouraging good work habits including appropriate time spent on the job. Because regular attendance is an integral part of the schooling process, attendance is strictly monitored. Find further information under Tardy/Absences.

Student Bulletin Board

Abdill Career College, Inc. provides a student bulletin board for the convenience of our students. Students may post articles to the bulletin board at any time. This board can be used to leave messages for other students, arrange for car pooling, child care, study groups or buy/sell used textbooks or other items. All ads must be approved by the administrative front office prior to placement on the bulletin board. Once your ad has been answered, please remove items from the board promptly. The message board cannot be used for any illegal purposes, no profanity will be permitted, all messages must be dated, administrative front office staff will monitor the board weekly and will remove any items over 30 days old.

Inclement Weather

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television and radio stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line. Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes.

Course Availability

Course availability is dependent on an adequate number of students. Courses may not start unless there are three or more paying students enrolled. The maximum number of students per classroom will be 15 students. Once the maximum number of 15 students are enrolled in any one classroom, the enrollment for that course/classroom closes. If an individual course does not meet the minimum enrollment requirement, the course may be rescheduled and all students enrolled in the course will be notified of the new start date for that course. Students who do not wish to continue in their programs due to a course cancellation must give written notice to the school within five business days.

Withdrawal Refund Policy

After starting classes, a student may withdraw from a program or course at any time. Withdrawal slips are available in our administrative front office. Refunds, if any, are based on the number of program hours, are calculated based on the students last date of attendance and issued within 30 business days of the first date of determination or notice from the student. Please see definition of “first date of determination” in the Course Catalog.

Withdrawal from a course that is required for a certificate program should be discussed with a program director, the financial aid office (if the student is receiving financial aid) and the admissions director.

Refunds for payments are made only after the student’s personal check clears the bank, or, only after third party payor’s check clears the bank. Refunds for payments made by Visa or MasterCard will be made only by credit voucher to the account that was originally charged. Refunds for payments made by third party agencies (i.e. Veterans Administration, WIA, NAFTA, Vocational Rehabilitation) will be refunded directly to those agencies. Students should contact the third party payor directly regarding those refunds. The Refund Policy OAR 581-045-0036 listed below, and all other relevant refund policies as listed in this handbook for secondary educational programs.

OAR 581-045-0036 provides the following:

Cancellation & Refund Policy: OAR 581-045-0036

- 1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15% of the tuition cost, or **\$150**, whichever is less;
 - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50% of the contracted instruction programs, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may

retain the registration fee, book and supplies fees, and other legitimate charges owed by the student;

- (d) If withdrawal or termination occurs after completion of 50% or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
- 2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- 3) The term "Pro Rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- 4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

All courses must be completed within 1.5 times the length of the program.

Cancellation/Termination

Abdill Career College, Inc. reserves the right to cancel and reschedule any course that does not meet the minimum enrollment of three students. All students enrolled in a course that has been rescheduled will be notified of the new start date for that course. Students who do not wish to continue in their programs due to a cancellation must give written notice to the school within five business days and may request a full refund. Refunds will be calculated based on the students last date of attendance and refunds (if any) will be issued within 30 business days of the date of course cancellation.

Abdill Career College, Inc. reserves the right to reject an applicant if we have reason to believe that attendance at our facility may not be mutually beneficial to the student or Abdill Career College, Inc.

Abdill Career College, Inc. reserves the right to terminate any student's enrollment at any time for misconduct, cheating, disruptive behavior or nonpayment of fees. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of termination*. All fees are due in full prior to the first day of attendance in any class.

The definition of “ first date of determination” will be as follows:

No Shows Without Notification - If a student fails to show up for class for more than 3 consecutive class days within one term without notification to the school that an absence is needed, the student will then be considered a “No Show without Notification”. On the third consecutive class day it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “No Show without Notification”*.

No Shows With Notification - Students who fail to return to class within 3 consecutive class days in any one term, after notification of an absence was given, will be considered a “No Show With Notification”. On the third consecutive class day the student is absent, it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “No Show With Notification”*.

Failure to Return after Leave of Absence - Students may take a leave of absence for one term only. (See Leave of Absence Policy). Students who are on a leave of absence and fail to return to their program the first day of class for the following term will be determined to have terminated their program/course. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “Failure to Return after Leave of Absence”*.

Student Written Withdrawal from Program - The date of determination for students providing written notification to the school of intention to withdraw from their program/course, will be determined as of the date provided on the written withdrawal notification. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of “Student’s Written Withdrawal Notification”*.

Student Withdrawal from Program Verbal Notification - The date of determination for students who *do not* provide written notification to the school of intention to withdraw from their program/course, will be determined as of the date the student verbally notifies the school. The date of verbal notification will be noted in the students file, and refunds due to the student will

be calculated based on the students last date of attendance, the refund if any, will be issued within 30 business days of the first date of “Student’s Verbal Withdrawal Notification”.

Notification from Third Parties - Sometimes circumstances such as severe illness or injury, may prevent a student from giving notification of intention to withdraw from a program/course. In this instance a student may authorize a third party, such as a family member, authorizing agency, or other authorized person to give notification on his/her behalf. Such notification should be in writing. The written notification should include the individuals name, address, phone number, and relationship to the student. It should also include the students full name, the program the student is enrolled in, as well as the students signature if possible. The date of determination for this type of notification will be the date on the written notification from the third party. Refunds due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within 30 business days of the first date of “Notification from the Third Party”.

Internal review of records - Abdill Career College, Inc. periodically reviews student financial accounts and records in an effort to assure quality control and service. *If* during this process an error or miscalculation is discovered, Abdill Career College, Inc. will take steps to correct such errors and send notification in writing to the student. If the error involves a miscalculation regarding funds, the date of determination for this type of notification will be the date it was determined that an error occurred on the student’s account. Refunds if any, due to the student will be *calculated based on the students last date of attendance*, and the refund if any, will be issued within 30 business days of the first date of “determination that an error occurred on the account.”

Graduation Requirements

Students must complete each course within their program with a 75% average, complete all required courses within 1.5 times the normal program length, and satisfy all financial obligations to the school to receive a certificate in any program. For programs requiring externship, students must also successfully complete the externship portion of their program. Upon successful completion of all requirements within the students program and externship (where required), students will receive a program Certificate of Completion.

(The regulating agencies for pre-license programs mandate attendance to all required pre-license courses. These programs are Insurance Pre-License and Real Estate Broker. These courses may not be challenged and do not qualify for externship.)

Programs must be completed within 150% (1.5 times) of the normal duration of the

program, for example:

Insurance Pre-License	20 weeks	30 weeks
Real Estate Broker	25 weeks	37.5 weeks

If a student cannot complete the training within the maximum time frame, or if the student cannot satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended as demonstrated by meeting the required minimum grade point average of 75% for each course, the student must be terminated from the program.

Graduation Ceremony

Abdill Career College, Inc. offers a graduation ceremony and encourages student's who have successfully completed program requirements to attend.

Students who are entering into the last book term of their program are also eligible to participate in the graduation ceremony if they have successfully completed program requirements to that date.

Participation in the graduation ceremony does not imply/guarantee graduation for students who have last term courses/externship yet to complete. These student's will be required to successfully pass/complete all program requirements to achieve graduate status before an actual program certificate can/will be issued.

Satisfactory Academic Progress (SAP)

Students must complete all courses in their program with a 75% or higher, *and* complete all courses within 1.5 times the normal program length to maintain Satisfactory Academic Progress (SAP).

