ARIZONA COLLEGE®

2026

ACADEMIC CATALOG

Get the Professional
ADVANTAGE

Glendale campus

2026 ALLIED HEALTH ACADEMIC CATALOG ADDENDUM

REVISED 02.19.26

P 31: Updated Admissions Section Massage Therapy Only

REVISED 05.04.26

P 5: Updated Term Schedule & Holidays
P 33: Updated Transfer of Credits to Arizona College
P 46: Updated Academic Leave of Absence (LOA)
P 48: Arizona State Board for Private Postsecondary Education Link
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REVISED 08.31.26

P 31-32: Updated Admissions Section Pharmacy Technician and Massage Therapy Only
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REVISED 10.12.26

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Students working at a laminar flow hood at Glendale, AZ

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The information contained in this catalog is true and correct to the best of my knowledge.

Signature of College Official

Information is current as of 10/12/2026 at the time of publication. This catalog is valid through 12/31/2026. Arizona College reserves the right to change the terms and conditions outlined in this catalog. Updated information, including additions and amendments, are available via **https://www.arizonacollege.edu/consumer-information/.** It is the responsibility of applicants and students to check online for updates in publication and abide by the policies within. The catalog published online supersedes all previously published editions and is in effect until a subsequent catalog is published.

THE CHALLENGE

On behalf of the entire Arizona College team: Welcome! It is our honor to support you on your educational journey.

Taking the next steps toward your healthcare career is an exciting and pivotal moment. Ahead of you is a rigorous curriculum designed to give you the technical knowledge, hands-on learning, and critical skills to prepare you for your future. Our faculty, staff, and partners are all looking forward to guiding you through the program and toward your goals.

At Arizona College, we believe in providing clear expectations and holistic support for each of our students. This catalog includes detailed information to answer your questions about the Arizona College program, policies, and procedures. Additionally, there are several support teams outlined throughout the catalog available to answer any additional questions and provide assistance.

Thank you for choosing Arizona College to pursue your education. Here is to your bright future and the amazing impact you will make in the community!

Jason E. Anderson
CEO

GENERAL INFORMATION

Glendale campus

QUICK LINKS

855.706.8382

REQUEST INFO

ABOUT ARIZONA COLLEGE

Glendale campus

MISSION

Our Mission is to prepare students to participate in society and the workforce as productive, responsible, and engaged citizens and as educated individuals to meet the community's future healthcare needs. This is accomplished through living our values and focusing on teaching within a highly structured and disciplined educational environment.

Our personalized, culturally rich, and dynamic learning environment fosters faculty, staff, and student engagement. Through didactic and clinical learning, students gain skills, attributes, and abilities that foster personal and professional growth, while preparing them as competent employees in their chosen health field.

GOALS

- Provide educational programs and career development opportunities for students pursuing careers in the health professions.
- Provide highly motivated faculty and industry standard equipment in support of educational success within an environment that nurtures professionalism.
- Embrace systematic assessment and evaluation of program outcomes and processes for program improvement and optimizing student success.
- Prepare graduates with employable entry-level knowledge and skills in the health professions that contribute to addressing workforce needs in the community.

ACCREDITATIONS

The Accrediting Bureau of Health Education Schools (ABHES) institutionally accredits Arizona College and is listed by the United States Department of Education as a nationally recognized accrediting agency.

ABHES
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550
https://abhes.org

American Society of Health-System Pharmacists (Glendale and Mesa Campus)
7272 Wisconsin Ave.
Bethesda, Maryland 20814
(866) 279-0681

APPROVALS, LICENSURES, & MEMBERSHIPS

The college is a member of or associated with the following agencies:

- Licensed by Arizona Board for Private Postsecondary Education
- Member of Career Education Colleges and Universities
- Member of the Arizona Private School Association

Certificates are available for viewing in the main lobby of the college.

Any enrolled or prospective student who wishes to review the documents describing the institution's accreditation, and its State, Federal or tribal approval or licensing, should contact Wendy Soliz, Manager of Internal Audit at wsoliz@arizonacollege.edu.

LICENSE & CERTIFICATION REQUIREMENTS

Arizona College's programs are designed specifically for Arizona state licensure and certification requirements.

The Medical Assisting with Phlebotomy curriculum does not meet the state educational requirements for licensure or certification in Washington, and the Pharmacy Technician curriculum does not meet the state educational requirements for licensure or certification in California, Massachusetts, Minnesota, Nevada, North Carolina, North Dakota, and Rhode Island.

If it is your intent to be employed in another state following graduation, please reference those state's licensure and certification requirements. Additional information about Arizona College's programs may be found on the Arizona College Consumer Information page at https://www.arizonacollege.edu/consumer-information/ under Arizona College Professional Licensure Disclosure.

COLLEGE HISTORY

Arizona School of Pharmacy Technology was founded in 1991 by pharmacists to provide a quality source of Pharmacy Technicians to the valley pharmacy community. In 1995, Eduvision, Inc., an educational services corporation with over 20 years experience in allied health education, purchased the school and changed its name to Arizona College of Allied Health. In 1996, Arizona College of Allied Health moved from the Scottsdale Airpark to 19th Avenue and Indian School Road. The larger facility allowed the college to add Medical Assistant and Health Information Specialist to its programs.

The college again relocated to 4425 West Olive in Glendale, Arizona. This 32,953-foot facility allowed the addition of new programs, as well as an increase in student populations. In 2012, the name was changed to Arizona College and a second campus was added in Mesa, Arizona.

MAIN CAMPUS

Texas County Technical College is located at 6915 South Highway 63 in Houston, Missouri. This campus offers an Associate of Science Degree in Nursing and a Certificate for Practical Nursing. These programs are not available at the Arizona College non-main campuses.

NON-MAIN CAMPUSES

The Glendale campus is located on the corner of 43rd and Olive Avenue in Glendale, Arizona. It has over 30,000 square feet and offers all Allied Health programs. The campus has three Medical Assistant Labs equipped with medical office amenities such as five examination tables and three EKG machines. The campus also consists of two Massage Therapy Labs utilizing twelve massage tables, chairs, face cradles, stools and other spa and anatomy teaching aids. The one Dental Assistant Lab is equipped with three dental chairs and two radiology units with computer stations to utilize state-of-the-art digital x-ray software as well as a classroom setting for didactic learning. In addition, the campus has four Computer Labs and five lecture classrooms along with one Pharmacy Technician Lab equipped with Laminar flow hoods and a Nexsys crash cart.

The Mesa campus is located off of Main Street in Mesa, Arizona. It has over 24,000 square feet and offers only Allied Health programs. The campus has two Medical Assistant Labs equipped with medical office amenities such as examination tables and EKG machines, one Dental Assistant Lab equipped with two brand new ergonomic dental chairs, two radiology units and computer stations to utilize state-of-the-art digital x-ray software. The campus also has one Pharmacy Technician Lab equipped with two brand new Laminar flow hoods and a Nexsys crash cart, three computer labs and three large classrooms including one with carpet that allows students to have hands-on experiences learning CPR/BLS techniques.

All locations have ample parking. The classrooms and laboratories provide a working health care environment for its educational programs. All facilities are accessible to people with disabilities.

HOURS OF OPERATION

Monday–Thursday: 7:30 am–11:30 pm
Friday: 7:30 am–5:00 pm
Saturday: 9:00 am–1:00 pm
Sunday: Closed

These are our general hours of operation. Please contact the campus for specific times.

2026 TERM SCHEDULE

ALLIED HEALTH START DATE	HEALTH CARE ADMINISTRATION AND MEDICAL BILLING & CODING SPECIALIST COMPLETION DATE	MEDICAL ASSISTANT WITH PHLEBOTOMY COMPLETION DATE	PHARMACY TECHNICIAN COMPLETION DATE	MASSAGE THERAPY COMPLETION DATE	DENTAL ASSISTANT COMPLETION DATE
01/12/2026	08/07/2026	08/14/2026	09/04/2026	09/11/2026	10/02/2026
02/16/2026	09/11/2026	09/18/2026	10/09/2026	10/16/2026	11/06/2026
03/23/2026	10/16/2026	10/23/2026	11/13/2026	11/20/2026	12/11/2026
04/27/2026	11/20/2026	11/27/2026	12/18/2026	01/01/2027	01/22/2027
06/01/2026	01/01/2027	01/08/2027	01/29/2027	02/05/2027	02/26/2027
07/06/2026	02/05/2027	02/12/2027	03/05/2027	03/12/2027	04/02/2027
08/10/2026	03/12/2027	03/19/2027	04/09/2027	04/16/2027	05/07/2027
09/14/2026	04/16/2027	04/23/2027	05/14/2027	05/21/2027	06/11/2027
10/19/2026	05/21/2027	05/28/2027	06/18/2027	06/25/2027	07/16/2027
11/23/2026	06/25/2027	07/02/2027	07/23/2027	07/30/2027	08/20/2027

2026 HOLIDAYS

2026			
January 1	New Year's Day	**July 3-4**	Independence Day
January 19	Martin Luther King Jr. Day	**September 7**	Labor Day
February 16	President's Day	**November 11**	Veteran's Day
May 25	Memorial Day	**November 26 - 27**	Thanksgiving Holiday
June 19	Juneteenth	**December 21 - 25**	Winter Break

ARIZONA COLLEGE®

PROGRAMS OF STUDY

Glendale campus

QUICK LINKS

855.706.8382

REQUEST INFO

DENTAL ASSISTANT

Glendale campus

Dental Assistant program is offered at the Glendale and Mesa campuses.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

Dental assistants aid dentists in the examination and treatment of patients. Their duties include taking and developing x-rays, assisting in the operatory (four-handed dentistry) and the construction and preparation of temporary crowns and bridges. The dental assistant is also involved in the efficient operation of the dental practice. Insurance, patient relations, billing and the greeting of patients, are some of the duties performed by the dental assistant. Generally, the size of the dental practice and an assistant's responsibilities determine the scope and compensation of the job.

OBJECTIVE

The objective of Arizona College's Dental Assistant program is to provide a sound educational environment for instruction and training to equip its graduates for entry level jobs as dental assistants.

EQUIPMENT

To complete the training objective of the college, the following equipment is utilized: computers and printers, fully-operational operatory with manual and digital x-ray machine and x-ray chair, x-ray mannequin, dental instruments, autoclave, model trimmers, dental lathe, dental vibrators, dental chairs, stethoscopes, sphygmomanometers, oral thermometers, masks and gloves, television, video cassette recorder, DVD player, overhead projector and other expendable items necessary to complete training objectives.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Blended

Glendale campus

The academic portion of the Dental Assistant program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 38 weeks.

DENTAL ASSISTANT - SCHEDULE OF COURSES

COURSE	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, INTERNSHIP	CREDITS
DENTAL THEORY					
DENT 112	Infection Control & Medical Emergencies	17	17	-	2.5
DENT 113	Dental Basics & Chairside Assisting	34	-	-	3.0
DENT 125	Radiology	34	-	-	3.0
DENT 126	Restorative Dentistry	34	-	-	3.0
DENT 127	Oral Health	34	-	-	3.0
DENT 128	Dental Specialties	34	-	-	3.0
DENTAL CLINICAL PROCEDURES					
DCP 104	Chairside Assisting Lab	-	34	-	1.5
DCP 105	Radiology Lab	-	34	-	1.5
DCP 106	Restorative Dentistry Lab	-	34	-	1.5
DCP 107	Oral Health Lab	-	34	-	1.5
DCP 108	Dental Specialties Lab	-	34	-	1.5
DENTAL ADMINISTRATIVE PROCEDURES					
DAP 115	Dental Office Management Dentrix, Patient & Records	17	17	-	2.5
COMPUTER COURSES					
COM 108	Microcomputer Concepts & Keyboarding	17	17	-	2.5
PROFESSIONAL STUDIES					
ADM 101	Career Development	17	17	-	2.5
ADM 107	Medical Administrative Practices	24	10	-	2.5
BIO 126	The Body as a Whole	34	-	-	3.0
BIO 127	The Body's Circulation & Defense	34	-	-	3.0
MTP 118	Medical Terminology	34	-	-	3.0
EXTERNSHIP					
EXT 300	Externship	-	-	300	10.0
TOTALS		**364**	**248**	**300**	**54.0**

HEALTH CARE ADMINISTRATION

Glendale campus

Health Care Administration program is offered at the Glendale Campus.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

Individuals, under the supervision of physicians, nurses or other health care professionals, will perform medical office or facilities management services and perform one or more clinical allied health specialties. This may include developing and maintaining computerized record management systems to store and process data such as personnel activities and information or directing/supervising the work activities of other personnel.

OBJECTIVE

The Associate in Applied Science (AAS) in Health Care Administration program prepares students to become successful leaders in all types of varied health care settings. Classroom experiences focus on the development of skills to be an effective leader and planner, capable of directing, coaching and developing motivated employees and employee teams. This is a program for current supervisors and managers who would like to enhance their skills as well as other employees currently working in a health care discipline who would like to take on more responsibilities. It is also appropriate for individuals planning to enter a health care field who wish to be candidates for promotional opportunities.

EQUIPMENT

Computers with Microsoft Office installed

PREREQUISITES

To enroll in the program, students must have graduated from a program in an allied health field that includes at least 40 quarter credits with a cumulative GPA of 2.0 or better (18 quarter credits in health care related courses).

PROGRAM DELIVERY

Full Distance

Glendale campus

The Health Care Administration program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 30 weeks.

HEALTH CARE ADMINISTRATION - SCHEDULE OF COURSES

COURSE	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, INTERNSHIP	CREDITS
TRANSFER OF CREDIT					
—	Transfer of Credit	-	-	-	40.0
OCCUPATIONAL COURSES					
HCA 220	Effective Leadership	34	-	-	3.0
COM 200	Microsoft Office Basics	17	17	-	2.5
INF 101	Health Care Informatics	17	17	-	2.5
MGT 201	Principles of Management	34	-	-	3.0
MGT 203	Human Resource Management	34	-	-	3.0
MGT 207	Managing the Medical Office	34	-	-	3.0
NTR 241	Nutrition & Wellness	34	-	-	3.0
LAW 101	Legal Aspects of Health Care	34	-	-	3.0
ACC 111	Health Care Finance	34	-	-	3.0
GENERAL EDUCATION COURSES					
ENG 101	English Composition	34	-	-	3.0
ENG 111	Writing for Professionals	34	-	-	3.0
MAT 151	College Math	34	-	-	3.0
PSY 101	Introduction to Psychology	34	-	-	3.0
PSY 240	Human Development	34	-	-	3.0
ECO 101	Economics	34	-	-	3.0
SOC 101	Sociology	34	-	-	3.0
TQM 101	Quality Customer Service	34	-	-	3.0
SPE 101	Speech	34	-	-	3.0
TOTALS		**578**	**34**	**-**	**93.0**

MEDICAL BILLING & CODING

Glendale campus

Medical Billing and Coding program is offered at the Glendale and Mesa campuses.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

Medical Billing and Coding is concerned with health-related information and the systems used to collect, process, store, retrieve and communicate information for the support of operations, management and decision-making within an enterprise. The specialist is qualified to work in a variety of health care settings, governmental agencies and managed care organizations. As computerization of information increases, specialists are vital to medical coding, computerized billing and patient care data analysis.

OBJECTIVE

The objective of Arizona College's Medical Billing and Coding course is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as medical billing and coding specialists. This is accomplished through approximately one half of the program consisting of lecture/demonstration and one half hands-on laboratory procedures.

EQUIPMENT

To meet the training objectives of the College, the following equipment is utilized: IBM compatible computers and printers, office management software, anatomy charts, a human skeleton and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Blended

Glendale campus

The academic portion of the Medical Billing and Coding Program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 30 weeks.

MEDICAL BILLING AND CODING - SCHEDULE OF COURSES

COURSE	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, & INTERNSHIP	CREDITS
MEDICAL BILLING AND CODING					
MBC 101	Information Technology & Delivery Systems	17	17	-	2.5
MBC 102	Medical Records & Health Care Reimbursement	17	17	-	2.5
MBC 105	Medical Coding – CPT/HCPCS	34	-	-	3.0
MBC 107	Medical Diagnostic Coding	34	-	-	3.0
MBC 114	Health Insurance Management	17	17	-	2.5
MBC 115	Health Insurance Claims	17	17	-	2.5
HIT 207	Health Law Concepts & Compliance	34	-	-	3.0
MEDICAL ADMINISTRATIVE PROCEDURES					
MAP 118	Electronic Medical Records	17	17	-	2.5
MAP 208	Computerized Office Management	17	17	-	2.5
COMPUTER COURSES					
COM 108	Microcomputer Concepts & Keyboarding	17	17	-	2.5
HEALTH CARE FUNDAMENTALS & PROFESSIONAL STUDIES					
ADM 101	Career Development	17	17	-	2.5
ADM 107	Medical Administrative Practices	24	10	-	2.5
BIO 126	The Body as a Whole	34	-	-	3.0
BIO 127	The Body's Circulation & Defense	34	-	-	3.0
MTP 118	Medical Terminology	34	-	-	3.0
EXTERNSHIP					
EXT 200	Externship	-	-	200	6.5
TOTALS		**364**	**146**	**200**	**47.0**

MASSAGE THERAPY

Glendale campus

Massage Therapy program is offered at the Glendale Campus.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

Massage Therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. Therapists utilize a variety of massage techniques and modalities to accomplish pain relief, rehabilitate injuries, reduce stress, increase relaxation and aid in the general wellness of clients.

