Student Catalog

Volume IV
Issue No. II, January 2011
Greenville Campus
Building on our heritage of quality education... We continue to graduate skilled professionals prepared to meet the challenges in today’s world of business and technology.

Accredited by the
Accrediting Council for Independent Colleges and Schools (ACICS)

Licensed by the North Carolina Community College System
(The North Carolina State Board of Community Colleges is not an accrediting agency)

Approved by the Board of Governors of the University of North Carolina

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<td>January 19</td>
<td>January 18</td>
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<tr>
<td>Early Spring Classes Begin*</td>
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<td>Faculty Training* #</td>
<td>March 18</td>
<td>March 17</td>
<td>March 15</td>
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<td>Classes End</td>
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<td>April 4</td>
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<td>April 10-15</td>
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<tr>
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<td>April 12</td>
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<td>April 17 (Tues)</td>
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<td>Early Summer Classes Begin***</td>
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<td>Memorial Day* **</td>
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<td>July 4 – July 9</td>
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### SUMMER QUARTER

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<td>Registration/Orientation</td>
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<td>July 9</td>
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<td>Early Fall Classes Begin***</td>
<td>August 23</td>
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<td>August 19</td>
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<td>Labor Day* **</td>
<td>September 6</td>
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<td>September 7</td>
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<td>September 16</td>
<td>September 15</td>
<td>September 13</td>
<td>September 12</td>
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<td>Classes End</td>
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<td>September 26</td>
<td>September 25</td>
<td>October 1</td>
<td>September 30</td>
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<tr>
<td>Fall Break* #</td>
<td>Sept 30 – Oct 5</td>
<td>Sept 29-Oct 4</td>
<td>Sept 27-Oct 2</td>
<td>Sept 26 - Oct 1</td>
<td>October 2-6</td>
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### FALL QUARTER

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<tr>
<td>Registration/Orientation</td>
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<td>October 4</td>
<td>October 2</td>
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<tr>
<td>Classes Begin</td>
<td>October 6</td>
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<td>October 7 (Tues)</td>
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<td>End of Drop/Add Period</td>
<td>October 13</td>
<td>October 12</td>
<td>October 10</td>
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<tr>
<td>Early Winter Classes Begin***</td>
<td>November 15</td>
<td>November 14</td>
<td>November 12</td>
<td>November 11</td>
<td>November 17</td>
<td>November 16</td>
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<tr>
<td>Faculty Training* #</td>
<td>December 9</td>
<td>December 8</td>
<td>December 6</td>
<td>December 5</td>
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<td>Classes End</td>
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<td>December 18</td>
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<tr>
<td>Winter Break* #</td>
<td>Dec 23-Jan 18</td>
<td>Dec 22-Jan 17</td>
<td>Dec 20-Jan 15</td>
<td>Dec 19-Jan 21</td>
<td>Dec 24-Jan 20</td>
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*No classes.

**School and offices closed.

***Early term classes are not available at all locations. Contact the campus you wish to attend for details.

# Campus massage, cosmetology, and esthetics clinics may remain open during class break periods to enable students to work required clinic hours. Students should check with their campus for clinic dates.
ABOUT MILLER-MOTTE COLLEGE

HISTORY
In 1929, Phillips Secretarial School was founded in Lynchburg, Virginia by the late Marjorie Green Phillips. In 1939, the College was incorporated under the laws of the Commonwealth of Virginia, and in that same year moved to 1000 Church Street. In 1954, Virginia Commercial College, which had been established in 1909, was purchased from Mr. Homer Miller and merged with Phillips Business College, providing local employers with secretarial, business administration, accounting, and general office graduates. In that same year, Mr. Miller relocated to North Carolina and purchased Motte’s Secretarial School, which had been founded in 1916 by Judge Leon Motte in Wilmington, North Carolina. The school provided the Wilmington legal community with a small training center for courtroom stenographers. Following Judge Motte’s death, his wife expanded the curriculum to include secretarial studies and thereby created Motte’s Secretarial School, providing local employers with secretarial, business administration, accounting, and general office graduates. In 1979, Richard and Sharon Craig acquired the schools in Lynchburg and Wilmington.

In 1987, a branch college was opened in Clarksville, Tennessee. Due to expansion, a new facility was built, and in 1989, the College moved to its current location at 1820 Business Park Drive. In 1989, the Clarksville Campus applied for, and was granted, stand-alone accreditation through the Association of Independent Colleges and Schools. During this time, the Clarksville Campus was re-designated as the main campus, and the Wilmington Campus became a branch campus. The Lynchburg campus maintained a main-campus designation.

In 1998, the stock of Miller-Motte Business College and Atlantic Coast Colleges, Inc. was purchased by Delta Educational Systems, Inc. Phillips Business College in Lynchburg then changed its name to Miller-Motte Business College. In 2000, the decision was made to revise the schools’ names to Miller-Motte College to better reflect the increasingly technical nature of the programs being offered.

In January of 2002, the Lynchburg campus relocated to 1011 Creekside Lane to accommodate an increase in the programs being offered and an increasing student population. In October of 2003, to accommodate the growing student population, the Wilmington Campus moved to 5000 Market Street.

During the past 20 years, the college has added several key programs that have served the needs of the business and health care community and provided even better employment opportunities for its graduates. In 1994, the College was approved to offer a series of Associate degree programs and in 2004, the College received approval to offer Bachelors degree programs. Miller-Motte College is in a continual process of reviewing, assessing, and revising its curriculum in order to keep pace with improvements in technology and the increasing needs of business and industry.

In 2003, the College recognized the need for a campus in the Cary, North Carolina area. This area has been designated one of the fastest growing areas in the country and the demand is high for education and development of a skilled workforce. After considerable research of demographics of the area and a survey of available facilities that would meet the College’s needs, the site on Walnut Street in Cary was selected.

In 2007, the College recognized the need for a campus in the North Raleigh, North Carolina area. After considerable research of demographics of the area and a survey of available facilities that would meet the College’s needs, the site on Capital Boulevard in Raleigh was selected.

In 2008, the College recognized the need for a campus in the Greenville, North Carolina area. After considerable research of demographics of the area and a survey of available facilities that would meet the College’s needs, the site on W.H. Smith Boulevard in Greenville was selected.

MISSION
The mission of Miller-Motte College is to help students acquire the essential career and personal skills and knowledge necessary to secure initial employment in their chosen field.

PURPOSES
The following purposes are integral to the mission of the College:
To maximize educational opportunities through fundamental and specialized studies.
To develop in students a professional attitude and awareness of contemporary business and technical practices through exposure to theoretical and applied knowledge and skills.
To graduate students who are competent, both in their chosen job skills and in basic interpersonal skills.
To provide students with a support system that recognizes the individual needs of each student.
To recruit and retain highly qualified instructors who are effective in the classroom and are familiar with current business and technical trends.
To maintain an organizational system that regularly monitors workplace needs and is dynamic in response to those needs.
To assist graduates in securing employment in their field of study.
To provide support services for the academic endeavors of the students, faculty, and staff through the use of information resources in the library.
To provide in degree and diploma programs appropriate general education courses which stimulate and develop each student’s abilities and which enhance individual growth.

FACILITIES
CLARKSVILLE, TENNESSEE MAIN CAMPUS - The Clarksville Campus is located in Montgomery County in a brick two-story building. The facility has administrative offices, lecture rooms, four computer laboratories, a medical laboratory, a clinical examination room, student lounge, and a library. The facility is in conformity with the health and safety requirements of the State of Tennessee. Heating and central air conditioning provide year-round comfort. Fluorescent lighting is provided for optimum lighting conditions throughout the College. The approximate student capacity for each classroom is 30. Learning Site: A learning site is located at 1791 Alpine Drive, Clarksville, TN approximately four-tenths of a mile from the main campus building. This 9400 square foot facility provides additional classroom space. Additional Classroom Site: A learning site is located at 1800 Business Park Drive (adjacent to main building). This 6000 square foot facility provides additional classroom and office space. Additional Classroom Site: Located at 221 Dunbar Cave Road, Clarksville, approximately three-tenths of a mile from the main campus, this 5,000 square foot facility includes additional classroom space. Students attending the Learning and Classroom Sites will be governed by the provisions of the current catalog.

BRANCH CAMPUSES
MADISON, TENNESSEE CAMPUS – The Goodlettsville campus is located at 1515 Gallatin Pike North, Madison, TN 37115. The campus provides shop areas and classroom space for the Electrical, HVAC/R, and Welding programs. The building is in conformity with the health and safety requirements of the State of Tennessee.

WILMINGTON, NORTH CAROLINA CAMPUS - The Wilmington Campus is located in the heart of New Hanover County in a modern facility located at 5000 Market Street. The facilities provide classrooms, laboratories, library, student lounge, and offices in an attractive, fully furnished and air conditioned setting.

NORTH CHARLESTON, SOUTH CAROLINA CAMPUS - The North Charleston campus is located at 8085 Rivers Ave. North Charleston, South Carolina. The facilities provide classrooms, laboratories, library, student lounge and offices in a modern, fully furnished and air-conditioned building.

CHATTANOOGA, TENNESSEE, CAMPUS - The Chattanooga Campus is located in Hamilton County, at 6020 Shallowford Road #100. The facility provides classrooms, laboratories, library, student lounge and offices in a modern, fully furnished and air-conditioned building. The facility is in conformity with the health and safety requirements of the State of Tennessee.

GREENVILLE, NORTH CAROLINA – The College is located at 1021 W.H. Smith Boulevard. The facility has administrative offices, lecture rooms, computer laboratories, a medical laboratory, cosmetology laboratories and clinic space, massage therapy laboratories and clinic space, student lounge, bookstore, and learning resource centers. The approximate student capacity of each classroom ranges from 10-30. The facility is in conformity with the health and safety requirements of the state of North Carolina and the Americans with Disabilities Act (ADA).

ACCREDITATION
Miller-Motte College is a junior college accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and associate’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, DC 20002; (202) 336-6780.

APPROVALS AND MEMBERSHIPS
The Greenville Campus is licensed by the North Carolina Community College System. The North Carolina State Board of Community Colleges is not an accrediting agency. The College is approved by the Board of Governors of the University of North Carolina to conduct associate of applied science degrees in Cosmetology, Dental Assisting, Massage Therapy, and Medical Assisting. The College also holds the following approvals and memberships:
- Board approved by the North Carolina Board of Massage & Bodywork Therapy; License #00123.
- Eligible to provide training services under the Comprehensive Vocational Rehabilitation Act.
- Approved for the training of Veterans and eligible persons.
- Member of the National Association of Student Financial Aid Administrators.
- Member of the Southern Association of Student Financial Aid Administrators.
- Member of the North Carolina Association of Student Financial Aid Administrators.
- Member of the Carolinas Association of Collegiate Registrars and Admissions Officers.
- Licensed by the North Carolina State Board of Cosmetic Art

2. ADMISSION AND FINANCIAL INFORMATION

ADMISSION INFORMATION

Applicants must present evidence of graduation from a high school that is state approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Transregional Accreditation) and/or a statement attesting to high school graduation. Those holding GED equivalencies must provide evidence of a passing GED score and/or a statement attesting to successful completion of the GED. The admission procedure requires an exchange of information between the applicant and the College, which maintains a staff of representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the representative will discuss the College’s educational programs in relation to the applicant’s career preferences, training needs, and individual motivations. To qualify for acceptance by Miller-Motte College, each applicant must fully meet the following general requirements.

GENERAL REQUIREMENTS — each applicant must:
- Be interviewed by an admissions representative;
- Meet a minimum score of 15 or higher, depending on the program requirements*, on the Wonderlic Scholastic evaluation; *Wonderlic Scholastic evaluation requirement: Score of 18 – Medical Assisting & Dental Assisting
- Be beyond the age of compulsory high school attendance; and
- Provide an official transcript and/or statement documenting his/her graduation from high school or document his/her achievement of high school graduation equivalency.

To be officially accepted, newly enrolled students must remain continuously enrolled in school for the first 30 days of the program.

PROGRAM REQUIREMENTS

All applicants in the Medical Assisting program must complete a physical questionnaire documenting programmatic health requirements. Hepatitis B Vaccination must be completed prior to enrollment in MA120, MA210 and Clinical Practicum.

OTHER ADMISSION REQUIREMENTS

Foundations Classes - Through the school’s entrance testing and evaluation program, some applicants with below-average scores will be required to enroll in foundations courses to review the fundamentals of English and/or mathematics. Foundations classes are offered at regular tuition rates to new or transfer students. Foundations classes are in addition to the course requirements for any program and, in some cases, will extend a student’s program beyond the average completion time. Foundations courses are awarded “S” (satisfactory) and “U” (Unsatisfactory) grades that do not affect the student's grade point average and do not fulfill program graduation requirements.

Students who can provide official documentation of earned college-level credits in English Composition and/or College Mathematics from another institution of higher learning are exempt from taking that applicable portion of the skills assessment.

Background Checks - Miller-Motte College may require consent to do criminal background checks for admission to specific programs, in accordance with applicable laws and regulatory requirements. Depending on the nature of any conviction, students may be ineligible to enroll in a specific program or programs. All students are required to
disclose to the College any criminal convictions they receive while enrolled in any of Miller-Motte’s programs. Depending on the nature of any conviction, students may be dismissed from the program in which they were enrolled as a result of such criminal convictions.

**Foreign Students** – Miller-Motte College Greenville is not currently authorized to admit non-immigrant, alien students. Individuals interested in enrolling on an M-1 student visa should contact the school to determine if such approval has since been obtained.

**ASSESSMENTS**

**Distance Education Requirements** - During the admissions process an assessment test may be given to determine the basic computer skills of the student. This assessment may be used to determine if the student is eligible to be placed into a Distance Education course, or should be placed into a traditional lecture/computer laboratory environment until additional computer skills are acquired.

**Transfer Students** - Applicants must submit transcripts from all schools attended prior to admission to Miller-Motte College. An applicant for admission with advanced standing may be granted transfer credit for courses taken at other colleges that are parallel to courses offered at Miller-Motte College. See “Advanced Standing by Transfer Credit.”

**RE-ADMISSION**

Students who have withdrawn from the College in good academic standing and wish to be re-admitted should contact the Admissions Office to update their applications. If the application for re-admission is for a different curriculum, the standard requirement for change of program will apply. Students applying for re-admission will be assessed a $25.00 processing fee.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through the Admissions Office. Approval for re-admission for the same curriculum or an alternate selection will be based on the applicant’s ability and aptitude, the time elapsed since withdrawing, recommendations of the division instructors of the program to which the applicant is re-applying, and the applicant’s career objectives. Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required counseling sessions in order to remain enrolled in the curriculum.

**TUITION AND FEES**

Prior to registration all students must meet with financial aid concerning tuition arrangements. There will be a tuition increase every calendar year. Students in continuous enrollment will be guaranteed the tuition under which they enrolled for the remainder of their programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition/Credit hour</th>
<th>Program Fee/Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>$220</td>
<td>$1500 first qtr only</td>
</tr>
<tr>
<td>AAS Dental Assisting</td>
<td>$268</td>
<td>$20</td>
</tr>
<tr>
<td>AAS Massage Therapy</td>
<td>$268</td>
<td>$26</td>
</tr>
<tr>
<td>AAS Medical Assisting</td>
<td>$268</td>
<td>$20</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>$268</td>
<td>$16</td>
</tr>
<tr>
<td>Medical Billing/Coding</td>
<td>$268</td>
<td>$31</td>
</tr>
<tr>
<td>Network Administration</td>
<td>$268</td>
<td>$31</td>
</tr>
<tr>
<td>Massage Therapy Diploma (includes massage table)</td>
<td>$268</td>
<td>$31</td>
</tr>
<tr>
<td>Phlebotomy Certificate</td>
<td>$73</td>
<td>$200 first qtr only</td>
</tr>
<tr>
<td>Natural Hair Care</td>
<td>$57.50</td>
<td>$328 first qtr only</td>
</tr>
</tbody>
</table>

**Other Fees:**

- *Application Fee* $35
- Re-entry Fee $25
- Program Change Fee $25
- Exemption Testing Fee $125
- Returned Check Fee $25/item
- Late Registration Fee $25
- Late Payment Fee $25/occurrence
- Graduation Administrative Fee $75 charged in last quarter
- Transcript Fee $5
- Technology Fee $85/quarter
- Parking Pass $5

*Application fee is non-refundable.

**Discounted Tuition.** Miller-Motte College offers a 10% tuition discount for all active duty, guard, and reservists utilizing military tuition assistance.
INSTALLMENT PAYMENTS
Students may elect to pay tuition, fees, books, and materials on a monthly basis. Arrangements must be made prior to Registration with the Student Accounts Manager. Students may make three equal monthly payments, the first of which is due at Registration. Subsequent payment due dates are arranged at Registration. Students who withdraw from classes before the end of a quarter or program are responsible for any unpaid balance, subject to the refund policy. Installment payments are made through ACH transfers.

REFUNDS
Appropriate refunds are made no later than thirty (30) days after the College becomes aware of a student’s withdrawal or termination. Refunds are calculated based upon the student’s last recorded date of attendance. When a refund creates a credit balance to the student’s account, the refund is made to the following sources in this order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal PLUS Loan; Unsubsidized Federal Direct Loan; Subsidized Federal Direct Loan; Federal Direct PLUS Loan; Federal Pell Grant; FSEOG; other Title IV aid programs; other federal, state, private, or institutional aid; the student. Unless the student is subject to the Return of Title IV Refund Policy, any cash payments scheduled to be made by the student cannot be mitigated by any refunds made to the student’s account. The student’s scheduled cash payments remain the same and the refund is returned to the Title IV programs in the order listed above.