Students receiving Financial Aid must retain Satisfactory Academic Progress (SAP) throughout their program to remain eligible for Financial Aid. To achieve SAP and remain eligible for Financial Aid a student must: **(Student Financial Aid not available for the Insurance Pre-License or Real Estate Broker programs)**

- Receive a minimum passing grade of 75% or higher in all required courses within the program, and/or;
- Complete a minimum of 50% of the scheduled courses EACH TERM.

(Students receiving Financial Aid please see the Abdill Career College, Inc. Financial Aid Handbook).

Students will receive a written transcript at the end of every term (approximately each five weeks). The student transcript will post all grades by term as well as the accumulative grade point average and attendance for each course within the program the student has been enrolled.

Definition of Program: Programs at Abdill Career College, Inc. are a series of courses of education provided in a specific field of study to accomplish a career path goal.

Students must complete each course including externship within the program to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program (all programs must be completed within 1.5 times the length of the program), the student must be terminated from the program or the student may choose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement for the new program goal.

Definition of Courses: Courses are a series of class days within a complete term designed as individual educational units which are often set up in a chronological goal specific order that make up programs at Abdill Career College, Inc.

Some students prefer to take individual courses of study rather than a complete program. Students may choose to enroll in individual courses of study as a part of a career goal, or to enhance or expand current educational and employment needs. Students enrolled in individual courses of study must complete each course taken with a 75% or higher and must follow all attendance criteria for the course(s).

Student's who have not met academic or attendance requirements for *program* goals may choose to continue at the school by completing the enrollment process for individual courses of study. Upon successful completion of those courses the student will receive a certificate of course completion listing the individual courses successfully completed under the new enrollment agreement. (Courses passed from prior program/individual course enrollment will not be listed

on this certificate).

Students always have the option of re-enrolling in the original program of study after a six month waiting period as defined under *Failure/Dropped from Course Requirements* in this catalog, but must start at the beginning and will need to pay all fees for tuition, books and lab.

Instructors will monitor the student grades for each course during the term (approximately five weeks). Students will be notified by the instructor at mid terms during each term (approximately five weeks) of their academic progress. When an instructor feels that there may be a potential academic problem for the student in satisfactorily completing the course, the instructor will notify the student in writing, of the potential academic problem. Students who feel they need extra help on course curriculum, or who wish to discuss academic problems or concerns may make an appointment with instructors to discuss or clarify course material. Scheduled instructor availability times are posted in the administrative front office.

If an instructor determines that a student may not achieve the minimum passing grade for the course as of mid-term, that student will be given written notice that he/she has been placed on probationary status for the remainder of the course. The student will have the option of continuing the course using the instructor recommendations, retaking the course (full tuition will be charged for retaking the course), or discontinuing the program. If the student chooses to continue the course and achieves the minimum passing grade for the course, the student will be given written notice that he or she has been taken off probationary status for the course. If the student does not meet the minimum passing grade for the course the second time through, the student will be terminated from the program, or the student may choose to change program goals.

Student Academic Progress (SAP) Appeals Process

Students may file an Satisfactory Academic Progress (SAP) appeal within (5) five business days from the first date of written notice from the school that the student is not maintaining SAP. The SAP appeal should be addressed to the owner/director of the school and delivered to the administrative front office. The SAP appeal must be in writing, include a brief description of why the student feels the appeals process is warranted and must be accompanied by any documentation that supports the students request for appeal. The school will review the written appeal within (5) five business days of receipt of the SAP appeals and will set an appeals hearing no later than 30 days from the date the written appeal was received in the administrative front office, all decisions/outcomes will be provided to the student in writing no later than (10) ten business days following the hearing date.

Student Records

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1.) The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.

A student should submit to the administrative office assistant, administrative office manager, or the owner/director of the school, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected under the supervision of a qualified administrative official. Students may request a copy of specific documents at their own expense (fees are .13 cents per page for each copy). No file may leave the supervision of a qualified administrative official.

- 2.) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3.) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using a school employee or official (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Challenge Tests

Please note: The Secondary Educational Programs are regulated by State agencies which require a specific number of education hours. Because of this, Challenge Exams for those programs are not available.

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Challenge tests for credit are available for any course. A successful grade to pass a challenge test is 90% or better. The student then receives credit for the course. Challenge exams must be taken during the first week of courses. Students must notify the instructor during the first week of class of the intent to challenge the course. All challenge exams will be taken during the regularly scheduled class time for the particular course to be challenged.

Fees for challenging a course are **\$120** per quarter credit hour. For example, a three-quarter credit hour course challenge fee is **\$360**.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor’s desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Entrance Exams

Except as discussed below, all students will have math and English skills evaluated prior to final acceptance into a program. To be enrolled in any Abdill Career College, Inc. program, a prospective student must score 65% or better in each area. An applicant who does not achieve a score of 65% or better will be asked to wait twenty-four hours before re-taking that portion of the exam. Student's who do not pass the exam upon the second try will be asked to complete refresher courses before enrolling. The student may choose self-study as a means of refreshing skills. Only after appropriate study will the student be tested a third time. There is a six month waiting period before the entrance exams will be administered a third time. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

Exceptions will gladly be made to accommodate those with physical challenges in areas such as hearing, vision or motor skills.

Entrance Exam and Challenge Exam Scheduling

Entrance exams must be taken prior to beginning a program or course and can be scheduled by contacting the administrative front office. Entrance Exams are valid for 60 days prior to beginning a program. Challenge exams must be taken within the first week of any course and will be taken during the regularly scheduled class time for the particular course to be challenged.

Probationary Status (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructor's will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher and within 1.5 times the length of their program.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director or the school owner/director. The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

The probationary period will last for a period of 45 business days or until the issue has been resolved, or, in the case of academic insufficiency, until the student's grade for the course improves, or in the case of failure to comply with the probationary status, the student is terminated from the program or course. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Once a student has been placed on probationary status, the student must take steps to correct the issue immediately. Should this fail to be done or upon a second incident while the student is placed on probationary status, the student will be terminated from their program or course.

When the issue has been resolved, the 45 day time limit has expired or the student's academic progress has improved, written notification of the reinstatement of the student to non-probationary status will be given to the student. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable). (This section on probationary status is repeated in this Course Catalog & Student Information under Student Standards and Regulations. These standards and regulations are printed out and the student is required to initial each section during the enrollment process.)

Security

Abdill Career College, Inc. is located in the four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second floor. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or residences as a part

of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, and exits of the building.

The exit doors to the fire escapes on each floor are locked each week day evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside by turning the button lock on the doorknob. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on weekdays and all day on weekends, and do not permit entrance or exiting of the building through that access.

In addition, all unused classrooms after 5:00 pm on weekdays, and all day on the weekends are locked as well. Students who have classes scheduled after 7:00 p.m. during the weekdays, or at any time on a weekend who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidentally being locked out. Additional security features such as audio/video surveillance cameras may be used for quality assurance and safeguarding of students, employees, or school property.

Placement Assistance Services

Placement assistance offered to students of Abdill Career College, Inc. is listed below, however Abdill Career College, Inc. in no way guarantees employment:

- All job information received by employers are placed in a binder located on the student bulletin board. Students are encouraged to check the binder weekly for new or updated information that may have been received.
- Computer labs are available to students for updates or editing of resumes, letters of reference, and other job search tools
- Business Communications course. Students are encouraged to enroll in this course to enhance job search skills and learn positive techniques for job success. This course covers important information for job search, such as; interviewing techniques, participation in mock interviews, creating cover letters, resume writing, letters of reference, a master application, proper dress for job search, proper conduct and appearance for interviewing, and professionalism.