OBJECTIVE

Upon completion of Arizona College's Massage Therapy program, our graduates can apply their knowledge and skills to work with clients in a variety of settings. Entry level positions include resort spas, chiropractic offices, athletic teams, health clubs, cruise ships, naturopathic offices, private practice, wellness clubs and traditional health care settings. As a professional massage therapist, clear communication and superior hands-on skill give the therapist the ability to design a massage that will best suit the client.

EQUIPMENT

To complete the educational objectives of the college, the following equipment is utilized: massage tables, massage chairs, face cradles, massage stools, fleece covers, table warmers, massage lotion and oil, anatomy charts, a human skeleton, hydrocollator, pillows, bolsters, hot stone sets, anatomy models, sheets, anatomical videos and various other teaching aids.

CERTIFICATION/LICENSING

Arizona College's Massage Therapy program is comprised of 850 clock hours and can be completed in eight and a half months. Graduates of Arizona College are eligible for state licensure without passing a national certification exam. Our program prepares graduates to sit for the Board Certification Exam (NCBTMB) and the Massage and Bodywork Licensing Examination (MBLEx). Requirements for licensure in states, municipalities and townships differ; therefore, it is recommended that students determine what is required for licensure where they are planning to work.

Career Services provides assistance in determining licensure regulations for the various states and municipalities.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

Glendale campus

The academic portion of the Massage Therapy program consists of three and a half (3.5) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 35 weeks.

MASSAGE THERAPY - SCHEDULE OF COURSES

COURSE	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, & INTERNSHIP	CONTACT
MASSAGE THEORY & TECHNIQUE					
MTM 125	Massage for Special Populations	20	20	-	40
MTM 155	Swedish Massage	-	40	-	40
MTM 185	Eastern & Energetic Approaches	20	20	-	40
MTM 195	Client Care in Massage Therapy	20	20	-	40
MTM 200	Clinical Practicum	-	-	30	30
MTM 300	Advanced Clinical Practicum	-	-	100	100
MTM 210	Spa Techniques	20	20	-	40
MTM 215	Sports & Injury Massage	20	20	-	40
MTM 230	Muscular System: Spine & Thorax	20	20	-	40
MTM 240	Spine & Thorax Palpations	20	20	-	40
MTM 250	Pain Solutions in Massage Therapy	20	20	-	40
MTM 260	Muscular System: Lower Body	20	20	-	40
MTM 270	Lower Body Palpations	20	20	-	40
MTM 280	Muscular System: Upper Body	20	20	-	40
MTM 290	Upper Body Palpations	20	20	-	40
ANATOMY & PHYSIOLOGY					
MTA 105	Anatomy & Physiology	40	-	-	40
MTA 130	Circulation & Body Defense	40	-	-	40
MTA 135	Bodily Communication & Control	40	-	-	40
MTA 150	Business & Communication	40	-	-	40
MTA 160	Metabolic Processes, Elimination & Reproduction	40	-	-	40
TOTALS		**440**	**280**	**130**	**850**

PHARMACY TECHNICIAN

Glendale campus

Pharmacy Technician program is offered at the Glendale and Mesa campuses.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

A Pharmacy Technician works under the supervision of a licensed pharmacist. The duties and responsibilities of technicians are consistent with their training and experience. Pharmacy Technicians, as part of a team, fill requisitions for drugs after review of the physician's order using unit-dose or appropriate packaging. They are involved in reviewing orders for drug allergies, dosing, interactions and incompatibilities.

A Pharmacy Technician prepares parenteral medications and properly labels all dispensable and secondary products. Technicians participate in drug utilization, evaluation and quality assurance programs and consistently review a pharmacy's inventory of drugs expired, withdrawn, recalled, inadequately labeled or other non-usable drugs. These examples of duties are not all encompassing or restrictive and are expected to vary with changing needs and priorities.

OBJECTIVE

The objective of the Arizona College's Pharmacy Technician program is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions in pharmacy-related services. Approximately half of the program consists of lecture/demonstration and half hands-on laboratory procedures.

EQUIPMENT

To meet the training objectives of the Pharmacy Technician program, the following equipment is utilized: IBM compatible computers and printers, intravenous flow hood, total parenteral nutrition pump, ointment slabs, mortar and pestle glassware, including beakers and graduated cylinders, prescription balance, counting trays, pill crusher, pill cutter, carpojets, amber bottles for both liquid and pill/tablets, ampules, cash register, cylindrical graduate, depth filter, disinfecting clean solution, electronic scale or torsion balance, eyewash station, filter needle, filter paper, forceps, glass funnel, glycine paper, laminar flow hood, membrane filter, metric weights, multiple dose vial, non-latex gloves, ointment jars, ointment slab, personal protective equipment, reconstitution tube, sharps container, sink with running hot and cold water, label making device, barcode reader and other various teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Blended

Glendale campus

The academic portion of the Pharmacy Technician program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 34 weeks.

PHARMACY TECHNICIAN - SCHEDULE OF COURSES

COURSE	DIPLOMA LEVEL	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, & INTERNSHIP	CREDITS
PHARMACOLOGY COURSES						
PHM 111	*	Pharmacology: Cardiovascular & Renal	34	-	-	3.0
PHM 114	*	Pharmacology: Nervous, Ear & Eye	34	-	-	3.0
PHM 117	*	Health & Wellness with Blister Packaging	34	-	-	3.0
PHM 121	*	Sterile Preparations: IV Basics	-	34	-	1.5
PHM 122	*	Sterile Preparations: TPN & Chemotherapy	-	34	-	1.5
PHM 123	*	Sterile Preparations: Special Therapies	-	34	-	1.5
PHM 130	*	Pharmacy Law & Ethics	34	-	-	3.0
PHM 133	*	Pharmacy Calculations	34	-	-	3.0
PHM 142	*	Data Entry Systems & Third-Party Billing	-	34	-	1.5
PHM 151	*	Retail Pharmacy Systems	17	17	-	2.5
PHM 152	*	Inventory Systems & Non-Sterile Compounding	17	17	-	2.5
PHM 154	*	Technology & Special Topics	17	17	-	2.5
COMPUTER COURSES						
COM 108	*	Microcomputer Concepts & Keyboarding	17	17	-	2.5
HEALTH CARE FUNDAMENTALS & PROFESSIONAL STUDIES						
ADM 101	*	Career Development	17	17	-	2.5
ADM 107	*	Medical Administrative Practices	24	10	-	2.5
BIO 126	*	The Body as a Whole	34	-	-	3.0
BIO 127	*	The Body's Circulation & Defense	34	-	-	3.0
MTP 118	*	Medical Terminology	34	-	-	3.0
EXTERNSHIP						
EXT 160		Externship	-	-	160	5.0
TOTALS			**381**	**231**	**160**	**50.0**

MEDICAL ASSISTANT WITH PHLEBOTOMY

Glendale campus

Medical Assistant with Phlebotomy program is offered at the Glendale and Mesa campuses.

TUITION

COST OF ATTENDANCE

ASSISTANCE

MILITARY & VETERAN PROGRAMS

NATURE OF THE WORK

Medical Assistants assist physicians with the examination and treatment of patients in addition to performing various administrative duties.

Their responsibilities may include: checking vital signs, obtaining medical histories, preparing patients for examination, performing basic laboratory tests, giving injections, applying bandages, taking electrocardiograms, cleaning and sterilizing instruments and providing patient education under the supervision of the physician. Office duties may include answering the telephone, recording and filing patient data, processing insurance forms, handling correspondence and arranging outside services. In addition, they may keep the books of the practice and maintain billing and collections. Although some Medical Assistants are trained in phlebotomy basics, this program provides an additional session of focused training.

OBJECTIVE

The objective of the Arizona College's Medical Assistant with Phlebotomy program is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as medical assistants.

EQUIPMENT

To meet the training objectives of the Medical Assistant with Phlebotomy program, the following equipment is utilized: IBM compatible computers and printers, calculators, electrocardiograph machine, autoclave, simulated arm for venipuncture, microscopes, examination tables, centrifuge, platform scale, sphygmomanometers, stethoscopes, thermometers, incubator, hemocytometers, medical instruments, anatomical charts, human skeleton organ models and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Blended

Glendale campus

The Medical Assistant with Phlebotomy program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) sessions. Each session consists of five (5) weeks. The final session is 6 weeks. The entire program is approximately 31 weeks.

MEDICAL ASSISTANT WITH PHLEBOTOMY - SCHEDULE OF COURSES

COURSE	TITLE	LECTURE	LAB	PRACTICUM, EXTERNSHIP, INTERNSHIP	CREDITS
CLINICAL LABORATORY SCIENCES					
CLS 103	Emergency & Primary Care	10	24	-	2
CLS 107	Patient Diagnostics	10	24	-	2
CLS 111	Therapeutic Procedures	17	17	-	2.5
CLS 113	Medical Asepsis & Minor Surgery	10	24	-	2
CLS 115	Phlebotomy Basics	10	24	-	2
CLS 117	Phlebotomy Procedures	10	24	-	2
CLS 119	Phlebotomy Special Procedures	10	24	-	2
MEDICAL ADMINISTRATIVE PROCEDURES					
MAP 114	Medical Insurance	17	17	-	2.5
COMPUTER COURSES					
COM 108	Microcomputer Concepts & Keyboarding	17	17	-	2.5
MAP 118	Electronic Medical Records	17	17	-	2.5
HEALTH CARE FUNDAMENTAL & PROFESSIONAL STUDIES					
ADM 101	Career Development	17	17	-	2.5
ADM 107	Medical Administrative Practices	24	10	-	2.5
BIO 126	The Body as a Whole	34	-	-	3
BIO 127	The Body's Circulation & Defense	34	-	-	3
MTP 118	Medical Terminology	34	-	-	3
EXTERNSHIP					
EXT 210	Externship	0	0	210	7
TOTALS		**271**	**239**	**210**	**43**

Although this program has a Phlebotomy emphasis, it should not be confused with a formal program designed to prepare a student to work only as a Phlebotomist. The majority of the program content is medical assisting oriented and is designed to prepare the student to work as a medical assistant.

ALLIED HEALTH COURSE DESCRIPTIONS

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ACC 111
HEALTH CARE FINANCE

This course concentrates on the practical aspects of medical bookkeeping. Students will study such concepts as daily record keeping, fee schedules, super-bills, journalizing, banking for the medical office, check writing, banking procedures, financial statements and payroll.

- *Prerequisite: None*

ADM 101
CAREER DEVELOPMENT

This course guides students through the employment process by learning to complete applications, prepare cover letters and write effective resumes and follow-up letters. Other topics include interview skills, networking, continuing education, resigning a position, career advancement and a general orientation to the ever-changing dynamics of the health care delivery system.

- *Prerequisite: None*

ADM 107
MEDICAL ADMINISTRATIVE PRACTICES

This course will introduce students to the fundamentals of administrative medical assisting including professional telephone techniques, patient appointment scheduling, written communication, electronic applications and quality customer service. Students will explore an overview of medical law and ethics of the health care profession.

- *Prerequisite: None*

BIO 126
THE BODY AS A WHOLE

Coordination and regulation of the body systems are discussed in this course. Students learn how the nervous system and the endocrine system work together to control the functions of the body. Cellular reproduction, body systems and directional terms are addressed.

- *Prerequisite: None*

BIO 127
THE BODY'S CIRCULATION & DEFENSE

In this course, students will examine the structure, function and conduction of the heart and the pathway of circulation. Students will also explore the physiology of respiration, which includes the structures and disorders of the respiratory system and treatment options. Included in the course are blood composition, typing and disorders. The course also examines the lymphatic system to include the organs and their functions and discusses immunity.

- *Prerequisite: None*

CLS 103
EMERGENCY & PRIMARY CARE

Principles of effective communication skills used in patient education and health history documentation are discussed. The students learn to assist with various types of routine medical examinations and to record the patient's physical measurements and vital signs.

- *Prerequisite: None*

CLS 107
PATIENT DIAGNOSTICS

Provides the theory of electrocardiography, including the QRS complex, P&T waves and the electrical impulse system. Basic procedures include 12-lead ECG placement and machine operation. Holter monitoring and mounting of ECG's recognition of artifacts and cardiac emergencies will be addressed. Introduction to pulmonary function tests and spirometry practice is also included.

■ *Prerequisite: None*

CLS 111
THERAPEUTIC PROCEDURES

The course covers a basic knowledge of pharmacology, the study of drugs and their usage. Students will focus on dose calculations, drug abbreviations, drug actions and usage of the drug reference manuals. Students will also learn practical applications of various injection techniques and medication administration and documentation.

■ *Prerequisite: None*

CLS 113
MEDICAL ASEPSIS & MINOR SURGERY

This course focuses on medical and surgical asepsis used in ambulatory care settings. OSHA standards required in the performance of infection control and personal safety are also discussed. Students will identify surgical instruments and sterile techniques required while assisting in minor office surgery. An overview of dermatology and wound care will be discussed. Microbiological testing including culture and sensitivity will be presented.

■ *Prerequisite: None*

CLS 115
PHLEBOTOMY BASICS

This course discusses the concepts related to the practice of phlebotomy. Students will learn medical terminology, including prefixes, suffixes, word roots, abbreviations and symbols. Basic diagnostic and laboratory tests associated with phlebotomy venipuncture procedures, which includes the discussion of the process and steps, equipment, venipuncture sites, collection tubes and routine blood test and cultures will be taught. Students will learn the anatomy and physiology of the circulatory system and become familiar with the disorders and diagnostic tests of the circulatory system.

■ *Prerequisite: None*

CLS 117
PHLEBOTOMY PROCEDURES

This course discusses the practice of phlebotomy and venipuncture pre-examination variables. Students will also learn the organizations and agencies that support quality assurance in a health care setting. Concepts and skills related to venipuncture procedures are taught, including a review of human anatomy and physiology. This course will also cover special procedures involving non-blood specimens and tests.

■ *Prerequisite: None*

CLS 119
PHLEBOTOMY SPECIAL PROCEDURES

This course discusses the concepts related to the practice of phlebotomy. Students will learn medical terminology, including key terms and abbreviations. They will also learn concepts and skills related to special collection procedures which include pediatric and elderly collection procedures, as well as arterial and intravenous collections. Point-of-care testing principle applications will also be taught.

■ *Prerequisite: None*

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COM 108
MICROCOMPUTER CONCEPTS & KEYBOARDING

This course provides a microcomputer orientation with an overview of computer information systems. It introduces computer hardware, software and information systems. Students will learn Windows as well as Microsoft Office, Word and Excel. Finally, this course also helps students build basic typing skills as well as develop speed and accuracy while typing.

- *Prerequisite: None*

COM 200
MICROSOFT OFFICE BASICS

Students will gain experience using Microsoft Office Systems including Word, Excel, PowerPoint and Access. Report generation, database storage and online software will be utilized.

- *Prerequisite: None*

DAP 115
DENTAL OFFICE MANAGEMENT - DENTRIX, PATIENT, & RECORDS

This course provides an overview of dental ethics and jurisprudence, record filing and management, patient relations, appointment scheduling techniques, credit and collections and recall methods. Students will also explore inventory management, financial arrangements, accounts payable and receivable, Dentrix software applications and management of insurance.

- *Prerequisites: None*

DCP 104
CHAIRSIDE ASSISTING LAB

Students are introduced to chairside assisting, including instrument transfer and identification, tray set-ups, anesthesia and sedation oral evacuation, moisture control and dental charting.

- *Prerequisite: None*

DCP 105
RADIOLOGY LAB

Students learn the use of radiation safety equipment through exposing, processing and mounting intraoral x-ray films (including digital films) during practical exercises. Angle techniques, identifying radiographic landmarks and troubleshooting common errors are also presented.

- *Prerequisites: None*

DCP 106
RESTORATIVE DENTISTRY LAB

This course teaches students chairside applications and tray identification for amalgam, composite, crown and bridge procedures, dental cements, vacu-form trays, custom acrylic trays and temporary crowns.

- *Prerequisites: None*

DCP 107
ORAL HEALTH LAB

Emphasis is placed on preventative care, coronal polishing, topical fluoride application oral hygiene instruction, sealants, periodontal dressing and periodontal charting.

- *Prerequisites: None*

DCP 108
DENTAL SPECIALTIES LAB

This course teaches suture removal, simple extraction procedure, complicated extraction tray set-up, post-op care oral surgery instrument identification, endodontic instrument identification orthodontic instrument identification, rubber dam placement, lab equipment use and impressions and models.

- *Prerequisites: None*

DENT 112
INFECTION CONTROL & MEDICAL EMERGENCIES

This course is an overview of infection control measures, microbiology and management of hazardous materials, vital signs and medical emergencies. Students learn infection control measures, proper hand washing technique, treatment room set-up and patient positioning. Also presented are medical histories, vital signs oral examinations, OSHA incident reports and the MSDS manual.

- *Prerequisite: None*

DENT 113
DENTAL BASICS & CHAIRSIDE ASSISTING

This course covers an orientation to the dental office, embryology, histology, morphology, head and neck anatomy and pharmacology and is an introduction to chairside dentistry, including dental terminology, instrument identification and transfer, dental charting and anesthesia and sedation.