NO-SHOW STUDENTS
All tuition paid to the institution by a student who does not attend classes for which he/she registered will be refunded. The application fee may be retained. Students who obtain books at the Bookstore and then no-show the classes are responsible for book charges incurred unless the books are returned in “like-new” condition by the end of the first week of classes.

WITHDRAWAL FROM INDIVIDUAL CLASS(ES)
Students who attend a class(es) and then withdraw from a class(es) while remaining enrolled in other class(es) will be charged the tuition amount due according to the North Carolina State refund policy. If the withdrawal from a class or classes poses a credit balance for the student, the funds will be returned in the same order as stated under the Refund Policy. The funds will only be returned to the student if no other financial aid has been received during that quarter.

WITHDRAWAL FROM ALL CLASSES
State Refund Policy- Greenville Campus
The state refund policy shall apply for all students enrolled in degree, diploma, or certificate programs.

The Greenville campus is mandated to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202e) (1)-(3), which states that a refund shall not be made except under the following circumstances:

1) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter, as noted in the college calendar, or if the College cancels a class(es) due to insufficient enrollment.
2) A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 25% point of the quarter.
3) For classes beginning at times other than the first week (seven calendar days) of the quarter (i.e. mid-term), a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 25% point of the class.
4) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule. (See Return of Title IV).
5) Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Students desiring a tuition refund are asked to follow the steps listed below.
1) Contact the Dean of Academic Affairs or Registrar to obtain the appropriate withdrawal form.
2) Complete the withdrawal form.
3) Submit the completed withdrawal form to the Dean of Academic Affairs or Registrar.
4) Submit the application for refund to the Student Accounts Manager.

The student withdrawing from individual class or classes must complete this procedure prior to the 10% point of the quarter in order to be eligible for a refund.

**Return of Title IV Refund Policy**
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

**Military Deployment Refund Policy**
Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student’s Satisfactory Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student’s Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to school following completion of the deployment can re-apply as returning students.

If the military student is enrolled in a **non-term** program that will allow him or her to withdraw and re-enter at the same point, the student may request a leave of absence, which will be granted provided that the school is able to ensure that the student will be able to return to the program at **exactly the point at which he or she withdrew**.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment. Military students are also encouraged to consider taking
courses on-line whenever possible during deployments, so that they can continue to progress toward completion of their programs.

FINANCIAL AID (Available to Those Who Qualify)
The Financial Aid Office of Miller-Motte College administers federal and state financial aid, and assists students in receiving benefits such as those offered through the Workforce Investment Act and Vocational Rehabilitation. The office assists those students with calculated financial need, as determined by the US Department of Education. The operation of the office is based upon the Department of Education’s concept of “needs analysis,” which expects a student and his/her family to meet educational expenses as completely as possible. All students applying for financial aid are asked (and may be required) to submit copies of appropriate federal income tax returns to comply with federal verification requirements. Students classified by the Department of Education as “dependent” upon their parents must also submit copies of their parents’ federal income tax returns.

To apply for financial aid, a student must complete the Application for Financial Aid and an Application for Federal Student Aid and submit these forms (along with appropriate federal income tax returns) to the Director of Financial Aid. An appointment is arranged at which time the student is informed of the types and amounts of financial aid for which he/she qualifies.

GRANT PROGRAMS
There are several grant programs available. Grants are not repaid. The Federal Pell Grant Program provides federal grants to students who show calculated financial need. A student’s Federal Pell Grant will vary depending upon his/her enrollment status (i.e., full-time, half-time, etc.). The Federal Pell Grant is considered to be the “floor” of the financial aid package, and may be combined with other forms of financial aid. To qualify, a student must be a United States citizen or eligible non-citizen and must not have previously earned a Bachelor’s Degree from any institution.

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides federal grants to students who show an exceptional calculated financial need. Federal Supplemental Educational Opportunity Grants are awarded first to Pell-eligible students with the lowest calculated family contribution that may be made toward the student’s education.

The North Carolina Student Incentive Grant is a grant available to North Carolina residents attending a North Carolina institution. It is awarded to certain Pell-eligible students who submit their FAFSA (Free Application for Federal Student Aid) before March 15. Awards are given for the following Fall, Winter, and Spring Quarters. Funds are limited and are awarded on a first-come, first-served basis. Students must be enrolled in a degree program to be eligible for this Award. Like the Pell Grant, awards will vary depending upon the student’s enrollment status. The North Carolina Incentive Grant ranges from $200 to a maximum of $1,500. Students should contact the Director of Financial Aid to determine whether or not they may qualify.

LOAN PROGRAMS
The Federal Family Education Loan Program (FFELP) provides several types of student LOANS which students may BORROW to help pay educational expenses and then REPAY under various repayment options depending upon the type(s) of loans obtained.

The Federal Stafford Loan (FSL), formerly the “Stafford Loan” and “Guaranteed Student Loan” allows students to borrow up to $3,500 their first full academic year in college at a fixed interest rate of 6.8%. There are two types of FSLS:

1. **Subsidized Federal Stafford Loan**—Payments and interest are deferred until six months after the student ceases to be a half-time student or leaves school. This loan is need-based.

2. **Unsubsidized Federal Stafford Loan** (Independent Students only)—Interest begins immediately; however, students may elect not to pay the interest and have it accrue and capitalize. Payments begin six months after the student ceases to be a half-time student or leaves school. This loan is not need-based.

Students holding a Bachelor’s Degree are eligible to participate in the Federal Stafford Loan Program. Students may re-apply for FSLs in their second academic year.

The Federal PLUS Loan allows parents to borrow to assist their undergraduate children in paying educational expenses. Interest is fixed at 8.5%. Payments on both principle and interest begin when the loan is disbursed.
Parents may borrow up to the cost of the student’s attendance, less any other financial aid received. Federal PLUS loans are subject to credit check.

FEDERAL WORK STUDY PROGRAM
The Federal Work-Study Program (FWSP) enables students to earn money for their educational expenses by working in part-time positions. Federal Work-Study students may work only in positions related to their major. Applications may be obtained from the receptionist, but must be submitted to the Director of Financial Aid. Students holding a Bachelor’s Degree are eligible to participate in the FWSP Program. Applicants may be required to go through an interview process.

VOCATIONAL REHABILITATION
A student with a physical or mental disability which may be a handicap to employment may be eligible for training services provided through the state government agency for Vocational Rehabilitation. Students desiring additional information should contact the Admissions Office or call Vocational Rehabilitation directly.

FINANCIAL AID REQUIREMENTS
Student financial aid applicants must satisfy certain requirements in order to be able to receive and continue to use financial aid. These requirements include, but are not limited to:

- Fulfillment of all admission requirements;
- Submission of all documentation requested by the College or lender(s) or both;
- Regular, verifiable attendance and not being in danger of being dropped;
- Satisfactory academic progress in accordance with College policy;
- Remain as a student in good standing;
- Completion of “aid specific” requirements, such as entrance loan counseling.

In addition, graduating students who received student loans must attend exit loan counseling sessions and meet all other graduation requirements before they will be considered a graduate and awarded a degree, diploma, or certificate. Withdrawing students who used any loans must attend exit counseling.

SATISFACTORY PROGRESS FOR CONTINUATION OF FINANCIAL AID
Federal regulations require that students receiving financial aid must satisfactorily progress toward completion of the appropriate degree, diploma or certificate. In addition, institutions must establish a maximum time-frame within which the student must complete his/her educational objective. The progress of financial aid recipients is evaluated according to (1) a periodic review of academic standing and (2) a periodic review of credit hours earned. See Standards of Satisfactory Progress.

3. STUDENT SERVICES AND REGULATIONS

STUDENT DEVELOPMENT
Student development is an ongoing focus at Miller-Motte College. Academic, occupational, and personal development is encouraged for all students. This emphasis is supported during the student’s entire program of study by both academic and student services personnel.

CAREER DEVELOPMENT
The primary purpose of career development is to help Miller-Motte College graduates obtain employment in their areas of specialization. Satisfactory completion of program course work by the student is the first step in the employment process. The Career Services Office provides specific training in various job-seeking skills through graduation seminars and individual counseling. The Director of Career Services works with each student prior to graduation to determine areas of employment interest and to explore placement options. Students are notified of appropriate employment opportunities as they arise. Career development is available to all Miller-Motte College graduates. Although it is impossible to guarantee each graduate a job, the Career Services Office works to provide job leads and to assist the student in appropriate interviews. Experience indicates that Miller-Motte College graduates are welcomed by local businesses and industry.
COUNSELING SERVICES
Counseling services are available to assist students in resolving educational, career, and vocational problems. General personal concerns relating directly to academic success can be addressed on campus whereas more serious concerns will be referred to the appropriate outside agency. The Dean of Academic Affairs, Business Manager / Registrar, Director of Student Services, and Department Chairs can help students plan their educational programs as well as adjust to the demands of college-level studies.

ORIENTATION
The College provides a student orientation program each quarter for all new students. The program acquaints new students with the faculty, administrators, and academic life of the College. An agenda is designed that provides the opportunity for counseling on academic matters, registering of the student, and answering questions. All new students should participate in the orientation program.

HEALTH SERVICES
Miller-Motte College has no health services located at the College. However, hospitals, clinics, and physicians are located nearby. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial Registration and are encouraged to inform his/her instructors at the beginning of each quarter. The College seeks to assist students who have special health problems or limitations in the attainment of his/her educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973.

In the event of accident or illness on campus, the Office of Student Services should be notified immediately. First Aid will be provided by the College personnel in accordance with their capabilities. First Aid kits are located at the Receptionist’s desk, Massage Clinic Front Desk, Medical Lab and Dental Lab. Students who become ill, injured, or develop health problems requiring professional attention are referred to the emergency room of the hospital or to a local physician in accordance with instructions given by the student or the student’s family. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital.

Environmental health and safety on the campus are the responsibility of the College. It is the policy of the College to have all facilities comply with the requirements of the state and local building codes, the board of health, and fire department regulations.

DRUG-FREE WORKPLACE POLICY
It is a policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the College’s workplace is prohibited. Any employee or student violating this policy will be subject to disciplinary action that may include termination. The specifics of this policy are contained in the Drug and Alcohol Abuse Prevention Program provided to all students in The Student Handbook.

HOUSING
As most students reside within commuting distance, the College does not maintain dormitory facilities. However, students desiring housing accommodations should contact the Director of Admissions or Director of Student Services for information.

CAMPUS SECURITY
All students and employees are provided a copy of the Annual Security Report via email or upon request from the Campus Director. Prospective students may also request a copy of this report at the Campus Director’s office.

CAMPUS VISITORS
Visitors to the College must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

CRIME AWARENESS
Students are to report to the Dean of Academic Affairs, or in her absence to a faculty/staff member, any criminal activities taking place on the premises or in the parking lot of Miller-Motte College. This includes any school-sponsored function. Such actions will then be reported to the proper authorities.
WEAPONS
Weapons of any kind are prohibited anywhere on the College premises and at all College-sponsored activities. Weapons are considered to be items determined by the administration that could cause permanent and/or temporary harm to the individual or to other students, and include, but are not limited to, firearms, stun guns, knives, etc., as well as any item deemed by the administration to be detrimental (whether physically or emotionally) to the individual, other students, the community or the College. Any student, staff or faculty member possessing a weapon will be subject to expulsion from the College and/or termination of employment.

ACADEMIC ORGANIZATIONS
Miller Motte College offers students the opportunity to take part in the Student Government Association. New officers are elected on a regular basis, and all students are encouraged to take part in the Association and its activities.

HOURS OF OPERATION
Classes are scheduled Monday through Thursday, from 8:00 am to 10:20 pm and Fridays and Saturdays as needed.

Administrative offices are open Monday through Thursday 7:30 am to 8:00 pm, Friday from 8:00 am to 5:00 pm, and Saturday from 9:00 am to 1:00 pm.

BOOKSTORE
The Bookstore stocks textbooks and other required course materials. The hours of operation of the Bookstore are announced at Registration.

PROGRAM CHANGES
Permission must be obtained from the Department Chair or Dean of Academic Affairs for a change in program of study or schedule. The Administration may waive or alter specific course requirements within any program. In each instance, the administration will consider previous experience, developed skills, and special aptitudes as well as instructor evaluation. When such changes are approved, the Registrar will place a written record of these changes, dated and signed, in the student’s file.

LICENSING/CERTIFICATION
Cosmetology Programs—Students who successfully complete the nail technology, esthetician technology, cosmetology instructor, or cosmetology program will be eligible for professional licensure once all the course, testing, and performance requirements have been met and are therefore adequately prepared to take the North Carolina State Board of Cosmetic Art licensure examination. NOTE: The North Carolina State Board of Cosmetic Art requires training from a state approved program in order to be eligible for licensure in North Carolina. Individuals may be unable to obtain licensure in North Carolina if they have a misdemeanor or felony conviction. For additional information, contact the North Carolina State Board of Cosmetic Art, 1201 Front Street, Suite 110, Raleigh, NC 27609; telephone: 919-733-4117.

Massage Programs—Students who successfully complete the massage program will be eligible for professional licensure once all the course and testing requirements have been met, and are therefore adequately prepared to take the Massage and Bodywork Licensure Exam (MBLEX). NOTE: The State of North Carolina requires training from a 500 hour state approved program and a passing score on a competency assessment examination that meets generally accepted psychometric principles and standards and is approved by the Board in order to be eligible for licensure in North Carolina. Individuals may be unable to obtain licensure in North Carolina if they have a misdemeanor or felony conviction. The NCBMBT reviews misdemeanor and felony convictions on a case-by-case basis. For additional information and an application for licensure, contact the North Carolina Board of Massage & Bodywork Therapy, PO Box 2539, Raleigh, NC 27602; telephone 919-546-0050. For a MBLEX candidate handbook or content outline, contact the Federation of State Massage Therapy Boards (FSMTB) at P.O. Box 198748, Nashville, TN 37219; telephone 866-962-3926; email mblex@fsmtb.org. Licensing and certification requirements may vary by state.

CHILDREN ON CAMPUS
Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the College policy and ask him/her to remove the child
from the classroom. If a child is left unattended, the Dean of Academic Affairs or other administrator should be notified. The Dean of Academic Affairs should then locate the parent and inform him/her of the policy. The College assumes no liability for injuries incurred by minors while on campus.

**STUDENT CODE OF CONDUCT**

Miller-Motte College seeks to provide the best educational environment for its students, faculty, and staff. The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Miller-Motte College, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

The complete Student Code of Conduct and the due process associated with infractions of the code of conduct are available from the office of the Student Support Coordinator.

**DRESS CODE**

When applying for admission, students agree to conduct themselves within the limits of acceptable behavior and appearance that will enable the College to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be required in order to promote professionalism. Scrubs are required to be worn in all classes by Medical Assisting, Medical Office Assistant, Massage Therapy, Cosmetology and Dental Assisting. All other programs will dress business casual:

- **Men:** Collared shirt [must be tucked-in]
  - Dress slacks [i.e. khaki’s, twill, wool]
  - Dress shoes
- **Women:** Dress slacks, skirts or dresses [skirts and dresses must be at least knee length]
  - Dress shoes or dress sandals

If the student does not adhere to these practices in the judgment of the College Administration, suspension or termination may result.

**SEXUAL HARRASSMENT POLICY**

As a student at Miller-Motte College, if you feel you have been sexually harassed by means of inappropriate language, touch or behavior on the part of another student or member of the Miller-Motte staff, you are encouraged to submit a written and dated complaint to the administration. An interview will be scheduled at the earliest date possible to explore the complaint and counseling will be made available. The alleged offender will be contacted and an interview scheduled. With regards to the Massage Therapy programs, the College takes the position that sexual inappropriateness in many cases may be a matter of ignorance about social behavior and as such will provide counseling and individual tutoring as a first course of action in hopes that an understanding of boundaries in therapeutic contact can be established. Repeated offenses will result in suspension from the program.

**GRADUATION CEREMONY**

A formal graduation ceremony is held once each year during the month of July. Participants include all graduates from the preceding year.

**ATTENDANCE POLICY**

Miller-Motte College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the College at the same time expects the students to exercise a sense of personal responsibility toward their studies. Each student must recognize the vital aspects of class attendance and the fact that the value of his/her academic experience cannot be fully measured by testing methods alone. The student must appreciate the necessity of regular class attendance and accept the consequences of poor class attendance.
All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. Accumulation of four late arrivals or early departures counts as one absence. Absence from a class that meets for a double session counts as two absences. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension or dismissal. Externship, clinic, and practicum courses have their own specific attendance criteria and may require makeup of all hours missed.

When a student has reached 20 percent absenteeism in any class, his/her course instructors will evaluate that student's potential for academic success. Should the student be failing at the time, be unable to pass the class, and not have extenuating circumstances, he/she may be dropped from the class, and the student's name will be submitted to the Registrar for outprocessing. If the student is currently passing the class, the student will be counseled on his/her absenteeism and academic and attendance guidelines will be set for the student to continue in class.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not erase an absence from a student's record.

Extreme cases of absence due to documented mitigating circumstances will be handled at the discretion of the instructor. There are no leaves of absence.

