

**Altierus Career College – Everett & Tacoma**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 02/07/18**

■ **ADDENDUM:** The underlined language below was added to the Transcript and Diploma Release section and is effective on April 1, 2018:

**TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$7.50 per copy.

Altierus is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <https://www.altierus.edu/alumni> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

**Note:** Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

■ **ADDENDUM:** The programs offered table has been updated to reflect the teach-out of all the programs.

**PROGRAMS OFFERED**

PROGRAMS	Credential	Tacoma	Everett
Dental Assistant	Diploma	X*	X*
Massage Therapy	Diploma	X*	X*
Medical Administrative Assistant	Diploma	X*	X*
Medical Assistant	Diploma	X*	X*
Medical Insurance Billing and Coding	Diploma	X*	X*
Pharmacy Technician	Diploma	X*	X*
*Enrollments are no longer accepted in this program			

■ **ADDENDUM:** The following calendars have been updated.

DIY/Jr. Blended and All Shifts Dental Assistant Massage Therapy Medical Assistant Medical Administrative Assistant Medical Insurance Billing and Coding Pharmacy Technician 2017 – 2018		DIY/Jr. Blended and All Shift Student Holiday/Breaks 2017 - 2018		
Start Dates	End Dates	Holiday/Student Breaks	Start Dates	End Dates
11/6/2017	12/1/2017	Thanksgiving Holiday	11/23/2017	11/26/2017
12/4/2017	1/5/2018	Christmas & New Year Holidays	12/23/2017	1/1/2018
1/8/2018	2/2/2018	Martin Luther King Day	1/13/2018	1/15/2018
2/5/2018	3/2/2018	Presidents Day	2/17/2018	2/19/2018
3/5/2018	3/30/2018	Student Break	3/31/18	4/8/18
4/9/2018	5/4/2018	Memorial Day	5/26/2018	5/28/2018
5/7/2018	6/1/2018	Student Break	6/30/18	7/8/18
6/4/2018	6/29/2018	Labor Day	9/1/2018	9/3/2018
7/9/2018	8/3/2018	Student Break	9/29/18	10/7/18
8/6/2018	8/31/2018	Thanksgiving Holiday	11/22/2018	11/25/2018
9/4/2018	9/28/2018	Christmas & New Year Holidays	12/22/2018	1/1/2019
10/8/2018	11/2/2018			
11/5/2018	11/30/2018			
12/3/2018	1/4/2019			

■ **ADDENDUM:** The following links have been updated.

Old	New
<a href="http://www.Altierus.org">www.Altierus.org</a>	<a href="http://www.Altierus.edu">www.Altierus.edu</a>
<a href="http://www.AltierusCares.org">www.AltierusCares.org</a>	<a href="http://www.AltierusCares.com">www.AltierusCares.com</a>