- *Prerequisite: None*

DENT 125
RADIOLOGY

This course covers the history of radiography, safety considerations, biology and physiology aspects, exposure, processing, mounting and storage of x-rays. Digital x-ray theory is discussed.

- *Prerequisites: None*

DENT 126
RESTORATIVE DENTISTRY

This course presents an overview of fixed and removable prosthodontics, restorative materials, cosmetic dentistry, gingival retraction, tooth whitening and cements.

- *Prerequisites: None*

DENT 127
ORAL HEALTH

This course gives an overview of oral health and preventative techniques, nutrition, pediatric dentistry, periodontics and perio charting, sealants and coronal polishing.

- *Prerequisites: None*

DENT 128
DENTAL SPECIALTIES

This course explores dental specialty practices including endodontics orthodontics orals surgery and pathology, lab materials and dental dams.

- *Prerequisites: None*

ECO 101
ECONOMICS

The purpose of this class is to introduce students to the basic tools of economics. Concepts such as supply and demand, the understanding of markets and the global market economy will be discussed. The practices of production, consumption and transfer of wealth will be examined at both micro- and macro-economic levels.

- *Prerequisite: None*

ENG 101
ENGLISH COMPOSITION

This course provides college students with a general grammar review and the opportunity to practice effective professional writing skills. Students will learn to write on persuasive, critical and research-oriented or professional subjects. Fundamentals of spelling and punctuation will be reviewed to allow the student to write effectively.

- *Prerequisite: None*

ENG 111
WRITING FOR PROFESSIONALS

This course provides students with a general punctuation review and the opportunity to practice effective professional writing skills. Students will learn how to write correspondence, reports and proposals commonly required in the health care industry. Elements of grammar, spelling, creativity, professionalism and changing technologies will be addressed throughout each section of this course.

- *Prerequisite: None*

EXT 160
EXTERNSHIP

A 160-hour, full-time externship in an approved facility under the supervision of a pharmacist or other qualified pharmacy professional.

- *Prerequisite: Successful completion of all classroom courses in the program.*

EXT 200
EXTERNSHIP

A 200-hour, full-time externship in an approved facility under the supervision of a qualified professional.

- *Prerequisite: Successful completion of all classroom courses in the program.*

EXT 210
EXTERNSHIP

A 210-hour, full-time externship in an approved facility under the supervision of a qualified professional.

- *Prerequisite: Successful completion of all classroom courses in the program.*

EXT 300
EXTERNSHIP

A 300-hour externship in an approved dental facility under the direct supervision of a dentist or dental assistant in a variety of settings.

- *Prerequisite: Successful completion of all classroom courses in the program*

HCA 220
EFFECTIVE LEADERSHIP

This course will introduce the student to and explore various leadership styles. The goal of this course is to develop and enhance the student's leadership skills through the readings in order to optimize leadership capabilities. Concepts such as leadership qualities, characteristics and ethics in the workplace will be discussed.

- *Prerequisite: None*

HIT 207
HEALTH LAW CONCEPTS & COMPLIANCE

This course is directed toward assisting students as they enter the health information field with help in understanding the legal principles that govern this particular area of health care. There will be a strong emphasis placed on compliance issues concerning HIPAA, OSHA, fraud and abuse violations.

- *Prerequisite: None*

INF 101
HEALTH CARE INFORMATICS

Introduction to Health Care Informatics offers an overview of the field of health care informatics by providing students with the fundamental knowledge of the concepts and how technology can be used in the delivery of health care. This course will introduce Health Care Informatics definitions, theory, technologies, workflow and expectations in the informatics field, tools and professional organizations.

- *Prerequisite: None*

LAW 101
LEGAL ASPECTS OF HEALTH CARE

This course addresses legal issues pertinent to the practice of health information management. Prime concentrations are medico-legal issues, confidential and non-confidential health information and legal principals governing access to confidential health information. Identification of major resources for locating information on law, rules, regulations and standards related to health information is presented.

- *Prerequisite: None*

MAP 114
MEDICAL INSURANCE

This is a practical application course in which various insurance plans such as group insurance, third-party policies, Medicare and Workers Compensation are explored. Students will be involved in the completion of various patient information and claim form requirements. They will be familiarized with insurance terminology and the preparation beforehand of computer generated forms.

- *Prerequisite: None*

MAP 118
ELECTRONIC MEDICAL RECORDS

This course will introduce students to electronic medical records utilizing the software program. Students will complete patient case studies which cover administrative and clinical tasks. The case studies require students to enter various types of data, including patient demographics, medical history, clinical findings and insurance billing information.

- *Prerequisite: None*

MAP 208
COMPUTERIZED OFFICE MANAGEMENT

This course focuses on the use of patient accounting software applications which are commonly used with electronic processes performed in the medical office. The student will perform the necessary steps of entering demographics, insurance information, posting charges and payments, as well as reporting and filing claims electronically.

- *Prerequisite: None*

MAT 151
COLLEGE MATH

This course will include analysis and interpretation of the behavior and nature of functions, including polynomial, rational, exponential, logarithmic, power, absolute value and piecewise-defined functions, systems of equations, modeling and solving real-world problems.

- *Prerequisite: None*

MBC 101
INFORMATION TECHNOLOGY & DELIVERY SYSTEMS

This course presents the importance of quality in the delivery of health care, describing the various methods of evaluating and improving the quality of care rendered in today's health care systems. The core focus is the crucial role of HIS in the quality assessment process. This course will also introduce students to the history of the American health care system, government regulations in health care, methods of reimbursement, legal issues and professional ethics.

- *Prerequisite: None*

MBC 102
MEDICAL RECORDS & HEALTH CARE REIMBURSEMENT

This course will introduce students to how reimbursement is accomplished in the health care industry, who is involved in the reimbursement process, the methodologies that are used to calculate reimbursement and how health information technology professionals are involved in the process.

- *Prerequisite: None*

MBC 105
MEDICAL CODING – CPT/HCPCS

This course provides the student with the basic fundamentals of reporting medical services and procedures with standard, recognized guidelines. Using this coding system provides a uniform language that will thereby provide an effective means for reliable nationwide communication among physicians and third parties.

- *Prerequisite: None*

MBC 107
MEDICAL DIAGNOSTIC CODING

This course provides students with essential tools to transform verbal descriptions of diseases, injuries and conditions into alpha-numerical designations by utilizing standard, recognized guidelines. Using this coding system provides a uniform language that will thereby provide an effective means for reliable nationwide communication among physicians and third parties.

- *Prerequisite: None*

MBC 114
HEALTH INSURANCE MANAGEMENT

This is a course designed to introduce the fundamentals of a health insurance specialist's role in the medical profession. Laws and regulations will be explored as well as becoming familiarized with insurance terminology and the basics of coding for reimbursement to third-party payers.

- *Prerequisite: None*

MBC 115
HEALTH INSURANCE CLAIMS

This course is a practical application course in which various insurance plans such as group insurance, third-party plans, Medicare and Workers Compensation are explored. Students will be involved in the coding and completion of the standardized CMS-1500 claim form.

- *Prerequisite: None*

MGT 201
PRINCIPLES OF MANAGEMENT

This course is designed to increase an awareness into the concepts in management which consist of organizing, planning, delegating and staffing. Students will utilize and develop critical thinking skills as they apply these introduced concepts to own their own life experiences as well as future employment.

- *Prerequisite: None*

MGT 203
HUMAN RESOURCE MANAGEMENT

This course is an introduction to the roles and responsibilities of health care human resource management and the importance of the department within the organization. Students will learn the tools needed for effective personnel management. Students will be introduced to motivational techniques, performance appraisals, counseling, termination processes and aspects of employment law.

- *Prerequisite: None*

MGT 207
MANAGING THE MEDICAL OFFICE

This course is designed to utilize all aspects of managerial concepts by simulating situations that the medical practice manager may routinely encounter. Students will take on the role of a Practice Manager with responsibilities including employee relations, maintaining office and medical supplies and safety issues, while maintaining a profitable, patient-centered medical practice.

- *Prerequisite: None*

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MTA 105
ANATOMY & PHYSIOLOGY

In this course, students will get an overview of the body systems orientation of the body, along with anatomical and medical terminology. The chemistry, cells, tissues and organization of the body will be understood in relation to the physiological effects of massage therapy. CPR Certification will be obtained during this course.

- *Prerequisite: None*

MTA 130
CIRCULATION & BODY DEFENSE

Anatomy, physiology and pathology of the circulatory, lymphatic, integumentary and immune systems are studied; these systems work together to create the body's defense system.

- *Prerequisite: None*

MTA 135
BODILY COMMUNICATION & CONTROL

Our master center of communication, the nervous system, works in concert with the endocrine system, our hormonal regulator. This course shows the relationship between the two systems and how their interrelatedness controls all physiological processes in the body.

- *Prerequisite: None*

MTA 150
BUSINESS & COMMUNICATION

This course will prepare students for the expectations of professional conduct in business and marketing strategies. Students will understand therapeutic relationships and explore their options as an employee, independent contractor or starting a private practice. HIPAA standards, ethics and law, sanitation, hygiene and OSHA safety guidelines are covered. We address the professional ethics, communication skills and legal structure that students will use in the professional massage world. They will compose their resume, cover letter and learn how to interview successfully.

- *Prerequisite: None*

MTA 160
METABOLIC PROCESSES, ELIMINATION & REPRODUCTION

This course covers the anatomy, physiology and pathology of complex nutritional and reproductive systems. The foods eaten are digested and assimilated as the building blocks of cells, while the body eliminates the waste. Reproductive systems contain the building blocks for a new life. Students will gain an understanding of how this occurs in people's bodies.

- *Prerequisite: None*

MTM 125
MASSAGE FOR SPECIAL POPULATIONS

Students will practice and demonstrate specialized massage techniques for mother and infant, people with disabilities, older adults and end-of-life care. Emphasis will include how to assist clients in need and perform massage in a side-lying position.

- *Prerequisite: None*

MTM 155
SWEDISH MASSAGE

Students will learn how to create a comfortable environment and practice designing a full body Swedish massage. Emphasis will be given to cautions, contraindications and foundation skills for massage, including confident draping, body mechanics, self-care and confidence in opening and closing a massage treatment session.

- *Prerequisite: None*

MTM 185
EASTERN & ENERGETIC APPROACHES

Holistic medicine and natural wellness will be taught, including personal efforts to achieve balance of physical, mental, emotional, social and spiritual aspects of health. The student will learn how to use adjunctive modalities from eastern and energetic origins.

- *Prerequisite: None*

MTM 195
CLIENT CARE IN MASSAGE THERAPY

In this course, students will learn how to tailor their massage to a client's needs and goals. Understanding the documentation process for a wellness massage in assessment, treatment and planning for the greatest care of the client.

- *Prerequisite: None*

MTM 200
CLINICAL PRACTICUM

A supervised clinic consists of 30 hours and is taken to prepare for the professional environment. The clinical internship is designed to provide a forum for students to learn how all the classroom material fits together.

- *Prerequisite: None*

MTM 210
SPA TECHNIQUES

In this course, students will learn corporate chair massage, how to use it as a marketing tool and explore their options as an employee, independent contractor or starting a private practice. Students will compose their resume and cover letter and learn how to interview successfully. Hot stone massage, reflexology and essential oils will be practiced to prepare students for the spa environment.

- *Prerequisite: None*

MTM 215
SPORTS & INJURY MASSAGE

In Sports Massage and Hydrotherapy students will learn how the muscles work together to achieve complex movement (kinesiology) and how to use hydrotherapy treatments as they relate to massage therapy. Emphasis is on the neuromuscular physiology of stretching, normal range of motion, common injuries of athletes and how to treat injuries of an acute, sub-acute or chronic nature in a pre-event, post-event or restorative environment.

- *Prerequisite: None*

MTM 230
MUSCULAR SYSTEM: SPINE & THORAX

Anatomy, physiology and pathology of the head, spine and thorax will be taught. Students will learn specific skeletal origins and insertions, as well as the action of facial, cranial, spinal and rib cage muscles. Additionally, students will gain understanding of scoliotic postural compensation, injuries and trigger point patterns that sometimes cause headaches and back pain.

- *Prerequisite: None*

MTM 240
SPINE & THORAX PALPATIONS

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue and neuromuscular approaches. Emphasis will be on clinical reasoning skills for spinal muscular conditions and postural imbalance.

- Prerequisite: None

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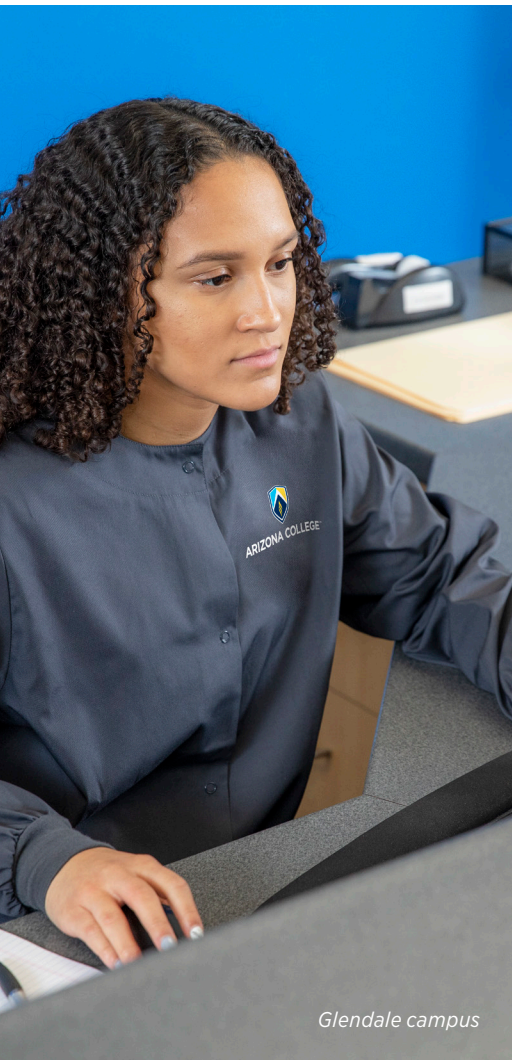

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MTM 250
PAIN SOLUTIONS IN MASSAGE THERAPY

This course gives students an understanding of the assessment, treatment planning and documentation required for clients with chronic pain conditions and ongoing pathologies. Musculoskeletal injuries and understanding pain will be emphasized.

- *Prerequisite: None*

MTM 260
MUSCULAR SYSTEM: LOWER BODY

Anatomy, physiology and pathology of the pelvic girdle and lower extremities will be taught. Students will learn specific skeletal origins and insertions, as well as the action of lower body muscles. Additionally, students will gain an understanding of common postural compensation, injuries and trigger point patterns.

- *Prerequisite: None*

MTM 270
LOWER BODY PALPATIONS

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue and neuromuscular approaches. Emphasis will be clinical reasoning skills for lower body muscular conditions and postural imbalance.

- *Prerequisite: None*

MTM 280
MUSCULAR SYSTEM: UPPER BODY

Anatomy, physiology and pathology of the shoulder girdle and upper extremities will be taught. Students will learn specific skeletal origins and insertions, as well as the action of upper body muscles. Additionally, students will gain understanding of common postural compensation, injuries and trigger point patterns.

- *Prerequisite: None*

MTM 290
UPPER BODY PALPATIONS

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue and neuromuscular approaches. Emphasis will be on clinical reasoning skills for upper body muscular conditions and postural imbalance.

- *Prerequisite: None*

MTM 300
ADVANCED CLINICAL PRACTICUM

A supervised clinic consists of 100 hours and is taken to prepare for the professional environment. The clinical internship is designed to provide a forum for students to learn how all the classroom material fits together.

- *Prerequisite: None*

MTP 118
MEDICAL TERMINOLOGY

This course focuses on construction, pronunciation and application of medical words including prefixes, suffixes and word roots. A basic level of organization within the human body is presented. An overview of the major body systems is provided and terms related to the systems are learned. Abbreviations and pharmacology concepts and introductory legalities related to documentation in the health care industry are included.

- *Prerequisite: None*

NTR 241
NUTRITION & WELLNESS

This course focuses on the principles of human nutrition with an emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting.

- *Prerequisite: None*

PHM 111
PHARMACOLOGY: CARDIOVASCULAR & RENAL

This course begins with an overview of the anatomy and physiology of the heart, circulatory system and renal system. Students then study diseases and disorders that affect each system and the drug classes that treat them. Students become familiar with indications for use, most common side effects, dosage forms and brand and generic names for commonly prescribed medications.

■ *Prerequisite: None*

PHM 114
PHARMACOLOGY: NERVOUS, EAR & EYE

This course presents an overview of how the brain and nervous systems function. Students learn medications used to treat disorders such as depression, psychoses, Parkinson's Disease, Multiple Sclerosis and other diseases that affect the nervous system. Medications that affect the sympathetic and parasympathetic systems are reviewed. While learning drug classifications, students learn indications for use, dosage forms, side effects and brand and generic names of commonly prescribed medications. The course also gives an overview of the eye and ear, including disorders and treatments.

■ *Prerequisite: None*

PHM 117
HEALTH & WELLNESS WITH BLISTER PACKAGING

This course explores the increasing popularity of over-the-counter medications and supplements. Students become familiar with indications for use, dosage recommendations, side effects, warnings and precautions of some of the most popular herbals and supplements. Vitamins and common active ingredients in over-the-counter products are taught, along with their indications for use.