**Massage Therapy Programs (Make-Up Work):** Students are expected to attend all classes and to be in class at the appropriate time. The Rules and Regulations of the NC Board of Massage & Bodywork Therapy state, “for a student to receive credit in a course, the school shall require students to attend no less than seventy-five (75%) of the instructional hours, and to make up all missed instructional hours according to the procedures established by the school.” It may be possible to make up missed classes by reviewing videos and attending after-school question and answer sessions or by other means at the discretion of the instructor. If a student is incomplete in any modality, certification will be withheld until it becomes complete. A student may become complete either by repeating the modality with a later class or by receiving private tutoring from a Miller-Motte College instructor approved by the lead instructor in that modality. All make-ups must be completed before the end of the academic quarter.

**Cosmetology Programs (Make-Up Work):** Students are expected to attend all classes and to be in class at the appropriate time. It may be possible to make up missed classes by reviewing videos and attending other classes at the discretion of the instructor. According to the North Carolina State Board of Cosmetic Art, a student may not receive more than eight hours per day and 40 hours per week. Also, the North Carolina State Board mandates that in the programs of Cosmetology, Cosmetology Instructor, Esthetics Technology, and Nail Technology, students must complete the total number of hours for which the program is approved as well as the appropriate performances before a student may sit for the licensure exam. All make-up hours and services must be completed before the end of the academic quarter.

**Attendance Policy for online courses**—If a student fails to actively participate in an online class for a time period that exceeds fourteen (14) calendar days, the student will be dropped from the course. Students who are in danger of being dropped should contact their online instructor to determine if they are able to complete any past due work. Online students are responsible for contacting their campus registrar for a determination of reinstatement, if applicable.

**ACADEMIC MISCONDUCT POLICY**

Students may be disciplined for acts of academic misconduct. These include, but are not limited to: **cheating and plagiarism**.

**Cheating** is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; allowing another to copy from one's test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information
devices without the consent of the instructor; allowing someone other than the officially enrolled student to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures of another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections.

Students who are accused of academic dishonesty have the right to due process. The full policy and procedure is available from the office of the Director of Education.

**SUSPENSION/DISMISSAL FROM THE COLLEGE**

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The College reserves the right to suspend or dismiss any student who:

- Fails to maintain satisfactory academic progress as outlined in the standards of satisfactory progress;
- Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or the College; and
- Fails to meet agreed upon financial obligations to the College.

**WITHDRAWAL FROM THE COLLEGE**

Students desiring to withdraw from the College or an individual course should contact the Dean of Academic Affairs or Registrar to obtain the necessary forms and procedures for official withdrawal. Students who withdraw from a course within six weeks from the date classes begin will receive a grade of "W." Students withdrawing after mid-term who have maintained passing work will receive a grade of "WP." Students withdrawing after mid-term who have not maintained passing work will receive a grade of "WF" which is computed as a failing grade. "W's" and "WP's" are not computed in the student's GPA. Students who receive Guaranteed Student Loans must schedule an exit interview with the Financial Aid Officer before they leave school, either by graduation or withdrawal.

**LOSS OF PERSONAL PROPERTY**

The College does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the Receptionist all articles found so that the owner may claim them.

**HONOR CODE**

Classes and activities at Miller-Motte College are conducted under the assumption that, as responsible individuals, students will adhere to the accepted educational and social standards forbidding plagiarism, cheating, dishonesty, theft, defacement of property, and drug and alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions that may include immediate suspension from the College.

**EXAMINATION OF STUDENT RECORDS**

All students attending Miller-Motte College shall have the right to review their academic records, including grades, attendance records, and/or counseling documentation reports. Records are supervised by the administration and access is afforded to college officials for the purpose of recording grades, attendance and counseling reports, as well as determining financial aid eligibility. Students may request a review by writing the administration at the address listed in the catalog. Such review will be allowed during regular college hours under appropriate supervision. Students may also obtain official copies of their records at a charge of $5.00 per copy.

Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, delineating the reasons for correction or deletion. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor and/or Department Chair involved will review the
written challenge and if desirable, meet with the student and then make a determination to retain, change, or delete the disputed data. Should further review be requested by the student, the administration will conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the administration’s decision that will be considered final. A copy of the challenge and/or written explanation respecting the contents of the student record will be included as a part of the student’s permanent record.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment). The Campus Director oversees the educational records. Students may request a review of their records by writing to the Campus Director or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for $1.00 per page. When grades are included, the transcript charge applies.

A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Campus Director and identify the part of the record he/she wants changed and specify why it is inaccurate. The Campus Director, together with other involved school personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student’s permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student’s parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if he/she does not wish to have any or all of such information released by the school. Such directory information includes some or all of the following data: student’s name, address(es), telephone number, e-mail address, program, dates of attendance, photograph, degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth. The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which as occurred on camps, including the details of and disciplinary action taken against the alleged perpetrator of the crime.
The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

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

Additional information on FERPA is available from the Campus Director's office.

**ADMINISTRATIVE PREROGATIVES**

The College reserves the right, at any time, to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable, and to withdraw or re-sequence subjects, courses, and programs if registration falls below the required number. Normally a minimum of 10 students is required for a class to be scheduled.

**NON-DISCRIMINATORY POLICY TO STUDENTS**

The College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in college-related activities. When requested, special services may be provided for these functions. Regular college procedures for application and admission apply to students with disabilities. For further information, contact the Dean of Academic Affairs.

**PROGRAM FOR STUDENTS WITH DISABILITIES**

The College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide equal access to students with disabilities. Regular college procedures for application and admission apply to students with disabilities. For further information, contact the Dean of Academic Affairs.

**STUDENT GRIEVANCE POLICY AND PROCEDURES**

Miller-Motte College's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members. The student should first attempt to resolve the situation with the person whose action is being questioned. If the student does not feel the matter has been resolved, he or she may proceed through the following steps:

**Step 1:** The student may file a dispute against whom the complaint is being filed in writing within 3 working days of the incident. The dispute should be filed with the Dean of Academic Affairs. The Dean of Academic Affairs will investigate the complaint and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Dean of Academic Affairs within ten working days of receipt of the grievance.

**Step 2:** If the grievance remains unresolved, it may be appealed within five working days to the Campus Director. The Director may take whatever steps are deemed necessary to resolve the matter. The Director or Director's representative will render a decision that is final and binding upon all parties. If any grievance is not resolved to the student's satisfaction within 30 days, the student may forward the grievance to:

- **Accrediting Council for Independent Colleges and Schools**  
  750 First Street, NE, Suite 980  
  Washington, DC 20002-4241  
  (202)336-6780

- **North Carolina Community College System**  
  5026 Mail Service Center  
  Raleigh, NC 27699-5026  
  (919)733-7051

- **North Carolina Board of Massage and Bodywork Therapy**  
  P.O. Box 2539  
  Raleigh, NC 27602  
  (919)546-0050

**DISCIPLINARY PROBLEMS**
Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. While the responsibility for the administration of classroom discipline rests with the instructor, the College will handle any disciplinary problems that are referred. This includes cheating, disruptive behavior, and any other actions that are not considered proper conduct for a student. It also includes the observing of inappropriate actions of students on campus while not in the classroom. Penalties administered for such actions may include severe reprimand, disciplinary probation, or suspension, which may or may not be recorded in the student’s permanent record.

**DISCIPLINARY PROCEDURES**

Alleged violation of student regulations or other student misconduct shall be referred to the Dean of Academic Affairs. In all cases in which disciplinary suspension or dismissal could result, the student will be notified by mail of the nature of the charges and grounds against him/her and the time and date of the hearing. The notice shall also inform the student of his/her right to appear at the hearings, to face the accuser(s), and to present applicable evidence on his/her behalf. The Dean of Academic Affairs, following a thorough hearing of the case, shall make a final determination in accordance with one of the following actions:

1. Dismissal from the College;
2. Disciplinary suspension for a specified period of time;
3. Disciplinary probation, which may or may not be recorded on the student’s permanent record;
4. Administrative reprimand; and
5. Removal of the charges against the student.

Decisions of the Dean of Academic Affairs may be appealed to the Campus Director. In all cases in which disciplinary suspension or dismissal from the College has been determined, a copy of the proceedings of the hearing shall be sent to the Campus Director.

**CARE OF THE FACILITIES**

Smoking, eating, and drinking are not prohibited in the classrooms and the hallways of Miller-Motte College. The College has provided a student lounge for eating and drinking and an outside area for smoking. Miller-Motte College maintains a smoke-free environment.

4. **ACADEMIC RESOURCES, AND POLICIES AND PROCEDURES**

**STUDENT CLASSIFICATIONS**

- **Full-time Student** — a full-time student is a student scheduled for 12 or more quarter credit hours.
- **Three-quarter time Student** — a three-quarter time student is a student scheduled for at least 9 quarter credit hours but less than 12 quarter credit hours.
- **Half-time Student** — a half-time student is a student scheduled for at least 6 quarter credit hours but less than 9 quarter credit hours.
- **Regular Student** — a regular student is an admitted student who is enrolled in a degree, diploma or certificate program and is in good academic standing.
- **Provisional Student**—A provisional student is one who has been accepted for enrollment pending the satisfaction of one or more conditions that are set at the time of enrollment. Examples of conditions include, but are not limited to: receipt of valid proof of high school graduation or equivalent; receipt of proof that student is not in default or does not currently have student loan debt in excess of $20,000; a first time student who must be continuously enrolled for the first 30 days of the program; a first time student who must be in good standing in all of their classes at the end of their provisional enrollment period. Students who are accepted provisionally are given the condition(s) they must satisfy, in writing, at the time of enrollment.

**EXTENDED ENROLLMENT STUDENT**

An extended enrollment student is a student authorized to continue in a program to improve his/her academic standing. Extended enrollment students are not eligible for federal or state student aid.

**SPECIAL STUDENT**
Special students are those who seek admission for course credit in order to meet special educational needs, but do not wish to take the entire required curriculum leading to an academic credential. The special student is required to submit an application as a special student.

PROVISIONAL STUDENT
In instances where a student’s admission record is incomplete, certain provisions may allow an applicant to be granted tentative acceptance for admission and permission to register for one quarter. This tentative acceptance status is valid for one quarter only, during which all required admission documents must be received. The student must complete all steps for full acceptance in order to continue in the program of study.

CLASS HOUR
A class hour is a term used to describe an instructional period consisting of 50 minutes, less breaks between classes or the equivalent thereof.

COLLEGE QUARTER
A college quarter is a time period of 10-12 weeks of instruction or the equivalent thereof, including holidays, but excluding vacation periods.

DEFINITION OF A QUARTER CREDIT HOUR
One credit hour is equivalent to 10 hours of lecture/instruction, 20 hours of lab/applications, or 30 hours of clinic/externship.

LIBRARY
The College maintains a library of curriculum-related resources and leisure materials for use by all students. Because the curricula offered by the College generally represent rapidly-changing technologies and sciences and because the learning objectives of these curricula are not achieved principally through historical research, the library holdings at Miller-Motte College are concentrated in current reference and periodical materials. However, in support of the general education offerings of the College, the library does provide appropriate general reference and historical books in addition to various periodicals in the disciplines. Audiovisual resources to assist in the teaching/learning process are managed by the Librarian. Equipment includes internet accessible LCD projector/computer carts and internet accessible large screen TV/computer/DVD carts. The Librarian provides students and staff with advisory and demonstration services for these materials.

ADMISSION TO CLASSES
Students are admitted to classes only with official written authorization (i.e. schedules, class change notifications, and attendance change notifications). No visitors (including relatives, spouses, children, friends, and pets) are permitted in classes at any time. Students are expected to attend all classes beginning with the first class session.

REGISTRATION
All students are expected to register during the time scheduled for that purpose. Quarterly registration dates are published in the Academic Calendar. The College reserves the right to schedule courses that are deemed appropriate to the best interest of the student and the College. Course schedules and course loads should be carefully planned by the student in consultation with his/her advisor or the Registrar. Each student is responsible for being familiar with the requirements of his/her program of study and for keeping account of progress toward completion of graduation requirements. Class progression requires a grade of “C” in all classes or Department Chair approval. The student is expected to be familiar with the regulations set forth in the College Catalog and Student Handbook. Copies are available in the administrative offices.

A student who desires to register for course work above the normal course load outlined for the curriculum must obtain written permission from his/her Department Chair who must receive final approval from the Dean of Academic Affairs. A student must request and receive his/her Department Chair’s approval to take Basic and Core Requirement classes more than two times.

WAIVER OF PREREQUISITES
Under special circumstances a student may be permitted to waive a prerequisite and take a course out of sequence. Approval to waive a prerequisite shall be the responsibility of the Department Chair and the Dean of Academic Affairs. Waiver, as used here, simply means a change in the order in which the courses will be taken. The student must complete all courses required in the curriculum.

GRADING SYSTEM
Grades are one measure of a student's ability to meet employment standards in the field for which he/she is preparing. Upon the completion of each quarter, the student is given a letter grade in each class based upon written examinations and practical exercises. Reports showing the final grade in each course, the quarter summary, and grade point averages are furnished to each student at the end of each quarter.

Every course for which a student officially registers will appear on the student's official transcript unless the student cancels his/her enrollment prior to the commencement of classes. All courses entered on a student's official transcript are assigned a letter-grade evaluation. The following grades are used in the determination of a student's grade point average.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>DEFINITION</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89 Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79 Average</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Below 70 Failing</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grades are used on grade reports. While they are not used in the determination of a student's grade point average, they may count against student's satisfactory academic completion rate.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>DEFINITION</th>
<th>EFFECT ON COMPLETION RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory (Grade equivalent of “C” required)</td>
<td>Counts toward completion rate</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Counts against completion rate</td>
</tr>
<tr>
<td>R</td>
<td>Repeated Course</td>
<td>Counts against completion rate</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Counts against completion rate</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal Passing</td>
<td>Counts against completion rate</td>
</tr>
<tr>
<td>P</td>
<td>Passed by Examination</td>
<td>No effect</td>
</tr>
<tr>
<td>T</td>
<td>Credit by Transfer</td>
<td>No effect</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No effect</td>
</tr>
</tbody>
</table>

Grades of S and U are assigned to classes that do not fulfill graduation requirements such as foundations (developmental or remedial) courses that are graded on a pass/fail basis.

GRADE CHANGES
Challenges—Grades posted to transcripts must be challenged before the end of the academic quarter immediately following the quarter for which the grade was received. For example, a grade earned in the fall quarter must be challenged before the end of the winter quarter. After that time, no changes will be made in recorded grades.

Incompletes—A grade of “Incomplete” is given only for a special condition, such as hospitalization, which prevents a student from completing assigned work within the term. The student must have successfully completed a minimum of 75 percent of the class work assigned. When an "I" grade is given, the specific work to be completed and a completion date are specified in writing. The make-up of an incomplete grade normally must be completed before the end of the drop/add of the succeeding quarter or term. Incomplete work not satisfactorily completed by the agreed completion date results in a permanent grade of “F” being assigned for the course.

GRADE-POINT AVERAGE
The grade-point average (GPA) is computed in the following way. Multiply the quality point equivalent for each grade by the credit hours given for the course, add the products, and then divide the sum by the credit hours attempted (graded). Example in determining a grade point average:
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours Attempted</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles Of Accounting I</td>
<td>4</td>
<td>A x</td>
<td>4.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Oral Communications</td>
<td>4</td>
<td>B x</td>
<td>3.00</td>
<td>12.00</td>
</tr>
<tr>
<td>English Composition I</td>
<td>4</td>
<td>F x</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Principles Of Marketing</td>
<td>(4)</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Math</td>
<td>4</td>
<td>C x</td>
<td>2.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Business Law</td>
<td>(4)</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sum of Product</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>36.00</strong></td>
</tr>
</tbody>
</table>

**Grade-Point Average (GPA)**

\[
GPA = \frac{\text{Sum of Product}}{\text{Total Credit Hours Attempted (Graded)}} = \frac{36.00}{16} = 2.25 \text{ GPA}
\]

**HONORS**

Students achieving academic excellence during the quarter are eligible for the President’s List, Dean’s List and Honor’s List. In addition, students who maintain perfect attendance in all classes during a quarter are eligible for a Perfect Attendance Certificate.

- **President’s List** — must achieve a quarterly grade point average of 4.0.
- **Dean’s List** — must achieve a quarterly grade point average of 3.75 to 3.99.
- **Honor’s List** — must achieve a quarterly grade point average of 3.50 to 3.74.
- **Perfect Attendance** — There is no minimum number of quarter hours required. Students must be in attendance every day for all enrolled classes.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

A student must meet the following standards of academic achievement and successful course completion while enrolled at Miller-Motte College. Standards of academic progress apply to all students and to all periods of enrollment regardless of whether or not the student receives financial aid and to both full-time and part-time students. Student enrollment status for financial aid purposes is determined at registration. All courses in a program must be successfully completed in order to graduate from the program. A 2.00 cumulative grade point average (CGPA) is a graduation requirement.

Permanent records are maintained for every student indicating courses completed and grades earned. A student is in good standing at the institution when allowed to enroll for the ensuing quarter as a regular student, whether or not on Academic Probation, during any given enrollment period.

**Evaluation Points**: All academic reviews for satisfactory progress begin on the date the student enters the school and are cumulative in nature. Satisfactory progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of a certain percentage of course credits attempted (% Credits) in the academic program. Credits attempted are those credits for which the student is enrolled at the end of the drop/add period of an academic term. The student’s progress will be evaluated at the end of each academic quarter and at the evaluation points indicated on the satisfactory progress tables below.