- Abdill Career College, Inc. offers positive support by faculty and staff to help students develop good work habits during their time at Abdill Career College, Inc. Students are required to; arrive for classes on time, be prepared and ready to begin as class starts, attend all courses in appropriate attire, use proper body mechanics, conduct, and professionalism.
- Graduate Follow-up: As part of the externship program at Abdill Career College, Inc., students are monitored at six months and again at one year after completion of their programs for employment information, employment advancement, change in employment, field of employment, rate of pay, and any other information regarding the success of the student after completion of programs.

Student Services

For the convenience of our students, the following services are offered at Abdill Career College, Inc.:

- Student telephone (located in the administrative front office)
- Student suggestion box (located in the administrative front office)
- Library (located in the administrative front office)
- Student computer with internet access (located in the administrative front office)
- Soft drink vending machine (located in the administrative front office)
- Microwave oven (located in the administrative front office)
- Student snack area (located in the administrative front office)
- Coffee (located in the administrative front office)
- Vending machines for snacks and soft drinks (located in first floor lobby)
- Parking
- Access to city bus lines
- Local mail drop box (located in front of building)
- Student bulletin board (located in the main hallway)

CAMPUS SECURITY/CRIME POLICIES

The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act”

Abdill Career College, Inc. prepares the crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics.

This report is prepared in cooperation with the city law enforcement agency which governs the area surrounding our campus, and through information which may be reported to the owner/director of the school.

Campus crime, arrest and referral statistics include those reported to the owner/director of the school, and the city law enforcement agency. These statistics may also include crimes that have occurred in private residences or businesses adjoining our campus.

This report is prepared by a member of our staff, and is distributed each year to currently enrolled students and staff members. The report is distributed by providing each currently enrolled student a copy of the report attached to the students academic transcript which ends in the term preceding each October 1st. Staff members typically receive a copy of the report in their pay envelope for the pay period immediately preceding each October 1st. A copy of the report will also be posted on the student bulletin board located in the schools main hallway (Second Floor) at 843 E. Main Street, Medford, Oregon 97504.

Currently enrolled students, prospective students, current employees, and prospective employees may also request a copy of the full text of this report through our administrative front office.

(Complies with “Preparation of Disclosure of Crime Statistics 34 CFR 668. 46(b)(2)(ii))

Timely Warnings

In the event that a situation occurs, either on or off campus , that in the judgement of the owner/director of the school constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued.

This warning will be directly distributed to each currently enrolled student and each staff member. The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the

written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school's main hallway.

(Complies with " Current Campus Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus 34CFR 668.46(b)(2) and 34 CFR 668.46(b)(2)(1))

To Report a Crime

If you are experiencing a life threatening emergency always call 911 immediately.

Students and staff members of Abdill Career College, Inc. should contact the Medford City Police Department at (541) 770-4783 for non-emergencies, **911 for emergencies**, and/or the persons listed below to report any suspicious activity or person(s) observed in the parking lots, loitering around vehicles, inside buildings, and/or around the entrances/exits to the building.

Name	Title	Phone #
Ki	Owner/Director	(541) 779-8384
Dixie Bevington	Office Manager	(541) 779-8384
Randy Ramey	Crime Statistics Officer	(541) 779-8384

Abdill Career College, Inc. encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Abdill Career College, Inc. cannot hold reports of crime in confidence. Confidential reports for inclusion in the annual disclosure of crime statistics can generally be made to the owner/director of the school or one of the other persons listed above.

(Complies with the Reporting of Criminal Offenses 34 CFR 668.46(b)(2)(iii))

Security and Access Policies

Abdill Career College, Inc. is located in the four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second floor. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or

residences as a part of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, exits and parking area of the building.

The exit doors to the fire escapes on each floor are locked each week day evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside. The locks do not permit entrance into the building after 7:00 p.m. or on the weekends. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on week days and all day on weekends, and do not permit entrance or exiting of the building through that access.

In addition, all unused classrooms after 5:00pm on week days, and all day on the week ends are locked as well. Students who have class scheduled after 7:00 p.m. during the week days, or at any time on a week end who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidently being locked out.

Additional security features such as surveillance cameras may be used for quality assurance and safeguarding of students, employees, or school property.

(Complies with the Addressing Security and Access Policies 34 CFR 668.46(b)(3))

Campus Law Enforcement Policies

Abdill Career College, Inc. does not employ or contract Campus Law Enforcement or Security individuals.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(I))

Encouragement of Accurate and Prompt Crime Reporting Policies

General Procedures for Reporting a Crime or Emergency

Abdill Career College, Inc. encourages all students, staff members, guests, and persons from the community to report all crimes and public safety related incidents to the owner/director of the school or to the Medford City Police Department in a timely manner.

Abdill Career College, Inc. does not employ private security personnel, or campus police.

For an emergency or crime related matter, please call the Medford City Police Department at (541) 770-4783, or the owner/director of the school at (541) 779-8384.

To report a non-emergency security, or a public safety related matter on the Abdill Career College, Inc. campus, you may call the Abdill Career College, Inc. administrative front office at (541) 779-8384 and ask to speak to the owner/director of the school.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(ii))

Policy Statement Regarding Counselors

Abdill Career College, Inc. does not employ or contract with professional or pastoral counselors, and the college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the Abdill Career College, Inc. campus, its staff, and students arises, a written warning will be distributed. This warning will be directly distributed to each currently enrolled student and each staff member.

The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class/work times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school's main hallway.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(iii))

Security Awareness Programs

During orientation for each enrollment period of all prospective students, and during orientation for every new or prospective employee, prospective students and employees are provided a copy of the current year's Campus Crime Report.

Each prospective student and employee are provided the policies regarding Abdill Career College, Inc. Campus Crime Reporting.

Students receive this information as a part of their Course Catalog & Student Handbook, and employees receive these policies as a part of their Employee Handbook.

In addition, each currently enrolled student, and current employee will receive a copy of the newest Campus Crime Report on or before October 1st of each year as it is completed.

Abdill Career College, Inc. also works with the Medford City Police Community Service Department to bring resources and education to the students and employees. Brochures, flyers, and resource information are available in our administrative front office.

The Medford City Police Community Service Department also provides a presentation to employees of Abdill Career College, Inc. once each year to update them on current crime prevention techniques and solutions, how to communicate these techniques and solutions to students, as well as respond to students who may have potential problems.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(5))

Crime Prevention Programs

Abdill Career College, Inc. does not have on-campus programs on personal safety and crime prevention. However, Crime Prevention programs on personal safety and theft prevention are sponsored by various agencies and groups throughout our community. Some of them are listed below.

- Medford Police Department (Howard Pendleton) (541)774-2268
- Jackson County Helpline (541)779-4357
- Sexual Assault Victim Services/Dunn House (541)779-4357

Students and Staff are encouraged to attend these programs as a part of self education, and to help students and staff have an active part in their education to enhance personal safety regarding protection and awareness.

