On behalf of the entire First Institute, Inc. faculty and administration, welcome! We are pleased that you are considering First Institute, Inc..

If your goal is to receive quality education and hands-on training in your chosen career, then First Institute, Inc. is here to assist you. Our primary objective is to provide the education, training and job placement assistance that you will need to succeed in your new field.

Our faculty offers academic credentials with many years of training and/or work experience in their areas of expertise. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge base, skill level and employability.

We are confident that First Institute, Inc. will give you the training necessary to reach your career goals.

Again, thank you for your interest in First Institute, Inc., and I hope to see you soon!

Sincerely,
First Institute, Inc.

Eric Beier
Executive Director
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MISSION STATEMENT

First Institute, Inc. meets the educational needs of students, employers and the community by designing quality occupational specific training programs utilizing relevant methodology practices.

PHILOSOPHY AND OBJECTIVES

The educational goal of First Institute, Inc. is to provide every student with a basic working knowledge of the varied opportunities available in the area of training they have selected as a career field. To accomplish this, First Institute, Inc. faculty members help students to: understand the requirements for entry-level employment; acquire necessary understanding of allied healthcare programs used in chosen career field; develop the strong interpersonal and communication skills needed to succeed; recognize necessity and value of maintaining skill-set through continuing education; finish coursework required to successfully complete chosen program of study; obtain successful placement in the industry for which training was provided.

STATEMENT OF OWNERSHIP/HISTORY

First Institute, Inc. is an Illinois Corporation founded in 1982 and owned by Ronald Beier Sr. First Institute, Inc. was developed in response to the ever-growing need for computer-trained individuals in the business community. The entry of First Institute, Inc. into the training of massage therapists, dental assistants and medical assistants signaled the shift in career opportunities for adult workers and those just entering the workforce.

ACCREDITATION

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs. First Institute, Inc. is accredited by the Accrediting Council for Continuing Education and Training (ACCET), 1722 N Street, NW, Washington, DC 20036. Tel: 202-955-1118. ACCET is a recognized by the U.S. Department of Education, Washington, D.C. This information can be obtained from the Executive Director. Certificate of approval to operate issued by the Illinois Board of Education, 431 E. Adams, Second Floor, Springfield, Illinois 62701.

DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.firstinstitute.com/disclosures.

APPROVALS AND ASSOCIATION MEMBERSHIP

First Institute, Inc. is a member of the American Massage Therapy Association and the Associated Bodywork and Massage Professionals.

ELIGIBILITY

First Institute, Inc. is eligible for some Federal programs of aid to education, Pell Grants and the Federal Direct Loan Programs (FDLP).

First Institute, Inc. is authorized under Federal law to enroll non-immigrant alien students.

FACILITIES

First Institute, Inc. utilizes facilities in Crystal Lake, IL. The 790 McHenry Avenue, Crystal Lake location occupies a two-story office building. The medical assistant and dental assistant classrooms, labs, administrative offices and supervisory offices are located here. The capacity of most training areas is 20 students with most classrooms and laboratories as follows: Medical Assisting 24 students, ratio: 2:24; Dental Assistant 12 students, ratio 1:12 and Massage Therapy 18 students, ratio 1:18 student to teacher. The classrooms and labs are equipped with updated equipment to meet all training needs.

There are restrooms, ample storage for garments, a paved and lighted parking lot, facilities for storing records and a lounge with tables and chairs for students and First Institute, Inc., staff. The location maintains an occupancy permit from the City of Crystal Lake and the Illinois State Fire Marshall's Office. It is the responsibility of the Executive Director to contact the State Fire Marshall annually in conjunction with the renewal of the school application to the Illinois Board of Higher Education for current approval.

First Institute, Inc. has signed leases between Dunn Berger for 757 McHenry Avenue, Crystal Lake, IL 60014 phone 815-788-1057. The location maintains an
occupancy permit with the city of Crystal Lake and the Illinois State Fire Marshal office. This location houses the Massage Therapy program and Massage Therapy clinic. Along with being one of two locations that houses the Dental Assisting and Medical Assisting programs.

**POLICY FOR PREVENTING MISREPRESENTATION AT FIRST INSTITUTE, INC.**

Management and faculty work on a daily basis to prevent and manage misrepresentation within the Institution. In order to avoid any possible misunderstandings, the Executive Director and Associate Executive Director review on a regular basis all publications and promotional materials that First Institute, Inc. produces like catalogs, websites, advertisements, etc. The Associate Executive Director meets with the administrative staff weekly, and the remainder of staff and faculty meet at a regularly scheduled monthly meeting to review any possible misunderstandings that may arise.

The admissions department is monitored daily by the Associate Executive Director. The goal of the admissions department is to deliver an accurate quality conversation with the highest integrity to all potential and current students. All admissions representatives participate in a detailed orientation process and work with the Associate Executive Director on a daily basis to stay informed about program changes and updates to all regulatory items. First Institute, Inc. utilizes a third party telephone monitoring system to validate the accuracy and consistency of information presented to students who inquire about program information.

Additionally, another procedure First Institute, Inc. utilizes to ensure students were properly educated and presented with accurate information takes place at the end of week 6 in the students’ first term. At this time school management speaks with the students to ensure student satisfaction. This meeting verifies the students’ understanding and accuracy of what they were presented during the admissions process. At this point the students are given a questionnaire that is directed at the enrollment experience as it relates to the overall integrity of the admissions process. All of the evaluations are reviewed by the Associate Executive Director to validate that the school is effective in communicating information accurately and truthfully. Any areas of misunderstanding or inconsistency are addressed appropriately by the Associate Executive Director with the individual staff member or within the context of the meetings described above.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (FERPA)**

The following are answers to questions about FERPA.

**What is FERPA?**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. It limits the type of student information that may be released without the student's permission. It also helps to insure accuracy in any educational records that are maintained on a student.

**What are a student's rights under FERPA?**

Students have the right to review those records, files, documents, and other materials that contain information directly related to them that are maintained by the school. If the student believes anything in his or her record is inaccurate, misleading, or otherwise violates one’s rights, that student has the right to challenge the content of those records. If a student's suggested corrections are not made by the School, that student may insert into his or her records a written explanation respecting the contents of such records.

**The students' access and review are subject to the following conditions:**

1. First Institute, Inc. has 45 days to comply with a student's written request to review his or her records.

2. All information declared confidential by the act is not available for inspection.

3. After reviewing their records, students may request that First Institute, Inc. remove or modify the information they believe is misleading, inaccurate or inappropriate. If the student's requests are refused, that student may insert in his or her records a written explanation regarding the contents to which he/she objects, or file an appeal with the Executive Director’s Office, which will be heard by a person or committee designated by the Executive Director.

**What information may be released without a student’s permission?**

The following information is construed to be directory information, which may be released to the public without a student’s permission:
Even though this information is deemed to be public information, all students have the right to inform the School that any or all of the above information should not be released without one's prior consent. If students wish to restrict the release of information, they must complete a written request to that effect to the Student Services Office. After the student has filed the required written request, the First Institute, Inc. will notify the appropriate offices and begin to comply with the request as soon as possible. The request is effective for the duration of the academic year for which it was requested. Students must renew their request in writing each academic year.

**What are the conditions under which other student information may be released without permission?**

1. To school officials who have a legitimate educational interest in the records. These school officials include all persons employed by the First Institute, Inc. in an administrative, supervisory, academic, research or staff position. Also included are those persons employed by or under contract to First Institute, Inc. to perform a special task, such as an attorney or auditor.

2. In connection with a student's request for or receipt of financial aid.

3. To accrediting organizations to carry out their functions.

4. To comply with a judicial order, lawfully issued subpoena, or in the case of legal action between First Institute, Inc. and the student or his/her family.