**Satisfactory Progress Tables**: Students must meet the following qualitative and quantitative standards:

<table>
<thead>
<tr>
<th>REQUIRED EVALUATION POINT</th>
<th>PROBATION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
<th>SUSPENSION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of Maximum Time Frame (25% maximum time frame is 36 credits for a 96 credit program)</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>50% of Maximum Time Frame (50% maximum time frame is 72 credits for a 96 credit program)</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>100% of Maximum Time Frame (100% maximum time frame is 144 credits for a 96 credit program)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>End of First Academic Year</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
#### DIPLOMA - 64 Quarter Credit Programs

<table>
<thead>
<tr>
<th>REQUIRED EVALUATION POINT</th>
<th>PROBATION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
<th>SUSPENSION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of Maximum Time Frame (25% maximum time frame is 24 credits for a 64 credit program)</td>
<td>2.00 65%</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>50% of Maximum Time Frame (50% maximum time frame is 48 credits for a 64 credit program)</td>
<td>2.00 65%</td>
<td>1.5 60%</td>
</tr>
<tr>
<td>100% of Maximum Time Frame (100% maximum time frame is 96 credits for a 64 credit program)</td>
<td>N/A N/A</td>
<td>2.00 65%</td>
</tr>
<tr>
<td>End of First Academic Year</td>
<td>2.00 65%</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>N/A N/A</td>
<td>2.00 65%</td>
</tr>
<tr>
<td>End of Each Subsequent Academic Year</td>
<td>N/A N/A</td>
<td>2.00 67%</td>
</tr>
</tbody>
</table>

#### CERTIFICATE - 16 to 78 Quarter Credit Programs

<table>
<thead>
<tr>
<th>REQUIRED EVALUATION POINT</th>
<th>PROBATION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
<th>SUSPENSION IF RATE OF PROGRESS IS BELOW CGPA or % Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of Maximum Time Frame (25% maximum time frame is 30 credits for a 78 credit program; 18 credits for a 48 credit program; 14 credits for a 36 credit program; 12 credits for a 30 credit program; and 6 credits for a 16 credit program)</td>
<td>2.00 65%</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>50% of Maximum Time Frame (50% maximum time frame is 59 credits for a 78 credit program; 36 credits for a 48 credit program; 27 credits for a 36 credit program; 23 credits for a 30 credit program; and 12 credits for a 16 credit program)</td>
<td>2.00 65%</td>
<td>1.5 60%</td>
</tr>
<tr>
<td>100% of Maximum Time Frame (100% maximum time frame is 117 credits for a 78 credit program; 72 credits for a 48 hour program; 54 credits for a 36 credit program; 45 credits for a 30 credit program; and 24 credits for a 16 credit program)</td>
<td>N/A N/A</td>
<td>2.00 65%</td>
</tr>
<tr>
<td>End of First Academic Year</td>
<td>2.00 65%</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>N/A N/A</td>
<td>2.00 65%</td>
</tr>
<tr>
<td>End of Each Subsequent Academic Year</td>
<td>N/A N/A</td>
<td>2.00 67%</td>
</tr>
</tbody>
</table>

**Academic Probation**

Academic progress is reviewed for each student at the end of each term. For students who have reached a measurement point as described by the Standards of Progress table for their program, the students’ satisfactory progress is measured against the requirements in the table. If a student does not meet the requirements for cumulative grade point average (CGPA) or rate of completion, the student is either placed on academic probation or suspended as indicated in the table. A student placed on academic probation remains on probation until the student’s CGPA and rate of completion exceed the probationary guidelines, at which time the probationary status will be removed; or, until the next measurement point evaluation indicates that the student’s status should be changed to suspension for failure to meet standards. Students who are on academic probation remain eligible for financial aid.

**Academic Suspension**

When a student reaches a measurement point as described by the Standards of Progress table for his/her program and does not meet the minimum standard for CGPA or rate of completion necessary to remain in school,
the student is academically suspended. For students who reach the 50% mark of their maximum program length at the same time that they reach the end of their second academic year, the standards for second academic year apply. Students may petition for extended enrollment status as explained below.

**Extended Enrollment Status**
To apply for Extended Enrollment Status, the student should write a letter to the Academic Review Committee (a committee consisting of selected faculty and administrative personnel) stating the reasons why the student believes he/she will be able to improve on the course grades of the past. Approval for extended enrollment status is at the discretion of the Committee. If approved, a student may continue as an extended enrollment student for one term in order to retake courses or to practice skills at which the student was previously unsuccessful. During this period, the student will not be charged tuition but will be required to pay for all fees, books, and supplies. Also, during this period the student is not eligible for federal and state aid and is no longer enrolled as a regular student. All credits attempted during an extended enrollment period count toward 150% of the normal program length. The student may not exceed one and one-half times the standard time frame as a regular student or in an extended enrollment status and still receive the original academic credential for which he or she enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

**Appeal for Mitigating Circumstances**
If a student disagrees with the application of the Standards of Progress, he/she should appeal to the Academic Review Committee in writing. The Academic Review Committee may waive interim satisfactory standards for mitigating circumstances of poor health, family crisis, or other significant occurrences beyond the student's control. These mitigating circumstances must be documented (statements from physician or other appropriate source) by the student and reflect an adverse impact on the student's satisfactory progress. When a student's appeal for mitigating circumstances is granted, the student may be placed on academic probation for a specified period of time and will be considered making satisfactory progress during that period. The decision of the Academic Review Committee is final and may not be further appealed. No waivers will be granted for graduation requirements.

**Veteran Students**
Veterans and eligible persons using veterans' benefits are measured academically based on the Standards of Satisfactory Progress tables as are all students attending the school. Students receiving these benefits who fail to comply with the Standards of Satisfactory Academic Progress requirements will be placed on academic probation or academically suspended. Veterans' benefits will be suspended for any students who are academically suspended from the school. Please refer to the Standards of Satisfactory Progress Tables in this catalog and to the sections in this catalog entitled “Academic Probation,” “Academic Suspension” and “Extended Enrollment Status.”

**Reinstatement as a Regular Student**
If a student in extended enrollment status demonstrates to the Academic Review Committee that he/she is academically and motivationally prepared to continue in the program (after successfully retaking failed courses or upgrading deficient skills), the student may be reinstated as a regular student. The Committee must approve reinstatement. Reinstatement will be based upon the student meeting the minimum standards for academic progress and evaluations by instructors who are familiar with the student's work. If reinstated, the student will be considered as in the process of re-establishing satisfactory academic progress and will be placed on Academic Probation until the following evaluation period.

**Academic Dismissal**
Students who have been readmitted following academic suspension or allowed to remain enrolled in an extended enrollment status and subsequently fail to perform at or above a probationary level and who fail to meet those minimal standards of academic progress by maintaining at least the minimum cumulative grade point average (required minimum CGPA) and completing at least the minimum percentage of credit hours attempted as indicated in the Satisfactory Progress Tables will be dismissed. Such students must be withdrawn from the institution and are not eligible for re-entry.

**Change of Program**
If a student changes programs, any course grades earned within their original program are transferred into the new program so long as the course is also part of the new program’s curriculum. Transferred course grades are
computed into the new program’s Standards of Satisfactory Academic Progress. Courses already taken that do not transfer into the new curriculum are not counted into the new program’s Standards of Satisfactory Academic Progress.

Additional Credential
If a student successfully graduates from any program that matriculates into another program, any course grades earned within their original program are transferred into the new curriculum and subject to all Standards of Satisfactory Academic Progress.

DUE PROCESS FOR GRADE CONTESTING POLICY
Students enrolled in classes at Miller-Motte College have the right to contest grades assigned to them. The following procedure will be followed by the student who desires to contest a grade:

Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with him/her, asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, the instructor should initiate any needed change in grade.

If not resolved in Step 1 above, schedule an appointment with the Registrar to review the basis for assigning the grade. The Registrar may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate through the instructor and be approved by the Registrar. EXCEPTION: In a situation where the grade in question involves a dispute between a student and the Dean of Academic Affairs, the appeal may move directly to step 3.

1) If not resolved, the student must inform the instructor and the Registrar that the case is being presented to the Dean of Academic Affairs for review.

2) A final review will be made by the Dean of Academic Affairs by consultation with all individuals involved. The grade in question may be upheld, or it may be declared invalid by the Dean of Academic Affairs. If declared invalid, the Dean of Academic Affairs may take the following action:
   a. Ask that the student be given a comprehensive examination by the Department Chair to establish a grade of record;
   b. Assign an "Incomplete" or assign a "Pass" or "Fail;" (each with the Dean of Academic Affairs’ signature rather than the instructor’s).

The right to contest a grade expires at the end of the quarter following the one in which the grade is assigned. The time limit may be waived by the Dean of Academic Affairs only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the institution, Step 1 above does not apply.

GRADUATION REQUIREMENTS
Candidates for graduation must:
• Complete successfully all courses and credits required for the program;
• Earn a cumulative grade point average of at least a 2.0, a “C” average, and a minimum grade of “C” in major and prerequisite courses;
• Complete all competency and skill performance testing required for the program;
• Earn the final 50 percent of the total hours of credit, including 50 percent of the total required hours in the major area of study, at the school;
• Complete and submit an Application for Graduation;
• Attend any required graduation meetings and seminars;
• Attend exit interview(s) conducted by Financial Aid if the student has utilized student loans;
• Attend exit interview with the Career Services Office and submit an approved resume, cover letter, and three references together with career portfolio; and
• Be free of all indebtedness to the school.

GRADUATION WITH HONORS
Students who meet the requirements for graduation with Associate of Applied Science Degrees, Diplomas or Certificates and whose cumulative grade-point averages meet the following criteria are graduated with the honors indicated.

**Minimum Grade Point Average**

<table>
<thead>
<tr>
<th>Honor</th>
<th>Grade-point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.25</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.50</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.75</td>
</tr>
</tbody>
</table>

**ALUMNI ASSOCIATION**

The *Miller-Motte Chapter* of the Delta Alumni Association was established to engage graduates, students, employers, community members, faculty and staff in an organization that adds value to everyone who joins. From alumni events and receptions to exclusive jobs and national discounts, your alumni association is dedicated to changing futures and changing lives.

Membership is **FREE**, but the relationships built, discounts received, resources offered, and lives changed are **PRICELESS**.

Please visit the alumni website for more information: [www.mmc-alumni.com](http://www.mmc-alumni.com)

**TRANSCRIPTS**

A full and complete record of every course for which a student registers is maintained on a Student Record and Transcript Form. The record of all credits attempted and earned is posted to this form concurrent with the issuance of quarterly or term grade reports to students. Changes or change of these entries must occur within three months of the date of posting. A sealed and dated copy of this form represents an Official Transcript. Official Transcripts will be furnished at a charge of $5.00 each. Students who have not satisfied their financial obligations to the College are not eligible to receive a transcript.

The Family Educational Rights and Privacy Act of 1974 provides that institutions will maintain the confidentiality of student education records and permits students to inspect and review such records. The College accords all the rights under the law to all students who have officially enrolled at the College. Written authorization by the student is required for the College to release an Official Transcript. A copy of the College policy on the Family Educational Rights and Privacy Act is available in the Office of the Registrar.

**TRANSFERABILITY OF CREDITS TO OTHER COLLEGES**

Miller-Motte College is an accredited institution that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at Miller-Motte College is solely determined by the receiving institution. Students wishing to transfer credits should first consult with the Registrar at those institutions concerning acceptance. Accreditation alone does not guarantee credit transfer.

**RESIDENCY REQUIREMENT**

The total credits not earned in residency, including credit by transfer, credit by Miller-Motte College testing, and credit from all other non-traditional sources may not exceed fifty percent (50%) of the total credits required for the completion of the student's program of study. Classes completed in diploma programs will be evaluated without limitation on a course-by-course basis for transfer into degree programs for students completing programs in residency.

Miller-Motte College will limit academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college-age children). In addition, there are no “final year” or “final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

**OTHER SOURCES OF CREDIT**
Advanced Standing - All transfer, standardized testing, proficiency testing, and experiential credit must be completed prior to the end of the first term of attendance at Miller-Motte College.

Standardized Testing - Transcripts must be submitted to the Dean of Academic Affairs / Registrar for evaluation prior to the end of the first term of attendance.

Advanced Standing by Examination Credit - Students who have successfully completed specialized and/or advanced courses in high school, who gained certain skill competencies, or who have gathered significant life experiences may request advanced placement in a subject area. Advanced placement is granted after testing in the subject area and only under certain conditions. These include:

- The course is required in the program;
- The student can document established competency and/or has the approval of the Department Chair;
- An adequate grade generally established at “B” or better, is scored on the examination (A grade of “P” is then given for the appropriate Miller-Motte College course, and the student is credited with the curriculum requirement.); and
- All proficiency examinations must be completed prior to the end of the first term of attendance.

Advanced Standing by Transfer Credit - Credits earned at previously attended institutions will be evaluated by the Registrar for transfer provided the following criteria are met:

- All previous transcripts (official) are received;
- All classes were taken at an institution accredited by a recognized accrediting agency;
- The classes are comparable in content and scope to those offered by Miller-Motte College;
- A grade of “C” or better has been achieved in the class;
- The classes have been completed within a six year time period prior to enrollment or upon the approval of the Dean of Academic Affairs;
- The classes are not in “skill areas” that due to a period of non-use would impair the student’s ability to build on previously learned information.
- All transfers must be completed by the end of the first term of attendance at Miller-Motte.

Credit for Military Training and Experience: Miller-Motte College recognizes and uses ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training and experience:

a. Army/ACE Registry Transcript System (AARTS). The AARTS is a computerized transcript system that produces transcripts for eligible Soldiers and Veterans upon request by combining a Soldier's/Veteran’s military education, training and experience with descriptions and credit recommendations developed by the American Council on Education (ACE).

b. Sailor/Marine/ACE Registry Transcript (SMART). Marine Corps and Navy Personnel have an official document certifying military training and education for recommended college credit called the Sailor/Marine American Council on Education Registry Transcript (SMART). SMART is an official transcript endorsing and recommending college credit for military education and training and recognized by the American Council on Education (ACE). The Marine Corps and the Navy have developed SMART jointly.

c. Community College of the Air Force (CCAF). Is a federally-chartered degree-granting institution that serves the United States Air Force’s enlisted total force. All enlisted personnel are automatically enrolled in CCAF and credits earned through the military and through civilian education are added to their degree plan.

Credit for Nationally-Recognized Testing Programs: Miller-Motte College awards credit for at least one nationally-recognized testing program such as College-Level Examination Program (CLEP) General and Subject Examinations, (DANTES Subject Standardized Tests (DSST), Excelsior College Examinations (ECE).

In all cases of transfer of credit, Miller-Motte College will attempt to avoid excessive loss of previously earned credit and avoid course work duplication.
GENERAL EDUCATION GOALS
General education at Miller-Motte College exposes students to a variety of academic experiences in the areas of verbal and written communication, mathematics, social science, physical and biological sciences, and the humanities. Required courses complement studies in the technologies. General education class offerings prepare students to:

- Communicate information effectively through reading, writing and listening;
- Solve problems through logical reasoning;
- Acquire a general knowledge of physical science;
- Understand and use quantification skills to solve problems;
- Analyze views on moral and ethical issues;
- Be familiar with the nature and function of the social sciences; and
- Appreciate human life through the study of literature and the arts.

SPECIAL PROGRAMS
Single courses or combinations of single courses are available to prospective students in either day or evening classes. Tuition charges for such programs are based on the total number of classes scheduled.

EVENING CLASSES
The College offers its programs through both day and evening classes. Courses may be taken and credits may be accumulated until graduation requirements have been met. The evening classes also provide appropriate educational opportunities for those who cannot or choose not to attend day classes. Evening classes are offered for continuing education for those who desire to improve themselves in order to advance to better positions in the concerns where they are already employed; for those who desire to lift themselves out of the ranks of the untrained workers into more congenial positions affording higher salaries and better opportunities; for those who desire to enter certain lines of employment; for those who have opportunities to make changes that are advantageous; or for those who need special business and training to meet required circumstances. The maximum number of classes that can be taken in evening school is four per term; therefore, program lengths may be expanded for evening school students.

SUBSTITUTION OF COURSES
The College reserves the right to substitute a course of equivalent weight and value for a prescribed course when, in the opinion of the Administration, it will aid the student in achieving vocational objectives.

TUITION GUARANTY BOND
Greenville Campus - The Greenville Campus maintains a Tuition Guaranty Bond equal to or greater than the maximum amount of prepaid unearned tuition held existing at any time during the most recent fiscal year. The Greenville Campus will fulfill its contractual obligations to its students. The Bond is held by the Clerk of the Superior Court of Pitt County, with a copy for student review maintained at the office of the Campus Director.

SCHOOL CLOSURE
If the Board of Directors of the College decides to close the College, currently enrolled students in good standing and who remain in good standing will be allowed to complete their program of study. New students will not be admitted or former students readmitted. Currently enrolled students in good standing may be transferred to comparable institutions.