In addition, Abdill Career College, Inc. does have brochures and literature regarding these

programs, personal safety and crime prevention located in the administrative front office and on the Student Bulletin Board located in the main hallway of our campus.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(6))

Criminal Activity of Abdill Students off-campus

Abdill Career College, Inc. does not offer off-campus student organizations, such as student housing, sororities, fraternities or other organizations. Therefore, Abdill Career College, Inc. does not monitor campus crime statistics for organizations which students may frequent off-campus.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(7))

Drug and Alcohol Policies

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(8) & (9))

Alcohol and Substance Abuse Information

Abdill Career College, Inc. has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides referral services related to drug and/or alcohol use and/or abuse. The information consists of informational materials such as flyers, brochures, resources and counseling services available in the community, as well as school disciplinary actions.

Abdill Career College, Inc. also works with Southern Oregon Drug Awareness program to bring information and education to employees and students.

Services provided by Southern Oregon Drug Awareness are listed below:

- Employee Assistance Program
- Employee Referrals
- Employee Education
- Supervisor Training
- Employer Education
- Seminars
- Newsletter

In addition, Abdill Career College, Inc. also performs random drug/alcohol screening for all students and employees. The random drug/alcohol screenings are selected by computer through Minert & Associates.

Students/employees who may test positive will have the opportunity to immediately enroll in a bona fide drug/alcohol inpatient/outpatient rehabilitation program approved by Abdill Career College, Inc. Upon verification of successful completion of the treatment program and its aftercare program the employee/student may speak with the school owner/director regarding return to work/school.

A violation of any law regarding drugs/alcohol is also a violation the school's Student Conduct policies and will be treated as a separate disciplinary matter by the school.

Sexual Assault Prevention and Response

Abdill Career College, Inc. educates the student and employee community about sexual assaults and date rape through literature such as flyers, brochures, and community resources, which can be found in our administrative front office. This information includes; sexual assault, date rape education, risk reduction, and other topics.

The Medford City Police Department offers sexual assault education and information programs to employees and students upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety and then obtain necessary medical attention. Abdill Career College, Inc. strongly advises that you report the assault to law enforcement officials and/or the Director of the school as soon as possible. Time is critical for evidence collection and preservation.

Reporting the incident to the owner/director of the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgement opinions from school officials.

Filing a police report will:

- Ensure that you receive the necessary medical attention, treatment, and tests, at no expense to you.
- Provide the proper attention to collection of evidence helpful in prosecution, which cannot be obtained later. **(A victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal claim)**
- It will assure that you have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Medford City Police Department, the Medford City Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. A representative from the Medford City Police Department will guide the victim through the available options and support the victim in his or her decisions.

Abdill Career College, Inc. does not employ on-campus counselors. However, a variety of counseling and support services are available throughout the community. These services include:

- Victims of Sex Offenders (800) 551-2934
- Jackson County Victim & Witness (541) 774-8187
- Jackson County Help Line (541) 779-4357
- The Medford City Police Department (541) 770-4783

Abdill Career College, Inc. disciplinary proceedings, as well as guidelines for cases involving sexual misconduct are detailed in this publication (Course Catalog & Student Handbook, and the Employee Policies and Procedures Manual).

Victims of sexual assault or sexual misconduct, and the accused will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing at the school. Both the victim and the accused will be informed as to the outcome of the hearing. A student or employee found guilty of violating the school's sexual assault, sexual misconduct policy could be criminally prosecuted in the courts, and may be suspended, expelled from school/terminated from employment, upon the first violation of this policy. Reports of sexual assault or sexual misconduct to the owner/director of the school mandates that the owner/director contact local law enforcement.

Upon request Abdill Career College, Inc. will work with victims of sexual assault or sexual misconduct to make changes to academic or employment situations after an alleged sexual assault or sexual misconduct, if such changes are reasonably available, if you report the alleged sexual assault or sexual misconduct to the owner/director of the school.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide schools with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the college.

Abdill Career College, Inc. is required to inform the campus community that information regarding registered sex offenders can be obtained from the Medford Police Department at (541)770-4783. In addition interested persons may also contact the State Police Department at (541)776-6114.

(This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.)

EXTERNSHIP (STRUCTURED WORK EXPERIENCE)

(Not available for Insurance Pre-License or Real Estate Broker Programs)

The Abdill Career College, Inc. externship program (also referred to as structured work experience) involves the student as an extern in an actual work experience with a local business. This program will give the student practical work experience and specialized training and will also serve as very specific work experience for a resume. Students participate in this program as volunteers, receiving no remuneration. As a part of our Externship process, Abdill Career College, Inc. has a work hour to externship hour credit that students *may* become eligible for. Eligibility for this depends on a number of criteria and is discussed in detail in our Student Externship Handbook.

Students apply for externship and agree to work in a designated work environment without remuneration. Employers agree to provide specific work experience for each student. Some employer's require students to provide a copy of their Complete Background Check, a drug and alcohol screening, and various other immunizations and/or information as a condition of acceptance into externship. Obtaining a copy of the Complete Background Check, alcohol and drug screening, and all other additional information and/or immunizations is the sole responsibility of the student and must be completed prior to entering into externship (all fees associated with the above items are the responsibility of the student). Abdill Career College, Inc. agrees to provide externship in the Jackson/Josephine County area only for the student after all course work has been successfully completed. Abdill Career College, Inc. will also provide support for the work site supervisor. Supervisors will have specific guidelines to provide the most complete training possible to benefit both the student and the employer. This work experience provides the student with specific work site hours of education and experience.

The student *may* be at the work site full-time following the last book term of the student's program. The work site guidelines will be developed in cooperation with the work site supervisor, the student, program director, and the college externship co-ordinator. There will be a three part periodic evaluation process. Students will evaluate their work/education for the designated time period, the workplace supervisor will evaluate the student's performances and Abdill Career College, Inc. program director's and externship co-ordinator will evaluate the student's progress.

The student will keep a daily record of the hours spent at the work site, and provide the student final evaluation form and all necessary stick tracking sheets, or other required documents as stipulated by program director and the externship co-ordinator. This time sheet record will be turned in to the externship co-ordinator, signed by the student and the site supervisor during the student's exit interview. At the end of the student's externship we ask the supervisor to complete an evaluation report form, which we provide. This form should be put into a sealed envelope with the site supervisor's signature across the seal of the envelope to insure confidentiality. This envelope is given to the student on the last day of the externship and is to be delivered to the externship co-ordinator by the student on the day of the exit interview, and will be reviewed by program director.

The externship aspect of the educational programs provides valuable on-the-job training and experience for the student. Abdill Career College, Inc. maintains working relationships with a variety of Southern Oregon employers expressly for the purpose of placing our students in this environment. Externship placement is done within Jackson/Josephine counties only. We cannot, however, guarantee that every student will be awarded an externship as eligibility is dependent on a variety of criteria. The Student Standards and Regulations (later in this catalog) and the Externship Packet discuss the requirements for this part of our programs. Students are to set the appointment with the Externship Co-ordinator during the first week of their last book term of courses at Abdill Career College, Inc. and must attend the Externship

Orientation as a prerequisite for entering into the externship process. No student is guaranteed an externship unless all eligibility requirements are met.