5. To appropriate parties in a health or safety emergency.

6. The results of any disciplinary proceeding conducted by First Institute, Inc. against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

7. Release to officials of another school, in connection with a student's efforts to enroll.

8. Release to federal and state educational officials, in connection with certain audits.

9. If the student is a minor, release to local juvenile authorities under certain circumstances.

10. Release to parents of a student who is their "dependent" within the meaning of the Internal Revenue Code.

11. Release to federal and state law enforcement officials, in connection with certain criminal investigations.

12. Parents of students younger than twenty-one years old may be contacted when students use or possess alcohol or other drugs.

13. In compliance with the U.S. Patriot Act, First Institute, Inc. may be required to provide to selected U.S. government agencies the following information about international students: name, address, visa classification, academic status, and any disciplinary action taken against the student because of his/her participation in a crime.

**Where may one call for more information?**

The Student Services Office can be reached at (815) 459-3500 ext. 314

**How does one file a complaint?**

If a student believes that First Institute, Inc. is not in compliance with FERPA, she or he may file a written complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

**ADMISSIONS REQUIREMENTS**

Registration Fee

A $100.00 registration fee is collected before classes begin to reserve your seat in the chosen program. The registration fee will go towards your tuition either by decreasing the amount of student loans, applying it towards the student’s cash obligation or will be refunded
within the 3rd term. All registration fees are non-refundable. If a class is rescheduled the registration fee will be transferred for the new class start.

For career programs, First Institute, Inc. seeks students who have a true desire to receive practical career preparation in their chosen fields, and who have the ability to achieve academic success. Although pre-possessed skills are important, of equal importance is a student’s desire to succeed in their chosen career field. To ensure proper consideration, students need to enroll early.

First Institute, Inc. welcomes initial inquiries from high school students currently in their junior year (with parental consent). Admissions staff is available during business hours for career planning. Additionally, instructors and staff assist students in career development both prior to admission and throughout their enrollment at First Institute, Inc.

Applicants must be 18 years of age and provide First Institute, Inc. administration with proof of graduation from an accredited high school or satisfactory completion of a G.E.D. examination.

To gauge potential for success in any chosen career field, applicants are given the Wonderlic Scholastic Level Exam (SLE). A minimum score of 18 on the Wonderlic SLE is needed for entrance into the massage therapy, medical assisting and dental assisting programs unless otherwise authorized by the Executive Director.

All applicants must also schedule an in-person interview with the First Institute, Inc. admissions staff, and fill out a personal interest questionnaire, a pre-application, and an application for enrollment prior to being accepted. Medical Assisting (MA) and Dental Assisting (DA) students must sign and adhere to the MA/DA Program Parameters as a part of admissions.

Students who are able to submit an ACT test score of 20 or higher or an SAT score of 840 or higher are exempt from the entrance exam. Students who have a Bachelor’s degree are also exempt from the admissions test. Students must provide proper documentation to support waiver of the entrance exam.

First Institute, Inc. recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students.

The Executive Director and the Director of Student Services manage determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students jointly. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning First Institute, Inc. for its alleged noncompliance with The Americans with Disabilities Act of 1990.

Students will be notified by mail of First Institute, Inc.’s admissions decision. It is the policy of First Institute, Inc. not to exceed 25 students to one instructor for all programs. The Admissions Department conducts registration on a daily basis. Program advisement, campus tours and financial counseling are also available daily.

**VALIDATING DIPLOMAS POLICY**

All students will be required to provide a copy of their high school diploma, GED or high school transcript in order to enter into all programs of study at First Institute, Inc. These documents need to be presented to the admissions department no later than the day of orientation. If a student is a GED recipient the student must provide a copy of the GED, or a copy of the request for GED form with a copy of the money order that was sent in to the state for the GED document.

The Student Services Department will review all diplomas, GED’s and high school transcripts to confirm that they are official documents. If the Student Services Department determines that a diploma, GED or high school transcript may have been tampered with, the department will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents. If a request is made on behalf of the Student Services Department, all transcripts or official documents must be presented to the department in a sealed envelope with the school/institution logo or faxed from the official school/institution. A Proof of Graduation release form will be signed at orientation that will permit the school to request these documents.
If the high school transcript or diploma is not received before the start of classes, the Student Services Department will make every attempt to contact the institution listed on the release form to obtain an official high school transcript or diploma. Any fees associated with obtaining this information is the responsibility of the student. If documents are not obtained within two weeks of the class start date dismissal from the program may be taken.

In order for First Institute, Inc. to verify the legitimacy of a school, the Student Services Department will check the Illinois Department of Education website http://www.isbe.state.il.us/research/htmls/directories.htm. Home-schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. Appropriate steps will be performed for potential students from other states. A student that submits a diploma or official document from a foreign country must have their document translated by an appropriate official to verify the validity of their high school diploma.

Exceptions to the above stated policy:

A. If a student has provided a copy of the their GED request form and a copy of the money order sent to the state the student will be permitted to start the class, but no financial aid will be dispersed for the student until the school receives the official GED transcript. Note, this can take up to 4 – 6 weeks to obtain.

B. If the student’s high school/state agency is unable to locate the student’s transcript First Institute, Inc.’s student services department must request confirmation of the student’s graduation and/or receipt of GED from the student’s high school/state agency in writing.

C. First Institute, Inc. will admit students provisionally until they provide the required documentation for enrollment as outlined under Admissions Requirements in the course catalog. If the student provides the required documentation and is enrolled as a regular student within the two week conditional period, First Institute, Inc. can package the student for Title IV for the entire period of enrollment. If the student does not provide the required documentation to meet the admissions requirements within the two week conditional period, the student will not be charged and can re-apply for the next available start date.

FINANCIAL CONSIDERATIONS

Financial Assistance

All students have the enrollment status for financial aid purposes as three quarter time from July 1, 2011 to December 31, 2011. All classes starting after January 1, 2012 have the enrollment status of full time.

Every student receiving financial aid must file a Free Application for Federal Student Aid (FAFSA) each award year (July 1 to June 30). The information submitted will be kept confidential. If the student is enrolled during the cross-over period (from one award year to the next) a new FAFSA is completed. If the EFC (expected family contribution) changes the financial aid office will review any Title IV recalculations needed with the student and a new award letter and enrollment agreement is signed. Students may be chosen for verification (see verification).

If a student is awarded a First Institute, Inc. scholarship (see scholarships) or a scholarship from an outside organization, the amount will be reduced from the tuition cost and financial aid will be calculated accordingly.

All financial aid will be applied to the students ledger as Pell Grants being posted first followed by any grants or scholarships, then by the Parent Plus loans and finally the student loans (subsidized, unsubsidized).

Tuition Payment Option

If a student chooses to pay for their selected program with cash there will be a 20% deposit required. This payment is due on or before the first day of class. If the payment is not received on the first day of class the student will not be allowed to continue with the program until such payment is received.

If there is a balance due after Title IV funding has been applied the remaining cash balance must be prepaid in full on the first day of class and/or a payment plan must be arranged while attending school or through TFC Credit Corporation, see the Financial Aid Department for further details. Tuition payment options must be met by the end of each term. If a student’s financial obligation is not met, the student will be notified to meet with the Director of Financial Aid to discuss their payment status. If the student does not bring their financial obligation current they will be informed by mail of having 10 business days for payments to be received by First Institute, Inc. or be dismissed from the program until the financial obligation
is met. If there is a tuition balance at graduation, the certificate of completion will be withheld until tuition is paid in full. If there is tuition owed 60 days after graduation, without any contact with the school, the account will be turned over to an outside collection agency.

Subsidized/Unsubsidized Student Loans

For subsidized loans disbursed between July 1, 2011 and June 30, 2012 the interest rate is 3.4%, for unsubsidized loans the interest rate is 6.8%.

