

**Altierus Career College – Everett & Tacoma**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/18**

■ **ADDENDUM:** The additional transcript fee is \$10.00 as shown in the Transcript and Diploma Release section below.

**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 \$10.00 per copy.

Pursuant to Florida law, any student enrolled at or seeking an official transcript from a Florida campus will not be eligible to receive an official transcript if the student is determined to be in default in making legally required payments on any student loan made or guaranteed by the State of Florida or its agencies (such as the Florida Office of Student Financial Assistance (“OFSA”)), including any OFSA scholarship loan, student loan, or guaranteed loan. Any such student may not receive an official transcript until the loan is paid in full or the default status has been removed.

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.

**\*Effective April 1, 2018**

■ **ADDENDUM:** The following language was updated in the catalog and is effective on March 1, 2018:

**ACADEMIC COUNSELING AND READINESS**

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

Acceptable measures of academic readiness that do not require counseling or remediation include:

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

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Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	70%	70%
External Institution ACCUPLACER (1 <sup>st</sup> Generation)	80+Sentence Skills 76+Reading	74 Elementary Algebra
ACCUPLACER (Next Generation)	263+Reading 263 + Writing	263+ Arithmetic
Compass	85+ Reading 74+ Writing	50+Math

If evidence of Academic Readiness cannot be provided as described above, the student must take the required assessment. For diploma students, the *MyReadinessTest*, a non-proctored, web-based assessment of fundamental math, reading, and writing skills must be taken. For Degree students, including Nursing and Surgical Technology students, ACCUPLACER, a proctored, nationally-normed web-based assessment of fundamental math, reading, and writing skills must be taken.

**Academic Readiness for Nursing and Surgical Technology Programs**

All Nursing and Surgical Technology Programs require administration of Test of Essential Academic Skills (TEAS). The TEAS is an entrance exam intended to predict the success of students in nursing and Surgical Technology programs. Documentation that a nursing associate degree or surgical technology student has met the applicable requirements above must be retained and present in the student's file prior to enrollment.

**Nursing, Associate in Science Degree**

Applicants must achieve a composite score of 66 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

**Surgical Technology, Associate in Science Degree**

Applicants must achieve a composite score of 60 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

**Academic Readiness Interventions**

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

Degree students scoring below 263 in reading, writing, and arithmetic must meet with an advisor to discuss the required academic support course(s).

**Online Readiness**

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

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**Retaking Assessments**

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

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

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

■ **ADDENDUM:** The Retaking Failed Coursework section below was updated in the catalog and is effective on March 1, 2018:

**Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Students in diploma programs may not exceed three attempts of courses. Students in degree programs must request permission to repeat a course after the second attempt to pass. Each attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. If a student doesn't pass a course after three attempts in a diploma program or if a course retake request is denied for a required course in a degree program, the student will be dismissed due to their inability to meet the program requirements for graduation.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

■ **ADDENDUM:** The Academic Forgiveness language below was added to the catalog and is effective on March 1, 2018:

**Academic Forgiveness**

Academic Forgiveness offers a fresh start to students who have been separated from the college for a period of at least one (1) year and who wish to re-enroll. The student can re-enroll into the same or a different program. The student's grade point average begins with the new matriculation date; however, the former record will remain on the transcript. The student will retain the credits for any course(s) in which a grade of C or better was earned. This offer is only available once throughout the students' academic career with Zenith. Please refer to the student re-entry and the Administration of VA Benefits policy. Any academic forgiveness does not alter the student's CGPA or affect MTF for purposes of Title IV SAP assessments and Title IV SAP.

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

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- **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		
		Holiday/Student Breaks	Start Dates	End Dates
		Thanksgiving Holiday	11/23/2017	11/26/2017
		Christmas & New Year Holidays	12/23/2017	1/1/2018
		Martin Luther King Day	1/13/2018	1/15/2018
		Presidents Day	2/17/2018	2/19/2018
		Student Break	3/31/18	4/8/18
		Memorial Day	5/26/2018	5/28/2018
		Student Break	6/30/18	7/8/18
		Labor Day	9/1/2018	9/3/2018
		Student Break	9/29/18	10/7/18
		Thanksgiving Holiday	11/22/2018	11/25/2018
		Christmas & New Year Holidays	12/22/2018	1/1/2019
Start Dates	End Dates			
11/6/2017	12/1/2017			
12/4/2017	1/5/2018			
1/8/2018	2/2/2018			
2/5/2018	3/2/2018			
3/5/2018	3/30/2018			
4/9/2018	5/4/2018			
5/7/2018	6/1/2018			
6/4/2018	6/29/2018			
7/9/2018	8/3/2018			
8/6/2018	8/31/2018			
9/4/2018	9/28/2018			
10/8/2018	11/2/2018			
11/5/2018	11/30/2018			
12/3/2018	1/4/2019			

- **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>