ABDILL CAREER COLLEGE, INC.
EXTERNSHIP AGREEMENT (POLICY)

(Not available for Insurance Pre-License or Real Estate Broker Programs)

To all students participating in the externship program: Abdill Career College, Inc. works with a variety of facilities within Jackson and Josephine county communities to provide hands-on practical experience for our students who participate in externship. Please be aware that externship consists of volunteering your time to work in a facility **at their convenience** in order to further your educational experience. It is imperative that you understand that these facilities are providing this service as a courtesy only! The right to do externship can be revoked at anytime one of these facilities feels that it is no longer in the best interest of the clients/patients, staff or facility. Some employers require students to provide a copy of their Complete Background Check, a drug and alcohol screening, and various other immunizations and/or information as a condition of acceptance into externship. Obtaining a copy of the Complete Background Check, alcohol and drug screen, and all other additional information and/or immunizations is the sole responsibility of the student and must be completed prior to entering into externship (all fees associated with the above items are the responsibility of the student).

Eligibility to participate in externship requires students to have a grade point of 75% or higher in each course and meet all specific requirements per program, such as immunization records and/or other health and safety requirements as well as all items listed on the white externship envelope.

Participating in externship in no way guarantees employment at the facility. All students are required to dress professionally and conduct themselves in a professional manner and arrive for their scheduled duties according to the rules and regulations of the facility and Abdill Career College, Inc. policies and guidelines at all times. Failure to do so will result in immediate dismissal from the externship portion of your program. Please be aware that externship is required for program completion and graduation status.

Each student **must make an appointment with the externship co-ordinator during first week of their last book term after attending the Externship Orientation in order to proceed with the externship process. You can do this by signing your name on the externship appointment roster that will be provided at Externship Orientation.** Each student will be scored in areas such as; punctuality, appearance, professionalism, preparedness, and a quiz. **Preparedness includes the responsibility of each student ensuring they have copies of all required documents as indicated on their program document sheet which is found on their externship documentation envelope, and a copy is placed on file with the administrative front office, PRIOR to the Externship Orientation and their interview. Students who do not attend the scheduled Externship Orientation, provide a completed Externship Documentation Envelope, and pass the quiz and interview with the externship co-ordinator may not proceed with the externship process and will not receive a program certificate. It is the student's responsibility to make the appointment, obtain appropriate documentation, and attend the Externship Orientation.** Students will be eligible to start externship, one business week (five business days) after completion of their last book term. It is imperative that you treat your appointment with the externship co-ordinator as if it is a job interview. As the different facilities notify us that they are ready for new externs, we will place the student in order of their externship appointment. At that time, you will be given the name and phone number of the person to contact to set up the time and date to meet with an externship site supervisor. You will then be required to stop by the externship co-ordinator's desk/office and pick up the appropriate forms that you will need to take with you to your first meeting. **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU**

CONTACT THE FACILITY TO SCHEDULE YOUR APPOINTMENT ONCE YOU HAVE BEEN GIVEN THE SITE NAME AND PHONE NUMBER. Failure to make the arrangements in a timely manner will make you ineligible for the externship portion of your program and another person will be sent to the site. It is also your responsibility to arrive on time and be ready to work on the designated days established by the externship site supervisor. If you turn down a site that would otherwise accept you for externship, or if you miss three days while doing the externship portion of your program, you will automatically be dropped from the program. You will not be assigned to a different site unless there are extenuating or emergency circumstances which can be documented. In such an instance, the owner/director of the school may review the documentation and other information provided by the student confirming unusual, extenuating, and/or emergency circumstances and make a decision regarding the placement to an alternate site.

STUDENT STANDARDS AND REGULATIONS

Upon paying the designated tuition or providing an accepted method for payment, the students are expected to begin the courses of education to prepare them for a vocation in their chosen program. Abdill Career College, Inc. programs are designed to provide quality education in each vocational field offered in a relatively short period of time. The following standards and regulations will help facilitate our goals.

The items listed below will be furnished as a list along with the enrollment forms. Each student is required to read and initial each of these standards and regulations with the administrative representative or a program director as part of the enrollment process. Initialing each item indicates that the student has read and understood the policy and has had an opportunity to discuss the requirement with an official of Abdill Career College, Inc. prior to beginning courses. Students are encouraged to ask questions on any matter that is unclear to them before signing the documents. These policies will apply in almost all circumstances; however, the owner/director of the school reserves the right to make final decisions in cases of extreme circumstances or unusual situations.

Tardy/Absent Regulations

Once the student has commenced classes at the beginning of a new term, he or she will be given a syllabus and course outline by each instructor for each course to be attended during that term. The number of total absences allowed before a student is dropped from each particular course is as follows:

3 quarter credit hour classes:	Tuesday-Thursday	Dropped at beginning of 3 rd day.
	Mon./Wed./Fri.	Dropped at beginning of 4 th day.
2 quarter credit hour classes:	Meets 2 times/week	Dropped at beginning of 3 rd day.
	Meets 1 time/week	Dropped at beginning of 2 nd day.
1 quarter credit hour classes:	Meets 2 times/week	Dropped at beginning of 3 rd day.
	Meets 1 time/week	Dropped at beginning of 2 nd day.

If the student exceeds the allowed number of absences for any particular course, the student will be dropped from that course starting with the day the student exceeds the absence limit.

Students are required to be in class and ready to begin at the scheduled class time. Tardies will not be recorded up to five minutes into the class. Should a student arrive late for any class, the student is asked to quietly be seated and reserve all questions as to what has been missed until after the class has ended. All students arriving **six minutes late** into any one class will be counted as tardy. **If a student is tardy to any one course three times, the third tardy will automatically convert to one absence for that course.** All students arriving 20 minutes or later into any one class will be counted as absent for the entire class period. Once a student has arrived for the class, the student must be present for the entire class period. Students who leave before the end of the class period will be counted absent for that class, for that day. As stated above, each course is designed with a maximum number of absences allowed for the course. Each absence will count toward that maximum number of absences allowed for that course.

Once the limit has been reached, whether because of absences only, tardies only, or a combination of absences and tardies, the student is automatically dropped from the course. Should a ***life threatening emergency*** arise either to the student, or an immediate family member (i.e. spouse, child, parent) which causes the student to be absent on a day which results in the drop from a course due to excessive absences, the student may petition the owner/director of the school for an emergency need exception. This exception request cannot be considered unless the student provides to the school within 3 business days documentation from a bonafide ***official source*** verifying the ***life threatening emergency*** to the student, their spouse, child, or parent.

Dress Code

Each program has a required dress code which will be clearly stated at enrollment and in the course information provided by the instructor on the first class day of each course. Students must attend all classes dressed as required. In addition to program specific dress code, Abdill Career College, Inc. does not allow our staff or students to have any facial piercing's. Those include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. (One or two ear piercing in the lower lobe of the ear are acceptable.) If you do have any facial piercing's, and do not wish the piercing hole to close, it is **required** while on campus that you find a clear (no-see-em) temporary product to put in each piercing hole that you wish to keep open.

If you are caught on Abdill Career College, Inc. campus wearing any piercing jewelry other than the clear (no-see-em's) (with the exception of one or two ear piercing in the lower ear), you will be asked to immediately take them out. If you are caught a second time, you will be placed on disciplinary status. The third offense will be grounds for expulsion/dismissal. This policy is mandated to help you prepare for your professional

career. Also, no unnatural hair colors such as; purple, blue, orange, green, or spiked hair, are not acceptable dress code for any program at Abdill. If a student arrives to class inappropriately dressed, that student will be asked to leave the class and will be counted absent for that day for that particular course. Students must be in dress code at all times while on campus, or while representing Abdill Career College, Inc. off campus. Dress code is not required for students on campus for brief administrative business.