For subsidized loans disbursed between July 1, 2012 and June 30, 2013 the interest rate is 3.4%, for unsubsidized loans the interest rate is 6.8%.

Parent Loans for Undergraduate Students (PLUS)

The interest rate for Parent Plus loans is 7.9%.

Verification

Verification Process: Each year the US Department of Education designates financial aid recipients whose documentation will be verified. First Institute, Inc. verifies only the students that the department chooses and does not participate in the 30% option. First Institute, Inc. notifies the student to bring in their tax return and to fill out the verification worksheet.

Verification Documentation: Beginning with the 2012-2013 academic year, financial aid offices will no longer be able to accept signed copies of federal tax returns from students and parents for FAFSA Verification purposes. There is an easier, faster way to provide tax information for the Free Application for Federal Student Aid (FAFSA). When completing the FAFSA you will be prompted to enter your PIN link to the IRS website. The retrieval process will display your tax information and allow you to transfer it to your FAFSA. Our office encourages everyone to retrieve their tax data if you and your parent(s) have filed your most recent tax return(s) prior to completing the FAFSA. Families who do not use the IRS Data Retrieval process may be required to submit and IRS tax return transcript directly from the IRS to complete the federal verification process.

Option 1. Use the IRS Data Retrieval Process when completing the FAFSA online. FAFSA provides instructions to link to the IRS while completing the FAFSA. Certain data elements such as AGI and taxes paid will be entered for you on the FAFSA. The data is considered “verified” for the FAFSA purposes.

• Students and parents should apply for a Personal Identification Number (PIN). The PIN is an electronic signature necessary for quick completion of the online process. To apply go to www.PIN.ed.gov

• The Federal Tax Return must be filed at least two weeks (if filing electronically) and 6-8 weeks (if filing paper return) before using the FAFSA IRS Data Retrieval Process to allow the IRS time to process the return.

• Our office will still need to collect an CUA Verification Worksheet to verify data not provided by the FAFSA IRS Data Retrieval Process (ex: copies of W-2 and 1099 forms, institutional verification forms for such items as household size, number in college, and untaxed income.)

• Certain tax filers may not be able to use the IRS Data Retrieval and will need to request an IRS Tax Return Transcript

o To successfully use this option you must:

■ Have a federal tax return filed with the IRS

■ Have a valid social security number

■ Have a Federal Aid Personal Identification Number (PIN)

o You will not be able to use this option if:

■ Your marital status changes after December 31 of the same tax year.

■ You filed married filing separately.

■ You filed an amended return.

■ You filed a foreign tax return.

Option 2. If selected for verification, you will have to submit an official tax return transcript.

• An official tax return transcript will be required for tax filers not able to use the IRS Data Retrieval process or
who make changes to the FAFSA data after using this process.

- You will also be required to verify the following data elements:
  - Child support paid, the child(ren) for who it is paid, the person to whom it is paid.
  - Food Stamp Benefits.

The Financial Aid Department appreciates your patience with this requirement of the U.S. Department of Education.

Verification Deadline: Once a student is selected for verification, the financial aid office will notify the student, in person, via email or phone call. It is communicated to the student that they were chosen for verification and are required to submit all documentation within 30 days of the date the notification was sent. If the verification documents are not received within the required time frame, the school cannot disburse any funds until such documents are received.

Eligibility Changes Resulting from Verification: If the verification process results in a change of a student’s financial aid eligibility, First Institute, Inc. repackages the student for financial aid based on their new eligibility status and notifies the student with a new award letter and enrollment agreement. If a change to the FAFSA needs to be completed by the student they will be asked by the Financial Aid office to complete the necessary changes.

Credit Balances

First Institute, Inc. has a voluntary Credit Balance Authorization Form that the student has the option to sign at the time of enrollment to allow the school to manage their Title IV credit balance. If the student has elected to sign the authorization form, the credit balance will remain on their account and be applied toward future tuition and fees. Approximately 40 days after the final charges and disbursements have been applied to the student’s ledger a check will be issued for any credit balance remaining.

If the student chooses not to sign the voluntary Credit Balance Authorization form, the Director of Financial Aid will monitor the students account to identify when a credit balance has been created and a check is issued to the student within 10 days of the date the credit balance appears on the students account.

July 1 – Dec 31, 2011 class starts

2011-2012 Academic Year

The academic year is for the Medical Assisting program is 45 weeks and 26 academic credits and the Dental Assisting Programs is 45 weeks and 27 quarter credits. The programs are now converted to 28.8 financial quarter credits due to the new conversion formula of 25 to 1. Massage Therapy program is considered a clock hour program. The academic year is 660 clock hours and 34 weeks of instructional time.

2011-2012 Program Length

Medical Assisting is 720 hours, 45 weeks and 26 academic quarter credit hours and 28.8 financial quarter credit.

Dental Assisting is 720 hours, 45 weeks and 27 academic quarter credit hours and 28.8 financial quarter credit.

Massage Therapy program is considered a clock hour program. Massage is 660 hours and 34 weeks.

2011-2012 Term/Payment Period

First Institute, Inc.’s Medical Assisting and Dental Assisting programs are Nonstandard term meaning all course work is required to begin and end in a specified period of time. These classes consist of three 15 week terms and are measured in quarter credits.

Massage Therapy is a nonterm program because it is measured in clock hours. The payment period is after the first 330 hours and 17 weeks.

Class starts after January 1, 2012

2011-2012 Academic Year

The academic year for the Medical Assisting Program is 50 weeks and 38.68 financial aid credits and 37.5 academic credits.

The Dental Assisting Program which is 46 weeks and 36.8 financial aid credits and 36.5 academic credits.

The Massage Therapy program is considered a clock hour program. The academic year is 660 clock hours and 34 weeks of instructional time.
2011-2012 Program Length

Medical Assisting Program is 50 weeks and 38.68 financial aid credits and 37.5 academic credits.

The Dental Assisting Program which is 46 weeks and 36.8 financial aid credits and 36.5 academic credits.

The Massage Therapy program is 660 clock hours and is 34 weeks of instructional time.

2011-2012 Term/Payment Period

First Institute, Inc.’s Medical Assisting and Dental Assisting programs are Nonstandard term meaning all course work is required to begin and end in a specified period of time.

The Medical Assisting program consist of three terms, the 1st term is 15.5 weeks, the 2nd term is 16.5 weeks and the 3rd term is 18 weeks and are measured in quarter credits.

The Dental Assisting program consists of 3 terms, the 1st and 2nd terms are 15 weeks long and the 3rd term is 16 weeks and are measured in quarter credits.

Massage Therapy is a nonterm program because it is measured in clock hours. Massage is 660 clock hours and 34 weeks of instructional time. The payment period is after the first 330 hours and 17 weeks.

Educational Loan Code of Conduct

The Higher Education Opportunity Act of 2008 requires educational institutions participating in a Title IV Loan Program to adhere to a Code of Conduct which prohibits conflicts of interest between First Institute, Inc. officers, employees, and agents with any lender, lender servicer, and/or guarantor. Sections 487 (a) (25) and 487 (e) of the Higher Education Act of 1965, as amended, require the development, administration, and enforcement of a code of conduct to govern federal student aid programs. Staff members of the First Institute, Inc. Financial Aid Department are bound to act in compliance with the First Institute, Inc. Code of Conduct, the Illinois State Code of Conduct, and the Statement of Ethical Principles and Code of Conduct from NASFAA.

Officers, employees, contract employees, trustees, professional organizations, and other organizations directly or indirectly associated with or authorized by First Institute, Inc., agree to the provisions of the First Institute, Inc. Code of Conduct and will refrain from

- Revenue Sharing

No officer, employee, or agent of First Institute, Inc. shall enter into any revenue-sharing or profit-sharing arrangement with any lender.

