



Daymar College

Volume 1, 2010

Addendum A

May 6, 2010

1. On Pages 30 and 31 of the catalog, under the heading Administrative Fees, delete the chart and the paragraph that follows and insert the following information.

Registration Fee (first quarter)	150.00
Registration Fee - part-time, not in a program (per quarter)	40.00
Technology Fee (per course)	80.00
Distance Education Fee (per quarter credit hour).....	40.00
DiSC Assessment Fee (first quarter)	80.00
Criminal Background Check Fee (first quarter) (Medical Massage Therapy Program only)	30.00
Sanitation Fee (per Medical Massage Therapy course).....	45.00
Internship Fee or Clinic Fee	100.00
Boot Camp Fee (last quarter) (Personal Fitness Training Program only)	450.00
Graduation Fee (last quarter).....	85.00
State Licensure Fee (last quarter) (Medical Massage Therapy Program only).....	125.00
NCBTMB Exam Fee (last quarter) (Medical Massage Therapy Program only)	225.00
Proficiency Exam Fee	150.00
Transcript Fee.....	5.00
Returned Check Fee	25.00
Copy and local fax Fee (per page).....	0.10

No refund is given upon withdrawal from individual courses. All refunds must be made within 30 days from the time the College determines the student has withdrawn. Refunds are calculated based on the official withdrawal, the date the student notifies the school of his or her withdrawal or unofficial withdrawal. Students are expected to pay for tuition, books and fee charges in full before commencement of classes after financial aid awards are applied. The tuition rate per quarter credit hour for most 100-200 level courses at the College is \$290.00. The tuition rate per quarter credit hour for most 300-

people in financial areas, contribute to financial decisions, and better understand financial statements and the impact of strategic decisions on shareholder value. The course focuses on both accounting and finance to help students develop a well-rounded understanding of language and requirements of financial expectations and performance. Participants learn how to evaluate a project's financial attractiveness from the shareholder's perspective and to better understand and predict the impact of business decisions. (4 Quarter Credit Hours)

19. On Page 142 of the catalog, under the heading MED292, Phlebotomy I, delete the language and insert the following language.

This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103. (4 Quarter Credit Hours)

400 level courses at the College is \$345.00. The tuition rate per quarter credit hour for LAW specific courses is \$325.00. The tuition rate per quarter credit hour for Information Technology and Personal Fitness Training specific courses is \$365.00. Books and supplies will be charged at specific prices based on the cost of the book, shipping and other factors. Before a student is accepted into the Medical Massage Therapy Program, a criminal background check must be received by the College. In the event the criminal background check contains any evidence that the student has been convicted of, entered a plea of no contest or guilty to, or received deferred adjudication for crimes or offenses involving a felony or any sexually related crime or offense, the student will not be admitted into the Medical Massage Therapy Program. If the student is denied admission to the Medical Massage Therapy Program, the student may appeal the denial according to the policy set forth in the College's catalog. A Technology Fee of \$80.00 is charged for each course. A Distance Education Fee of \$40.00 per quarter credit hour is charged for all Distance Education or Online courses. A DiSC Assessment Fee of \$80.00 will be charged in the first quarter. A Criminal Background Check Fee of \$30.00 will be charged when the student begins classes. A Sanitation Fee of \$45.00 will be charged for Medical Massage Therapy specific courses. An Internship Fee of \$100.00 will be charged in the quarter the internship is performed. A Clinic Fee of \$100.00 is charged in the quarter the student participates in the Massage Therapy Clinic. A Boot Camp Fee of \$450.00 will be charged in the last quarter for all students enrolled in the Personal Fitness Training Program. A graduation fee of \$85.00 will be charged in the last quarter. A State Licensure Fee of \$125.00 and a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) National Certification Application Fee of \$225.00 will be charged in the last quarter for all students enrolled in the Medical Massage Therapy Program. The College reserves the right to change tuition, book, and fee charges.

2. On Page 33 of the catalog, under the heading Application Not Accepted, delete the current language and insert the following information.

If the student is not accepted, all advanced tuition shall be refunded.

3. On Page 33 of the catalog, under the heading Cancellation Prior to the Commencement of Classes, delete the last sentence in the paragraph.

4. On Page 41 of the catalog, under the heading Satisfactory Academic Progress Policy, delete the first paragraph and insert the following language.

All Daymar College students must maintain satisfactory academic progress toward completion of their chosen program. In order to maintain satisfactory academic progress, students must complete their program within the maximum time frame as stated in “Maximum Time Requirements,” must have a minimum grade point average, and have completed the percentage of their program as specified in the chart in “Periods Used For Determination Of Grade Point Average And Completion Rate.” Grade point averages and completion rates are checked at the point on the Satisfactory Academic Progress Table that is nearest to the attempted hours. In no case can a student exceed the maximum time frame as a regular student, or in extended enrollment status, and receive the original academic credential for which the student is enrolled. Grades of “I” (incomplete) are calculated towards credits attempted and towards the grade point average as a “0” for quality points. The College does not offer non-credit courses. The College utilizes pass/fail grades for those students who take an online course and are required to take Online Orientation. The pass/fail grades received in the Online Orientation course do not count towards the completion rate or grade point average. In addition

opportunity to attain the last premier certification in the industry and become Master Site Designers. This Certified Internet Webmaster certification is the leading industry standard in website design and is nationally recognized in the field. The program provides the graduate with the education and the specialized training to enter the IT field in such employment positions as web animators, web graphic artists, and website designers.