Jewelry Policy

Abdill Career College, Inc. policies mandate that all staff and student's refrain from all facial piercing's. These include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. (One or two ear piercing's in the lower lobe of the ear are acceptable.) If you do have any facial piercing's, and do not wish the piercing hole to close, it is **required** while on campus that you find a clear (no-see-em) or other appropriate temporary product to put in each piercing hole that you wish to keep open.

Student's and/or staff who are observed to be in violation of this policy will be asked to immediately remove the items. If a second incidence occurs in which you are observed violating this policy you will be placed on official probationary status. The third violation of this policy will be grounds for expulsion/dismissal. This policy has been adopted to help provide protection to student's and staff, and to assist with preparation for professional careers.

Telephone/Cell Phone or Other Electronic Communication Device Policy

The administrative front office phones are not available for student use except for brief, local calls involving family situations, job search responses, transportation solutions or similar instances. A pay phone is available at the front desk. **Under no circumstances will students be allowed to have cell phones or other electronic communications devices turned on during class times or in the hallways at any time while on the second floor of the building.** The definition of a cell phone or other electronic communications device being turned on includes; on vibrate, on silent mode, on text only, or any other means in which the cell phone or other electronic communications device is available for use. All cell phones and/or other electronic communications devices must be turned completely off while on the second floor or in any room on the second floor. All classes run on 50 minute class times, with a ten minute break each 50 minutes. Students may exit the second floor during any break to turn on cell phones and/or other electronic communication devices and check for messages, return calls, or use for other purposes. If a student is anticipating a phone call from family members due to a possible emergency, or from legal or other official persons, the student should give the school administrative front office telephone number ((541) 779-8384) to those individuals and have them call the school directly. One of our administrative front office staff members will come to the classroom to deliver messages of an emergency or urgent nature to the student. With the

availability of providing the school's direct telephone number to individual's, and the school's willingness to immediately notify any student of an emergency or urgent message, there is no circumstance in which a student will need to have or be allowed to have a cell phone or other electronic communication device turned on while on Abdill Career College, Inc. campus. Should a student have a situation in which they are anticipating an emergency or urgent message may be incoming, the student should notify the administrative front office staff that there is a possibility of such a call being received. This will alert staff and make the process of receiving the information you need in a timely manner.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor's desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Incident Weather

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television and radio stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line. Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon

University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes.

Grades/Test/ Assignments Regulations

All students are required to have a minimum passing grade of 75% for each course

completed. Grading policies will be clearly detailed in the information provided by the instructor on the first day of classes. Students who do not meet the minimum passing grade of 75% upon completion of a particular course will have the opportunity to retake the course the very next term that it is offered and available (full tuition will be charged to retake the course). The grade for the failed course will be entered on the student's transcript and will be calculated with the overall grade point average, omitting the previous grade. When the failed course is a prerequisite for a more advanced course, the student will not be enrolled in the advanced course before successful completion of the prerequisite course.

All assignments including homework assignments and handouts are to be handed in on the day they are due for each course, as directed by the instructor. Assignments handed in late will not receive a grade or grade points. All items left blank or incomplete on any assignment at the time it is due will be marked incorrect.

If a student is absent from classes on the date an assignment is due, the student must provide documentation to show that an unusual or extenuating/emergency circumstance prevented the student from handing in the assignment as directed. Documentation must be provided, and permission must be obtained from an administrative front office staff member before the instructor may accept the assignment. The student may make arrangements with another student, family member, or friend to deliver the assignment(s) in a timely manner, to the school on behalf of the student when the absence is known in advance.

This may seriously effect the overall grade point average of the course. Students are encouraged to complete all homework, handouts, and other assignments on time, and turn them in as directed by the instructor for each course to avoid a no grade on their assignments.

All tests must be taken during regularly scheduled class times. Any tests not taken on the day scheduled for the exam will receive a 0 (Zero) grade on the records. This may seriously effect the overall grade point average of the course. The only exception shall be if the student presents documentation to show unusual or extenuating emergency circumstances to an administrative front office staff member, and the administrative front office staff member finds that such unusual or extenuating circumstance existed, and gives authorization for a test to be made up. It is the student's responsibility to contact the instructor within two class days of the original exam or test, to make arrangements to make up the test or exam. Failure to do so will result in a 0 (Zero) grade for that test.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructor's desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

Probationary Status (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructor's will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses, or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days for violation of a school policy or procedure, and until the end of the current term if it is academic probationary status.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director or the school director.

The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

When a student has been placed on probationary status, the student must take steps to correct the issue immediately. If a student fails to correct the problem, improve academic requirements, or has a second incident during the 45 day probationary status, the student may be terminated from their program. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Upon successful completion of the probationary status, the student will receive written notification of the reinstatement to non-probationary status. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Failure/Dropped from Course Requirements

In the event that a student is dropped by an instructor because of absences in excess of the stated limit, and the student has a valid reason acceptable to the instructor and a program director for non-attendance, that student may retake the course **one** additional time (full tuition will be charged to retake the course). The course must be taken the next term that it is offered and available. No more than **one** additional time will be permitted. In the event a student does not complete a course with a grade of 75% or above, the student shall be given the opportunity to retake the course one additional time (full tuition will be charged to retake the course). The course must be taken the very next term the course is offered and available. Should the student receive a score of less than 75% the second time through a course, the student will be ineligible to complete their program at that time.

Students must complete each course including externship within the program to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program (all programs must be completed within 1.5 times the length of the program), the student must be terminated from the program or the student may choose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement and attend new student orientation for the new program goal.

Such decisions will be made in cooperation with a program director and/or the owner/director of the school and the student. When a third-party payer is involved, the student's third party counselor will also be consulted.

All fees paid for the program at that point will remain the property of Abdill Career College, Inc. as outlined in the tuition refund portion of the enrollment form and elsewhere in this handbook. All required fees will be charged again if the student returns

after the six-month waiting period.

It will be recommended that the student who does not receive a program certificate, acquire tutoring, classes or other means to build the appropriate skills before re-registering for classes.

Leave of Absence (*Definition of Leave of Absence*)

Definition:

Leave of Absence - Leave of absence means students will stop attendance to all courses within their program for the term the leave of absence is requested. Students must complete the Leave of Absence request forms located in the administrative front office of the school.

Duration:

A leave of absence begins on the date the student makes the request in writing to the administrative front office of the school, and will continue for the duration of the current term the student was in when the request was made and will continue until the end of the term immediately following the current term. Leave of absence may only be used once during the student's academic program and will be valid only for one term (plus the remainder of the term in which the request was made). Extenuating situations or state, federal licensing/certifying requirements may warrant exceptions for additional time on leave of absence. Exceptions requested for additional time must be submitted to the owner/director of the school for approval. All students will be required to complete the Return from Leave of Absence form when resuming their program. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the request for leave of absence.

Please Note: The Limited X-Ray Technician and Dental Assistant programs have specific enrollment criteria due to regulatory agency controls. Because of this both of those programs have core courses that only rotate around approximately every six months. Students enrolled in the Limited X-Ray Technician and Dental Assistant programs may only take a leave of absence during the externship portion of their program. Requesting a leave of absence at any other time may mean that the student will not be able to complete either of those two programs within the required 1.5 times the length of the program. Students need to be aware of this requirement when considering enrollment into either one of these programs.