5. PROGRAMS OF STUDY
ACADEMIC ASSOCIATE OF APPLIED SCIENCE PROGRAMS**
Academic Associate of Applied Science Degree programs require the completion of 96 Quarter Credits for graduation, depending on the specific major. These programs are designed for completion in six to eight quarters,
depending upon the student’s class load, program, and day or evening status. The Academic Associate of Applied Science Degree is currently awarded for:

- Dental Assisting
- Medical Assisting
- Massage Therapy
- Medical Assisting

**General Education Courses are listed at the end of this section.**

**DIPLOMA PROGRAMS**

Diploma programs require the completion of 64 Quarter Credits for graduation and are designed for completion in four to six quarters, depending upon the student’s class load, program, and day or evening status. The Diploma is currently awarded for:

- Medical Billing and Coding Specialist
- Medical Office Assistant
- Network Administration and Security
- Massage Therapy
- Medical Clinical Assistant

**CERTIFICATE PROGRAMS**

Certificate programs require the completion of 78 Quarter Credits for graduation and are designed for completion in six to eight quarters, depending upon the student’s class load, program, and day or evening status. The Certificate is currently awarded for:

- Cosmetology
- Phlebotomy
- Natural Hair Care
DENTAL ASSISTING
Associate Degree Program

Program Objective – Graduates will have developed skills in a hands-on learning environment to function effectively as an integral member of the dental health team. Graduates will be prepared to function as an entry-level dental assistant and assume the responsibilities of performing chair-side assisting procedures, maintaining and supplying clinical areas, scheduling patient appointments, maintaining patient charts and records, producing dental radiographs of diagnostic quality, as well as positioning and preparing patients for treatment or surgery.

<table>
<thead>
<tr>
<th>Major &amp; Related Requirements:</th>
<th>Quarter Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA100 Dental Orientation</td>
<td>2</td>
</tr>
<tr>
<td>DA105 Dental Materials</td>
<td>4</td>
</tr>
<tr>
<td>DA111 Dental Science I</td>
<td>4</td>
</tr>
<tr>
<td>DA112 Dental Science II</td>
<td>2</td>
</tr>
<tr>
<td>DA120 Dental Procedures &amp; Charting</td>
<td>6</td>
</tr>
<tr>
<td>DA121 Dental Chair-side Assisting</td>
<td>6</td>
</tr>
<tr>
<td>DA125 Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DA200 Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DA220 Dental Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>DA222 Dental Office Systems</td>
<td>4</td>
</tr>
<tr>
<td>DA225 Dental Review</td>
<td>2</td>
</tr>
<tr>
<td>DA245 Dental Clinical Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>DA250 Dental Clinical Practicum II</td>
<td>6</td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MA125 Emergency Procedures</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Related Requirements:</strong></td>
</tr>
<tr>
<td>IT100 Introduction to Computers</td>
<td>4</td>
</tr>
<tr>
<td>IT101 Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>OT101 Document Processing I</td>
<td>4</td>
</tr>
<tr>
<td>OT110 Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>GS101 Career Development</td>
<td>4</td>
</tr>
<tr>
<td>GS201 Career Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 72</td>
</tr>
</tbody>
</table>

General Education Requirements:

**EN101 English Composition I        | 4                  |
**EN102 English Composition II       | 4                  |
**MH101 College Mathematics          | 4                  |
**GSxxx General Studies Courses- Choose one 4 credit elective from each of the following areas (See General Studies Offerings, pages 56-58):
  - Social/Behavioral Sciences
  - Humanities/Fine Arts
  - Natural Science/Mathematics

|                                    | **Total:** 24       |
|                                    | **Total:** 96       |
| Total Quarter Credit Hours Required for Graduation | **Total Hours Required:** 1330  |

** General Education Courses
**Program Objective:** The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop the knowledge necessary to develop massage protocol and perform an extensive therapeutic massage with focus on whole body wellness. Graduates are prepared for employment opportunities in hospitals, rehabilitation centers, medical offices, spas, health clubs, and private practice and are eligible to sit for the Massage and Bodywork Licensure Examination.

**Major & Related Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT100</td>
<td>Introduction to Massage</td>
<td>4</td>
</tr>
<tr>
<td>MT105</td>
<td>Swedish Massage</td>
<td>4</td>
</tr>
<tr>
<td>MT111</td>
<td>Kinesiology I</td>
<td>4</td>
</tr>
<tr>
<td>MT112</td>
<td>Kinesiology II</td>
<td>4</td>
</tr>
<tr>
<td>MT113</td>
<td>Massage Pathology</td>
<td>4</td>
</tr>
<tr>
<td>MT115</td>
<td>Somatic Psychology</td>
<td>2</td>
</tr>
<tr>
<td>MT125</td>
<td>Law, Business &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MT150</td>
<td>Student Clinic I</td>
<td>2</td>
</tr>
<tr>
<td>MT206</td>
<td>Energy Based Modalities</td>
<td>4</td>
</tr>
<tr>
<td>MT208</td>
<td>Hydrotherapy &amp; Aromatherapy</td>
<td>2</td>
</tr>
<tr>
<td>MT209</td>
<td>Spa Therapy</td>
<td>2</td>
</tr>
<tr>
<td>MT212</td>
<td>Therapeutic Massage I</td>
<td>4</td>
</tr>
<tr>
<td>MT213</td>
<td>Therapeutic Massage II</td>
<td>2</td>
</tr>
<tr>
<td>MT215</td>
<td>Special Populations</td>
<td>2</td>
</tr>
<tr>
<td>MT216</td>
<td>Seated &amp; Sports Massage</td>
<td>2</td>
</tr>
<tr>
<td>MT225</td>
<td>Massage Review</td>
<td>2</td>
</tr>
<tr>
<td>MT250</td>
<td>Student Clinic II</td>
<td>2</td>
</tr>
<tr>
<td>MA111</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MA112</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>IT100</td>
<td>Introduction to Computers</td>
<td>4</td>
</tr>
<tr>
<td>OT101</td>
<td>Document Processing I</td>
<td>4</td>
</tr>
<tr>
<td>GS101</td>
<td>Career Development</td>
<td>4</td>
</tr>
<tr>
<td>GS201</td>
<td>Career Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

**General Education Requirements:**

- **EN101** English Composition I 4
- **EN102** English Composition II 4
- **MH101** College Mathematics 4
- **GSxxx** General Studies Courses- Choose one 4 credit elective from each of the following areas 12

(See Area 6: Course Descriptions):
- Social/Behavioral Sciences
- Humanities/Fine Arts
- Natural Science/Mathematics

**Total:** 24

Total Quarter Credit Hours Required for Graduation 96
Total Hours Required 1270-1280

**General Education Courses**
Program Objective

The Medical Assisting program provides training for an entry-level career as a member of the healthcare team. The program emphasizes hands-on experience in both front-office administrative and back-office clinical skills and develops traits employers seek such as the ability to assume responsibility, make decisions, and work independently. Medical Assisting students receive training in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates may pursue career opportunities in the growing healthcare industry in doctors’ offices, medical clinics, and other medical facilities as clinical medical assistants, administrative medical assistants, and medical office managers where they work under the supervision and direction of a physician or licensed healthcare practitioner.

<table>
<thead>
<tr>
<th>Major &amp; Related Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA100 Medical Orientation</td>
<td>2</td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA111 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MA112 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MA115 Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MA121 Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MA125 Emergency Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MA200 Medical Assisting – Clinical</td>
<td>4</td>
</tr>
<tr>
<td>MA205 Medical Assisting – Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MA210 Medical Assisting – Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MA215 Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MA220 Medical Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>MA222 Medical Office Systems</td>
<td>4</td>
</tr>
<tr>
<td>MA225 Medical Review</td>
<td>2</td>
</tr>
<tr>
<td>MA 250 Externship &amp; Seminar</td>
<td>6</td>
</tr>
</tbody>
</table>

**Related Requirements:**

| IT100 Introduction to Computers                | 4                    |
| IT101 Word Processing                          | 2                    |
| OT101 Document Processing I                    | 4                    |
| GS101 Career Development                       | 4                    |
| GS201 Career Management                        | 2                    |

| General Education Requirements                | 72                   |
| **EN101 English Composition I                 | 4                    |
| **EN102 English Composition II                | 4                    |
| **MH101 College Mathematics                   | 4                    |
| **GS110 General Psychology                    | 4                    |
| **GSXX General Studies Courses                | 8                    |
| X Choose one 4 credit elective from each of the following areas (See General Studies Offerings, page 40): Humanities/Fine Arts Natural Science/Mathematics | 24                   |

Total Quarter Credit Hours Required for Graduation 96
**MEDICAL BILLING AND CODING SPECIALIST**

*Diploma Program*

**Program Objective** – The Medical Billing and Coding program prepares graduates to work as entry-level medical billing specialists. Students receive training in standard medical procedure coding, insurances, reimbursements, healthcare standards, and information storage and retrieval systems. Graduates are eligible to sit for the Certified Professional Coder (CPC) Exam upon completion to become a CPC. Graduates may seek entry-level employment in physician’s offices, clinics, laboratories, hospitals, group practices, health insurance offices and nursing homes.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr Hrs</th>
<th>Credit</th>
<th>Qtr Hrs</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA130 Health Information Technology Orientation</td>
<td>2</td>
<td>MA216 Advanced Medical Coding</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MA132 Healthcare Systems</td>
<td>4</td>
<td>MA220 Medical Computer Applications</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MA134 Health Information Systems</td>
<td>4</td>
<td>MA222 Medical Office Systems</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
<td>OT101 Document Processing I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
<td>IT100 Introduction to Computers</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA111 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>GS101 Career Development</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA112 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>GS201 Career Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MA115 Medical Coding</td>
<td>4</td>
<td>EN101 English Composition I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA215 Medical Insurance</td>
<td>4</td>
<td>EN210 Oral Communication</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MH101 College Mathematics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation: 66
Total Hours Required: 740

---

**MEDICAL CLINICAL ASSISTANT**

*Diploma Program*

**Program Objective** - The Medical Clinical Assistant program provides training for an entry-level career as a member of the healthcare team and emphasizes back-office clinical skills. Graduates may pursue career opportunities in the growing healthcare industry in doctors’ offices, medical clinics, and other medical facilities as a medical office support personnel, medical clinical assistants, and laboratory assistants.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr Hrs</th>
<th>Credit</th>
<th>Qtr Hrs</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA100 Medical Orientation</td>
<td>2</td>
<td>MA121 Pharmacology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
<td>IT100 Introduction to Computers</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
<td>OT101 Document Processing I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA111 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>IT101 Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MA112 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>EN101 English Composition I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA125 Emergency Procedures</td>
<td>2</td>
<td>GS101 Career Development</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA200 Medical Assisting – Clinical</td>
<td>4</td>
<td>GS201 Career Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MA205 Medical Assisting – Procedures</td>
<td>4</td>
<td>MH101 College Mathematics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MA210 Medical Assisting – Laboratory</td>
<td>4</td>
<td>MA249 Externship &amp; Seminar</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation: 64
Total Hours Required: 830

*Full-time students earning an average of 16 credit hours per term may complete this program in four consecutive terms or approximately twelve months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term.
MEDICAL OFFICE ASSISTANT
Diploma Program*

Program Objective - The Medical Office Assistant program provides training for an entry-level career as a member of the healthcare team and emphasizes front-office administrative skills. Graduates may pursue career opportunities in the growing healthcare industry in doctors' offices, medical clinics, and other health-related facilities as medical office support personnel, medical secretaries, and medical receptionists. Or, graduates may elect to continue their education to earn the Medical Assisting associate degree that will expand their skills to include back-office and clinical responsibilities.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA100 Medical Orientation</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MA111 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MA112 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MA115 Medical Coding</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MA125 Emergency Procedures</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MA215 Medical Insurance</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MA220 Medical Computer Applications</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>MA222 Medical Office Systems</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 64  Total Hours Required 730

*Full-time students earning an average of 16 credit hours per term may complete this program in four consecutive terms or approximately twelve months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term.

NETWORK ADMINISTRATION AND SECURITY
Diploma Program*

Program Objective – The Network Administration and Security program provides training for the person seeking to take the Comp/TIA A+, Net+, Linux+, Security+, Convergence+, Wireless+, Microsoft® Certified Information Technology Professional Enterprise Administrator (MCITP) and Cisco® Certified Network Associate (CCNA) exams for industry certification. Students obtaining these certificates may find positions in a number of businesses as a Network Administrator, Systems Support Administrator, Computer/Network Support Technician, or Technical Support Specialist. To qualify for admission to this accelerated program, students must demonstrate one or more years of training or experience in computers or complete the IT100 Introduction to Computers course.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT110 PC Operating Systems</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>IT111 PC Hardware</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>IT114 Network+</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>IT130 Microsoft Client</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT131 Linux+</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT235 Microsoft Server</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT236 Microsoft Server Network</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT237 Microsoft Active Directory</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT240 Security+</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IT241 Voice-over IT Implementation</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Related Requirements:

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT245 Routing &amp; Switching I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>IT246 Routing &amp; Switching II</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>IT225 Certification Review</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GS101 Career Development</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>GS201 Career Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>EN101 English Composition I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MH101 College Mathematics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 64  Total Hours Required 760
MASSAGE THERAPY
Diploma Program*

Program Objective – The Massage Therapy diploma program provides training for an entry-level career as a professional massage therapist. Students develop the knowledge necessary to develop massage protocol and perform an extensive therapeutic massage with focus on whole body wellness. Graduates are prepared for employment opportunities in hospitals, rehabilitation centers, medical offices, and private practice and are eligible to sit for the National Certification Examination for Therapeutic Massage and Bodywork; or, graduates may elect to continue their education to earn the Massage Therapy associate degree.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Qtr Credit Hrs</th>
<th>Qtr Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT100 Introduction to Massage</td>
<td>4</td>
<td>MT212 Therapeutic Massage I</td>
</tr>
<tr>
<td>MT105 Swedish Massage</td>
<td>4</td>
<td>MT213 Therapeutic Massage II</td>
</tr>
<tr>
<td>MT111 Kinesiology I</td>
<td>4</td>
<td>MT215 Special Populations</td>
</tr>
<tr>
<td>MT112 Kinesiology II</td>
<td>4</td>
<td>MT216 Seated &amp; Sports Massage</td>
</tr>
<tr>
<td>MT113 Massage Pathology</td>
<td>4</td>
<td>MT225 Massage Review</td>
</tr>
<tr>
<td>MT115 Somatic Psychology</td>
<td>2</td>
<td>MT250 Student Clinic II</td>
</tr>
<tr>
<td>MT125 Law, Business &amp; Ethics</td>
<td>4</td>
<td>MA111 Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>MT150 Student Clinic I</td>
<td>2</td>
<td>MA112 Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>MT206 Energy-Based Modalities</td>
<td>4</td>
<td>GS101 Career Development</td>
</tr>
<tr>
<td>MT208 Hydrotherapy &amp; Aromatherapy</td>
<td>2</td>
<td>GS201 Career Management</td>
</tr>
<tr>
<td>MT209 Spa Therapy</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 64
Total Hours Required 930

COSMETOLOGY
Certificate Program

Program Objective - The cosmetology program is designed to provide competency-based knowledge, scientific/art principles, and hands-on fundamentals associated with the cosmetology industry. MMC’s advanced approach provides a simulated salon environment which enables students to develop manipulative skills and knowledge that can lead to an entry-level career in the field of Cosmetology. Upon completion of the program, the student will be prepared to take the North Carolina State Board licensing examination. Employment opportunities may include beauty salon spas, and other related businesses as a stylist, salon manager or owner, color specialist, skin or nail specialist, educator, platform or makeup artist, manufacturer’s representative, cosmetic salesperson, and more.