- Accepting Gifts, Goods, and/or Services

No officer, employee, or agent shall solicit or accept impermissible gifts, goods, and/or services from a private/alternative lender, lender servicer, and/or guarantor. A gift to any family member of the above mentioned is also not permissible. Gifts, goods, and/or services include: gratuities, meals, travel, lodging, entertainment (expenses for shows, sporting events, or alcoholic beverages), favors, loans, discounts, hospitality (such as private parties of select training or conference attendees), and in-kind services, such as printing customized consumer information for borrowers with the First Institute, Inc. school logo. First Institute, Inc. financial aid staff may accept only items of nominal value, certain services, and/or certain materials. Permissible gifts would include pens, pencils, notepads, sticky-notes, rulers, calculators, small tote bags, and other individual office supply items. An employee may accept any general items of value from a lender, lender servicer, and/or guarantor provided that the item is also offered to the general public. First Institute, Inc. financial aid office staff may accept informational brochures and can participate in meals, refreshments, and receptions in conjunction with meetings and trainings that contribute to his/her professional development, and conference events open to all attendees.

- Accepting Philanthropic Contributions

No officer, employee, or agent shall accept philanthropic contributions from a lender, lender servicer, and/or guarantor that are related to the educational loans provided by the lender, lender servicer, and/or guarantor or that is made in exchange for any advantage related to the educational loan. Educational loans here include loans made by First Institute, Inc. under the private/alternative loan program. First Institute, Inc. will not accept scholarships or grants from a lender or guarantor in exchange for applications, referrals, a promised loan volume, or placement on the First Institute, Inc. recommended lender list.
• Advisory Board Compensation

First Institute, Inc. employees with responsibility for any financial aid services will not accept anything of value for serving on or otherwise participating as a member of an advisory council or advisory board for a lender, lender affiliate, lender servicer, except that the employee may be reimbursed for reasonable expenses incurred while serving in such capacities.

• Accepting Compensation for Consulting

No officer, employee, or agent shall accept from a lender or its affiliate any fee, payment, or other financial benefit, including the opportunity to purchase stock, as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

• Lender Staff Assistance

First Institute, Inc. will not request or accept from any lender any assistance with call center staffing or financial aid office staffing. First Institute, Inc. may accept from a lender professional development training and training materials, educational counseling materials, or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

• Competitive Rates Based on Loan Volume

The First Institute, Inc. Financial Aid Department shall not request or accept competitive rates on private/alternative loans in exchange for a specified amount of loan activity or in exchange for endorsing the lender’s FDLP loans.

• Lender Affiliated Employment

First Institute, Inc. financial aid office staff members shall not accept full time or part time employment with any educational loan lender, lender servicer, and/or guarantor. Staff members who are approached by these entities shall immediately disclose this information to the Director of Financial Aid.

First Institute, Inc. will not use a Preferred Lender List; however, the financial aid office will make use of a Recommended Lender List. The First Institute, Inc. Financial Aid Department may request and accept assistance from lenders and/or guarantors to conduct entrance and exit loan counseling. First Institute, Inc. financial aid department staff shall always be in control of the counseling sessions and will not permit the lender and/or guarantor representative to promote in any way the specific lender’s products or services. First Institute, Inc. will make use of the various lender and/or guarantor’s materials and products to aid students in financial literacy.

First Institute, Inc. is committed to providing the information and resources necessary to help every student achieve educational success and will consider the individual needs of each student.

The information contained herein has been provided to all First Institute, Inc. officers, employees, and agents affiliated with this college. In addition, this code of conduct will be published prominently on the First Institute, Inc. internet site and at least annually, will update the code and inform the officers, employees, and agents of the provisions of this code.

Pell Grants: A Pell Grant is equivalent to a scholarship in that it is NOT REPAID and results in a direct reduction of a student’s costs. Pell Grants are available from the Federal government. All students who are U.S. citizens or eligible non-citizens are eligible to apply if they do not have a bachelor’s degree.

Pell Grants are awarded to the neediest of students, based on financial need. The maximum amount of an award ranges from $3700 to $5550.

Subsidized/Unsubsidized Student Loans: These loans are awarded through Federal Direct Loan Program. An origination fee of 1% is deducted by the lender for processing the student loans. The maximum loan amount is $2333 to $3500 per academic year for the Subsidized Student Loan and $4000 to $6000 for the Unsubsidized Student Loan. All students must demonstrate financial need for Subsidized Student Loans. The Unsubsidized student loans do not need to show financial need.

Repayment begins six months after ceasing attendance. For the subsidized loan, the interest is paid by the Federal government until the last date of attendance, and for the unsubsidized the student is responsible for the interest while attending school and during the grace period. There is a minimum repayment of $50 per month.
Parent Loans for Undergraduate Students (PLUS):
Eligibility for a Direct Plus loan is determined by the completion of a FAFSA by both student and parent(s). An origination fee of 4% is deducted by the lender for processing the Direct Plus loans.

The maximum loan amount is price of tuition per academic year. Any income may qualify for this loan. Approval is based on lending institution’s requirements.

Repayment begins once the loan is fully disbursed to the parent. There is a minimum repayment of $50 per month.

The interest rate is a 7.9%.

*Note: It must be made extremely clear to all who do qualify for Title IV Loans that these are indeed loans from the U.S. government and must be repaid per the terms of the loan. If a student should withdraw at any time during the scheduled school term, the refund policies set forth shall apply, and in no way does withdrawal of any kind release the student from their obligation to pay the school for all scheduled attendance or from repayment of borrowed monies. Student loans will become due immediately and the six month grace period therefore becomes eliminated.

Scholarships

First Institute, Inc. High School Scholarship

The First Institute, Inc. High School Scholarship is dedicated to the promotion of professionalism in the healthcare industry and provides scholarships for education in those fields being offered at First Institute, Inc. The fund offers $1,000 scholarships to the most qualified recent high school graduates for the academic year at First Institute, Inc.

Scholarship Requirements:

- Proof of graduation or pending graduation from a high school or GED testing center.
- Applicant must have received a score of at least 20 on the Wonderlic Scholastic Exam.
- A statement of recommendation from at least one employer/educator/pastor attesting to the applicant’s dedication and interest in the healthcare industry.
- Applicant must submit a maximum of a 500 word essay explaining “Why I Want to Be in the Healthcare Field and The Rewards I Expect To Receive”.
- A brief interview will be scheduled between the applicant and the Executive Director of First Institute, Inc.
- All admissions requirements of First Institute, Inc. must be met.
- Applications that meet all requirements for the scholarship will be reviewed by the Executive Director and the Senior Admissions Representative at First Institute, Inc. before determining the scholarship awardees.
- There may be multiple scholarships awarded in each academic year.

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Scholarship Requirements:

- Proof of graduation or pending graduation from a high school or GED testing center.
- Applicant must have received a score of at least 20 on the Wonderlic Scholastic Exam.
- A statement of recommendation from at least one employer/educator/pastor attesting to the applicant’s dedication and interest in the healthcare industry.
- Applicant must submit a maximum of a 500 word essay explaining “Why I Want to be in the Healthcare Field and the Rewards I Expect to Receive”.
- All admissions requirements of First Institute, Inc. must be met.
- Applications that meet all requirements for the scholarship will be reviewed by the Executive Director and the Senior Admissions Representative at First Institute, Inc. before determining the scholarship awardees.
• There may be two scholarships awarded per program start.

Applications and documentation must be received no later than two weeks prior to start date of chosen program.

Cancellation, Withdrawals and Refunds

First Institute, Inc. provides the student with the right to cancel this agreement, withdraw from school and receive a refund based upon the following Illinois State Board of Education’s refund policy, ACCET’s refund policy or the Department of Education’s policy, whichever is more lenient to the student. Refunds are based on each term of enrollment.