If, after beginning courses in a program, a student realizes there are personal unforeseen circumstances that will temporarily interfere with the workload of courses and study requirements, the student may elect to take a leave of absence from the program. When a

student takes a leave of absence during the first week of a term, the courses for that term will not count as one of the two times the student is allowed to take a course. When a student takes a leave of absence *after* the first week of a term, retaking those courses *will* count as one of the two times each student is allowed through a course. Leave of absence may not exceed one term. If a student does not return after one term, the student will be terminated from the program. (Students taking leave of absence during externship, can return before the five week period is up.) In the case where a student wishes to return to school but has been terminated from the original program because they have exceeded the maximum time frame for a leave of absence, the student will be required to re-enroll in their program and start *from the beginning*, or may choose to change program goals and enroll in a different program. If a student who is working with an agency or other third-party payer elects this option, it will be the sole responsibility of the student to notify his/her third party counselor of this decision, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorizations in writing to the school prior to making any changes in the program. An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the students financial aid, prior to making any changes in programs).*

In the case of a student who is not enrolled through an agency or other third-party payer, and therefore does not have a third party counselor from whom to obtain authorization discussed above, the student must give notice of the intention to take a leave of absence in writing to the school prior to the date the leave of absence will commence. If a student does not return after one term, the student will be terminated from the program. The student and an Abdill Career College, Inc. official and/or program director must agree on a written plan for the student's return. The plan, acknowledged in writing by both parties, shall be placed in the student's file prior to the date the absence is to commence.

Withdrawal from Courses

Definition:

Withdrawing from one or more courses during a term while continuing to take one or more courses during the scheduled term. Students receiving Federal Financial Aid must remain enrolled in at least 51% of courses for that term in order to meet Satisfactory Academic Progress (SAP).

If a student, after beginning courses in a program, decides that he/she is not able to handle the academic workload of course material and the number of courses assigned in a particular term, the student may elect to withdraw from a course or courses and take fewer

courses in order to reduce the academic workload during a term. When a student withdraws from one or more courses during the first week of a term, the course(s) for that term will not count as one of the two times the student is allowed to take a course. When a student withdraws from one or more courses *after* the first week of a term, retaking those courses *will* count as one of the two times each student is allowed through a course. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the Request to Withdraw from courses. If a student who is working with an agency or other third-party payer chooses this option, it will be the sole responsibility of the student to discuss this change with his or her third party counselor, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorizations in writing to the school prior to making any changes in the program. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the students financial aid, prior to making any changes in programs).*

An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes.

In the case of a student who is not enrolled through an agency or other third-party payer and therefore does not have a third party counselor from whom to obtain such authorization, the student must give notice of intention to reduce the academic workload by withdrawing from courses in writing prior to making any changes in the program of study. An Abdill Career College, Inc. official or a program director will make every effort to work with the student to reduce the number of courses taken each term in order to facilitate the quality education at a workable rate for the student.

All students are required to complete all courses in certificate programs with a minimum 75% score and within 1.5 times the length of the program in order to receive a certificate of completion for that program. If a student chooses to withdraw from any course designed as part of a program, the student must ensure that the course is completed within a time frame worked out between the student and an Abdill official or a program director.

Dropping Elective Courses

Definition:

Elective courses are courses students choose to add to their main program goal to enhance their education and career goals.

Students may choose to add courses in addition to those required to complete certificate

programs. These courses are considered elective courses. If a student chooses to participate in an elective course and then decides not to continue to participate in that course, the student may drop the course by obtaining a withdrawal form from the administration office. Dropping an elective course will not effect the student's grade point average or effect the certificate of completion for the chosen program. Refund policies as discussed elsewhere in this catalog will apply to dropped courses.

Change of Name/Address/Counselor/Payor Policies

Students must provide the administrative front office notice when a change in the students name occurs for any reason, (i.e. marriage, divorce etc.), the students address/telephone number changes (i.e. moving, voluntary change of phone number, message number changes etc.), or the student has a change in counselor or third party payor information (i.e. vocational rehabilitation counselor, Job Council counselor, etc.).

This notice must be in writing (the proper form can be obtained in the administrative front office of the school) and received in the administrative front office no later than three business days following the change. A copy of all supporting documentation regarding the change must accompany the notice.

Supporting documentation which must accompany the notice for any changes, must be an official document which can verify the change in the students status.

Some examples are listed below and may include:

- *New State Valid Drivers License*
- *New State Valid Identification Card*
- *Marriage Certificate*
- *Divorce Decree*
- *Rent Receipt in the Students Name*
- *Utility Bill in the Students Name Showing New Address*
- *Name or Address Change Verification from Department Motor Vehicles*
- *Letter or Notice from Counselor clearly stating the change*

Some examples that are ***not acceptable*** as supporting documentation may include:

- Letter from Friend or Relative
- Letter from Student without Supporting Documentation
- Rent Receipt in someone else's name
- Utility Bill in someone else's name

Students who fail to supply the required documentation regarding the change and/or notify the administrative front office in writing within three business days of the change, shall be subject to disciplinary action and may be placed on probationary status with the school.

Student Conduct Policies

Absolutely no chewing gum or tobacco allowed in classes and/or on the second floor.

No foods or drinks allowed in labs. Food or drinks allowed in all other classrooms at the instructor's discretion.

Cheating will not be tolerated. If we have reason to believe or have evidence that a student is involved in cheating, Abdill Career College, Inc. may require the student to discontinue attendance for the remainder of the term in which the incident occurred and retake all courses over the very next term they are offered and available (additional lab fee, full tuition will be charged to retake all courses, and purchase of new workbooks may be required) or expel the student or students involved in the incident from the school permanently.

Students are required to conduct themselves in a professional manner at all times while on the school premises. Foul language, gossip, creating or facilitating rumors false or otherwise, will not be tolerated while on campus. During all class times, students are expected to be attentive to the instruction and material presented. Interrupting the lectures, rudeness to the instructor or other students, as well as loud or disruptive behavior, are considered unprofessional in manner and will not be tolerated by Abdill Career College, Inc. staff. Students will receive a written warning that they are being placed on probationary status on the first incident and may be expelled from a course/program upon the second violation for any of the above misconduct.

Drug/Alcohol Policies

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves

the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws without a valid medical prescription. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

For any violation of the above policies and procedures, disciplinary action will be taken. Disciplinary action may include any of the following; immediate dismissal from the program or courses in which the student is enrolled, referral of the matter to local law enforcement, a written warning that the student is being placed on probationary status on the first incident/violation, with automatic suspension upon the second incident/violation. In all cases of violation of school policies documentation regarding the incident will be placed in the student's file and all necessary third party counselors will be notified.

Abdill Career College, Inc. reserves the right to terminate the enrollment of any student if we have reason to believe or have evidence of a violation of any of the student conduct policies or for non-payment of fees. If the enrollment of a student is terminated by Abdill Career College, Inc., tuition refund, if any, will be prorated as described on the enrollment agreement and as set forth in this catalog.

Problems/Complaints

All students are encouraged to immediately report any verbal, physical or sexual misconduct, harassment, problems or other complaints because of other students, instructors or other staff members. Students may report problems to an instructor, administrative front office staff member, program director or the owner/director of Abdill

Career College, Inc. Strict confidentiality for the student will be maintained if at all possible, and all efforts to resolve the problem will be immediately handled through appropriate channels.