■ *Prerequisites: None*

PHM 121
STERILE PREPARATIONS: IV BASICS

This course covers techniques and procedures used to prepare sterile IV products. Students perform hands-on practice and become familiar with equipment used in preparation.

■ *Prerequisite: None*

PHM 122
STERILE PREPARATIONS: TPN & CHEMOTHERAPY

This course begins with an overview of IV techniques followed by specialized techniques used to prepare Total Parenteral Nutrition bags (TPN's) and chemotherapy IV's, focusing on TPN's. Calculations involved in determining amounts of medications to be added and preparation and labeling of such are taught. The second half of the course is devoted to proper techniques for handling and preparing chemotherapy medications. Students utilize hands-on practice.

■ *Prerequisite: None*

PHM 123
STERILE PREPARATIONS: SPECIALTY THERAPIES

This course covers basic IV techniques, including preparation of syringes, irrigation solutions and ophthalmic solutions. Students utilize hands-on practice.

■ *Prerequisite: None*

PHM 130
PHARMACY LAW & ETHICS

This course covers federal and state laws governing the practice of pharmacy. It covers ethical issues in the health care field and their relationship to pharmacy. Students will review real case studies and be drawn into ethical issues which will enhance critical thinking and broaden their perspectives. Key topics include workplace safety, ethics, Material Safety Data Sheet (MSDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, United States Pharmacopoeia (USP) and other key topics recommended by PTCB and ASHP.

■ *Prerequisites: None*

PHM 133
PHARMACY CALCULATIONS

This course teaches students calculations required of Pharmacy Technicians. The course begins with a review of basic math. Students learn specific calculations used in various pharmacy areas.

■ *Prerequisite: None*

PHM 142
DATA ENTRY SYSTEMS & THIRD-PARTY BILLING

This course will explain the role of pharmacy management software in the daily administration of pharmacy services, specifically in retail and hospital settings. Students will learn how to interpret orders for accurate prescription entry into the software, how to manage electronic databases, maintain inventory electronically and generate accurate medication administration records for long-term care patients. This course will also cover third-party billing.

■ *Prerequisite: None*

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PHM 151
RETAIL PHARMACY SYSTEMS

This course examines day-to-day duties performed in a retail pharmacy. Students learn to read prescriptions and to fill, package and label medications. Basic duties such as greeting clients, assisting customers with over-the-counter medications, handling refill requests and working the "out" window are discussed.

- *Prerequisite: None*

PHM 152
INVENTORY SYSTEMS & NON-STERILE COMPOUNDING

This course teaches ordering, receiving, stocking and rotation of pharmaceutical supplies and medications. Also covered are pricing, discounts, mark-ups and sale prices. The next portion of the course explores insurance, third-party payers and universal claim forms. Students will also gain an understanding of extemporaneous compounding.

- *Prerequisite: None*

PHM 154
TECHNOLOGY & SPECIAL TOPICS

This course will cover topics such as drug distribution systems, medication administration records and unit dose packaging and how each topic influences the administration of pharmacy services in a hospital setting. The interpretation of physician orders, dosage calculations and the use of automation in the hospital pharmacy setting will also be covered. Other special topics such as errors, safety, special dosing circumstances, reference sources, addiction, CPR and First Aid will also be discussed.

- *Prerequisite: None*

PSY 101
INTRODUCTION TO PSYCHOLOGY

This course studies psychological viewpoints and theories about personality and mental illnesses. Treatment methods are also discussed. The steps of problem solving, learning techniques and the memory process will be discussed and applied to situations in life and the workplace.

- *Prerequisite: None*

PSY 240
HUMAN DEVELOPMENT

This course studies psychological viewpoints and theories about personality and mental illness. Treatment methods are also discussed. The steps of problem solving, learning techniques and the memory process will be discussed and applied to situations in life and the workplace.

- *Prerequisite: None*

SOC 101
SOCIOLOGY

This is an introductory course in Sociology as it relates to theoretical perspectives in health care. This course provides an overview of the study of society. Basic principles are covered, including socialization, culture, social institutions, social structure, social stratification, deviance and the evolution of society.

- *Prerequisite: None*

SPE 101
SPEECH

This course provides a basic understanding of the principles of oral communication and public speaking. Students will learn to clearly present ideas with confidence when speaking to a group. A thorough discussion of the communication process will be reviewed, including how to reduce public speaking anxiety, develop rehearsal skills and conduct ethical research.

- *Prerequisite: None*

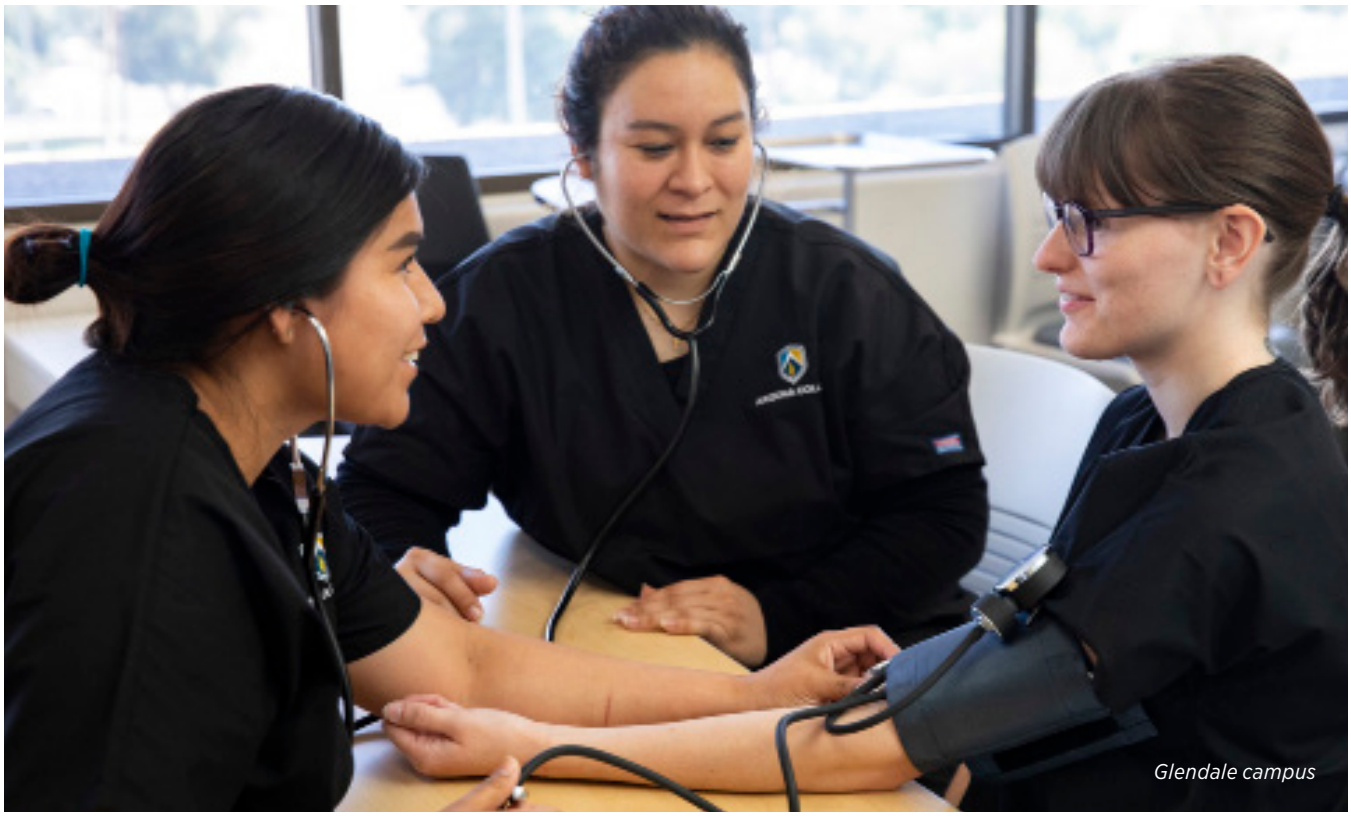
TQM 101
QUALITY CUSTOMER SERVICE

This course will provide guidelines and best practices for providing excellent customer service in the health care setting. The theories of various managerial strategies such as conscious capitalism and servant leadership will be compared and contrasted. Total quality management principles and organizational behavior will also be discussed.

- *Prerequisite: None*

ARIZONA COLLEGE®

ADMISSION, TUITION & ASSISTANCE



Glendale campus

QUICK LINKS

855.706.8382

REQUEST INFO

ADMISSION POLICIES

Glendale campus

Glendale campus

ADMISSIONS

Arizona College admits only persons who have a high school diploma or its recognized equivalent or persons who are beyond the age of compulsory school attendance.* An admission officer interviews each applicant and orients the applicant to the college's specific requirements.

An initial interview with an admission officer is required. It is preferable that spouse or parents also attend this interview, giving them an opportunity to ask specific questions relating to the college and its programs. The following items and topics are covered at the time of an interview and completed at the time of admission:

1. Student application
2. High school diploma/high school equivalency verification statement
3. Enrollment agreement/financial arrangements

NOTE: Applicants educated outside the United States will have transcripts (both high school and college) evaluated by the Arizona International Credential Evaluators, Josef Silny and Associates, Inc., the Foreign Educational Document Service or other agencies listed on the National Association of Credential Evaluation Services (NACES) website.

The college reserves the right to reject a student previously accepted if the required items listed above are not completed or received as understood.

All students will complete a high school diploma/high school equivalency verification/attestation at time of enrollment. This signed statement will serve as verification that the student has completed the educational requirement for admission to the college.

Admission to Arizona College does not imply admission to a specific program. Pharmacy Technician, Health Care Administration and Ability to Benefit (ATB) students require additional criteria for admission.

Pharmacy Technician Only
To enroll in the Pharmacy Technician program:

1. Applicants must take and pass the Wonderlic SLE Quick Test. This is an 8 minute, 30 item test that measures basic skills in reading, writing and arithmetic. The Wonderlic SLE Quick Test minimum score is 13.

   The applicant must successfully test prior to enrollment. External test scores results cannot be used to determine program eligibility.

2. Applicants must successfully complete a background check prior to enrollment. Based on the results of the background check, an applicant may be required to obtain a fingerprint clearance card or complete additional screening prior to beginning classes due to potential professional licensure eligibility requirements.

Health Care Administration Only
To enroll in the program, students must have graduated from a program in an allied health field that includes at least 40 quarter credits with a cumulative GPA of 2.0 or better (18 quarter credits in health care related courses).

* A student must be 18 years of age prior to starting an externship in the Medical Billing and Coding, Pharmacy Technician, Dental Assistant, and Medical Assistant with Phlebotomy programs.

Massage Therapy Only
Applicants must successfully complete a background check prior to enrollment. Based on the results of the background check, an applicant may be required to obtain a fingerprint clearance card or complete additional screening prior to beginning classes due to potential professional licensure eligibility requirements.

RESIDENCY

A student's physical location at the time of enrollment is determined by the address the student lists on their Admissions application. The address is reviewed for being an authorized location prior to submitting for approval into the program.

If a student has a change of address, updates can be made via the Student Portal or by contacting their Program Manager. An address change in the Student Portal will automatically update the Student Information System. If a student contacts the Program Manager for an address change, the Program Manager will update the Student Information System.

Students who relocate to a state in which Arizona College does not have the approval to operate may be adversely impacted in their ability to complete their program.

ABILITY-TO-BENEFIT (ATB) ALTERNATIVES & ELIGIBLE CAREER PATHWAY PROGRAMS (ECPP)

Students may become eligible for Title IV aid through the ATB alternatives in one of two ways. If a student first enrolled in an eligible postsecondary program prior to July 1, 2012, the student may enroll in an eligible program and can become eligible through one of the ATB alternatives. (Grandfathered Students).

The ATB alternatives include:

- Passing an independently administered Department of Education approved ATB test (Accuplacer*).
- Completing at least six credit hours or 225 clock hours that are applicable toward a Title IV-eligible degree or certificate offered by the postsecondary institution (neither remedial nor developmental coursework count toward this requirement. The coursework must demonstrate that the student has the ability to benefit from the postsecondary program in which the student is enrolled or intends to enroll but need not be applicable to the specific degree or program in which the student is enrolled).

However, if a student first enrolled in an eligible postsecondary program on or after July 1, 2012, the student may only become eligible through one of the ATB alternatives if the student is enrolled in an "eligible career pathway program."

ABILITY TO BENEFIT (ATB) ADMISSION POLICIES

Ability to Benefit (ATB) admissions available for Diploma level programs. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program. An applicant who is not a high school graduate, has not passed the GED or is not a Grandfathered Student (see above) and is seeking admission into an ATB-eligible program must take and pass a three-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading, writing and arithmetic. The Accuplacer minimum scores are:

Reading: 233
Writing: 235
Arithmetic: 230

The applicant must either provide official results for the Accuplacer Test, which meet the minimum scores listed above or must successfully test prior to enrollment. Unofficial or practice test scores cannot be used to determine program eligibility.

Following an unsuccessful official test attempt, the student must wait a minimum of 14 calendar days before retesting. A new 14-calendar-day waiting period will apply after each subsequent unsuccessful attempt.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the Accuplacer with the minimum required scores will enroll in the Ability to Benefit Career Pathways Program (ATBCPP). The ATBCPP has many components that the student must participate in to continue in the ATBCPP. These include:

1. Enrollment into and participation in C4L**
2. Provide C4L a copy of high school transcripts
3. Participation in academic advising throughout the ATBCPP
4. Participation in Career Pathway Coaching throughout the ATBCPP

Students must be registered and enrolled in C4L prior to attending the first day of class at Arizona College. Eligibility to be a student is dependent upon being dually enrolled.

Ability to Benefit Career Pathway Program (ATBCPP) Requirements

Students enrolled into ATBCPP will be concurrently (at the same time) enrolled in their approved Arizona College diploma program and C4L. The student is required to attend online classes for C4L and is expected to participate. C4L is offered online and is self-paced, enabling a student to obtain their high school diploma while they are attending Arizona College. There will be an on-site faculty member to support students, assist with access and encourage completion of requirements. C4L is offered by an approved adult education service provider and not by the college. C4L is offered at no additional cost to the student and is paid for by Arizona College. The college does not guarantee that the student will receive a high school diploma or its equivalent. Completing the Arizona College component of the ATBCPP program is not a condition of receiving a high school diploma or its equivalent.

Participation in the C4L Component of the Program ATBCPP Participation Advisement

Attendance is monitored and required in all assigned classes and labs. A student who fails to participate (log-in) to the C4L component of the ATBCPP program once within 14 consecutive days will be dropped from both the Career Pathways program and Arizona College.

Receiving the Earned High School Diploma

Students who complete the C4L high school program are entitled to receive the C4L diploma from C4L upon completion of the high school program. Arizona College may facilitate delivery of the diploma to support campus celebrations; however, release of the diploma is not contingent upon a student's progress or graduation from Arizona College. Students may request that C4L mail the diploma directly

* Accuplacer testing is effective June 6, 2022. Wonderlic tests prior to this date can be considered valid.

**Brookshire International Academy students enrolled prior to 11/21/22, will continue their enrollment as scheduled.

or provide official proof of completion at any time.

CREDIT FOR PRIOR LEARNING

For students enrolling at Arizona College, Official Transcripts displaying credit for courses or degrees completed at another institution will be opened and reviewed by the Registrar or Executive Director of Academic Operations. These courses or degrees must be similar in content and duration to those offered in the program for which an applicant has applied. To grant such credit, Arizona College must receive official transcripts from the previous institution and it is the student's responsibility to provide the official transcript prior to the commencement of the course.

Arizona College requires that, at a minimum, a student complete the final 50% of credits or hours of a program through Arizona College. The student wanting to transfer credits or hours will be notified in writing about any credits or hours accepted.

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year-to-year. Therefore, Arizona College makes no blanket statement or promise of acceptance of credits from any other institution.

TRANSFER OF CREDITS TO ARIZONA COLLEGE

- Arizona College evaluates courses for transfer from other accredited institutions approved by the U.S. Department of Education or recognized by the Council for Higher Education (CHEA) or American Council of Education (ACE).
- Transfer credit is granted only for courses in which a letter grade of "C" or higher was earned.
- Core curriculum courses with a lab component must have been completed within two years of starting classes at Arizona College.
- Core curriculum courses without lab components must have been completed within five years of starting classes at Arizona College.
- Non-science related general education courses must have been completed within 10 years of starting classes at Arizona College.
- Arizona College does not offer credit for advanced placement classes or life experience.
- Allied Health transcripts and/or official transcripts must be received from the former institution(s) in the following cadence:
  - Veterans Administration (VA) students - All transcripts/JST must be received prior to student program start.
  - Health Care Administration – An official transcript demonstrating that the student graduated from an allied health program consisting of at least 40 quarter credits, including 18 quarter credits in health care-related courses, with a cumulative GPA of 2.0 or higher, must be received within the first two weeks of starting the program.
  - Students may be withdrawn from the program if the official transcript is not received by the deadline. Transfer credit will not be awarded until official transcripts are received and evaluated.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those who successfully completed courses that parallel course content and duration of Arizona College courses. Courses in a student's major must meet the same general course objectives as Arizona College courses.