IBHE: The Board shall establish minimum standards for a fair and equitable refund policy that must be applied by all institutions subject this ACT. The same refund policy must be applied to all students even if they are not eligible for federal financial aid. Schools that are accredited by an accrediting body recognized by the U.S. Department of Education and approved to participate in offering Federal Title IV student financial aid may apply the required federal refund policy as long as the same policy is applied to all students even if they are not eligible for federal financial aid.

ACCET: If a student never attends class, all refunds due will be made within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. An enrolled student refund due will be calculated using the last date of attendance (LDA) and be paid within 45 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution, or the date the institution terminates the student.

If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no show), the institution will refund all monies paid, less a maximum application/registration fee of $100.

When notice of cancellation is given during the first week of classes, tuition charges withheld will not exceed 10 percent of the stated tuition up to a maximum of $500. After the first week and through 50 percent of the term, tuition charges retained will not exceed a pro rata portion of tuition for the term, plus 10 percent of the unearned tuition for the term that was not completed. After 50 percent of the term is completed, the institution may retain the full tuition.

With respect to students receiving Title IV funds, the student’s refund is based on Title IV funds earned while attending school. This policy states that each payment period (12 or 17 quarter credits) will be evaluated. If you withdraw during a payment period, before reaching 60 percent, you only pay for the percentage of Title IV money earned.

All prospective students not accepted into a program, enrolled in a course that is canceled by the school, or cancel their classes prior to their start date will receive a refund of all tuition, application/registration and other charges paid, within thirty 30 calendar days.

An application/registration fee shall be chargeable at initial enrollment and shall not exceed $100 or 50 percent of the cost of tuition, whichever is less.

Deposits or down payments shall become part of the tuition.

NOTE: A student may give notice of cancellation to the school in writing. The explained or unexplained absence of a student from school for more than 15 calendar days constitutes constructive notice of cancellation to the school.

For purposes of cancellation, the date is the last day of attendance and any refund will be calculated from this date. Refunds will be disbursed within 30 days of the notice of withdrawal to either the student or in the case of Title IV monies, the appropriate lender.

The school shall mail a written acknowledgement of a student’s cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

A school shall refund all monies paid to it in any of the following circumstances:

A) The school did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin.

B) The school cancels or discontinues the course of instruction in which the student has enrolled.
C) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when:

A) The book and materials are returned unmarked.

B) The student has provided the school with a notice of cancellation.

In the case of Title IV refunds, it is First Institute, Inc.’s policy to first refund money to the FDLP Student Loan Programs. Any monies left over will be refunded to the Pell Grant Program. At this point, any funds left over after all monies have been refunded to the appropriate Title IV Programs will be refunded to the student. All Title IV funds will be refunded to the appropriate lender within 30 days of notice of withdrawal.

**SPECIAL PROGRAM REQUIREMENTS**

**Massage Therapy**

Massage Therapy students must schedule a massage for themselves in the student clinic as part of the enrollment process. Students are provided sheets, towels and oil for the classroom and medical scrubs to wear during class hours and clinic internship.

**Medical Documentation**

**Medical Assisting/Dental Assisting**

Students may be required by the extern site or employer to present a current physical exam that states your ability to perform assigned duties and proof of a TB test within the past year. Also, you may be required to show proof of Tetanus and Hepatitis B series of shots.

Students who choose to not get a Hepatitis B shot must sign a waiver. All Dental Assisting students must complete the Hepatitis B series shots throughout the program and provide proof of immunizations. Some externship sites may require immunizations for measles, rubella and varicella. Medical Assisting and Dental Assisting students must sign and adhere to the MA/DA Program Parameters as a part of admissions.

Copies of all medical documentation and proof of immunizations are stored in a student’s file.

**TRANSFER OF CREDIT**

A petition for credit for prior training may be secured and must be returned to the First Institute, Inc. admissions office. The Executive Director or the Associate Executive Director of First Institute, Inc. Inc., along with the appropriate faculty member, will evaluate the petition.

Official transcripts and course descriptions are required to determine applicable credit, if any, and must be provided by the potential applicant. The credit must have been earned at an accredited institution to be considered by First Institute, Inc. A minimum grade of “C” or its equivalent is necessary.

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while in school. Students transferring from one program to another with this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at this institution.

The quantitative requirements remains 85% for all clock hour students and 80% for all credit hour students, but the maximum time frame is based on the number of credits the student must complete in the program.

A student must also complete at least 75 percent of the First Institute, Inc. program in order to receive a Certificate of Completion. If First Institute, Inc. accepts credit for prior training, the current tuition and any financial aid awarded will be reduced proportionally by the number of transfer credit hours accepted.

Requests for credit transfer must be made prior to beginning classroom attendance at First Institute, Inc. Additionally, First Institute, Inc. does not offer any options for earning credit through examinations. At the student’s request an official transcript, syllabi or course outlines will be made available.

**Appealing Transfer of Credit Decisions**

Formal appeals of decisions regarding transferring credits can only be made when there is evidence of factual error on the part of the administration or First Institute, Inc. faculty member. Personally disagreeing with administration or a faculty member’s professional judgment is not sufficient grounds for an appeal.
Any appeal by an applicant shall be initiated no later than one week after the formal denial notice of transfer of credit is given. The initial step is for the applicant to consult the Executive Director and the applicable faculty member who issued the denial. If, after consultation, the applicant wishes to pursue the issue, the student must prepare a written rationale explaining why the decision should be overturned. At the conclusion of the investigation, the Executive Director will issue a finding, in writing, to determine eligibility. At that point the decision will be final.

Transferability of Credit
First Institute, Inc. does not guarantee credit transfer in to or out of First Institute, Inc. Transferability is always at the discretion of the receiving institution. At First Institute, Inc. the transfer of incoming credit is given at the discretion of the Executive Director or the Associate Executive Director. The certificate programs of First Institute, Inc. are terminal in nature and are designed for the graduate’s employment upon graduation.

YOUR EDUCATION AT FIRST INSTITUTE, INC.

NON-DISCRIMINATORY POLICY
First Institute, Inc. admits students and hires employees without regard to race, religion, color, creed, sex, age, handicap, arrest and conviction record, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

First Institute, Inc. complies with all provisions of Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination in Employment Act of 1975. In the event any person feels they have been discriminated against and/or sexually harassed they should contact the First Institute, Inc.’s Campus Security Authority in writing to inform him of the circumstances surrounding the alleged discrimination or harassment.

CAMPUS SAFETY, COUNSELING AND EDUCATIONAL PROGRAMMING
Campus Public Safety
We at First Institute, Inc. strive to provide a safe and secure educational environment for our students, staff and faculty. We provide professionally trained designated staff as Campus Security Authorities to accommodate any and all safety and security needs.

First Institute, Inc. adheres to and supports federal statute “20 U.S.C. 1092 (f) Disclosure of campus security policy and campus crime statistics” also known as the “The Clery Act”. This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

The annual crime statistics of First Institute, Inc. are compiled by the Executive Director and the Director of Student Services through Campus Criminal Incident Reports, as well as crime reports provided directly to First Institute, Inc. by the Crystal Lake Police Department.

First Institute, Inc. keeps its crime reports for a period of three-years and they are always available to students, staff and faculty upon request. Additionally, the crime statistics are available on the School Website (www.firstinstitute.com), the School Catalog, and on a flyer available at the front desk areas on campus.

Campus Security Authority
The designated Campus Security Authority is the Director of Student Services, in conjunction with the Executive Director. Any questions or concerns related to safety and security should be reported to the designated Campus Security Authority. To report any incident or crimes on campus call the main campus phone number. If after normal school hours call 911.