<table>
<thead>
<tr>
<th>Program Requirements:</th>
<th>Quarter Credit Hrs</th>
<th>Quarter Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS101 Career Development</td>
<td>4</td>
<td>CO205 Cosmetology Applications IV</td>
</tr>
<tr>
<td>CO100 Cosmetology Essentials I</td>
<td>6</td>
<td>CO215 Cosmetology Applications V</td>
</tr>
<tr>
<td>CO105 Cosmetology Applications I</td>
<td>6</td>
<td>CO220 Salon Business</td>
</tr>
<tr>
<td>CO110 Cosmetology Essentials II</td>
<td>6</td>
<td>CO225 Cosmetology Applications VI</td>
</tr>
<tr>
<td>CO115 Cosmetology Applications II</td>
<td>6</td>
<td>CO230 Career Transitions</td>
</tr>
<tr>
<td>CO120 Cosmetology Essentials III</td>
<td>6</td>
<td>CO235 Cosmetology Applications VII</td>
</tr>
<tr>
<td>CO125 Cosmetology Applications III</td>
<td>4</td>
<td>CO245 Cosmetology Applications VIII</td>
</tr>
<tr>
<td>CO130 People Skills</td>
<td>4</td>
<td>CO250 Cosmetology Clinic</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 78
Total Hours Required 1540
NATURAL HAIR CARE SPECIALIST
Certificate Program

Program Objective – The Natural Hair Care program is designed to provide competency-based knowledge, scientific/art principles, and hands-on fundamentals associated with the Natural Hair Care industry. MMC’s advanced approach provides a simulated salon environment which enables students to develop manipulative skills and knowledge that can lead to an entry-level career in the field of Natural Hair Care. Upon completion of the program, the student will be prepared to take the Natural Hair Care Specialist examination offered through the North Carolina State Board of Cosmetic Art Examiners. Employment opportunities may include natural hair care specialist, and other related businesses, a natural hair care facility manager or owner, manufacturer’s representative, natural hair care equipment and supplies salesperson, and more.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO165 Natural Hair Care Technology I</td>
<td>4</td>
</tr>
<tr>
<td>CO166 Natural Hair Care Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CO167 Natural Hair Care Applications I</td>
<td>2</td>
</tr>
<tr>
<td>CO168 Natural Hair Care Technology II</td>
<td>4</td>
</tr>
<tr>
<td>CO169 Natural Hair Care Applications II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 16
Total Contact Hours 300

PHLEBOTOMY TECHNICIAN
Certificate Program

Program Objective – The Phlebotomy Technician program prepares graduates to work as entry-level phlebotomists. Students receive training in standard medical procedures for specimen collecting and handling, special collections, laboratory tests, and review for the certifying examination. Graduates may seek entry-level employment in physicians’ offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices and nursing homes.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA107 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA161 Phlebotomy Theory</td>
<td>4</td>
</tr>
<tr>
<td>MA261 Phlebotomy Clinic</td>
<td>4</td>
</tr>
<tr>
<td>MA263 Phlebotomy Review</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 18
Total Contact Hours 200
**GENERAL EDUCATION**

*General Education courses complement and expand studies in the technologies and allow students to explore further into the areas of verbal and written communication, mathematics, social science, natural science, and the humanities. Students in diploma programs complete the following general education component:*

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN101 English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>EN102 English Composition II</td>
<td>4</td>
</tr>
<tr>
<td>MH101 College Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

**General Education Electives**

<table>
<thead>
<tr>
<th>GSXXX</th>
<th>General Studies Courses - Choose one 4-credit elective from each of the following three areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social/Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>GS110 General Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>GS115 World Geography</td>
<td>4</td>
</tr>
<tr>
<td>GS130 United States Government</td>
<td>4</td>
</tr>
<tr>
<td>GS210 Principles of Sociology</td>
<td>4</td>
</tr>
<tr>
<td>GS230 Introduction to Economics</td>
<td>4</td>
</tr>
<tr>
<td>GS235 Critical Thinking</td>
<td>4</td>
</tr>
</tbody>
</table>

| Humanities/Fine Arts          |
| EN210 Oral Communication      | 4                                               |
| GS145 Appreciation of the Arts| 4                                               |
| GS240 Introduction to Literature| 4                                              |
| GS250 Ethics                  | 4                                               |

| Natural Science/Mathematics   |
| MH205 College Algebra         | 4                                               |
| GS175 Physical Science Survey | 4                                               |
| GS275 Environmental Survey    | 4                                               |
| GS280 Microbiology*           | 4                                               |
| GS270 Biology                 | 4                                               |

**Total General Education Credits** 24

*GS110 is a required general education course in some programs. See program description.*
6. COURSE DESCRIPTIONS

Course Numbering System
Two letters followed by three numbers identify courses. The letters indicate the following subject areas:

- **CO** Cosmetology
- **EN** English
- **GS** General Studies - General Education
- **IT** Computers
- **MA** Medical
- **MH** Mathematics
- **OT** Office Technology

The first number of the three digits indicates the level of the course:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Preparatory courses</td>
</tr>
<tr>
<td>1</td>
<td>Normally a first-year course</td>
</tr>
<tr>
<td>2</td>
<td>Normally a second-year course</td>
</tr>
</tbody>
</table>

Prerequisites and course hours are identified at the end of the course description. Hours for each course are indicated by a four-digit code. The first number indicates the number of lecture hours per term, the second number indicates the number of laboratory hours per term, the third number indicates the number of clinic/practicum/externship hours for the term, and the fourth number indicates the number of credit hours earned upon satisfactory completion of the course. One credit hour is generally equivalent to 10 hours of lecture/instruction, 20 hours of laboratory/applications, or 30 hours of clinic/practicum/externship.

All courses are generally offered during each academic year; however, not every subject is offered every term.

FOUNDATION COURSES: Through the placement testing and evaluation program, some applicants with below average academic scores may be advised to enroll in Foundations courses to review the fundamentals of English or mathematics. Foundations classes are offered at regular tuition rates to new or transfer students. Students are scheduled for Foundations courses normally in the first quarter but no later than the second quarter of study. In some cases this will extend a student’s program beyond the average completion time. Foundation courses are awarded “S” (satisfactory) or “U” (unsatisfactory) grades, which do not affect the student’s grade point average and do not fulfill program graduation requirements. Although the grades received for foundations classes are not calculated in the student’s GPA, foundations courses may affect satisfactory progress. A student who, after two attempts, does not successfully complete a foundations course may be considered as not making satisfactory progress and may be unable to continue as a matriculating student.

INDEPENDENT STUDY COURSES: Independent Study is defined as a course taken in an individual setting and under the supervision of a qualified instructor. Independent study may involve a high level of independence and self-direction on the part of the student.

Independent study classes are the exception rather than the rule and will be assigned on an individual basis. Factors in determining whether a student is eligible for independent study include:

1. A minimum cumulative grade point average of 2.5.
2. A satisfactory attendance record.
3. An inability to take the class at the regularly scheduled time because of scheduling conflicts created by the College.
4. The student has not previously failed or withdrawn from the class.
5. The class is necessary to ensure the student continues to progress appropriately in his/her program of study.

Exceptions to these guidelines must be approved by the Director of Education or the Campus Director.

The Director of Education will make the determination about who may take a class as independent study and who will serve as instructors for such classes. The instructor is responsible for providing the student a course syllabus, which includes course objectives, course requirements, evaluative criteria, dates and times of class meetings, and any other relevant material. The student is responsible for attending all scheduled sessions and completing all course requirements. If the student is unable to attend class as scheduled, he/she must make contact with the instructor an hour before class meets.
A student may not take more than one independent study class during each term. The total number of independent study classes during a program of study may not exceed three in a diploma program and four in a degree program.

Tuition for an independent study class is the same as for a regularly scheduled class.

DISTANCE EDUCATION:
Students have the opportunity to utilize the latest in instructional technology by taking courses in an on-line format. These courses are offered both on-ground and on-line as needed. The students must meet the normal course prerequisites to schedule the class. The online courses utilize the Moodle® platform, and an orientation is required of each student who wishes to take advantage of the online method of delivery. Interested students should speak with the Director of Education.

Courses that have been approved to be offered via a distance education delivery format are designated by the symbol ☑ in the course description section of this catalog.

Minimum computer requirements for your online class include:
PC running Windows 98 or greater and a Pentium 700 MHz processor with 512 MB RAM
It is recommended that your PC be running Windows XP (Service Pack 2) and a Celeron 4.0 GHz processor with 1 GB RAM. You will also need Internet Explorer 7.0 (or greater) or Mozilla Firefox for your internet browser. Additional viewers that may be necessary include Sun Java Plug-In, Flash Player and Adobe Acrobat Reader which are free. Your Online Learning Specialist (OLS) can direct you to websites where you can download these required viewers if they are not currently installed.

You will also need a word processing program. Any additional programs that are necessary will be posted on the course website and communicated by your OLS. Application classes require that students have the version on which the class is based. Application software is not available for purchase within the online class. Students are free to use the school’s computers in the library. Students may also use the computers in the computer classrooms when they are available or by arrangement with the classroom instructor.

Attendance Policy for online courses—If a student fails to actively participate in an online class for a time period that exceeds fourteen (14) calendar days, the student will be dropped from the course. Students who are in danger of being dropped should contact their online instructor to determine if they are able to complete any past due work. Online students are responsible for contacting their campus registrar for a determination of reinstatement, if applicable.

Due to accreditation guidelines, only 50% of any approved diploma or associate degree program may be completed via distance education. The other 50% must be completed by taking classes at the College location. Online courses are offered in an asynchronous format.

COSMETOLOGY (CO)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO100</td>
<td>Cosmetology Essentials I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>This course is the introduction into the essentials division of the Cosmetology program. It introduces basic cosmetology concepts and applications. Topics include safety, professional development, ethics, salon ecology, microbiology, infection control, first aid, sanitation, diseases and disorders, hygiene, hair theory, hair care and draping, shampooing, scalp massage, hairstyling, fundamentals of haircutting, perming, color, and design. Upon completion, students should be able to advance into more comprehensive basics of cosmetology. (60-0-0-6)</td>
<td></td>
</tr>
<tr>
<td>CO105</td>
<td>Cosmetology Applications I</td>
<td>6</td>
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<td>This course provides practical experience on mannequins with the concepts introduced in CO100. Topics include hair design, ladies and men's sculpture, perm and color design, manicures, and pedicures. Upon completion, students should be able to advance to more comprehensive basics of cosmetology. (0-120-0-6)</td>
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<tr>
<td>CO110</td>
<td>Cosmetology Essentials II</td>
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<td>This course is a continuation of CO100. Topics include electricity, wigs and hair additions, chemical texturizing and other related topics. Upon completion, students should be able to advance onto the clinic floor and safely and competently apply cosmetology concepts in a simulated salon setting. Prerequisite: CO100 (60-0-0-6)</td>
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<tr>
<td>CO115</td>
<td>Cosmetology Applications II</td>
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<td>This course provides practical experience on mannequins with the concepts introduced in CO110. Topics include hair design, ladies and men’s sculpture, perm and color design, manicures, pedicures, facials, and artificial nails.</td>
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</tbody>
</table>
Upon completion, students should be able to advance onto the clinic floor and safely and competently apply cosmetology concepts in a simulated salon setting. Prerequisite: CO105 (0-120-0-6)

**CO120 Cosmetology Essentials III**  
6 Quarter Credit Hours  
This course is the conclusion of the essentials division of the Cosmetology program. It builds onto the basic cosmetology concepts and applications introduced in CO100 and CO110. Theory topics include anatomy and physiology, the study of nails and skin, and chemistry. Upon completion, students should be able to advance onto the clinic floor and safely and competently apply cosmetology concepts in a simulated salon setting on live models. Prerequisite: CO110 (60-0-0-6)

**CO125 Cosmetology Applications III**  
4 Quarter Credit Hours  
This course provides an introductory experience in a simulated salon setting. Emphasis is placed on a beginner-level of cosmetology concepts. Prerequisite: CO115 (0-0-120-4)

**CO130 Interpersonal Skills**  
4 Quarter Credit Hours  
Students look beyond the technical side of the career to the all-important “other” side, the people and business skills. Through video and other presentations, students explore how to turn good technical training into career successes and personal fulfillment. Upon completion, students should be able to communicate appropriately within their new profession. Prerequisite: CO120 (40-0-0-4)

**CO165 Natural Hair Care Technology I**  
4 Quarter Credit Hours  
This course introduces basic natural hair care concepts. Topics include professional image and development, hygiene, sanitation, sterilization, bacteriology, infection control, disinfection, safety, anatomy and physiology, disorders of the hair and scalp, client consultation, and other related topics. Prerequisite: none (40-0-0-4)

**CO166 Natural Hair Care Laboratory**  
2 Quarter Credit Hours  
Students look beyond the technical side of the career to the all-important “other” side, the people and business skills. Through video and other presentations, students explore how to turn good technical training into career successes and personal fulfillment. Upon completion, students should be able to communicate appropriately within their new profession. Prerequisite: none (0-40-0-2)

**CO167 Natural Hair Care Applications I**  
2 Quarter Credit Hours  
This course provides practical experience on live models and provides introductory experience in a simulated salon setting. Upon completion, students should be able to safely and competently apply introductory natural hair care concepts on live models in a simulated salon setting. Prerequisite: none (0-0-60-2)

**CO168 Natural Hair Care Technology II**  
4 Quarter Credit Hours  
This course includes discussion on natural hair care products, disorders of the hair and scalp, history, usage, disinfection and precautions. Prerequisite: CO165 (40-0-0-4)

**CO169 Natural Hair Care Applications II**  
4 Quarter Credit Hours  
This course provides practical experience on live models and provides experience in a simulated clinical salon setting. Upon completion, students should be able to safely and competently apply natural hair care concepts on live models in a clinical setting. Prerequisite: CO167 (40-0-0-4)

**CO205 Cosmetology Applications IV**  
4 Quarter Credit Hours  
This course is a continuation of CO125. It provides an introductory experience in a simulated salon setting. Emphasis is placed on a beginner-level of cosmetology concepts. Upon completion, students should be able to safely demonstrate competence in basic cosmetology concepts on live models. Prerequisite: CO125 (0-0-120-4)

**CO215 Cosmetology Applications V**  
4 Quarter Credit Hours  
This course provides a more comprehensive experience in a simulated salon setting. Emphasis is placed on an intermediate-level of cosmetology concepts. Prerequisite: CO205 (0-0-120-4)

**CO220 Salon Business**  
4 Quarter Credit Hours  
This course is the second phase of the career preparation division of the Cosmetology program and offers an in-depth view of the salon business. Topics include job search, professional relationships, and salon ownership and retailing. Mock business situations, such as inventory and ordering, designing a salon, appointment setting, promotion and marketing, and customer relations will be discussed and practiced. Upon completion, students should be able to demonstrate an understanding of the business aspect of the Cosmetology profession as well as safely and competently apply these cosmetology concepts in a simulated salon setting. Prerequisite: CO125 (40-0-0-4)

**CO225 Cosmetology Applications VI**  
4 Quarter Credit Hours  
This course is a continuation of CO215. It provides a more comprehensive experience in a simulated salon setting. Emphasis is placed on an intermediate-level of cosmetology concepts. Upon completion, students should be able to demonstrate competence in intermediate cosmetology concepts. Prerequisite: CO215 (0-0-120-4)
CO230 Career Transition 4 Quarter Credit Hours
This course is the conclusion to the career preparation division of the Cosmetology program. It covers the North Carolina State Board Rules and Regulations and an overview of all concepts and applications in preparation for the licensing examination. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination. Prerequisite: CO220 (40-0-0-4)

CO235 Cosmetology Applications VII 4 Quarter Credit Hours
This course provides a more comprehensive experience in a simulated salon setting. Emphasis is placed on an advanced-level of cosmetology concepts. Emphasis is also placed on preparation for the licensing examination and employment. Prerequisite: CO225 (0-0-120-4)

CO245 Cosmetology Applications VIII 4 Quarter Credit Hours
This course is a continuation of CO235. It provides a more comprehensive experience in a simulated salon setting. Emphasis is placed on an advanced-level of cosmetology concepts. Emphasis is also placed on preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination. Prerequisite: CO235 (0-0-120-4)

CO250 Cosmetology Clinic 8 Quarter Credit Hours
This course provides an advanced experience in a simulated salon setting. Emphasis is placed on preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination. Prerequisite: CO245 (0-0-240-8)

DENTAL ASSISTING (DA) ..........................................................................................................................

DA100 Dental Orientation 2 Quarter Credit Hours
This introductory course in the field of dental assisting provides a preview of dental practice, including specialties, history, professional and legal responsibilities, the role of the dental assistant, the dental office environment, safety issues, and interpersonal skills relating to patient care. Prerequisite: None. (20-0-0-2)

DA105 Dental Materials 4 Quarter Credit Hours
Students learn the structure, properties, and procedures related to materials commonly used in the dental office. Topics include the uses, types, and applications for gypsum products, impression materials, waxes, cements, restorative materials, resins, and bleaching trays. Emphasis is placed on the proper handling and manipulation of the materials while observing safety and universal precautions. Co-requisite: DA111. (30-20-0-4)

DA111 Dental Science I 4 Quarter Credit Hours
Orofacial anatomy is examined with focus on the structures of the head, neck, and oral cavity. Tooth embryology and morphology, head and neck anatomy, and histology are studied. General oral pathologies are included. Prerequisite: DA100. (40-0-0-4)

DA112 Dental Science II 2 Quarter Credit Hours
This course provides the student with the basic concepts of microbiology and their relationship to infection control and hazardous waste management. The student learns proper procedures for decontamination and sterilization processes. Emphasis is placed on regulatory compliance agencies including OSHA, CDC, and ADA. Prerequisite: DA111. (20-0-0-2)

DA120 Dental Procedures and Charting 6 Quarter Credit Hours
Students are provided with a comprehensive overview of the various procedures in the practice of general dentistry. Topics include taking oral histories, dental charting, patient and room preparation, instrumentation and tray set-up, basic pharmacology, and working with dental materials and lab procedures. Prerequisite: DA105, DA111. (40-40-0-6)

DA121 Dental Chair-side Assisting 6 Quarter Credit Hours
This course is designed to develop the knowledge and skills already presented as well as to prepare the student for the clinical practicum as it examines the four-handed approach to dental practice. Topics include common treatment procedures as well as expanded functions permitted by the State Board of Dentistry—placing and removing rubber dams, matrices, wedges; applying cavity liners and bases; placing, condensing, carving, and contouring amalgam restorations; placing and finishing composite resin restorations and/or sealant materials. Prerequisite: DA112, DA120. (40-40-0-6)