Glendale campus

Glendale campus

TRANSFER OF CREDITS FROM ARIZONA COLLEGE

Students who are interested in continuing their education at an institution other than Arizona College should first inquire at the institution they plan to attend whether that institution will accept the transfer of credits from Arizona College to determine what credits and requirements are needed for entrance to that institution. The transferability of credits is at the discretion of a receiving institution. Arizona College cannot assure transfer of credits. While Arizona College has entered into articulation agreements with some local colleges and universities for certain programs, Arizona College credits are not designed to transfer.

OFFICIAL TRANSCRIPTS

Official transcripts are processed through Parchment Exchange for a fee and can be sent electronically or by mail.

Link to Parchment: Request Your Official Transcript

Official Transcript Fees

Electronic Transcripts: $14 each
Paper Transcripts: $14 each
Diplomas: $10 each

Policy on Withholding Official Transcripts

Arizona College understand the importance for students to have access to official transcripts, and therefore does not withhold transcripts.

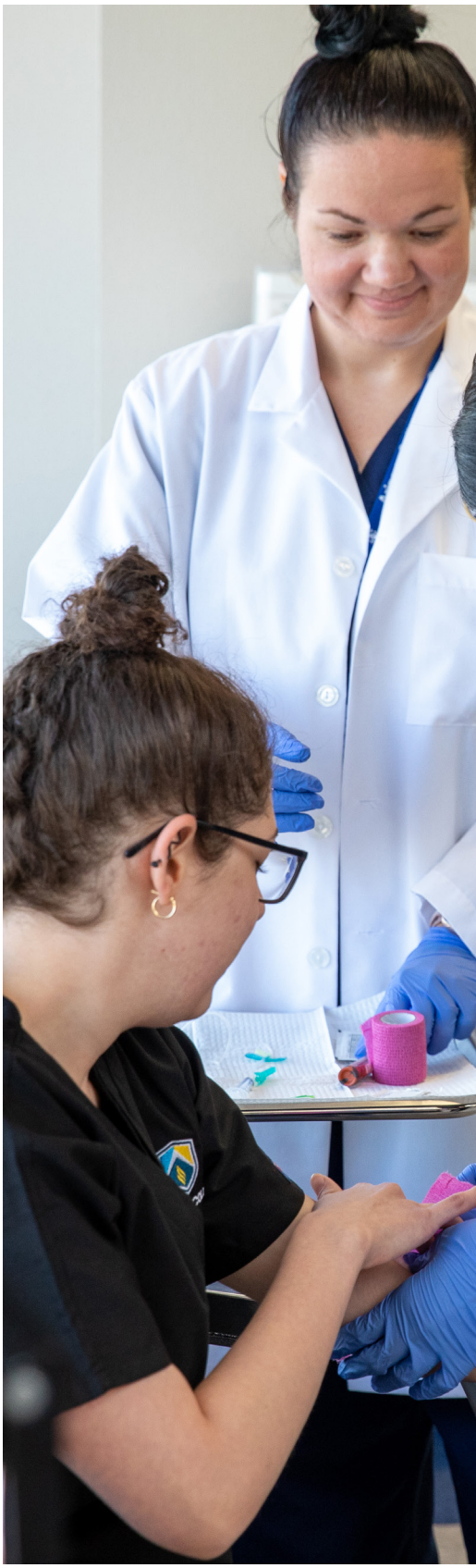
Policy on Transcript Request at No Charge

Arizona College will provide students who make written requests pursuant to this section with one (1) free copy of their official transcript. To receive a free transcript, students must be in good standing and email their request to the Director of Registrar Services at transcriptrequests@arizonacollege.edu within six (6) months from the student's withdrawal from, successful completion of, or discharge from the BSN program. All requests are subject to and may only be made by eligible students under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

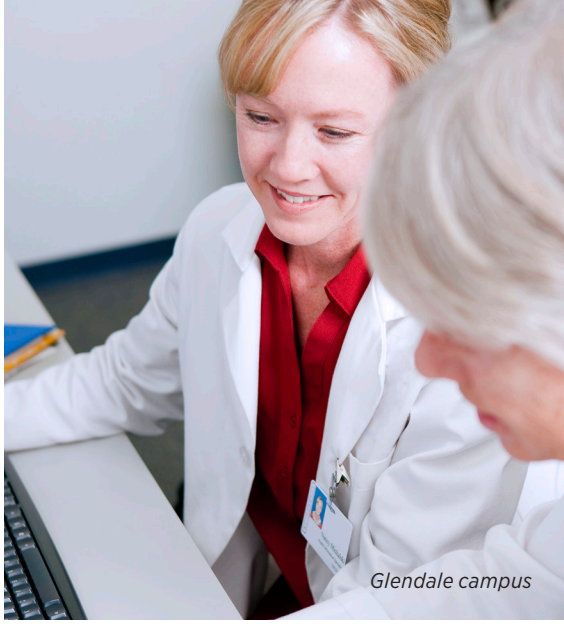
Additional official transcripts carry a $14 service fee and can be ordered via the College website. Additional diplomas carry a $10 service fee.

VETERAN TRANSFER OF CREDITS

A Veterans Administration benefit recipient is required to report all previous education and training to Arizona College. The college evaluates the information and grants appropriate credit with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.



TUITION & FEES


Glendale campus

TUITION & FEES

MEDICAL ASSISTANT WITH PHLEBOTOMY

Tuition	$16,998
Not Included in Tuition:	
Registration Fee	$25
Non-porous Shoes	$65 prices may vary
Watch with a Second Hand (if applicable)	$20 prices may vary

PHARMACY TECHNICIAN

Tuition	$16,998
Not Included in Tuition:	
Registration Fee	$25
Non-porous Shoes	$65 prices may vary

HEALTH CARE ADMINISTRATION

Tuition	$16,575
Not Included in Tuition:	
Registration Fee	$25

MEDICAL BILLING & CODING

Tuition	$17,901
Not Included in Tuition:	
Registration Fee	$25
Non-porous Shoes	$65 ptices may vary
Watch with a Second Hand (if applicable)	$20 prices may vary

MASSAGE THERAPY

Tuition	$16,286
Not Included in Tuition:	
Registration Fee	$25
Twin Sheet Set	$30
Towels - 1 Bath towel and 8 Hand towels	$25

DENTAL ASSISTANT

Tuition	$18,810
Not Included in Tuition:	
Registration Fee	$25
Non-porous Shoes	$65 prices may vary
Watch with a Second Hand (if applicable)	$20 prices may vary

ESTIMATED VARIABLE COSTS*

Fingerprint Clearance	$67
Physical Exam & Immunizations**	$200
Drug Screen	$40
Background Clearance	$50

* These costs are excluded and subject to change. Additional costs may be incurred.

** Actual cost is dependent on the student's insurance and medical status.

The cost of two sets of uniforms, laboratory supplies, textbooks, CPR training and stethoscopes kits are covered by Arizona College.

Students attending less than full-time (12 credit hours) will be charged a pro-rated tuition rate. For example, the Pharmacy Technician program is $5,666 per term. Students attending more than 12 credits will not be charged more than the per-term rate.

If a student took three credit hours, then the student would be charged:

$5,666 x 3/12 = $1,416

TRANSFER FEES

Active students who wish to transfer to a program that is lesser in academic length will be required to pay a $100 transfer fee. This fee cannot be charged to the student account and must be paid in full before the transfer can take place.

Estimates of indirect living costs can be obtained from the Financial Aid Office.

ARIZONA REFUND POLICY

Refund Policy for Cancellations, Re-schedules & Withdraws:

A. If a student cancels this agreement within three (3) business days of the date of this agreement (excluding Saturday, Sunday and Federal or State Holidays) for any reason; all monies shall be refunded. No later than thirty (30) days after receiving the notice of cancellation, Arizona College shall provide the 100% refund. If a student withdraws from the program after the cancellation period, but before class convenes, all monies paid in excess of the $25.00 registration fee shall be refunded. The $25.00 is non-refundable after the three (3) day period. Should a student's application be rejected by the College, the $25.00 registration fee will be returned to the applicant.

B. If the student reschedules his/her start date or program within three (3) business days of the cancellation period, no charge is made to the student for the reschedule. Should a student reschedule subsequent to the cancellation period, there will be a charge of $25.00. The student must pay this fee prior to being officially rescheduled.

C. Return to Title IV aid will be returned for withdraws within sixty percent (60%) of the quarter. The calculation of monies returned is based on student withdraws and will be in accordance with all federal statutes and rules regarding Title IV funds. Funds returned to Federal Title IV funds will be returned to the programs in the following order: Unsubsidized Loans, Subsidized Loan, Plus Loan, Pell Grant and SEOG.

D. Adjustment of Charges: The College's adjustment of charges is based on the charge period (quarter).

E. Federal Student Aid may not cover all unpaid institutional charges due to the institution upon a student's withdraw.

The period of a student's attendance will be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences. The period of time for a training program is the period set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

The policy listed below is for institutional withdraw. No refunds will be issued for individual courses that are dropped.

A. If a student withdraws or is expelled by Arizona College after the start of the semester and before the completion of more than sixty percent (60%) of the semester, Arizona College will refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus ten percent (10%) of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

B. If a student completes more than sixty percent (60%) of his/her term, he/she is not entitled to any refund and is obligated for the full contract price of the term.

Glendale campus

STUDENT FINANCIAL ASSISTANCE

Glendale campus

As an accredited institution and an institution under agreement with the U.S. Department of Education, the college is eligible to participate in a variety of student financial aid programs. The college is committed to providing its students the most advantageous financial aid package the student's eligibility allows.

General Student Aid Eligibility
Eligibility for most federal student aid is based on financial need and on several other factors. The most basic eligibility requirements to receive federal student aid are the following:

- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Have a high school diploma or recognized equivalent such as a General Educational Development (GED®)
- Not be in default or owe an overpayment of Federal Student Aid

TERMS & CONDITIONS – DIRECT LOANS

The Direct Loan Program provides funds to undergraduate students to assist them in meeting their educational expenses. To qualify for a Federal Direct Loan the student must meet the eligibility requirements for Federal Student Aid. Students must be enrolled at least half-time during the period of enrollment to retain their eligibility for Direct Loan program funds. Students whose enrollment status is below half-time are not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

How to Apply
You can complete the Free Application for Federal Student Aid (FAFSA) at **fafsa.gov**. Follow these easy steps to simplify the process of applying for federal student aid.

Gather the documents needed to apply. For example, you'll need:

- Income tax returns (yours and sometimes your parents), W-2 forms and other records of income
- Identification documents (Social Security cards, driver's licenses, etc.)

The FAFSA is used to apply for federal financial aid (grants, work-study and loans). You (and your parent for dependent students) will need an FSA ID to complete your FAFSA, make corrections to the application and more. To apply for your FSA ID, go to : https://studentaid.gov/fsa-id/create-account/launch.

METHOD & FREQUENCY OF AID DISBURSEMENTS

Financial aid is awarded based on an academic year as defined on a program-by-program basis. Disbursements vary by the type of aid.

Federal Student Aid, including the Pell Grant, SEOG, Direct Subsidized/Unsubsidized Loans and Parent PLUS Loans, generally will cover a full academic year and your school will pay out your money in at least two payments called disbursements. In most cases, your school must pay you at least once per term (semester, trimester or quarter). Once tuition and fee obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account.

DISBURSEMENTS FOR BOOKS & SUPPLIES

Arizona College provides e-books to students as part of their tuition cost. The e-books are made available no later than the 1st day of class through the online classroom. A book list is provided if the student would like to purchase hard copy books.

Arizona College will make funds available to the student by the seventh day of the payment period to purchase hard copy books or supplies, if presuming funds were disbursed, the student would have a credit balance on their student ledger. Funds will be disbursed in the same manner as other Financial Aid Stipends. Direct deposit by utilizing Automated Clearing House (ACH) is the preferred method for processing student stipends. The ACH method allows Arizona College to deposit the stipend directly into a US checking or savings account. A student (or parent for a PLUS Loan) may enroll in ACH by submitting a Direct Deposit Enrollment Form to the Bursar's Office. The form requires banking information, including the routing number and checking or savings account number. The form also requires a voided check or bank authorization of deposit. If no ACH is available, a check for the credit balance will be mailed to the student's and/or parent's address.

TYPES OF AID AVAILABLE

FEDERAL PELL GRANT

TYPE OF AID:	Grant: does not have to be repaid
DESCRIPTION:	The Pell Grant is awarded to students who have a financial need as determined by the U.S. Department of Education. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. You may receive less than the maximum award depending not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student and your plans to attend school for a full academic year or less.
ELIGIBILITY:	$750 - $7,395

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

TYPE OF AID:	Grant: does not have to be repaid
DESCRIPTION:	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.
ELIGIBILITY:	$100 - $4,000

DIRECT SUBSIDIZED/UNSUBSIDIZED/PARENT PLUS

TYPE OF AID:	Loan: must be repaid with interest
DESCRIPTION:	Subsidized Loans are available to undergraduate students with financial need. Your school determines the amount you can borrow and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period*) and during a period of deferment (a postponement of loan payments). Direct Unsubsidized Loans are available to undergraduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). Direct PLUS Loans are eligible to parents through schools participating in the Direct Loan program. The U.S. Department of Education is your lender. A credit check will be conducted and the parent must not have an adverse credit history. The maximum PLUS Loan amount you can receive is the cost of attendance (determined by the school) minus any other financial aid received.
ELIGIBILITY:	Subsidized: $3,500 - $5,500, depending on grade level Unsubsidized: $2,000 - $7,000 (less any subsidized amounts received for same period), depending on grade level and dependency status Parent PLUS: Up to cost of attendance minus any other financial aid received

		LOANS FIRST DISBURSED ON OR AFTER	
LOAN TYPE	BORROWER TYPE	7/1/2024 AND BEFORE 7/1/2025	7/1/2025 AND BEFORE 7/1/2026
Direct Subsidized/ Unsubsidized Loans	Undergraduate	6.53%	6.39%
Direct Parent PLUS	Undergraduate	9.08%	8.94%

PRIVATE LOAN

TYPE OF AID:	Loan: must be repaid with interest
DESCRIPTION:	A number of private outside entities offer students alternative sources for financing their education. Unlike federal loans, the terms of private loans are set by the individual lenders. The interest rate and fees are determined by your credit history, your debt-to-income ratio and that of your co-signer, if necessary. The interest rates for private educational loans are variable and are most often based on a range using Prime or the LIBOR as a base and add an additional percentage based on the borrower's credit.
ELIGIBILITY:	Based on unmet need and borrower's credit

INSTITUTIONAL RETAIL INSTALLMENT CONTRACT

TYPE OF AID:	Payment Plan: must be repaid with interest
DESCRIPTION:	Students who have exhausted all other means of funding can make payments to the institution for the difference through an institutional loan (iLoan). Interest on an institutional loan is subsidized during school. Payments made after graduation or withdrawal from the program will be charged a 12% interest rate. Interest is calculated on a daily simple interest bases according to the outstanding balance, and the daily interest rate will be equal to the annual interest rate divided by the number of days in the year.
ELIGIBILITY:	$5,000 limit for diploma programs and limit varies based on enrollment status and balance for degree programs

More information about interest rates can be found at:
https://studentaid.gov/understand-aid/types/loans/interest-rates

ARIZONA COLLEGE SCHOLARSHIPS

GET AHEAD OF FALL OPPORTUNITY SCHOLARSHIP

TYPE OF AID:	Scholarship
DESCRIPTION:	This scholarship is intended to support students that are new to Arizona College.

ARIZONA COLLEGE HEALTH CARE ADMINISTRATION ALUMNI SCHOLARSHIP

TYPE OF AID:	Scholarship
DESCRIPTION:	This scholarship is intended to support students that have graduated from an Arizona College Allied Health program. This scholarship is only available at the Glendale Campus.

ARIZONA COLLEGE HEALTH CARE ADMINISTRATION OPPORTUNITY SCHOLARSHIP

TYPE OF AID:	Scholarship
DESCRIPTION:	This scholarship is intended to support students that have graduated from an accredited allied health program. This scholarship is only available at the Glendale Campus.

ARIZONA COLLEGE ALLIED HEALTH RE-ENTRY/RE-ENROLLMENT OPPORTUNITY SCHOLARSHIP

TYPE OF AID:	Scholarship
DESCRIPTION:	This scholarship is intended to support students re-entering or re-enrolling in a program.

To learn more about scholarship options at Arizona College, please see the Financial Aid Department.

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress while enrolled at Arizona College. Failure to maintain Satisfactory Academic Progress could result in ineligibility for federal student aid. The Satisfactory Academic Progress information is contained in the Scholastic Standards section of this catalog.

VETERANS BENEFITS

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38 amendment:

- Arizona College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date Arizona College certifies tuition and fees following the receipt of the certificate of eligibility.
- Arizona College ensures it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

AUTOMATIC RE-ENROLLMENT OF COVERED INDIVIDUALS RECEIVING VA EDUCATION BENEFITS

In accordance with 38 U.S.C. § 3679(e), the institution prohibits the automatic renewal, re-enrollment, or registration of any Covered Individual receiving U.S. Department of Veterans Affairs (VA) education benefits into future courses, terms, academic years, or programs of education without the student's explicit approval.

Students utilizing VA education benefits must affirmatively request and approve each enrollment for which they wish to receive VA educational benefits. The institution will not enroll, register, or submit a VA enrollment certification based solely on a student's previous enrollment, prior certification, or presumed intent to continue.