The Campus Security Authority is equipped to address emergencies that occur on Campus and notify the appropriate law enforcement or emergency services as required by the nature of the situation. This includes, but is not limited to, domestic situations, student misconduct, and traffic flow, etc. The Campus Security Authority is also available for personal meetings with staff, faculty, students or others who may need advice.

Emergency Response
In the event of an emergency situation, the Executive Director will make the determination that such an event is in fact deemed an emergency situation. The response to such an event will be appropriate to the nature of the event and the information that is readily available at the time the response is required. The Executive Director will determine what, if any, information needs to be
disseminated to the student body and the timeframe in which that information will be released. If such an event were to occur, emergency notifications, at the discretion of the Executive Director, would be sent to the students, faculty and staff via email by the Director of Student Services.

Emergency Response Testing

First Institute, Inc. conducts testing of the emergency response and evacuation procedures on an annual basis. An emergency response test may be announced or unannounced.

Counseling Services

First Institute, Inc. does not have any professional counselors on staff; however, in the event that a student presents with or demonstrates behaviors/thoughts consistent with issues related to an emotional/psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to Student Services to further explore options for local counseling and/or abuse programs. If a student is seeking assistance outside of school hours, he/she is advised to contact the McHenry County Crisis Program (1.800.892.8900). The McHenry County Crisis Program offers 24 hour crisis intervention services. If a student believes they have been the victim of a sexual assault outside of school hours, he/she is advised to call 911, as well as VOICE of McHenry County (815.344.1230). VOICE provides 24 hour crisis intervention to victims of sexual assault.

Educational Programming

VOICE of McHenry County provides sexual assault awareness education per Illinois Public Act 95-764. VOICE community educators may speak on topics including, but not limited to, sexual assault, sexual abuse, sexual harassment, date rape drugs, and legal issues surrounding sexual assault and abuse.

The Crystal Lake Police Department offers sexual assault and crime education and prevention programs to First Institute, Inc. students upon request. Literature on acquaintance rape education, risk education and School response is available through Student Services.

Academic Assistance

The school provides assistance for students experiencing academic difficulties. Instructors are available by appointment to assist with any area of difficulty, and such students may be required to participate in extra help sessions to maintain satisfactory enrollment.

For academic assistance to be beneficial, however, students must be as committed to their own success as the school is and take the initiative to discuss their difficulties during an appointment with their instructors and the Director of Student Services. Student mentors are also available on a departmental basis to assist those who are having difficulty. The student mentor program is administered and monitored by the faculty under the Director of Student Services.

Services for Students with Disabilities

The Rehabilitation Act

Title V of The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds.

Section 504 states (as amended)

No otherwise qualified person with a disability in the United States… shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity offered by an entity or institution receiving federal financial assistance.

The Americans with Disabilities Act (ADA)

The ADA is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to individuals without disabilities.

The ADA in Relation to Section 504 of the Rehabilitation Act

Institutions that receive federal funds are covered under Section 504. The ADA does not supplant Section 504, but
in those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act.

Definition of Disability

According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,

A. Having a physical or mental impairment that substantially limits one or more of the major Life activities of such individual;

B. Having a record of such an impairment; or

C. Being regarded as having such an impairment.

Otherwise Qualified Applicant

A student who provides First Institute, Inc. with sufficient evidence of a disability meeting the standards established by the ADA or Section 504 is eligible for appropriate accommodations and services, provided the student is an otherwise qualified applicant. In order to be considered an otherwise qualified applicant, a student with a disability must be capable, either with or without accommodations, of fulfilling the essential requirements of a program of instruction.

Determining Appropriate Accommodations

Students with disabilities who are seeking accommodations at First Institute, Inc. should schedule an individual meeting with the Director of Student Services. Once appropriate documentation has been submitted, reasonable and appropriate accommodations will be implemented based on the student’s specific disability and the functional impact of the disability on the student’s daily activities and academic obligations.

Advising/Counseling

Faculty and staff attempt to have an open-door policy and try to be readily available to assist students with any school or personal issues. If necessary, students are referred to other professional organizations for assistance.

Student Mentoring

Students have the opportunity to both become a mentor to other students and seek help from student mentors. First Institute, Inc. believes that serving as a mentor develops teamwork and leadership skills, and requesting help from a mentor indicates determination to succeed, allowing both parties to benefit from the experience.

School Staff Appointments

Staff makes every effort to be readily available to any student that wishes to speak with them. Sometimes, however, schedules do not provide for an immediate meeting. Students should be prepared to arrange a meeting with any administrator through their instructor or via telephone. Every attempt to schedule and conduct a meeting within the next 24 hours will be made.

Disability Grievance Procedure

First Institute, Inc. does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, or services or in the educational programs or activities it operates. It is also First Institute, Inc.’s policy to ensure that no qualified student with a disability (one who has provided documentation of disability and is registered with the Student Services Department) is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any First Institute, Inc. program or activity.

If a student believes any First Institute, Inc. employee has discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing a formal grievance. When filing a formal grievance, the student should first present his or her concern in writing to the Director of Student Services.

Upon receipt of this notice of grievance from the student, the Director of Student Services will undertake a review of the unresolved complaint during which time the Director of Student Services may request additional documentation of the student’s disability. Once all the information has been received and reviewed, the Director of Student Services will present the results of this review in writing to the student.
If the Director of Student Services is unable to produce a resolution to the student’s satisfaction, the student may submit a formal written appeal to the Executive director of First Institute, Inc. This written appeal should include a brief description of the disputed decision and/or perceived discrimination, reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision.

Once all information has been reviewed, the Executive Director will provide a written response regarding the determination to the student. This response will state the final determination regarding the requested accommodation and/or discrimination and the specific reasons supporting the decision. Every effort will be made to produce this final determination in prompt manner.

Complaint Procedures

If a student believes that First Institute, Inc. is not in compliance, she or he may file a written complaint with the

Office of Civil Rights

U.S. Department of Health and Human Services

200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

WHAT’S EXPECTED OF YOU

Attendance Requirements

First Institute, Inc. understands a student’s schedule sometimes includes family and work obligations. To ensure proper career-preparedness, however, all programs require students to attend all scheduled coursework without interruption.

In cases where absence is unavoidable, the student must make arrangements to cover the sessions missed in another manner, such as class notes, homework or tutoring. Excessive absences may result in the student being placed on a warning, probation, possible dismissal or loss of financial aid. If placed on probation or dismissed, the student is no longer eligible for financial aid.

For each term, students may only miss up to 20% for credit hour programs and 15% for clock hour programs, and must make up all missed work in the open lab. All make-up work must be completed prior to the last scheduled class for the term.

Unexcused lateness exceeding more than half the scheduled class time will be considered an absence for that day.

First Institute, Inc. All-Star Program

First Institute, Inc. recognizes our students who maintain exemplary attendance throughout the course of their program of study. Accordingly, students who maintain 95% attendance throughout their first term are awarded a silver star pin for exemplary attendance and students who continue to maintain 95% attendance throughout their second term are awarded a gold star for exemplary attendance. The silver and gold pins are awarded at the conclusion of the first and second terms, respectively. In addition, students who maintain 95% or better throughout their entire program of study are presented with the award for perfect attendance at graduation.

Satisfactory Academic Progress

SAP Requirements for Students Receiving Supportive Services through County or Government Funded Organizations

For those students who are receiving supportive services (i.e. transportation, childcare) through a county or government funded organization, such as the Workforce Investment Act Program, county workforce development or job training, additional SAP requirements may be required by that organization in order to maintain service funding. These SAP requirements may include stricter attendance standards. Students are strongly encouraged to consult the organization through which they are receiving their funding to familiarize themselves with these requirements.