DA125 Preventive Dentistry 2 Quarter Credit Hours
This course introduces the basic principles of nutrition, the food pyramid, nutrient functions, and their specific relationship to maintaining good health of the teeth and gums. It focuses on the prevention of dental diseases, fluoridation, nutritional counseling, and oral hygiene education for dental patients. Prerequisite: None. (20-0-0-2)
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Program Credits</th>
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<tr>
<td>DA200</td>
<td>Dental Radiology</td>
<td>4</td>
<td>Provides a comprehensive view of the principles and procedures of radiology as they relate to the practice of dentistry. Students gain experience in exposing, processing, and evaluating radiographs with emphasis on radiation physics, radiation safety, precautions, and regulations. Prerequisite: DA121.</td>
<td>(30-20-0-4)</td>
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<td>DA220</td>
<td>Dental Computer Applications</td>
<td>2</td>
<td>Students will work with computer software simulating the office procedures and patient information used in an actual dental office. Students build databases, schedule appointments, enter patient information, enter charges and payments to patient accounts, and print insurance forms and financial reports. Word processing software is used for typing dental reports and transcribing dentist’s dictated reports. Prerequisite: IT100.</td>
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<tr>
<td>DA222</td>
<td>Dental Office Systems</td>
<td>4</td>
<td>The administrative aspect of the dental office is studied. Students integrate acquired knowledge of communication skills with the application of dental office procedures in a simulated office environment. Students learn to organize and plan assigned tasks, set priorities, work under pressure, develop initiative, and make decisions as a member of the healthcare team. Prerequisite: IT100, OT110.</td>
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<tr>
<td>DA225</td>
<td>Dental Review</td>
<td>2</td>
<td>This course assists the student in preparing for the certification exam. Material covered in the Dental Assisting program is reviewed along with sample questions comparable to those asked on the certification examination. Prerequisite: Final Term in the program.</td>
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<tr>
<td>DA245</td>
<td>Dental Clinical Practicum I</td>
<td>4</td>
<td>The student has the opportunity to demonstrate a working knowledge of the skills required of a dental assistant under the supervision of a dentist in an office, clinic, hospital, or related dental facility. The student receives no remuneration during this practicum experience that is served during daytime hours. Prerequisite: Final Term and permission of Program Director.</td>
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<tr>
<td>DA250</td>
<td>Dental Clinical Practicum II</td>
<td>6</td>
<td>The student has the opportunity to demonstrate a working knowledge of the skills required of a dental assistant under the supervision of a dentist in an office, clinic, hospital, or related dental facility. The student receives no remuneration during this practicum experience that is served during daytime hours. Prerequisite: Final Term and permission of Program Director.</td>
<td>(0-0-180-6)</td>
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<tr>
<td>EN001</td>
<td>English Foundations</td>
<td>4</td>
<td>A course to assist students in achieving a level of competence as writers that will prepare them to work successfully in advanced studies. Fundamentals of standard written English are developed and reinforced. Students whose score on the placement examination is below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the grade is not counted in the grade point average. Successful completion qualifies the student for enrollment in EN101.</td>
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<td>EN101</td>
<td>English Composition I</td>
<td>4</td>
<td>A course to strengthen writing skills by emphasizing the development and improvement of the writing process: prewriting, thesis development, organization, and revision. Library and electronic resources and their documentation are introduced. Focus of this course will be on writing the essay. Critical reading and responding are a major part of this course. Prerequisite: Qualification by placement examination.</td>
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<td>EN102</td>
<td>English Composition II</td>
<td>4</td>
<td>A continuation of English Composition I, this course focuses on three types of writing--narrative, cause and effect, and persuasive. Appropriate techniques for achieving the best results in these types of writing are introduced and developed. Writing skills are refined in terms of fluency, style, and transitions for unity and coherence. Research processes are reviewed and students produce a documented research paper. Prerequisite: EN101.</td>
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<td>EN210</td>
<td>Oral Communication</td>
<td>4</td>
<td>Public speaking skills are developed from audience analysis to delivery. Principles and practices of effective speech are examined whether addressing small or large groups on formal or informal topics. Prerequisite: None.</td>
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<tr>
<td>EN215</td>
<td>Business Communication</td>
<td>4</td>
<td>Application of the principles of effective business communication to reach, motivate, and influence corporate audiences are studied. Oral and written applications of these principles are practiced in executive, sales, customer, employee, and shareholder communication. Letters, memoranda, reports, proposals, and presentations are evaluated in this context. Prerequisite: EN101.</td>
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<tr>
<td>GS101</td>
<td>Career Development</td>
<td>4</td>
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<td>GS110</td>
<td>General Psychology</td>
<td>4</td>
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<td>GS115</td>
<td>World Geography</td>
<td>4</td>
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<td>GS130</td>
<td>United States Government</td>
<td>4</td>
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<td>GS145</td>
<td>Appreciation of the Arts</td>
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<td>GS175</td>
<td>Physical Science Survey</td>
<td>4</td>
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<td>GS201</td>
<td>Career Management</td>
<td>2</td>
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<tr>
<td>GS210</td>
<td>Principles of Sociology</td>
<td>4</td>
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<tr>
<td>GS230</td>
<td>Introduction to Economics</td>
<td>4</td>
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<td>GS235</td>
<td>Critical Thinking</td>
<td>4</td>
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<td>GS240</td>
<td>Introduction to Literature</td>
<td>4</td>
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<td>GS250</td>
<td>Ethics</td>
<td>4</td>
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<tr>
<td>GS270</td>
<td>Introduction to Biology</td>
<td>4</td>
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</table>

A course that examines issues relevant to an individual’s professional success. Topics include motivation, self-esteem, attitudes, goal setting, time management, health and stress, communication, family, and employment. Students begin the creation of their professional portfolios. Prerequisite: None. (40-0-0-4)

This course examines the scientific study of human behavior. Emphasis is on the historical standpoint, theoretical concepts, and empirical research that are used to describe and understand behavior from biological, cognitive, affective, and social perspectives. Prerequisite: None. (40-0-0-4)

The modern world’s regional and cultural realms are studied in geographical perspective. Particular characteristics of landscape, climate, history, culture, and economic development are emphasized. Prerequisite: None. (40-0-0-4)

A survey course in the construction and operation of the United States government from the framers of the Constitution to present day politics. Topics include the Constitution; the Bill of Rights; the Legislative, Judicial, and Executive branches of the government; the Presidency; the Political System, and national policy. Prerequisite: None. (40-0-0-4)

A survey course on the impact of the arts upon the quality and character of human life. Students examine topics such as painting, sculpture, photography, architecture, literature, music, theatre, film, and dance as major contributions to the cultures of civilization. Prerequisite: None. (40-0-0-4)

An introductory survey of the field of physical science. Topics include energy, sound and light, electricity, magnetism, nuclear phenomena, friction, force, and simple machines. Prerequisite: None. (40-0-0-4)

Emphasis is placed on the transferable skills and career objectives of each student. Course content includes resume preparation, job search techniques, contact with prospective employers, and practice employment interviews. Students complete professional portfolios for presentation. Prerequisite: GS101. (20-0-0-2)

This course provides an overview of the study of society. Topics include socialization; culture; social structure; social institutions, including family, religion, politics, and laws; social stratification; diversity, and deviance. Prerequisite: None. (40-0-0-4)

This course examines the free enterprise system of the United States, the operation of the Federal Reserve, and the World Economy as it covers personal finance, banking, and the stock market. Macroeconomics and microeconomics concepts are introduced. Prerequisite: None. (40-0-0-4)

This course develops and improves critical thinking skills by concentrating on four principles: perceiving, evaluating, making decisions, and taking action. Reasoning and developing the intellectual capacity to analyze, synthesize, and defend substantiated responses, both oral and written, are explored. Prerequisite: None. (40-0-0-4)

This course focuses on the three literary genres of fiction, poetry, and drama and develops the ability to read, interpret, and criticize literature. Through analysis of character, conflict, setting, and language, students identify the means used by authors to communicate. Prerequisite: None. (40-0-0-4)

Ethics is the study of moral reasoning and judgment. This course examines the major theories of ethics and discusses the importance of individual and social morality in contemporary society. Prerequisite: None. (40-0-0-4)

This course involves the study of living systems from the molecular and cellular basis of biology through the structure and function of the whole organism, including physiology, heredity, development, and evolution. Topics include surveys ranging from unicellular specimens through mammalian species.
GS275 Environmental Survey  4 Quarter Credit Hours
Environmental issues such as atmospheric and water pollution, global warming, over-harvesting of resources, loss of biodiversity, and world population are examined in ecological and ethical perspectives. Prerequisite: None. (40-0-0-4)

GS280 Microbiology  4 Quarter Credit Hours
A survey of topics in microbiology as they relate to the care of patients and protection against infectious disease. They include classification of organisms, parasitology, biotechnology, and infection control. Prerequisite: None. (40-0-0-4)

INFORMATION TECHNOLOGY/COMPUTERS (IT)

IT100 Introduction to Computers  4 Quarter Credit Hours
This course introduces students to the field of business information technology and provides the necessary background for further study in computers. Topics include the history of computers, fundamental terminology, physical components of computer hardware, software applications, and care and maintenance of equipment. Students are introduced to the Internet and email and receive an overview of common computer applications such as word processing, spreadsheets, databases, and presentation programs. Prerequisite: None. (30-20-0-4)

IT101 Word Processing  2 Quarter Credit Hours
An introduction to the basic techniques of electronic word processing. Students apply word processing skills to prepare, revise, edit, or adjust business and personal documents. Prerequisite: IT100. (0-40-0-2)

IT110 PC Operating Systems  4 Quarter Credit Hours
This course provides a working knowledge of the PC operating system and examines popular operating systems such as DOS, Windows, Linux, and Mac OS. Instruction relative to basic commands or actions involved in file management, directory organization, system setup, software installation, and data security is included. This course helps prepare students to take the A+ certification examination. Prerequisite: IT100. (30-20-0-4)

IT111 PC Hardware  4 Quarter Credit Hours
PC hardware and troubleshooting skills are discussed. Students learn the components of a PC and how each part functions while obtaining the knowledge and skills necessary to service microcomputer hardware and supported peripherals and to build a computer from parts. This course helps prepare students to take the A+ certification examination. Prerequisite: IT100. (30-20-0-4)

IT114 Network+  4 Quarter Credit Hours
A course to develop technical skills in networking administration and support. Topics include media and topologies, protocols and standards, network implementation, and network support. This course helps prepare students with the necessary knowledge and skill to take the Network + Certification Exam. Prerequisite: IT110. (30-20-0-4)

IT130 Microsoft Client  4 Quarter Credit Hours
This course instructs students to implement, administer and troubleshoot a Microsoft® client OS as a desktop operating system in any network environment. This class helps prepares the student for Microsoft certification. Prerequisite: IT110. (30-20-0-4)

IT131 Linux +  4 Quarter Credit Hours
This course instructs students in the technical skills necessary to implement, administer and troubleshoot a Linux OS in any network environment. This course helps prepare students with the necessary knowledge and skill to take the Linux + certification exam. Prerequisite: IT110. (30-20-0-4)

IT225 Certification Review  2 Quarter Credit Hours
This course focuses on providing the skills and knowledge necessary to prepare students for the Cisco ™ CCNA certification. Prerequisite: None. (20-0-0-2)

IT235 Microsoft Server  4 Quarter Credit Hours
This course prepares students to implement, administer, and troubleshoot a Microsoft® Server OS as a member server of a domain in an Active Directory environment. This course helps prepare students for Microsoft certification. Prerequisite: IT114. (30-20-0-4)

IT236 Microsoft Server Network Infrastructure  4 Quarter Credit Hours
This course teaches students through lecture, discussion, demonstration, and laboratory exercises the skills and knowledge necessary to administer and support a Microsoft network. This class helps prepare students for the Microsoft certification exams. Prerequisite: IT114. (30-20-0-4)
IT237 Microsoft Active Directory 4 Quarter Credit Hours
This course teaches students through lecture, discussion, demonstration, and laboratory exercises the skills and knowledge necessary to administer and support Microsoft Active Directory Services. This class helps prepare students for the Microsoft certification exams. Prerequisite: IT114. (30-20-0-4)

IT240 Security + 4 Quarter Credit Hours
This course develops technical skills in network security. Topics include security concepts, risk identification, intrusion detection, implementing and maintaining a secure network, cryptography basics, methods, and standards, security policies, procedures and management. The course helps prepare students with the necessary knowledge and skill to take the Security + Certification Exam. Prerequisite: IT114. (30-20-0-4)

IT241 Voice over IP Implementation 4 Quarter Credit Hours
This course prepares the student for understanding unified communication system design and implementation for a VoIP digital phone system on an Ethernet network connected to a telephone carrier and the Internet. The course prepares students for CompTIA Convergence+ Exam CT0-101 certification. Prerequisite: IT114. (30-20-0-4)

IT242 Wireless Network Implementation 4 Quarter Credit Hours
This course prepares the student to design and implement wireless networks using IEEE specifications 802.11b/g/a/n and CDMA-GSM cellular protocols. The course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Markup language (WML), link manager, service discovery protocol, transport layer and frequency band. Prerequisite: IT114. (30-20-0-4)

IT245 Routing and Switching I 4 Quarter Credit Hours
This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including basic router operation and routing on Cisco devices. Prerequisite: IT114. (30-20-0-4)

IT246 Routing and Switching II 4 Quarter Credit Hours
This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implementing network security on Cisco devices. Prerequisite: IT114. (30-20-0-4)

MEDICAL (MA)

MA100 Medical Orientation 2 Quarter Credit Hours
This introduction to the field of healthcare covers the history of medicine, medical assisting, and related health care professions. The impact of government on health care, the impact of consumers on health care, and women in medicine are discussed. The student will explore training, job responsibilities, employment opportunities, and career laddering. Professionalism, communication skills, and patient care concepts are emphasized. Prerequisite: None. (20-0-0-2)

MA105 Medical Law & Ethics 2 Quarter Credit Hours
The general ethical and legal principles and responsibilities involved in the medical field are presented. Legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and other applications of law in medicine are included. Prerequisite: None. (20-0-0-2)

MA110 Medical Terminology 4 Quarter Credit Hours
The language of medicine is studied by combining all senses of learning (visual, hearing, speaking, and writing). The investigation of the structure and formation of medical terms, including the roots, suffixes, and combining forms is stressed. Emphasis is centered on defining and spelling anatomic structures, disease terminology, surgical and diagnostic procedures, and descriptive terms in the work analysis. Prerequisite: None. (40-0-0-4)

MA111 Anatomy & Physiology I 4 Quarter Credit Hours
Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body’s chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems. Prerequisite: None. (40-0-0-4)
MA112 Anatomy & Physiology II 4 Quarter Credit Hours
As a continuation of the study of the structural systems of the human body, and the principles of human physiology presented in Anatomy & Physiology I, this course will assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, and how the various organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Prerequisite: None. (40-0-0-4)

MA113 Pathology 4 Quarter Credit Hours
This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. Also included are surveys of the more common diseases affecting various body systems and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary, and reproductive systems. (40-0-0-4)

MA115 Medical Coding 4 Quarter Credit Hours
Students will be taught the primary skills needed for medical procedural and diagnostic coding. Emphasis is placed on the use of coding manuals to complete the universal claim form for insurance processing. Prerequisite: MA110. (40-0-0-4)

MA121 Pharmacology 4 Quarter Credit Hours
The identification of commonly administered drugs, their uses, side effects and interactions will be emphasized. Topics taught include terminology and abbreviations relating to pharmaceuticals, various routes of drug administration, drug calculations, anatomical injection sites, and legal records and ethical standards necessary for the administration and dispensing of drugs by a physician. Prerequisite: MA110, MH101 (40-0-0-4)

MA125 Emergency Procedures 2 Quarter Credit Hours
The Emergency Procedures course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. This course also teaches the skills of First Aid needed to manage emergencies with speed, accuracy, and understanding. Prerequisite: None. (0-40-0-2)

MA130 Health Information Technology Orientation 2 Quarter Credit Hours
This course provides an introduction to the health information science profession. Topics include organizational resources, information and communication technologies, roles of providers and discipline involved in healthcare, and the role of health information technologists in the workplace. Prerequisite: None (20-0-0-2)

MA132 Healthcare Standards 4 Quarter Credit Hours
This course provides the student with a study of regulations and standards for health facilities with emphasis on health information systems. Emphasis is placed on health data structure, content, analysis, and standards. Policies and procedures to insure accuracy of health data, compliance to changes in regulations, data quality and integrity, data monitoring and compliance reporting, health record documentation requirements are discussed. Prerequisite: MA111, MA130 (40-0-0-4)

MA134 Health Information Systems 4 Quarter Credit Hours
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems. This course includes information regarding hardware and software components of computers for medical record applications. Methods of controlling accuracy and security of data in computer systems, records linkage, and data sharing concepts are discussed. Prerequisite: IT100, MA110 (30-20-0-4)

MA200 Medical Assisting - Clinical 4 Quarter Credit Hours
This competency-based course focuses on the clinical medical assisting skills required to prepare the patient for examination and to assist the physician during patient examination and treatment. Students are trained to obtain vital signs, position the patient for procedures, document in the medical record, obtain infant weight and measurement, and perform patient teaching. Infection control and safety and AIDS-related precautions are stressed. Prerequisite: MA110, MA111, MA112, (30-20-0-4)

MA205 Medical Assisting – Procedures 4 Quarter Credit Hours
This competency-based course teaches the skills necessary to perform selected diagnostic and surgical procedures that are completed in the physician's office. Training in electrocardiography, respiratory testing, radiology, wound care, and catheterization is completed. Risk management, HIPAA, infection control, safety, and AIDS-related precautions are stressed. Prerequisite: MA110, MA111, MA112. (30-20-0-4)

MA210 Medical Assisting - Laboratory 4 Quarter Credit Hours
This competency-based course teaches the skills necessary for the performance of selected laboratory procedures. Students will learn phlebotomy techniques, glucose testing, microscopic examination skills, gram staining procedures, urinalysis testing, blood typing, pregnancy testing, and various laboratory-testing procedures performed in the physician's office. Students will practice how to obtain samples for testing and how to follow up
patient test results. Risk management, quality control, HIPAA, infection control, safety, and AIDS-related precautions are stressed. Prerequisite: MA110, MA111, MA112. (30-20-0-4)