Documented student authorization must be obtained before any subsequent enrollment, registration, or VA enrollment certification is processed. The institution maintains documentation of the student's approval in accordance with institutional record retention policies.

REPAYMENT TERMS OF DIRECT LOANS

The U.S. Department of Education's National Student Loan Data System℠ (NSLDS℠) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, the total amount of all your loans and your loan servicer. To access this information, go to Federal Student Aid at **studentaid.gov.**

Your loan servicer, the company that handles the billing and other services for your loan, will provide you with information about repayment and your repayment start date. You can visit the servicer's website or call them to find out how to make payments. After you graduate, leave school or drop below half-time enrollment, you have a period of time called a grace period before you begin repayment. The grace period is six-months for a Federal Direct Loan. You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. In some cases, you might be able to reduce your interest rate if you sign up for electronic debiting. It is very important that you make your full loan payment on time either monthly or according to your repayment schedule. If you do not, you could end up in default, which has serious consequences.

If you're having trouble making payments on your loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Requesting a deferment – if you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
- Requesting a forbearance – If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments or extend the time for making payments.

If you stop making payments and don't get a deferment or forbearance, your loan could go into default. If you default, it means you failed to make payments on your student loans according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor and the federal government can all take action to recover the money you owe. Here are some consequences of default:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due (this is called "acceleration").
- You will lose eligibility for additional federal student aid.
- The default will be reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.
- Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called "treasury offset").
- Your wages will be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.
- Your loan holder can take you to court.

Sample Standard Repayment Schedule	
Loan Amount	$9,500.00
Interest Rate	4.99%
Repayment Summary	
Months in Repayment	120
Monthly Payment	$101.00
Total Interest Payment	$2,586.00
Total Loan Payment	$12,086.00

TERMS FOR WORK STUDY

Federal Work-Study is a federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works and the amount he or she earns cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Arizona College work-study is awarded on a first come, first serve basis to students.

Prior to beginning work all work-study students must meet new hire eligibility requirements for the position, complete all human resource/payroll paperwork, as well as be approved by the Financial Aid Office.

As a work-study employee, students may have access to documents, files and records that are protected under the Privacy Act of 1974. Students are prohibited from sharing information obtained while at work. Failure to adhere to this act will be cause for termination and loss of eligibility to receive future work-study awards.

Employees must report to work on time and work the agreed-upon hours. Employees must inform the supervisor if they cannot report to work or will be late. Work-study employees must be in good academic standing to continue in the position.

EXIT COUNSELING

A direct loan borrower who is graduating, leaving school or dropping below half-time enrollment is required to complete exit counseling. At the time of exit counseling the Exit Counseling Guide for Federal Student Loan Borrowers will be provided. Students are required to complete the Borrower's Rights and Responsibilities form included in this publication.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

Arizona College will comply with the federal regulation in the determination of the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that Arizona College participates in and that are covered by federal law are:

- Pell Grants
- Direct Subsidized/ Unsubsidized Loans
- Parent PLUS Loans
- Supplemental Educational Opportunity Grants (FSEOG)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

A program* is offered in modules if, for a payment period or period of enrollment, a course or courses in the program do not span the entire length of the payment period or period of enrollment. Students who are enrolled in modular courses will not be considered withdrawn for Return of Title IV purposes if one of the following conditions are met:

- Successfully complete half-time enrollment (6 or more credits) in the payment period
- Successfully complete a module or combination of modules that equals 49% or more of the number of countable days in the payment period.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. If you do not begin attendance in all classes in a payment period, the amount of your Pell Grant and/ or SEOG may have to be recalculated.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must obtain your permission before it can disburse them. Arizona College can disburse eligible grant funds without the student's permission for current charges, including tuition and fees, up to the amount of outstanding charges. Arizona College will request your permission to use the post-withdrawal grant disbursement for any other charges.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any direct loan funds that you would have received had you remained enrolled past the 30th day.

If you or Arizona College receives (on your behalf) excess Title IV program funds that must be returned, Arizona College must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds or the entire amount of excess funds.

If Arizona College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Arizona College must return Title IV funds to the programs as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Parent PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

The requirements for Title IV program funds when you withdraw are separate from the refund policy of Arizona College. Therefore, you may still owe funds to the school to cover unpaid institutional charges. See "Financial Information" section for the Arizona College refund policy.

* Excludes the Massage Therapy program.

SCHOLASTIC STANDARDS

QUICK LINKS

855.706.8382

REQUEST INFO

GENERAL ACADEMIC STANDARDS

ACADEMIC LOAD

For programs measured in quarter credit hours, full-time students are those enrolled in a minimum of 12 quarter credit hours per term. Part-time students are those enrolled in fewer than 12 quarter credit hours per term.

The Massage Therapy program is measured in clock hours and is excluded from the quarter-credit-hour academic load classifications stated above.

ATTENDANCE

Regular class attendance and punctuality are essential to learning. Additionally, each student is expected to learn the discipline of regular attendance as well as the skills involved in their field of study.

Students are expected to attend all scheduled classes and to be on time for their classes. Missing subject material affects the student's retention and ability to perform clinically. In the event of an emergency, the student should contact the college if they are going to miss class or classes for the day.

A student who reports to class after the scheduled start time or returns late from a break or departs prior to the designated class dismissal time is considered tardy.

All absences and tardies are recorded, regardless of the reason and become part of the student record at the college. If accumulated tardies and absences reach more than 20% of scheduled hours, the student may be placed on attendance probation.

Any student who is absent 14 consecutive calendar days will be withdrawn from the program.

- If there are extenuating circumstances (i.e., documented jury duty, documented military reserve service obligations) that may cause or is expected to cause absences in the future in violation of the 14 consecutive days referenced above, the student should contact the course instructor and Program Director or designee.

A student who does not attend at least 50% of a scheduled course will automatically earn a grade of "F." The college may choose to terminate the student, have the student repeat classes or other action the college deems appropriate.

An examination or assignment missed due to an "excused" absence may be made up for full credit. An excused absence is one involving a medical, legal or death that is supported with third-party documentation. Documentation of an excused absence must accompany a student on the day of his/her return and must document absences covering the date(s) an examination or assignment was missed. An examination or assignment missed due to an "unexcused" absence may be made up for half credit.

The college does not allow make-up absences (other than for clock-hour programs, such as Massage Therapy).

- **Massage Therapy Students Only:** All MT students are required to complete the 850 total program hours. Any hours missed due to school holiday closures or other approved absences must be made up. Approved make-up hours must be completed on or before Friday of Week Five of the current course session. Failure to complete the required make-up hours within the specified timeframe will result in a failing course grade, and the course must be repeated. Students who do not complete the required 850 hours will not be eligible to successfully complete the program.

Students may challenge attendance records for a period of thirty (30) days; after thirty (30) days, the attendance becomes final. Attendance records are located in the Student Portal.

If a student is attending an online class, all inquiries or questions directed towards the class instructor will receive a response within 24 hours.

Distance Education Communication
All Distance Education courses are held in a synchronous environment. Faculty and student communication occurs within our Learning Management System (LMS), via email, Microsoft Teams, phone call or in person. All coursework needs to be completed by the end of the 5-week course.

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GRADING

Course grading is based on the following scale:

GRADE	GRADE POINTS	CREDITS ATTEMPTED	CREDITS EARNED
A 90 - 100%	4.0	Y	Y
B 80 - 89.9%	3.0	Y	Y
C 70 - 79.9%	2.0	Y	Y
D 60 - 69.9%	1.0	Y	Y
F Below 60%	0.0	Y	N
W	0.0	Y	N
MW	0.0	Y	N
TR	NA	Y	Y
I	NA	Y	N

An Incomplete ("I") is a temporary grade that may be given, with the corresponding documentation when appropriate, at the faculty member's discretion and with academic administration approval to a student when illness, necessary absence or other reasons beyond the control of the student prevents completion of course requirements by the end of the academic session. Students awarded a grade of "Incomplete" for a course in one session have until the last day of the subsequent session to complete the work. If the "incomplete" course has an impact to progression in the program (e.g., prerequisite), the subsequent course cannot be taken until the "incomplete" is resolved. Students who do not satisfactorily complete the work by the specified due date will be given a grade of "F" for the course.

All repeat, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum time frame measurement.

Grades are available to students the week following course completion. The electronic gradebook is available to students throughout their course in order to ensure access to their academic progress.

No rounding for any courses. This includes tests, assignments, practicals, etc. All grades will be entered at their face value and not rounded.

For repeated courses, the highest grade earned will be used in the Cumulative GPA calculation.

Withdrawal Due to Military Service

For those students wishing to withdraw from the course or program due to military obligations, a Change of Status Form must be completed, and an official copy of the military orders must be attached and submitted to the Dean of Nursing or designee.

When military students on active duty (whether regular active duty, reserve, or National Guard members called to active service) must withdraw from one or more classes due to military deployment or other military exigencies, Arizona College will waive the requirement that withdrawals be made prior to the 75% point of the course. In such cases, the student's grade will be recorded as a non-punitive withdrawal and will not count against the student's academic progress including the pace requirement and grade point average.

Should a military student in good standing with Arizona College need to withdraw from the College entirely due to military commitments, the service member may return to the College, following the Program Readmission/Reentry/Repeating Policies outlined in the Catalog.

Tuition and Fees: Arizona College will follow the same requirements outlined in Leave of Absence policy in this catalog.

FINAL GRADES

Grades are finalized on the last day of the session. Approved make-up work for all programs (exams, assignments and projects) must be completed on or before Friday of week one of the subsequent session.

Students may challenge a grade for a period of thirty (30) days after the grade posts by furnishing documentation of mitigating circumstances that occurred during the applicable course.

CREDIT HOUR DEFINITION

Arizona College measures its academic courses in terms of credit hours. An academic quarter is 10 weeks, consisting of two five-week sessions and a semester is 16 weeks. Conversion from clock hours is as follows:

One term credit hour equals:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship**One semester credit hour equals:**

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of clinical laboratory

CLOCK HOUR DEFINITION

Arizona College offers programs measured in Clock Hours. A clock hour is defined as a period of time consisting of

1. A 50-to-60-minute class, lecture, or recitation in a 60-minute period;
2. A 50-to-60-minute faculty supervised laboratory, shop training, or internship in a 60-minute period; or
3. Sixty minutes of preparation in a correspondence course.

A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

SATISFACTORY ACADEMIC PROGRESS

Arizona College, its accrediting agency and the U.S. Department of Education require students to make Satisfactory Academic Progress (SAP) towards graduation. Arizona College's Satisfactory Academic

Progress policy is the same for all students, regardless if they are receiving financial aid and applies to all enrollment statuses for the time in which they are being evaluated (full-time or part-time).

The policy consists of two standards - a qualitative standard in which students must maintain a satisfactory cumulative grade point average (CGPA) and a quantitative standard that requires students meet a minimum pace of completion towards graduation.

Satisfactory Academic Progress (SAP) is evaluated at the end of each quarter for credit hour programs, at the end of the payment period for Massage Therapy. For students transferring to a different program and only courses that apply to the new program will be calculated in Satisfactory Academic Progress.

CUMULATIVE GRADE POINT AVERAGE

Arizona College calculates the cumulative grade point average (CGPA) by dividing total cumulative "quality grade points" earned by "total quality hours" attempted. Academic letter grades carry the following grade points: A = 4.00, B = 3.00, C = 2.00, D = 1.00 and F = 0.00.

The number of credits for a class is multiplied by the grade point value of the grade to give the total grade points for each course. The total number of quality grade points is then divided by the total number of quality hours attempted.

Example:
3 credit course, grade of A was earned
3 credits x 4 grade point value = 12
12 total quality grade points hours/
3 total quality hours attempted = 4.0 CGPA

PACE OF COMPLETION

For Satisfactory Academic Progress, students must meet the expected pace of completion. Arizona College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number of attempted credits. All repeat, incomplete, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for pace of completion measurement. This includes periods in which the student did not receive Federal Financial Aid funds. Only transfer credits that count toward the student's current program are counted as both attempted and completed hours.

MAXIMUM TIMEFRAME

Maximum timeframe for a program measured in credit hours is a period no longer than 150% of the published length of the program. For a program measured in clock hours, a period no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

NOTE: A student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.

Arizona College calculates the maximum timeframe at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number of attempted credits. A student is ineligible to receive Federal Financial Aid when it becomes mathematically impossible to complete the program within 150% of its published program length. All repeat, incomplete, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum timeframe measurement. This includes periods in which the student did not receive Federal Financial Aid funds. Only transfer credits that count toward the

SATISFACTORY ACADEMIC PROGRESS STANDARDS

CUMULATIVE CREDITS ATTEMPTED	MIN. CUMULATIVE GPA (CGPA)	MIN. CUMULATIVE CREDITS COMPLETED (PACE OF COMPLETION)
01 - 20 CREDITS	1.5	67%
21 - 40 CREDITS	1.75	67%
41+ CREDITS	2.0	67%

SATISFACTORY ACADEMIC PROGRESS STANDARDS

CUMULATIVE HOURS ATTEMPTED	MIN. CUMULATIVE GPA (CGPA)	MIN. CUMULATIVE HOURS COMPLETED (PACE OF COMPLETION)
480	2.0	67%
850	2.0	67%

student's current program are counted as both attempted and completed hours.

FINANCIAL AID WARNING

Arizona College checks Satisfactory Academic Progress at the end of each quarter for credit hour programs and at the end of the payment period for clock hour programs. If a student fails to meet the minimum CGPA and/or the minimum pace of completion requirements, then the student is considered not making Satisfactory Academic Progress and will be placed on Financial Aid Warning and will be notified in writing. Financial Aid Warning status lasts for one quarter or payment period only and the student may continue to receive FSA funds. A student may come in compliance with Satisfactory Academic Progress if, at the end of the warning period, the student is meeting the minimum Satisfactory Academic Progress standards. If the student regains Satisfactory Academic Progress he/she is removed from Financial Aid Warning status. Students who fail to make satisfactory progress after the Financial Aid Warning period lose their Federal Financial Aid and Veteran's educational benefit eligibility and may be terminated from the college.

APPEALS & FINANCIAL AID PROBATION

Students who fail to make satisfactory progress after the Financial Aid Warning period lose their financial aid and Veteran's educational benefit eligibility unless they successfully appeal and are placed on Financial Aid Probation. Students who wish to appeal must do so at the end of their warning period by submitting the Appeal Form along with supporting documentation to the Executive Director of Academic Operations. The appeal documentation will be reviewed by Registrar Services and must explain the extenuating circumstances that occurred during the SAP review timeframe that the student believes would have a bearing on the reinstatement, for example; emergencies, illness, accident or other special circumstances. The appeal must explain why satisfactory progress was not met and what has changed in the situation that will allow satisfactory progress by the next evaluation. Arizona College's appeal procedure may be obtained at the Administrative Office. Students granted an appeal will be notified in writing and placed on Financial Aid Probation status for one quarter or payment period, unless otherwise stated in the academic plan and Federal Financial Aid is reinstated. If the appeal is denied, the student will not be eligible for Federal Financial Aid funds.

SATISFACTORY ACADEMIC PROGRESS & FEDERAL FINANCIAL AID ELIGIBILITY

All students are considered to be making Satisfactory Academic Progress when they begin their program. Students on Financial Aid Warning are also considered to be making Satisfactory Academic Progress and will continue to receive financial aid disbursements. Students are eligible for an additional disbursement of Federal Financial Aid for a quarter or payment period subsequent to Financial Aid Warning if they successfully appeal and are placed on Financial Aid Probation. Once a student reestablishes Satisfactory Academic Progress, their financial aid eligibility is reinstated. If the student does not reestablish Satisfactory Academic Progress after a quarter or payment period on Financial Aid Probation, they will lose Federal Financial Aid eligibility and may be terminated.

ACADEMIC LEAVE OF ABSENCE (LOA)

Arizona College offers students the option to take an academic leave of absence due to extenuating circumstances.

Students attending an allied health program are only permitted to take an academic LOA, which is not recognized for Title IV (federal financial aid) purposes. Students granted an academic LOA will be considered withdrawn for Title IV purposes while on an academic LOA and reported to the National Student Loan Data System as such.

A student must request an academic LOA and it will not be automatically granted.

To be considered for an academic LOA, a student must meet the following qualifications:

- Students who have an emergency situation, an unanticipated life event or a temporary condition inhibiting/ restricting their ability to attend school may be granted an academic LOA not to exceed 180 calendar days in any 12-month period.
- There must be a reasonable expectation that the student will return from the academic LOA.
- An academic LOA must be requested in writing on the required form, signed and dated by the student and accompanied by third-party documentation that specifies the reason for the request.
- An academic LOA request without supporting documentation requires the authorization of the Executive Director of Academic Operations.
- Students requesting an academic LOA must be making Satisfactory Academic Progress (SAP) at the time of the request.
- Any student whose academic LOA was the result of an illness, hospitalization, trauma or pregnancy must submit a signed and dated release from a healthcare provider stating that the student is physically, mentally and/ or emotionally able to return.
- The College Registrar, in consultation with the Executive Director of Academic Operations, makes the final determination regarding granting an academic LOA.
- Students are not eligible for an academic LOA during the first five weeks of their first Arizona College course(s).