Grade Point Average (Qualitative Progress)

Students must maintain a minimum cumulative grade point average (GPA) of 2.00.
Clock Hour Completion Ratio (Quantitative Progress)

The student is required to make quantitative progress toward program completion. Students must be making satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period, please refer to evaluation periods in Satisfactory Academic Progress Review. This means that students must earn a passing grade (A, B, or C) in 85% of the clock hours attempted in each review period. Incomplete grades are not given; a student must repeat any classes in which they earn less than a 70% average.

Clock Hour to Credit Hour

First Institute, Inc. utilizes the quarter credit hour as the unit of academic measurement and awards credits based on the successful completion of a minimum number of hours of work both inside and outside of the classroom. One quarter credit is awarded for the successful completion of 20 lecture or laboratory hours, or a combination of the two, and 5 hours of homework; or 30 hours in an externship setting (all references to “credits” in this catalog refer to academic credits and for financial aid purposes, all credits will be converted using the formula for lecture and laboratory classes). For the purpose of calculating the number of quarter credits, hours consist of 50 minutes of instruction within a discrete 60-minute period.

Credit Hour Completion Ratio (Quantitative Progress)

The student is required to make quantitative progress toward program completion. Students must be making satisfactory academic progress, a student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period, please refer to evaluation periods in Satisfactory Academic Progress Review. This means that students must earn a passing grade in 80% of the clock hours attempted in each review period. Incomplete grades are not given; a student must repeat any classes in which they earn less than a 70% average.

Maximum Time Frame

Students must complete their academic program with 150% of the published length of their program as expressed in clock hours. This is the definition of maximum time frame (MTF). The Medical Assisting program is 37.5 academic credits and must be completed within 56.25 attempted credits. The Dental Assisting program is 36.5 academic credits and must be completed within 54.75 attempted credits. The Massage Therapy program, clock hour program, is 34 weeks in length, must be completed within 51 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame are no longer eligible to receive financial aid or continue academically barring an explanation of any mitigating circumstances or factors that have prevented the students from attaining SAP standards; a discussion of steps with the student will take to improve their academic standing; and an academic plan developed in consultation with the Director of Student Services that, if followed, will ensure the student is able to meet the SAP standards by the end of the program.

Satisfactory Academic Progress Review

The Medical Assisting program consist of three terms, the 1st term is 15.5 weeks, the 2nd term is 16.5 weeks and the 3rd term is 18 weeks and are measured in quarter credits.

The Dental Assisting program consists of 3 terms, the 1st and 2nd terms are 15 weeks long and the 3rd term is 16 weeks and is measured in quarter credits.

At the end of each module all students are evaluated for satisfactory academic progress.

First Institute, Inc.’s Massage Therapy program is 33 quarter credits, at the end of 340 hours (17 quarter credits) and 17 weeks for the Massage Therapy program students are evaluated for satisfactory academic progress.

Students who meet the institute’s standards for both qualitative progress (GPA) and quantitative progress are determined to be making SAP.

Students who do not meet the institute’s standards for either qualitative or quantitative progress are not making SAP, are placed on financial aid warning and/or financial aid ineligibility status and receive notification from the Student Services Department of their SAP status.

In conducting this review, the institute takes into consideration:

No Starts: Students in weeks 1 and 2 of the start of the program appears as a DROP on the transcript, but are not counted as clock hours attempted and do not affect the GPA.
Repeated Courses: Students who repeat a course have their GPA recalculated to include only the highest grade received for the course. Therefore, after successful completion of a repeated course, only the quantitative SAP measurement is affected adversely.

Transfer Clock Hours: Transfer clock hours that have been awarded are included in the calculation of click hours attempted and earned, but do not affect the GPA.

Academic Financial Aid Warning

If a credit hour student fails to maintain the required academic progress at the end of any term, s/he will be placed on a financial aid warning for the next term. Students will be notified in writing when they are placed on a warning and the steps necessary to be removed from the warning status. The student remains eligible for financial aid while on a financial aid warning.

Students on a financial aid warning status are expected to take corrective action in order to meet SAP standards by the next SAP review period. A meeting with the Director of Student Services will be required in order to develop an academic plan. Students who meet the SAP standards at the next SAP review have the financial aid warning lifted. Students who do not meet the SAP standards at the next SAP review become “Ineligible for Financial Aid”.

Academic Financial Aid Warning does not apply to Clock hour students.

Academic Financial Aid Ineligibility

Credit hour students who do not meet SAP standards at the end of the financial aid warning period are considered Ineligible for Financial Aid. Students will be notified in writing when they have moved to an Ineligible status. Students who are considered Ineligible are not able to receive financial aid funds until SAP is attained, or unless an appeal of SAP status is filed and approved, please see Academic Appeal Process.

Clock hour students who fail to meet the cumulative 85% attendance or 70% grade point average, or both, at the end of the first evaluation period will immediately be considered Ineligible for Financial Aid for the next evaluation period.

Academic Appeal Process

The appeal of SAP status must be filed within five calendar days of receiving notification of being found Ineligible for Financial Aid. The Appeals Committee composed of the Executive Director, Associate Executive Director, and the Director of Financial Aid, will examine all appeals. This appeal must include: an explanation of any mitigating circumstances or factors that have prevented the student from attaining SAP standards; a discussion of steps the student will take to improve their academic standing; and an academic plan developed in consultation with the Director of Student Services that, if followed, will ensure the student is able to meet the SAP standards by the end of the program. The appeal of SAP status is reviewed by the Appeals Committee. Students receive written notification of the outcome of their appeal within five calendar days of receipt. If the appeal is approved, students will then be considered Eligible for Financial Aid and will move to a Probation Status so long as they meet the conditions of the academic plan at each SAP checkpoint thereafter until such time as SAP status is regained. If the appeal is not approved, students are continued to be found Ineligible for further financial aid funds until SAP standards are met. Students should continue to attend classes and complete the course requirements while their appeal is pending. Decisions of the Appeals Committee are final.

Reinstatement of Financial Aid

A student’s Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

Transfer and Readmitted Students

Credit hour transfer students from outside of the institute will be evaluated qualitatively only on the work completed while at this school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institute.

The quantitative requirements remain 70% for all students, but maximum time frame is based on the number of credits the student must complete in the current program. For example, if the student transfers in 16 credits, and therefore must complete 20 credits in the current program the maximum time frame is 20 x 150%, or 30 attempted credits.
Clock hour program transfer students from outside the institute will be evaluated qualitatively only on the work completed while at the institute.

Students who have previously withdrawn from First Institute, Inc. have been dropped from their academic program, or have been dismissed from their respective program for any reason may choose to apply for re-admission to First Institute, Inc. In order to be re-admitted, a student must complete the entire application process with a First Institute, Inc. admissions representative. This process includes scheduling an in-person interview with a member of the admissions staff, completion of a personal interest questionnaire, a pre-application and application for admission. The applicant must also submit a 500 word essay detailing his/her academic and career goals, how First Institute, Inc. can assist him/her in attaining these goals, and if any obstacles were encountered during the first enrollment (i.e. academic, personal and/or scheduling difficulties), how such obstacles to academic success will be addressed and/or overcome during the student’s second enrollment.

The student’s completed application for admission, as well as their previous academic history and reasons for departure from their initial program will be reviewed by the Executive Director, the Associate Executive Director and the Director of Financial Aid. Each re-admission application will be reviewed on a case-by-case basis. A previous admission does not guarantee a second admission into any given program at First Institute, Inc. The final determination regarding re-admission, including any reasons for denial of the admission, will be presented in writing to the student. Upon approval of re-admission into the same academic program, any completed coursework from the student’s first enrollment period with a grade of C or higher will be applied and transferred into the student’s second enrollment.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. For example, if the student transfers in 550 hours, and therefore must complete 950 hours at the institute (950/25 hours per week – 38 weeks), the maximum time frame is 38 weeks x 150% or 57 weeks.