Tobacco Policy

Abdill Career College, Inc. tobacco policy includes; cigarettes, chew, pipes, cigars, or any other type of tobacco products. Smoking or using any type of tobacco products on the second floor, or anywhere inside the building is not acceptable. Smoking or using tobacco products is acceptable outside of the building provided students remain a minimum of 20 feet away from all entrances and exits. Students found violating this policy are subject to the same disciplinary action as for violation of any other policy.

Secondary Program Descriptions

Insurance Pre-License Certificate:

Abdill Career College, Inc. and Advanced Educational Programs (ACC/AES) insurance pre-license courses are designed to provide students with instruction and review of all general principles, practices and laws related to the major license classes designated by the Oregon Insurance Division. This information is designed not only for those wishing to successfully pass the ITC exams, but also for those wishing to obtain a working knowledge of the insurance industry and related laws. This education is designed to give students skills in an entry level position.

Real Estate Broker Certificate:

Abdill Career College, Inc. provides pre-license courses for Brokers. The student is taught with state licensing exams in mind and with the reality of the real estate profession as well. All Abdill real estate courses are approved by the Oregon Real Estate Agency. This education is designed to give students skills in an entry level position.

Students will study; real estate law, real estate finance, real estate practices, real estate contracts and agency law, and real estate property management/brokerage as they pertain to real estate brokers. The Real Estate Agency requires 150 hours of pre-license education for this vocation.

INSURANCE PRE-LICENSE

Abdill Career College, Inc. and Advanced Educational Programs (ACC/AES) insurance pre-license courses are designed to provide students with instruction and review of all general principles, practices, and laws related to the major license classes designated by the Oregon Insurance Division. Courses will include information on Oregon Insurance Law (also called Code), Life Insurance, Health Insurance, and Property and Casualty Insurance. This information is designed not only for those wishing to successfully pass the ITC exams, but also for those wishing to obtain a working knowledge of the insurance industry and related laws. This education is designed to give students skills in an entry level position.

All courses must be completed with the State required number of hours per course. All fees for the course must be paid online. This course is an online course and can be accessed through www.abdill.com and click on the “New Proschools” login.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Oregon Insurance Law (also called code)	Online Course	As stated online
Life Insurance	Online Course	As stated online
Health Insurance	Online Course	As stated online
Property and Casualty Insurance (also called General Lines)	Online Course	As stated online
Total Approximate Cost of Books		As stated online

REAL ESTATE BROKER

Abdill Career College, Inc. provides pre-license courses for Brokers. The student is taught with state licensing exams in mind and with the reality of the real estate profession as well. All Abdill real estate courses are approved by the Oregon Real Estate Agency. This education is designed to give students skills in an entry level position.

Students will study; real estate law, real estate finance, real estate practices, real estate contracts and agency law, and real estate property management/brokerage as they pertain to real estate brokers. The Real Estate Agency requires 150 hours of pre-license education for this vocation.

Each course must be completed within one term (5 weeks). Students who find that they need to retake a course must do so the next term that it is offered. All fees for the course must be paid on or before the first day of class. Employment positions for the pre-license programs are entry level positions.

All courses are subject to availability and schedules may change without prior notice. For the convenience of currently employed students, these courses may be taken either by live classroom courses, or by video courses. No substitution of live classroom courses for video courses will be allowed. Students must complete the curriculum under the enrolled option of video or live classroom instruction.

<u>Course:</u>	<u>Text:</u>	<u>Prices:</u>
Real Estate Law	ACC Real Estate Law Text	\$ 85.00
	Real Estate Agency Questions & Answers	\$ 20.00
Real Estate Finance	ACC Real Estate Finance Text	\$ 85.00
	Real Estate Agency Questions & Answers (included above)	\$ 00.00
Real Estate Practices	ACC Real Estate Practices Text	\$ 85.00
	Real Estate Agency Questions & Answers (included above)	\$ 00.00
Real Estate Property Management/Brokerage	ACC Property Management/Brokerage Text	\$ 85.00
	Real Estate Agency Questions & Answers (included above)	\$ 00.00
Real Estate Contracts/Agency Law	ACC Real Estate Contracts/Agency Law	\$ 85.00

Real Estate Law	=	\$ 285.00
Real Estate Finance	=	\$ 285.00
Real Estate Practices	=	\$ 285.00
Real Estate		
Property Management/Brokerage	=	\$ 285.00
Real Estate Contracts/Agency Law	=	\$ 285.00
Total State/County Fees (approximately)	=	\$ 375.00
Lab Fee	=	\$ 75.00
Maximum Registration Fee	=	\$ 150.00
Total Book Estimate	=	\$ 445.00
Dress Code (approximately)	=	\$ 250.00
Miscellaneous Supplies Estimate	=	<u>\$ 40.00</u>
Total all fees for entire program (approximately)	=	\$2,760.00

NOTE: ALL COURSES, BOOKS, LAB FEES, AND REGISTRATION FEES MAY BE PURCHASED INDIVIDUALLY, OR AS AN ENTIRE PROGRAM.

Abdill Career College, Inc.
Program Course Schedule

<p>REAL ESTATE BROKER Pre-License Certificate 25 Weeks, No Externship Required for this program 150 Clock Hours / 15 Quarter Credit Hours</p>
--

<u>Course Name</u>	<u>Credit Hours</u>	<u>Day</u>	<u>Time</u>
RE 1 Oregon Real Estate Law (Alternate Time as Scheduled)	3	TTR MW	5:30pm-9:30pm 5:30pm- 9:30pm
RE 2 Real Estate Finance (Alternate Time as Scheduled)	3	TTR MW	5:30pm-9:30pm 5:30pm- 9:30pm
RE 3 Real Estate Practices (Alternate Time as Scheduled)	3	TTR MW	5:30pm-9:30pm 5:30pm- 9:30pm
RE 4 Real Estate Property Management/ Brokerage (Alternate Time as Scheduled)	3	TTR MW	5:30pm-9:30pm 5:30pm- 9:30pm
RE 6 Real Estate Contracts/Agency Law (Alternate Time as Scheduled)	3	TTR MW	5:30pm-9:30pm 5:30pm- 9:30pm
Total Credits	15	credit hours	

AS AN OPTION, STUDENTS MAY TAKE THESE COURSES BY VIDEO TAPE INSTEAD OF THE LIVE CLASSROOM INSTRUCTION. HOWEVER, STUDENTS MAY NOT MIX LIVE CLASSROOM INSTRUCTION WITH VIDEO COURSES.

VIDEO COURSES MAY BE TAKEN MONDAY THROUGH FRIDAY FROM 8:00AM-5:00PM.

client's trust accounts, advertising, public relations, office policies, private transactions of licensees, disciplinary actions on licensees, financial records, reconciliation, interest bearing accounts, commingling of funds, earnest money, advance fees, office facilities, regulating requirements for real estate offices, broker license requirements, laws, rules, and regulations regarding neutral escrows, and co-op transactions, financial reports such as income statements, balance sheets, tax returns, payroll, non-financial records such as listing files, transaction records, advertising folders, competitive market analysis records and reports.

RE 6

Real Estate Contracts & Agency Law -

3 quarter credit hours

Satisfies the Oregon Real Estate Agency education requirement on this topic. Covers the common Law of Agency, including in depth study of fiduciary requirements and application to real estate brokerage, ORS 696.800. Seq. Generally, emphasis on affirmative requirements of an agent to clients and others, common real estate contracts, listings, leases, land sales contracts, offers to purchase, state-specific requirements for contracts.