Students who fail to post attendance upon return from LOA or SPNE during the first two days of class(es) will be dropped from the program. If a student is granted an academic LOA and subsequently cannot

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return within 180 days, the student will be withdrawn from the program as soon as Arizona College becomes aware the student is not returning. Students who are unable to continue within the required timeframe must follow the policy "Program Readmission/Re-entry."

Curriculum changes may occur during any interruption of study. If curriculum changes occur during an academic LOA, students must meet new curriculum requirements even if they include taking additional credit hours upon return.

Students requesting an academic LOA must meet with the Financial Aid Office prior to an academic LOA being granted. Student loan recipients who take an academic LOA will impact their loan repayment terms, including the expiration of the grace period (if applicable). Students granted an academic LOA will have their tuition adjusted and financial aid recalculated with funds being returned, if necessary. Students returning from an academic LOA must meet with the Financial Aid Office to have their financial aid reinstated.

GRIEVANCE PROCEDURE

Students or other parties with complaints or grievances against Arizona College should first seek to resolve their complaint or grievance with the institution. To better serve students and open lines of communication with the administration of Arizona College, the following procedures for registering a complaint/grievance have been developed. If a student has a complaint(s) he/she would like addressed, the procedure is:

1. Student-Instructor Discussion

Many problems can be resolved by an open discussion between the student and the faculty member. If a student has a grievance with a faculty member, the student needs to meet with the faculty member to discuss the concern or issue, when reasonably possible.

2. Program Director Meeting with Student

If the student-instructor discussion does not resolve the issue or if such a discussion is not reasonably possible, the student should contact the Program Director to seek a solution. If the issue can be resolved at this level, the case is then closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written grievance using the Grievance Form provided by the Program Director.

3. Submission of Grievance Form

The completed Grievance Form should be submitted to the Program Director within 20 business days of the initial student-instructor discussion (#1 above). The Grievance Form includes the following prompts: summary of decision that is being appealed; basis for challenging the decision; identification of faculty or staff member who made the decision; description of prior attempts made to resolve the issue; specific remedy requested; and student signature.

4. Grievance Committee Investigation for:

Once the program director receives the completed Grievance Form, he or she will organize a Grievance Committee. The Grievance Committee will be made up of two faculty members, the program director and the Executive Director of Academic Operations who will investigate the grievance. If a member of the committee is involved with the student's grievance, a substitute faculty member or student with no known conflict in the matter will be appointed for the consideration of the grievance.

Grievance Committee members commit to discuss the grievance only in the context of committee deliberations. The Grievance Committee's responsibilities are to interview all involved parties, review the documentation, develop recommendations in writing with a supporting rationale and submit its recommendations to the Executive Director of Academic Operations, who will make determinations. When the student is interviewed, he or she may not be accompanied by legal counsel or family members unless the case relates to a Title IX complaint or disability matter.

Within 15 business days from the date the grievance was filed, the Executive Director of Academic Operations will notify the student in writing of the decision.

NOTE: Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.

5. Appeal of Grievance Decision

Appeal for non-disability related grievance decisions: The student may appeal the Executive Director's decision to the President of Allied Health under certain conditions. The appeal must be submitted in writing within 10 business days of receipt of the Executive Director of Academic Operations' written decision and state a basis for the appeal. Basis on which a student may appeal are the following:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the grievance process that affected the outcome.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

The decision of the President of Allied Health on the appeal is final.

Appeal for disability-related grievance decisions: The student may appeal the Executive Director of Academic Operations' decision to the Vice President of Regulatory Affairs. The appeal must be submitted in writing within 10 business days of receipt of the Executive Director's written decision and state a basis for the appeal. The Vice President of Regulatory Affairs will make a final decision and notify the student within 10 days. Students not satisfied with the final disposition of the grievance process may contact the referenced entities below or the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education, Washington, DC 20201.

Students not satisfied with the final disposition of the grievance process may contact:

ABHES
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550
https://abhes.org

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details.

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Suite 3008
Phoenix, Arizona 85007
(602) 542-5709
https://ppse.az.gov/document-category/complaints

This policy in no way impedes Arizona College's open-door policy in regard to questions or comments regarding Arizona College. The above policy is to assist all students in understanding their rights and responsibilities under those policies. The administration will not, under any circumstances, see an entire class for this procedure.

WITHDRAWAL PROCEDURE

Any student who desires an official withdrawal must do so by completing the Change of Status form. The date of determination is the date that the student begins the withdrawal process. Any student that officially withdraws will receive a grade of (W). See Academic Standards section on the impact of a W on your GPA and Standards of Academic Progress.

INTERRUPTION IN EDUCATION

If education is interrupted for any reason (e.g., termination, leave of absence, SPNE, etc.), the classes needed for program completion may not be offered in a consecutive manner. A student may be required to suspend training for one or more sessions until the required courses are offered. In any event, the length of the program is not to exceed one and one half the length of the program for which the

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GRADUATION REQUIREMENTS

GENERAL GRADUATION REQUIREMENTS

In order to graduate from Arizona College, students must:

1. Complete all required program courses with a minimum 2.0 Cumulative GPA
2. Submit all required externship paperwork, if applicable

DIPLOMAS & DEGREES

A diploma or degree will be awarded upon completion of the program. This includes meeting the performance levels required for graduation and a successful completion of externship. All financial obligations must be met and all accounts must be in good standing.

CERTIFICATION & LICENSURE DISCLOSURE

Due to the college's accreditation and approvals, its graduates are eligible to sit for certain state and national certification examinations. However, the college does not guarantee passing of any individual examination. Completion of some educational programs and/or certain certifications also qualify students for state licensure. Certain licensures require a high school diploma or a General Equivalency Diploma (GED®) for licensure and, in some cases, the license must be obtained prior to externship or employment. If the student qualifies for entrance to the college through the Ability To Benefit (ATB) pathway, it is the student's responsibility to gain their diploma or high school equivalency while at the college.

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STUDENT SUPPORT INFORMATION

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QUICK LINKS

855.706.8382

REQUEST INFO

STUDENT SERVICES & ACTIVITIES

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CPR

CPR certification is offered to all students during their program as part of the curriculum.

CAREER SERVICES

Career Services are offered to all eligible graduates. The career services department conducts career fairs, identifies employment opportunities and monitors students' employment post-graduation. In addition, the career services department offers resume workshops and mock interviews.

It is a graduate's responsibility to prepare their resume and cover letter, attend assigned interviews, design a personal job search campaign, dress appropriately for interviews and take primary responsibility for setting up job interviews. At no time does Arizona College guarantee placement. The college assumes no responsibility for seeking employment for students while they are enrolled in a program. Full-time employment while enrolled is not encouraged due to program requirements. Under no circumstances will employment commitments excuse a student from fulfilling any program requirements or serve as an excuse for absence or tardiness.

All graduates are provided with assistance with employment. It is the responsibility of the student to maintain contact with the Career Services department through active participation on your job search.

EXTERNSHIP

The externship is a large part of the student's program. Arizona College will secure an externship for each student. Student's who prefer to arrange their own externship must notify the school no later than 30 days prior to your final session. All facilities have been evaluated and meet the requirements set forth by Arizona College. If the program has an externship, the student must successfully complete the mandatory hours in order to complete the requirements of the program. Should the clinical supervisor feel that the student's performance level is unsatisfactory while on externship, the externship may be terminated. Should a student be terminated/leave early from their externship and appeal is granted, the student will be cycled to the next externship cycle.

No student may refuse an externship. The facilities have made arrangements for you to be there and have adjusted their schedules accordingly. All hours must be completed in the designated department of the facility in order to fulfill all externship requirements. Students are required to complete a minimum of 32 hours per week during their externship.

Any student leaving an externship assignment prior to fulfilling the required hours for completion will be terminated from the program. Any absences or discontinuance of the externship must be reported to the college by the student prior to the discontinuance. If the college is not notified, it may be grounds for termination.

Arizona College's professional liability insurance coverage is limited to malpractice claims throughout the duration of the externship.

Any personal injury/illness is the responsibility of the student.

CLASSES

Individual schedules may vary depending on program and credit hour schedule. Class breaks are provided at appropriate intervals and between class periods. Extra help sessions must be scheduled with each respective faculty member outside of normally scheduled class time.

EMERGENCY PLAN

The Emergency Preparedness Plan is available for view at the front desk. An emergency action plan is also available for viewing in each classroom.

If there is a fire or emergency in the building, administration or a faculty member should be contacted immediately. In the event of a fire, all students should evacuate the building through the closest fire exit and report to their faculty member for roll call.

ACADEMIC TUTORING

Individual and group tutoring is available upon request. Students may schedule academic tutoring sessions with an individual faculty member.

LIBRARY

Arizona College provides students and faculty with librarian service and database subscriptions as a consortium member of the Library and Information Resources Network (LIRN). Arizona College subscribes to five (5) main research databases (ProQuest Nursing & Allied Health Database, ProQuest Health & Medical Collection, Ebook Central: Academic Complete, EBSCO CINAHL Complete and EBSCO Academic Search Premier) to provide access to online books, as well as content from journals, magazines, news publications, and other sources covering topics relevant to general education, allied health and numerous other contents covering all disciplines. Students and faculty can access Arizona College's online library resources seven days a week, 24 hours a day.

LIRN is a third party Library and Librarian Solution whom Arizona College partners with to provide comprehensive library resources and librarians to ensure that all faculty and staff are knowledgeable about library resources. LIRN has numerous online resources from a wide variety of vendors (inclusive of databases containing articles from periodicals [peer reviewed, academic and trade], eBook collections, video collections, or interactive applications. Arizona College has selected resources relevant to specific areas of study at our institution. All of LIRNs resources are intended for use in higher education to promote academic study, research and growth, including all areas of General Education. Arizona College is supported by a team of LIRN librarians who have earned a master's degree in Library Science (MLS), Librarianship, or Library and Information Studies (MLIS) from program accredited by the American Library Association (ALA). They participate in regular professional development activities and attend national, regional and state conferences to stay current with the latest developments in the field. LIRN's librarians are not faculty and/or staff of Arizona College.

For research assistance, students and faculty may contact LIRN librarians by accessing Arizona College's LIRN Portal, clicking the "Ask a Librarian" button on the right-hand side of the LIRN Portal and completing a request for help from a librarian. Students and faculty can also directly contact a LIRN librarian at ArizonaCollege@lirn.libanswers.com for assistance. Depending on the inquiry/need, librarians may follow up with a student or faculty member via email, phone call or screen share. LIRN librarians provide 118 hours of support each week; Monday through Friday, 6:00 am to Midnight EST and Saturday and Sunday, 10:00 am to Midnight EST.

Glendale campus

STUDENT RIGHTS & RESPONSIBILITIES

Glendale campus

STUDENT RECORDS

Permanent files are kept for all students for five years. After that time, the college retains an academic transcript for graduates, drops, terminations and withdrawals.

FERPA

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the school will not release education records to unauthorized persons without written permission from the student.

The Family Educational 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 college receives a request for access.

   A student should submit to the Executive Director of Academic Operations or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected.

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.

   If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right 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 college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The college 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 college 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 college has contracted as its agent to provide a service instead of using college employees or officials (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 college.

DISCLOSURE OF EDUCATIONAL RECORDS

Arizona College may disclose directory information to a party seeking information without prior written consent from parents of students in attendance and eligible students in attendance. Directory Information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; and the most recent educational agency or institution attended. A parent or eligible student has the right to refuse to let Arizona College designate any or all of the types of information about the student designated as directory information. If a parent or eligible student wishes to refuse the designation of any or all of the types of information about the student designated as directory information, they must notify Arizona College in writing within 60 days of the start of classes.

All other information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. To college officials who have legitimate educational interest in the records
2. To officials of another school upon request if a student seeks or intends to enroll at that institution
3. To certain officials of the U.S. Department of Education, the Inspector General, state, and local educational authorities in connection with state or federally supported education programs
4. In connection with a student's request for or receipt of, Title IV financial aid necessary to determine eligibility, amount or conditions of the financial aid and/or to enforce the terms and conditions of the aid
5. To organizations conducting certain studies for or on behalf of the college
6. To accrediting commissions to carry out their functions
7. To parents who claim a student as a dependent for income tax purposes
8. To comply with a judicial order or lawfully ordered subpoena
9. To appropriate parties in health or safety emergencies
10. To potential employers (with student authorization)

NONDISCRIMINATION

Arizona College does not discriminate on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, age, disability, sexual orientation, gender identity, veteran status or any other consideration made unlawful by federal, state or local laws.

If there are any questions or concerns, please contact Maddie Caballo, Senior Vice President of Student Affairs, at 2510 W. Dunlap Ave., Suite 300 Phoenix, AZ 85021 602.759.2230, mcaballo@arizonacollege.edu or the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201 and/or file a criminal complaint with local law enforcement.

TITLE IX: GENDER DISCRIMINATION & SEXUAL HARASSMENT

Arizona College does not discriminate on the basis of sex in its education program or activity and the College is required by Title IX and PART 106 of title 34 of the Code of Federal Regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and PART 106 to Arizona College should be made to the Title IX Coordinator below, to the Assistant Secretary of the US Department of Education or both. The College's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to file or report a formal complaint of sexual harassment and how the College will respond, can be found in the annual security report at https://www.arizonacollege.edu/consumer-information/.

Any member of the Arizona College community should report sex discrimination, including sexual harassment, in person, by mail, by telephone or by electronic mail to:

Title IX Coordinator:
Maddie Caballo
2510 West Dunlap Ave.
Suite 300
Phoenix, Arizona 85021
mcaballo@arizonacollege.edu
(602) 759-2230

Deputy Coordinators:

Corporate
Wendy Soliz
2510 West Dunlap Ave.
Suite 300
Phoenix, Arizona 85021
wsoliz@arizonacollege.edu
(602) 759-2262

Glendale
Lisa Beaman
4425 W. Olive Ave.
Suite 300
Glendale, Arizona 85302
lbeaman@arizonacollege.edu
(602) 759-2224

Mesa
Germaine Hendon
163 N. Dobson Rd.
Mesa, Arizona 85201
ghendon@arizonacollege.edu
(480) 344-1261

DISABILITY RESOURCES & SERVICES

Arizona College is committed to promoting an environment that is non-discriminatory. The college admits qualified students without regard to religion, political affiliation or belief, sexual orientation, national origin, race, age, gender or disability.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Arizona College does not discriminate on the basis of disability and will provide reasonable accommodations to qualified students with documented disabilities. The college will make an individual assessment in response to each request to determine if the needs of the student can be met.

To receive an accommodation, students should submit a completed Disability Declaration and Accommodations Request form along with current substantiating documentation. Documentation must be from applicable professionals, provide a specific diagnosis and recommend specific accommodations. Accommodation Request forms are available from the campus disability coordinator and once completed, must be submitted to the same office. Students must take responsibility for proactively providing substantiating documentation for requested accommodations with the disability coordinator in order for the disability declaration to be properly evaluated. Notification detailing the length, terms and explanation of approved accommodation will be created by the disability coordinator and be provided to the student. A copy is also to be kept in the student's file. Accommodations are not granted on a retroactive basis.

All students receiving accommodations are to make appointments to meet individually with the program director at the beginning of each session to review accommodations for the classes. Students are also welcomed to contact the disability coordinator throughout each session to review their needs and receive assistance in collaborating with the faculty and staff.

Exceptions to this policy are at the discretion of the disability coordinator and must conform to applicable law, be documented, and approved by the vice president of regulatory affairs, with a copy placed in the student's file.

ABUSE-FREE ENVIRONMENT

Arizona College is committed to maintaining a drug-free environment. Students who seek assistance in dealing with a possible substance abuse problem are encouraged to obtain a listing of agencies from the college administration.

As part of the "Drug Free Schools and Campuses" regulations (Section 22 of the 1989 Drug Free Schools and Communities Act), we must notify students of the regulations regarding the prohibition of the unlawful possession, use or distribution of illicit drugs and alcohol on the institutions property or as part of its activities.

Arizona College has located resources which might assist students who find they are having difficulty with controlled substances or alcohol. If a student should find they are having such difficulties, he/she should notify an instructor or the director immediately. The resources will assist in referral and/or treatment. Any Arizona College student who consumes or distributes drugs or alcohol on the school premises will be terminated from the program.

Abuse of legal or illegal drugs and alcohol can cause physical, mental, emotional and social harm. Chronic abuse of drugs, especially by intravenous use, can lead to life- threatening complications such as bacterial endocarditis, hepatitis, thrombophlebitis, pulmonary emboli, gangrene, malnutrition, gastrointestinal disturbances, respiratory infections, musculoskeletal dysfunction, trauma and psychosis. Chronic alcohol and drug abuse brings with it a vast array of physical and mental complications: gastritis, acute pancreatitis, anemia, malnutrition and other nutritional deficiencies, hepatitis, cirrhosis, cardiomyopathy, congestive heart failure and organic brain damage. Applicable federal and state laws provide several penalties, including forfeiture of property for the use, possession and/or distribution of illicit drugs. Arizona and federal laws regarding drinking age, the use of false identification and the use of illicit drugs or the distribution of same are well publicized.

Arizona College will provide notice to each student who has lost eligibility due to drug convictions for any grant, loan or work-study assistance as a result of penalties under 484(r)(1) of the HEA, a separate, clear and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

CRIME AWARENESS & CAMPUS SECURITY

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college makes available to all current and prospective students and employees the Annual Security Report in its entirety. This report contains actual campus statistics as well as all required policies, procedures and disclosures. A copy of this report may be found on the Arizona College Consumer Information webpage.