15. On Page 107 of the catalog, under the heading Diploma, delete the current language and insert the following language.

This Program requires all of the courses in the Website Design Certificate Program as well as the following:

16. On Page 107 of the catalog, under the heading Associate Degree, delete the current language and insert the following language.

This Program requires all of the courses in the Website Design Diploma Program as well as the following:

17. On Page 107 of the catalog, under the heading Associate Degree, delete ACC103, Accounting I and insert BUS211, Small Business Management.

18. On Page 117 of the catalog, before the heading BUS122, Business Math, insert the following language.

BUS113 Finance for Non-Financial Managers

This course focuses on improving communication with

13. On Page 83 of the catalog, under the heading Medical Assisting, delete the last sentence in the first paragraph.

14. On Pages 105 and 106 of the catalog, under the heading Website Design, delete the current language and insert the following language.

The Certificate in Website Design is designed for persons interested in a career designing and maintaining websites. This is one of the fastest growing segments of the Information Technology field and local and national trends indicate a shortage of qualified persons in this field. Students will begin their program of study with understanding all facets of the internet and the importance of designing commercial successful websites. Courses include attaining skill sets for image editing, web animations, and producing the necessary markup language that are utilized in website fabrication. Students completing this program will have an opportunity to attain a premier certification in the industry and attempt the Certified Internet Webmaster Foundations Exam. All credit hours earned in this program may be applied toward the Diploma and Associate of Science Degree in Internet Website Design.

The Diploma in Website Design is designed to build upon the certificate program. In addition to designing advanced internet graphics, the student will be expanding their skill set by learning other design techniques. Students completing this program will have an opportunity to attain a second certification in the industry. All credit hours earned in this program may be applied toward the Associate of Science Degree in Website Design.

The Degree in Internet Website Design is designed to build upon the diploma program by taking upper level courses will include instruction in client side scripting and cascading style sheet design. Students completing this program will have an

to all other criteria, students must have a minimum grade point average of 2.0 in their program in order to graduate.

5. On Page 43 of the catalog, under the heading Periods Used For Determination of Grade Point Average and Completion Rate, delete the paragraph and insert the following language.

Completion rates and grade point averages are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or grade point averages. If a student changes their program, the only courses from previous programs that are included in determining completion rates and grade point averages are those courses that transfer from the previous program into the current program. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on “Academic Withdrawal” and “Reinstatement After Academic Withdrawal.”

6. On Page 50 of the catalog, under the heading Course Numbers, delete the language and insert the following language.

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses, and course numbers in the 300 and 400 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

7. On Page 63 of the catalog, under the heading Certificate, delete BCS162, Procedural Coding I and insert BCS162, Procedural Coding.

8. On Page 67 of the catalog, under the heading Diploma, delete the current language and insert the following information.

This Program requires all of the courses in the Business Administration Certificate Program as well as the following:

9. On Page 67 of the catalog, under the heading Associate Degree, delete the current language and insert the following language.

This Program requires all of the courses in the Business Administration Diploma Program as well as the following:

10. On Page 68 of the catalog, under the heading Bachelor Degree, delete the current language and insert the following language.

This Program requires all of the courses in the Business Administration Associate Degree Program as well as the following:

11. On Page 73 of the catalog, under the heading Associate Degree, delete the current language and insert the following language.

This Program requires all of the courses in the Cardiographic Technology Diploma Program as well as the following:

12. On Page 77 of the catalog, under the heading This program is offered at the Louisville location, delete the current language and insert the following language.

The Certificate in Graphic Design allows students to develop skills in the practical, contemporary application of the principles and disciplines of design. Students learn basic skills in computer design software along with the newer disciplines of interactive design, experience design, and motion graphics. Students will prepare to work in entry-level positions in communications, design assistant, layout assistant, production assistant, etc. by creating a portfolio to show competency in graphic design. The program provides the student with specialized training using industry standard applications. All credit hours earned in this program may be applied toward the Diploma and Associate of Science Degree in Graphic Design.

The Diploma in Graphic Design is designed to build upon the certificate program. In addition to the application programs learned in the certificate program, the student will also expand their skill set by learning other design techniques. The student will use additional software applications to create magazine publication and layout and commercial advertising in the marketing industry. All credit hours earned in this diploma program may be applied toward the Associate of Science Degree in Graphic Design.

The Degree in Graphic Design is designed to build upon the diploma program by providing students the general education necessary to manage interpersonal and social situations enabling them to advance in their professional and personal lives. Upper level courses also include business and marketing applications as well as advanced image editing.