

**Altierus Career College – Georgia**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/2018**

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

**TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$10.00 per copy.

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

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

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

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

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

**\*Effective April 1, 2018**

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

**Academic Counseling and Readiness**

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

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

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

**Altierus Career College – Georgia**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/2018**

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

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

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

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

**Nursing, Associate in Science Degree**

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

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

**Surgical Technology, Associate in Science Degree**

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

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

**Academic Readiness Interventions**

Diploma students scoring below 70% on the *MyReadinessTest* (MRT) must meet with an advisor who will place students in the specific intervention based on program of study and modality, prior to enrollment. Degree students scoring below 263 in reading, writing, and arithmetic must meet with an advisor to discuss the required academic support course(s).

**Online Readiness**

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

**Altierus Career College – Georgia**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/2018**

**Retaking Assessments**

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

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

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

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

**Retaking Failed Coursework**

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

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

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

**Academic Forgiveness**

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

■ **ADDENDUM:** The Mission Statement has been updated as follows:

**MISSION**

The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field.

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

**TRANSCRIPT AND DIPLOMA RELEASE**

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

**Altierus Career College – Georgia**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/2018**

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

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

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

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

- **ADDENDUM:** The Administration table for the Atlanta West campus was updated as shown below:

Atlanta West Campus	
Keisha Hudson	Campus Director & Academic Dean
Sherman Giles	Director of Student Success
Casey Fountain	Financial Aid Manager

- **ADDENDUM:** The Atlanta West campus is no longer accepting new enrollments in all programs listed below.

**PROGRAMS OFFERED**

MODULAR PROGRAMS	Atlanta West	Norcross
Dental Assistant	X**	X
Massage Therapy	X**	X*
Medical Administrative Assistant	X**	
Medical Assistant	X**	X
Medical Billing and Coding (blended)	X**	X
Medical Insurance Billing and Coding	X**	X**
Patient Care Technician	X**	
Pharmacy Technician	X**	
Pharmacy Technician (blended)	X**	X
<b>Quarter-Based Program</b>		
Business (Associate of Applied Science - blended)***	X**	X
Computer Information Technology (diploma - blended)	X**	X
Computer Information Technology (Associate of Applied Science degree program - blended)		X

\*Enrollments in this program are temporarily suspended

\*\*Enrollments are no longer accepted in this program

\*\*\*Program effective on or after October 13, 2017

**Altierus Career College – Georgia**  
**2017-2019 Catalog, Volume I, Version II**  
**Addendum Effective 03/19/2018**

■ **ADDENDUM:** The modular calendars have been updated as follows:

<b>DIY/Jr. Blended and All Shifts</b> Dental Assistant Massage Therapy Medical Administrative Assistant Medical Assistant Medical Insurance Billing and Coding Patient Care Technician Pharmacy Technician <b>2017 – 2018</b>	
<b>Start Dates</b>	<b>End Dates</b>
11/6/2017	12/1/2017
12/4/2017	1/5/2018
1/8/2018	2/2/2018
2/5/2018	3/2/2018
3/5/2018	3/30/2018
4/9/2018	5/4/2018
5/7/2018	6/1/2018
6/4/2018	6/29/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/4/2018	9/28/2018
10/8/2018	11/2/2018
11/5/2018	11/30/2018
12/3/2018	1/4/2019

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

<b>Full Blended Shifts</b> Medical Billing and Coding Pharmacy Technician <b>2017 – 2018</b>	
<b>Start Dates</b>	<b>End Dates</b>
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

<b>Full Blended Student Holiday/Breaks 2017 - 2018</b>		
<b>Holiday/Student Breaks</b>	<b>Start Dates</b>	<b>End Dates</b>
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Student Break	7/2/2018	7/8/2018
Labor Day	9/3/2018	9/3/2018
Student Break	10/1/2018	10/7/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

■ **ADDENDUM:** The following updates have been made to the website links:

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

**Altierus Career College – Georgia  
2017-2019 Catalog, Volume I, Version II  
Addendum Effective 03/19/2018**

- **ADDENDUM:** The Operating Hours have been updated for the Atlanta West campus as follows:

**OPERATING HOURS**

<b>Atlanta West Campus</b>	
<b>Office:</b>	<b>School:</b>
<u>Monday – Friday</u> 8:00 am – 10:00 pm	<u>Monday – Friday</u> 6:00 am – 10:00 am 10:00 am – 2:00 pm 2:00 pm – 6:00 pm
<u>Saturday</u> 9:00 am – 1:00 pm	6:00 pm – 10:00 pm

- **ADDENDUM:** The Massage Therapy program is only available at the Atlanta West campus.

- **ADDENDUM:** The Administration table was updated for the Atlanta West campus as follows:

**ADMINISTRATION**

<b>Atlanta West Campus</b>	
Oluyemi Awolola	Campus Director & Academic Dean
Keisha Hudson	Director of Career Services
Open	Director of Student Success
Casey Fountain	Financial Aid Manager