As part of the Institutional Security Policies and Crime Statistics regulations (Section 668.48) we must notify students of our regulations regarding the reporting and documenting of crimes that occur on campus. Every Arizona College student has the option to notify proper law enforcement authorities, including on-campus (Administrator) and local police and the option to be assisted by campus authorities (Administrator) in notifying these authorities, if the student chooses to do so.

Consumer Information Webpage

Anti-Hazing

In accordance with the federal Stop Campus Hazing Act (SCHA) (Pub. L. 118-173), an amendment, enacted in 2024, to the Higher Education Act of 1965 (Pub. L. 89-239), hazing is strictly prohibited at Arizona College. Information about the Anti-Hazing Policy is available on the Consumer Information webpage and in the Annual Security Report, which is also accessible there.

MALPRACTICE & LIABILITY COVERAGE

All students are covered by a malpractice/liability insurance policy provided by the college. This coverage is inclusive of all classroom, laboratory and clinical externship sites while under the supervision of a faculty member or preceptor; however, such coverage does not extend to acts performed by the student for which compensation is provided to the student, nor does it extend to acts performed outside the scope of practice of the student.

COPYRIGHT ACT COMPLIANCE

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and recording.

Arizona College provides to its students and staff computers and a network with internet access in order to do research and complete administrative tasks. All users of the network are expected to comply with the College's policy on the use of this network access. Arizona College had developed this policy to eliminate the unauthorized distribution of copyrighted materials on this network through the use of Peer-to-Peer (P2P) file sharing.

Arizona College has taken several steps to combat the distribution of unauthorized copyrighted material. Currently, only IT administrators have access to download software onto computers used by both students and staff. This is a very strong limitation of the ability of the College Network to have software that uses P2P formats for the transfer of data.

Consequences of Illegal P2P File Sharing
Should a student be caught using P2P file sharing to distribute unauthorized copyrighted material, the student may be subject to computer restriction, suspension or even termination, depending on the severity of the situation. Employees will be handled on an individual basis by the Vice President of Operations and could be subject to termination

Legal Alternatives
There are more than 13 million legal tracks online today. The following link includes a list of services licensed by the major record companies. Click through to learn where to access legal music online and have the best music experience possible. **https://www.riaa.com/resources-learning/for-students-educators/**

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov**, especially their FAQ's at **www.copyright.gov/help/faq**.

TECHNOLOGY USE RULES

Use of the college's computers to access pornographic sites or other inappropriate sites or material is strictly prohibited. Any student who uses the college's computers for this purpose will be suspended, lose access to the computers or be terminated from the program.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer-to-Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials – most of which is subject to copyright protection. Use of P2P technology to transmit copyrighted material is illegal and a violation of Arizona College policies.

PARKING

Students may park their vehicles in the designated areas of the lot. Ask an administrative staff member for clarification.

INSTRUCTIONAL METHODOLOGY

All programs taught at Arizona College may be offered residentially or in a blended format. Additionally, the Health Care Administration (HCA) and Medical Billing and Coding (MBC) programs may be offered in a full distance format.

Programs offered in a blended or full distance format meet online in a synchronous environment. Students have access to directly interact with their faculty both while participating online and in-person. Assignments, quizzes, tests, and other materials are made available through Canvas, the Learning Management System (LMS). Students have access to correspond with their faculty through Canvas, email, Microsoft Teams, phone call or in person for additional support. Attendance is recorded the same for online and residential delivery. Please refer to the policy on Attendance for complete information. Clock-hour programs are not offered online.

EXAM STANDARDS

Students arriving late for an exam will take the exam during the remaining class time. The testing period ends at the conclusion of the class period. The exam will be scored at full credit. Once commencing an examination, a student has until the end of the period to complete it.

If a student does not attend the testing period, the exam will be made up on the scheduled examination make up day at one-half credit or full credit with third-party approved documentation.

COLLEGE REVISION/ CHANGES

Arizona College reserves the right to relocate its physical location and revise its courses in content, methodology, length and emphasis, change or amend the regulations set forth herein or make any such rules that may be required for the health and general welfare of all students.

CELLPHONES

The use of cellphones may be permitted at the faculty member's discretion to enhance the classroom's education environment.

When not in use, cellphones and other communication devices should be silent.

VOICE/AUDIO RECORDING

Lectures may be voice recorded at the instructors' discretion, although the video taping of any lecture/practical is prohibited in the classroom by recorders of any kind (e.g. voice recorders, smartphones).

LAPTOP USE

Laptop use is permitted in the classroom for educational purposes only. Its use should not be disruptive to other students or faculty.

LAPTOP REQUIREMENTS

Below are the **minimum** hardware and software specifications:

Minimum System Requirements: Windows PC

- Wireless capability
- Windows OS
  - 64-bit version of Windows 10 and Windows 11
  - No Chromebooks
  - OS must be updated at all times
- Any OS not updated may have reduced functionality
- 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space
- Screen resolution should be at least 1280x768. Scaling should be set to 100%
- Anti-virus protection
- Webcam and microphone

Minimum System Requirements: Mac

- Big Sur. Monterey, Ventura
- Wireless capability
- CPU: Intel, MI or M2 processor, Devices using Apple's MI and M2 processor and Apple Rosetta 2 are supported
- RAM: 4GB or higher
- Hard drive: 4GB or higher available space
- Screen resolution should be at least 1280x768. Scaling should be set to 100%.

Minimum System Requirement: iPad

- Hardware requirements: iPad 5+, iPad Air 2+, iPad mini 4+, iPad Pro
- Operating systems: iPadOS 14, iPadOS 15 and iPad OS 16
- 500 MB of free space-required to commence an examination
- iPad must not be modified (e.g. Jail broken)
- Wireless capabilities available space

Minimum System Requirements for Remote Testing

- Examplify version 2.9.2 or greater (2.9.8 or 3.1.2 for Mac OS)
- Hard drive: 4G8 or higher of available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

IT Support Contact Information

Visit us:
https://help.arizonacollege.edu

Email us:
it.support@arizonacollege.edu

Call us: **1-833-757-9580**

Business Hours: **Monday – Friday, 8:00 AM to 9:00 PM Eastern**

After Hours Urgent Support:
Call 1-833-757-9580, OPTION 9

Test Your Computer Speed

DRESS CODE

Arizona College students are required to comply with the dress code expectations of the healthcare profession by wearing the Arizona College-issued uniform. This policy applies in all classroom, laboratory, and clinical settings.

Uniform Requirements

- Upon enrollment, each student is issued two sets of scrubs, which must be worn during all class and clinical hours.
- A scrub jacket is optional and may be worn at the student's discretion.
- Additional uniforms may be purchased through the College.
- Students who fail to adhere to the dress code will be asked to leave the classroom or campus, resulting in an unexcused absence.
- Students requesting modifications to the uniform for religious or cultural reasons must receive approval from the Program Director or Executive Director of Academic Operations before the first day of class.

Dress Code Guidelines

Uniform

- Students must wear the official Arizona College program uniform unless otherwise instructed by faculty.
- Uniforms must be clean, neat, and wrinkle-free.
- A student photo ID badge must be worn and visible at all times.

Grooming & Hygiene

- Students must maintain proper personal hygiene, including bathing, oral care, and deodorant use.
- Strong or offensive body odors (e.g., tobacco or perfume) are prohibited.

Jewelry, Body Piercings & Tattoos

- Jewelry and piercings must not dangle, pose safety risks, or interfere with infection control protocols.
- Non-removable piercings may need to

be covered.

- Tattoos that are graphic, vulgar, or offensive must always be covered.

Hair & Facial Hair

- Hair must be clean, tidy, and kept away from the face.
- Beards and mustaches must be neatly groomed and not interfere with personal protective equipment (PPE).

Head Coverings

- Head coverings such as scarves or scrub caps may be worn.
- All headwear must be clean and professional and must not create safety risks.
- Baseball caps, visors, and similar items are prohibited while in uniform.

Fingernails

- Nails must be natural, short, and neatly trimmed.
- Due to health and safety requirements, sculptured, gel, or artificial nails may be prohibited in lab class.
- Clear or pale nail polish is acceptable.

Shoes

- Footwear must be closed-toed, non-porous, and flat (no heels).
- Shoes must be clean and adequately secured (e.g., laces tied).

Externship Compliance

Students must adhere to externship site dress codes, which may differ from college requirements.

- In such cases, the facility's policy takes precedence.
- Noncompliance will result in the student being sent home with an unexcused absence.
- Repeated violations may lead to disciplinary action.

.CONDUCT

Students shall maintain a professional behavior at all times. The following are examples of unprofessional behavior that will result in disciplinary action by Arizona College. This list is not comprehensive.

Unprofessional Behavior

- Any behavior that disrupts the learning environment and makes concentration and/or learning difficult for others.
- Physical violence or abuse of any person(s) on campus or clinical sites.
- Conduct that threatens or endangers the health or safety of others.
- Forcible interference with the freedom of movement of any staff, student or guest of the school.
- Use or possession of firearms, ammunition or other dangerous weapons, substances, material, bombs, explosives or incendiary devices.
- Theft of or damage to college property or the property of Arizona College staff or students.
- Gambling on the premises.
- Failure to comply with the verbal or written direction of any official acting in the performance of his/her duties and in any scope of his/her employment.
- Unauthorized entry or use of college facilities.
- Use, possession or distribution of any narcotic or drug.
- Be under the influence of alcohol or in possession of alcoholic beverages and other chemical intoxicants at college facilities or any clinical site.

Academic Integrity

Violations of academic integrity are those that permit a student to gain an unfair advantage over other students. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests or quizzes is considered cheating and is a violation of academic integrity. This list is not all inclusive and instructors may establish additional standards based on the nature of the course or the setting in which the course takes place. The following actions can subject a student to disciplinary action up to and including dismissal from the college and program:

- Copying from others during an examination
- Communicating exam answers with another student during an exam
- Taking an exam for another student or having someone take an exam for you
- Using unauthorized materials, prepared answers, written notes or information during an exam
- Tampering with an examination AFTER it has been corrected then returning it for more credit
- Removing tests from the classroom or duplicating tests or test review answers during any test review session
- Offering another's work as one's own (plagiarism)
- Collaborating or sharing answers for a take-home exam or assignment UNLESS it is specifically authorized by the instructor
- Submitting written material that is fraudulent and/or untruthful
- Offering money, gifts or any service to a faculty member or any other person to gain academic advantage for oneself
- Lying by deliberately misrepresenting by words, actions or deeds any situation or fact in part or in whole, for the purposes of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty or test, in a course or clinical experience

Plagiarism and the Use of Artificial Intelligence (AI)

All academic work submitted by students to fulfill course requirements must be the result of their own thought, research, or self–expression. The work they submit must be their own. Representing the work, ideas, or research of another as your own without properly citing the original author or source is plagiarism.

Examples of Plagiarism:

- A paper created by Artificial Intelligence (AI), such as ChatGPT, Sudowrite, etc. without proper citation.
- Reproducing, revising, paraphrasing, or altering someone else's work or ideas without proper citation.
- Submitting downloaded papers or parts of papers, paraphrasing, or copying information from the internet without citing the source.
- Cutting and pasting from various sources without proper citation.
- Citing a source but reproducing the exact words of a printed source

*Scrubs do not apply to the Health Care Administration (HCA) program.

without quotation marks and appropriate in-text citation along with a full reference.

- Using a paper writing "service" or having someone author the paper for you.
- Self-plagiarism: Students who use their own work from one course or a repeated course to fulfill requirements in a different course unless the previous work is cited appropriately in the new assignment.

Academic integrity is essential to ensure that: everyone is given proper credit for their published or unpublished work; students are given appropriate feedback on their submitted work to foster academic success; and ethical and equitable parameters in the education environment remain consistent.

The use of AI sources must be properly cited and follow established guidelines. All students must use APA format citations when utilizing generative AI. This will include discussion board responses, written assignments, essay prompts in tests, or any other written type of response required in a course. If the student is uncertain about using their previous work to fulfill a new course assignment, they should consult with their instructor and the APA manual before submission.

Procedure
Any member of the Arizona College staff, students, members of the community or health care personnel in clinical settings may report a violation of the Code of Conduct.

- Once a report is filed, the appropriate instructor and program director will discuss the allegation with the student. The student may present evidence regarding the allegation. Student may admit or deny the allegation. At all times, the instructor and program director will conduct the investigation in a manner that protects the rights of the student.
- Upon investigation, if the instructor/director finds no merit to the allegation, the charges will be dismissed.
- If the student admits to the behavior or if the instructor/director discovers through investigation that the allegation is supported, then sanctions must be determined. The instructor and director will consider the intent of the violation when determining the consequences.
- If action is to be taken, the instructor and director must meet with the student to inform him/her of the actions.
- In certain circumstances, the director may impose an interim suspension prior to the hearing before a review committee. Suspension can be imposed:
  - To ensure the safety and wellbeing of Arizona College community
  - To ensure student's physical and mental safety
  - To prevent potential disruption or interference to normal operations

SANCTION FOR VIOLATIONS OF PROFESSIONAL CONDUCT

Violations are not required to be for similar incidents in order to progress through the disciplinary process.

First Offense
Mandatory Sanctions
- Warning – a verbal or written notice to the student

Discretionary Sanctions
- College suspension for up to three months
- Permanent expulsion from Arizona College

Second Offense
Mandatory Sanctions
- Probation – A verbal or written notice to the student and a specific time period designated where additional violations will lead to additional disciplinary actions

Discretionary Sanctions
- College suspension for up to three months
- Permanent expulsion from Arizona College

Third Offense
Mandatory Sanctions
- Suspension for up to three months

Discretionary Sanctions
- Permanent expulsion from Arizona College

SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY

Mandatory sanctions are minimum sanctions required for violation of the Academic Integrity Policy. Discretionary sanctions may be also imposed if deemed appropriate by the director.

First Offense
Mandatory Sanctions
- Zero credit for entire paper, exam, quiz, homework and/or lab

Discretionary Sanctions
- College suspension for up to three months
- Permanent expulsion from Arizona College

Second Offense
Mandatory Sanctions
- Failing grade for the course
- Second offense may or may not be in the same course, program or term as the first offense to invoke this sanction. Withdrawal from course will not alter the awarding of a failing grade

Discretionary Sanctions
- College suspension for up to three months
- Permanent expulsion from Arizona College

Third Offense
Mandatory Sanctions
- Permanent expulsion from Arizona College
- Third offense need not be in the same location, course, program or term as first and second issues

A student may appeal the consequences (See Arizona College Grievance Policy)

ARIZONA COLLEGE®

ADMINISTRATION & FACULTY

QUICK LINKS

855.706.8382

REQUEST INFO

Ownership

Eduvision, Inc. d.b.a.: Arizona College

National Leadership

Jason Anderson
Chief Executive Officer
Master of Business Administration, Stanford University Graduate School of Business

Jeff Akens
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Master of Business Administration, Business Administration & Management, General, Keller Graduate School of Management

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Master of Science in Management & Leadership, Western Governors University

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Senior Vice President of Operations
Master of Education, Northern Arizona University

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Doctor of Nursing Practice, specialization in Educational Leadership, Post University

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Master of Public Administration, New York University - New York City

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Master of Science - Nursing Science, Arizona State University

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Juris Doctor, Widener University Commonwealth Law School

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Master of Science in Nursing, DePaul University
Bachelor of Arts in Psychology, Elmhurst University

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Bachelor of Science, California Sate University

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Bachelor of Science in Nursing Long Island University

Glendale Campus

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Bachelor of Science in Visual Communications, University of Indianapolis

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Bachelor of Science in Criminal Justice, National American University

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College Director of Financial Aid and Compliance
Bachelor of Science in Business Administration, Colorado Technical University
Associate of Applied Science in Business, Colorado Technical University

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Bachelor of Science in Business Management, Anthem Online College
Associate of Applied Science in Massage Therapy, Anthem Online College
Massage Therapy Diploma, Phoenix Therapeutic College

Candice Bentley
Assistant Program Manager, Medical Assistant with Phlebotomy
7+ years - Working Medical Assisting Experience

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Program Director - Health Care Administration
Medical Assistant Diploma, Everest Institute (Altierus Career Education)

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Program Director - Pharmacy Technician
Bachelor of Science in Business Management, Anthem College

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Program Director - Medical Assistant with Phlebotomy
Medical Assistant Diploma, Pima Medical Institute

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Program Director - Dental Assistant
Bachelor of Arts in English, University of Phoenix
Dental Assisting Certificate, Carrington College

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Instructor
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Associate of Arts in Business/Psychology , Truckee Meadows Community College
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Bachelor of Science Health Services Administration, Lehman College

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Bachelor of Science in Nursing, University of Phoenix

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Diploma in Medical Assistant, Brookeline College
Certificate in Phlebotomy Technician, Pima Medical Institute

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Sammy Smith
Instructor
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Mersedez Thomas
Instructor
3+ Working Dental Assistant Experience

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Associate of Arts in Legal Studies, Humphreys University

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Faculty

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13 years - Working Medical Assistant Experience

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Instructor
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Instructor
24 years - Working Medical Assistant Experience,

Veronica Tracy, CPhT
Instructor
27 years - Working Pharmacy Technician Experience

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Glendale campus

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