MA215 Medical Insurance 4 Quarter Credit Hours
Students will examine the guidelines for completing HCFA-1500 (Universal) and additional forms for commercial group insurance, Medicare, Medicaid, TRICARE, and Workman’s compensation claims. Instruction will be given on processing and billing insurance claims. Prerequisite: MA115. (40-0-0-4)

MA216 Advanced Medical Coding 2 Quarter Credit Hours
This course is designed to provide the student with expert skills in medical coding. Emphasis is placed on analyzing complex health data and accurately reporting each patient’s condition with reimbursement as a goal. Student will discuss ICD-9, ICD-10-CM, ICD-10-PCS, CPT modifier use, HCPCS Level II codes, home health, LTAC coding, rehabilitation, and SNF cases. Prerequisite: MA115 (0-40-0-2)

MA220 Medical Computer Applications 2 Quarter Credit Hours
Students will work with computer software simulating the office procedures and patient information used in an actual medical office. Students build databases, schedule appointments, enter patient information, enter charges and payments to patient accounts, and print insurance forms and financial reports. Word processing software is used for typing medical reports and transcribing physician’s dictated reports. Prerequisite: MA110, IT100. (0-40-0-2)

MA222 Medical Office Systems 4 Quarter Credit Hours
The administrative aspect of the medical office is studied. Students integrate acquired knowledge and communication skills with the application of medical office procedures in a simulated office environment. Students learn to organize and plan assigned tasks, set priorities, work under pressure, develop initiative, and make decisions as a member of the healthcare team. Prerequisite: MA110, IT100. (30-20-0-4)

MA225 Medical Review 2 Quarter Credit Hours
This course assists the student in preparing for the Medical Assisting certification examination. Material covered in the medical assisting program is reviewed along with sample questions comparable to those asked on the certification examination. Prerequisite: Final Term. (20-0-0-2)

MA249 Externship & Seminar 6 Quarter Credit Hours
Students are assigned for administrative and clinical applications in a suitable physician’s office or ambulatory health care facility under the supervision of the externship coordinator and site preceptor. Students receive no remuneration while completing their 150-hour externship. In addition, students attend a weekly seminar. Externship hours are required to be served during daytime hours. Prerequisite: Final term and permission of Program Director. (10-0-150-6)

MATHEMATICS (MH)

MH001 Mathematics Foundations 4 Quarter Credit Hours
A course to develop and improve the basic skills of working with numbers and fundamental math operations. The number system; addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; integers, and one-step algebraic equations are covered. Students whose scores on the placement examination fall below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the final grade for this course is not counted in the grade point average. Successful completion is required for MH101. (40-0-0-4)

MH101 College Mathematics 4 Quarter Credit Hours
This course covers the practical use of math in everyday situations and emphasizes the number system, integers, algebraic expressions, graphs and data, and basic geometric principles. Prerequisite: Qualification by placement examination. (40-0-0-4)
MH205 College Algebra 4 Quarter Credit Hours
This course examines real numbers, variables, linear equations and inequalities, exponents, polynomials, order of operations, and word problems. Focus of these topics is the development of problem solving skills and critical thinking. Prerequisite: MH101. (40-0-0-4)

MASSAGE THERAPY (MT)

MT100 Introduction to Massage 4 Quarter Credit Hours
This course introduces students to the massage profession and the fundamentals of massage therapy techniques. Students will examine the historical development of massage and study basic principles of massage therapy including indications, contraindications, duration, and energy theory. Holism and self-care will be taught and discussed. Massage effects on pain and various body systems will be discussed. Students are introduced to the major movements and concepts of massage therapy. Client evaluation, draping, hygiene, and safe sanitary practices are introduced. Prerequisite: None. (30-20-0-4)

MT105 Swedish Massage 4 Quarter Credit Hours
The major techniques of massage therapy are put together in the massage laboratory into hour massage routines. Proper draping techniques, range of motion and proper body mechanics are stressed and put together into routines. Concepts of intentional touch and grounding will be put into practice. The importance of rhythm and correct pressure will be developed. Prerequisite: MA111, MT100. (0-80-0-4)

MT111 Kinesiology I 4 Quarter Credit Hours
This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Prerequisite: MA111. (30-20-0-4)

MT112 Kinesiology II 4 Quarter Credit Hours
This course is a continuation of MT111 and is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Prerequisite: MT111. (30-20-0-4)

MT113 Massage Pathology 4 Quarter Credit Hours
This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. Also included are surveys of the more common diseases affecting various body systems and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary and reproductive systems. Students study basic medical terminology encountered by massage therapists. Prerequisite: MA111 (30-20-0-4)

MT115 Somatic Psychology 2 Quarter Credit Hours
Somatic Psychology introduces the mind/body connection, posture analysis, and motor/sensory amnesia. Prerequisite: None. (20-0-0-2)

MT125 Law, Business & Ethics 4 Quarter Credit Hours
This course introduces students to state massage law, rules, and regulations and discusses ethical issues, rules of conduct, and professional responsibilities of massage therapists. Communication skills, personal hygiene and health habits will be discussed. The operation of a massage enterprise will be explored through the integration of basic business practices, marketing strategies, financial management, and record keeping requirements. Supplemental business opportunities will be explored. Prerequisite: None. (40-0-0-4)

MT150 Student Clinic I 2 Quarter Credit Hours
Students perform a minimum of 60 hours in the school’s massage teaching clinic under the supervision of a licensed massage therapist. Students will interact with clinic clients from the community as if they were at a private facility and will perform a minimum of 20 massage services. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records. Students receive no compensation or fees for their work while completing these clinical graduation requirements. Prerequisite: MA112 & MT105. (0-0-60-2)

MT206 Energy Based Modalities 4 Quarter Credit Hours
This course introduces students to the Oriental philosophy and anatomy of bodywork and to energy-based modalities. The five-element theory is explored. The concept of energy meridians is explained and the influences and history from India distinguished. Traditional Chinese Medicine, Shiatsu, Thai Traditional Massage, Tuina, Anma, Acupressure, Craniosacral Therapy, reflexology, and other energy-based modalities are explored. Prerequisite: MA112, MT105. (20-40-0-4)

MT208 Hydrotherapy & Aromatherapy 2 Quarter Credit Hours
Hydrotherapy and aromatherapy are the external use of water in all its forms (steam, liquid and ice) and essential oils, as well as, complementary agents (e.g. herbs and salt). Students learn how to apply moist heat, contrast
therapies, and a variety of cold applications for therapeutic purposes. Aromatherapy is the controlled use of essential oils to help bring into balance one’s physical and mental health. Students evaluate the type of modality most appropriate in varying therapeutic situations. Prerequisite: MT105. (0-40-0-2)

MT209 Spa Therapy
Spa Therapies are specialized therapeutic body treatments used for adjunctive treatments with massage. Spa treatments include paraffin body wax, salt glows, and various body wraps. Prerequisite: MT105, MT111. (0-40-0-2).

MT212 Therapeutic Massage I
This course introduces the student to therapeutic massage. Topics include deep tissue massage, trigger point, therapy, and neuromuscular therapy. Prerequisite: MT112. (30-20-0-4)

MT213 Therapeutic Massage II
This course is a continuation of Therapeutic Massage I. Emphasis is on application of concepts learned in Therapeutic Massage I: deep tissue massage, trigger point therapy, and neuromuscular therapy. Prerequisite: MT212. (0-40-0-2)

MT215 Special Populations
Special populations include those who require alternate massage techniques from the basic Swedish massage such as pregnant women, infants, geriatric clients, and people with certain dysfunction. This course explores how to perform massage on people with special massage needs and encourages the student to develop an awareness of those qualities required to operate a successful practice incorporating special populations. Prerequisite: MA112, MT105. (0-40-0-2)

MT216 Sports & Seated Massage
The modality of seated massage will be taught followed by certification of the student. Discussions of sports massage will include information applicable to working with both professional and amateur athletes. Pre-event and post-event massage will be addressed as well as the maintenance application of sports massage. Prerequisite: MT100; Co-requisite: MA112, MT105. (0-40-0-2)

MT225 Massage Review
This course assists the student in preparing for the State Licensure Examination. Material covered in the Massage Therapy program is reviewed along with sample questions comparable to those asked on the licensure examination. Prerequisite: Final term in degree and diploma programs. (20-0-0-2)

OFFICE TECHNOLOGY (OT)

OT101 Document Processing I
An introduction to the keyboard and proper touch typing techniques for business, personal use, or computer input. Students learn the alphanumeric keyboard, proper keying techniques, formatting of basic business and personal documents, and proofreading skills. Students work to achieve 25 to 35 net words per minute in a three-minute timed writing with three or less errors. Students who pass challenge examinations may begin OT102 with permission of the Dean of Academic Affairs. Prerequisite: None. (30-20-0-4)

OT110 Office Procedures
The operational competencies required in the computerized office are presented. Telecommunications, business machines, reference and data collection, work systems, meeting planning, mailing processes, financial record keeping, records management, and other electronic office procedures are introduced through hands-on experience in a simulated office environment. Prerequisite: OT101 or qualification by challenge examination, and IT100. (30-20-0-4)
EQUAL EDUCATIONAL OPPORTUNITY
Miller-Motte College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for an employment decision.

Miller-Motte College reaffirms its policy of administering all its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student’s or prospective student’s race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for provision of such services. Further, Miller-Motte College commits itself to a program of Affirmative Action/Equal Opportunity.

Miller-Motte College is obligated by and adheres to the provisions of:

Inquiries concerning the application of these laws and their implementing regulations may be referred to:
Campus Director
Miller-Motte College
1021 WH Smith Blvd, Ste. 102
Greenville, NC 27834

STUDENT CONSUMER INFORMATION
Students should contact the following College staff for the information listed below:

Director of Admissions - Admission requirements and procedures, cost of attendance, including tuition, fees, books, transportation, housing, and refund policy.

Director of Education - Description of academic programs, facilities, and faculty; data on student retention, numbers and percentages of students completing programs, academic standards of progress, transfer credits from other institutions, and students with disabilities.

Director of Career Services - Assistance with securing employment upon graduation including preparation of resumes, completion of application materials, and preparation for interviews; assistance with locating part-time employment while in college; information on graduate placement, and employment demographics of the region.

Financial Aid Director - Description of financial assistance programs, rights and responsibilities of financial aid recipients, means and frequency of payments, financial aid awards, terms and schedules of student loan repayment, and general terms and conditions of employment provided as financial aid.

Campus Director - Information regarding the overall operation of the campus. The Campus Director is the Chief Operating Officer and principal administrator for the College.

ORGANIZATION AND STRUCTURE

GOVERNING BOARD

The governing board of Miller-Motte College is as follows:

R. David Andrews, Chairman
San Francisco, California

Nicholas A. Orum, Board Member
San Francisco, California

John M. Rogers, Board Member
San Francisco, California

William. E. Lynn, Board Member
San Francisco, California

Joseph A. Kennedy, Board Member
Virginia Beach, Virginia

Alan F. Sussna, Board Member
Virginia Beach, Virginia

CORPORATE OFFICERS

The corporate officers of Miller-Motte Business College, Inc. are:

Joseph A. Kennedy, Vice Chairman
Alan F. Sussna, President and Chief Executive Officer
Kevin A. Smith, Secretary/Treasurer

STATEMENT OF OWNERSHIP

Miller-Motte College is an independent, co-educational, postsecondary institution, and is wholly-owned subsidiary of Miller-Motte Business College, Inc. ("MMBCI"), a North Carolina corporation. The College, through MMBCI, is owned and operated by Delta Educational Systems, Inc., a Virginia corporation, with headquarters located in Virginia Beach, Virginia. Delta is a wholly owned subsidiary of Delta Career Education Corporation, formerly Gryphon Colleges Corporation, a Delaware corporation. Delta Career Education Corporation's majority stockholder is Gryphon Partners II, L.P. The affairs of the College are managed by the governing board and the Campus Director. The address of the principal corporate office is 5712 Cleveland Street, Ste. 150, Virginia Beach, VA 23462, telephone number 757.497.2334, and fax 757.497.8331. The electronic contact information of the principal corporate office is found at www.deltaed.com. The email address is inquiries@deltaed.com.
ADMINISTRATIVE STAFF

James Eddy  
Campus Director

Kamaar DeJarnette  
Director of Admissions

Inez Downing  
Financial Services Manager

Jaime King  
Director of Career Services

Amy Brake  
Head Librarian

Jessica Cerny  
Evening Librarian

Crystal DeLoatch  
Admissions Representative

Joan Meyland  
Admissions Representative

Michael Reginer  
Admissions Representative

Justin Vestal  
Admissions Representative

Krystal Wiley  
Admissions Administrative Assistant

Janise Brown  
Externship Coordinator

Kristina Miller  
FA Planner

Teresa Lawrence  
Cosmetology Program Receptionist

Kamille Gauntt  
Assistant Director of Education

Connie Phelps  
Business Office Manager

Keyana McNeil  
HR Manager / Student Services Coordinator

Tawanda Carlton  
Registrar

Charin Staton  
Academics Administrative Assistant

Keisha Johnson  
Business Office Assistant

Rashena Draughn  
Admissions Representative

William Paramore  
High School Coordinator

Brandon White  
Admissions Representative

Leah Kaminski  
Admissions Administrative Assistant

Holly Harrison  
Career Services Coordinator

LaKischa Brown  
FA Planner

Stephanie Rolph  
FA Planner

Stephany Bond  
Cosmetology Program Receptionist
FACULTY

Jerry P. Bullock, II  
Master of Science Cardiovascular Perfusion  
*Northeastern University*  
*(Medical Assisting Program Director)*

Kamille Gauntt, LMBT, NCMT  
Master of Divinity Biblical Languages  
*Southwestern Baptist Theological Seminary*  
Certificate Massage and Neuromuscular Therapy  
*Southeastern School of Neuromuscular Massage Therapy*  
*(Assistant Director of Education)*  
*(Massage Therapy Program Director)*

Dr. Samer Hakim  
Doctor of Dental Surgery  
*Damascus Dental School*  
*(Dental Assisting Program Director)*

Debbie James C, CT  
LICENSE Cosmetologist C  
*Chevxux Beauty School*  
LICENSE Cosmetology Instructor  
*Coastal Carolina College*  
*(Cosmetology Program Director)*

Patricia Barnett  
Master of Education Literacy  
*Salem College*  
*(General Education Lead Instructor/ Learning Lab Coordinator)*

Gregory Whitfield  
Master of Education Instructional Technology  
*East Carolina University*  
*(General Education Lead Instructor /Online Learning Specialist/Technology Instructor)*

Dr. Michel Awad  
Doctor of Medicine  
*Cairo University*  
*(Medical Assisting Instructor)*

Tawanda R. Boone, RN  
Master of Art Health Education and Promotion  
*East Carolina University*  
*(Medical Assisting Instructor)*

Stephan Bullock  
Master of Public Health  
*University of South Carolina*  
*(Medical Assisting Instructor)*

Diane Darden, RN  
Master of Education  
*Virginia State University*  
*(Medical Assisting Instructor)*

Derbe Ejere  
Master of Science Biomedical Physics, Physics and Astronomy  
*University of Amsterdam*  
*(Medical Assisting Instructor)*

Dr. Wade Gabriel  
Doctor of Medicine  
*University of Asyut*  
*(Medical Assisting Instructor)*

Herlene Ancar  
Master of Business Administration Health Care Management  
*University of Phoenix*  
*(Medical Assisting Instructor)*

Dianne Wakatsuki, RN  
Master of Science Nursing  
*University of Hawaii*  
*(Medical Assisting Instructor)*

Jennifer Crow, LMBT  
Bachelor of Science Nutrition and Dietetics  
*University of Vermont*  
Certificate Massage Therapy  
*Medical Arts Massage School*  
*(Massage Therapy Instructor)*

Angela Haines, LMBT  
Certificate Massage Therapy  
*Academy of Massage Therapy*  
*(Massage Therapy Clinic Manager)*

Michael Marini, LMBT  
Bachelor of Science Exercise and Sports Science  
*East Carolina University*  
Certificate Massage Therapy  
*Boulder College of Massage Therapy*  
*(Massage Therapy Instructor)*

David O’Brien, LMBT, NCMT  
Bachelor of Art Psychology  
*University of Northern Colorado*  
Certificate Massage Therapy  
*Dahan Institute of Massage Therapy*  
*(Massage Therapy Instructor)*

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<tr>
<th>Name</th>
<th>Degree/Institution</th>
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<tr>
<td>Travis Reed, LMBT</td>
<td>Bachelor of Science Cytotechnology</td>
<td>(Massage Therapy Instructor)</td>
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<td>University of Arkansas for Medical Sciences</td>
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<td>Dr. Khalid Igzeer</td>
<td>Master of Science in Oral Surgery</td>
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<td>Royal College of Surgeons</td>
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<td>Wanda Smith, C, CT</td>
<td>Associate of Art, LICENSE Cosmetologist C</td>
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<td>Kaytha McKeel, C, CT</td>
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<td>Christopher Whitfield</td>
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<td>Othello Graham</td>
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<td>Megan Roberts</td>
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<td>Brenna Wilcox, LMBT</td>
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<td>Joanna Reed</td>
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Katherine Harry
Master of Art English
*East Carolina University*
(General Education Instructor)

Tim Brown
Master of Science Biotechnology and Molecular Biology
*East Carolina University*
(General Education Instructor)
Online Faculty
Fall Quarter 2010

Tawanda R. Boone, RN
Master of Art Health Education and Promotion
East Carolina University
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