Financial aid will be awarded based on the timeframe of the withdrawal and the re-enrollment. If the student is enrolled prior to 180 days of the withdrawal the student is treated as if he or she is never ceased attendance and financial aid will be awarded accordingly.

**Inclement Weather**

Due to inclement weather or other emergency situations, it may be necessary to cancel classes. Typically class schedules will be adjusted to accommodate the missed class(es). Most commonly, Friday’s will be used to get the class(es) back on schedule and to minimize extended graduation dates. School closing information can be obtained by calling (847) 238-1234 or by visiting www.emergencyclosing.com website. The following television stations will post information regarding school closings; CBS, NBC, ABC, WGN, FOX or CLTV by 7:00 a.m.

**ACADEMIC POLICIES**

**Grading**

Students are informed of their academic progress at the completion of each course. Students have the right to access their files at any time during enrollment. Grades are based on a final exam given at the end of each course. Course grades are based on the following:

- **100–90%** 4.0 = A  **EXCELLENT**
- **89–80%** 3.0 = B  **GOOD**
- **79–70%** 2.0 = C  **SATISFACTORY**
- **69–0%** 0 = D  **FAILURE**
- **PASS** = P  **PASS**
- **FAIL** = F  **FAIL**

If a student receives an incomplete or a failing grade for any course, the student has five school days to make up the work/test. The average of the two grades will determine the final grade for the course. If the student receives a failing grade after retaking the test, the student must retake the course and the new repeated course grade will be used in the overall GPA.

If a student misses an exam, the student must take the exam on the next scheduled class date or receive a failing grade for exam. In addition, if a student misses an exam they will automatically lose one grade level for said exam unless they have a valid excuse for missing the test. Valid excuses include a doctor’s note, death in family (with documentation) or other documented event.
Medical Assisting and Dental Assisting Program

The student who receives a failing grade after retaking the test must contact the Director of Student Services to determine the next available course. Depending on course availability the student will be notified of ramifications this may cause such as an extended graduation date and/or an impact to their Title IV funds and is encouraged to make an appointment with the Director of Financial Aid.

Exit Interviews

Federal regulations and First Institute, Inc.'s policy and procedures require all recipients of a federal student loan to participate in student loan exit counseling upon graduation, change of enrollment status to less-than half-time (6 credit hours), withdrawal from the institution (official withdrawal, dismissal due to academic suspension or other reasons). The federal student loan programs include the Direct Subsidized Stafford, Direct Unsubsidized Stafford, and Direct PLUS loan programs.

The purpose of the student loan exit counseling interview is to provide the student borrower general information to manage his or her loan debt, to assist in the preparation of loan repayment, to provide for a smooth transition from borrowing to repayment, and assist the student in understanding his rights and responsibilities as borrower of federal student loans.

Graduation Requirements

Students will be awarded a Certificate of Completion upon successfully completing all requirements and courses of their chosen program; in addition to finalizing all payments to First Institute, Inc. and attending the required exit interviews. Students must also have a final GPA of 2.0 and credit hour students must attend at least 80% of the eligible hours of instruction and clock hour students must attend at least 85% of eligible hours of instruction. Student’s financial obligation must be fulfilled as a requirement of graduation.

SCHOOL POLICIES

Curriculum Changes

In keeping with First Institute, Inc.’s sincere effort to respond immediately to the changes in industry and the workplace, we reserve the right to make modifications in the course content and the structure of the curriculum at any time upon receipt of approval from the accrediting agency.

Leaves of Absence

A leave of absence may be granted for acceptable and unavoidable reasons. Such requests are subject to final approval by the Executive Director.

A leave of absence shall be reasonable in duration and may not exceed 90 days. Multiple leaves of absence may be permitted provided the total does not exceed this limit. All leaves of absence must be requested in writing before the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The student must sign and date the request along with a reason for the leave. The student’s signature also indicates an understanding of the procedures and the potential implications of failing to return to his/her course of study. The leave must also be signed by school personnel, and placed in the student’s file within one week of the beginning of such leave of absence. Upon return the student understands they will be reinstated into the next appropriate course, and a new completion date will be established. If the student fails to return by the end of the leave of absence, the student will be withdrawn from the program. A refund is calculated at that time, including a return to Title IV (federal financial aid) calculation.

Approximately 30 days prior to the anticipated graduation date the student is advised of the requirement to complete the loan counseling exit interview. First Institute, Inc. offers the student borrower the option to complete the federal student loan exit counseling interview via individual personal appointment, group sessions, or through the U.S. Department of Education’s Direct Loan Program, National Student Loan Data System (NSLDS) for Students website, http://www.nslds.ed.gov/nslds SA/. If a student completes an in-person individual or a group student loan exit counseling interview the U.S. Department of Education publication, Exit Counseling for Direct Loan Borrowers, December 2010 version is provided to the student. If a student is unable to arrange an individual appointment, group loan exit counseling sessions are held the Friday of the expected cohort graduation date at 10:00 a.m. at First Institute, Inc.

All student loan borrowers are advised to utilize the NSLDS online exit interview as a reference for any questions in regards to their student loan repayment obligations.
The student will not incur any additional tuition charges as a result of the leave of absence. An approved leave of absence may be extended for an additional period of time provided that the extension meets all the above requirements, and the total length of time does not exceed the 90 days.

Student Grievance

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty or other, the normal recourse is for the student to consult with their instructor first then the Director of Student Services if still unresolved.

In the event a satisfactory resolution is not achieved at this level, the student’s case may be presented for further review to the Executive Director and/or President. First Institute, Inc. will make every effort to satisfy student issues within reason.

If at this point the issue is still not resolved, the students may register with the Illinois Board of Higher Education or Accrediting Council for Continuing Education and Training by sending a letter to either of the following addresses:

**Illinois Board of Higher Education**
Private Business and Vocational School Unit
431 E. Adams, Second Floor
Springfield, Illinois 62501-1404
(217) 782-2551

**ACCET**
Complaint Administrator
1722 N Street NW
Washington, DC 20036
(202) 955-1113

A directory of ACCET Title IV eligible institutions is available from First Institute, Inc. upon request.

Copyright and Infringement Policy

First Institute, Inc. complies with all copyright laws, and strictly prohibits the illegal copying of copyrighted texts, publications, documents; works of art, music, peer-to-peer file sharing and computer software.

Federal copyright law allows a specific amount of text copying for educational purposes, and so instructors may use portions of texts for overhead transparencies to support lectures, or as handouts to illustrate certain knowledge or skills. An entire text or work, however, may not be copied without the written approval of the publisher.

Teachers and students consistently look for interesting and relevant material to use in class instruction and completing assignments. While supplementing the core textbooks with other materials is useful, the following guidelines must be observed when using copyrighted materials:

Teachers and students are allowed to make single copies of the following for their own use in research or classroom preparation:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or short poem
- A chart, diagram, drawing, cartoon or picture

Teachers and students are permitted to make multiple copies of some copyrighted material for use in the classroom. However, the material copied for use in the classroom must not exceed one copy per student and must meet the tests of brevity, spontaneity and cumulative effect.

Brevity refers to the amount of material copied:

- A complete poem if it is less than 250 words in total length
- An excerpt from a longer poem not to exceed 250 words
- A complete article, story, or essay of less than 2,500 words
- An excerpt from a written work not to exceed 1,000 words or 10 percent of the total work
- One chart, diagram, cartoon, or picture per book or periodical

Spontaneity refers to a situation where there is insufficient time to obtain permission if maximum instructional effectiveness of the material is to be achieved.
Cumulative effect refers to the total use and impact of the copied material, meaning the material must be for only one course in the school. No more than one poem, article or story from the author may be copied, and no more than three from the same collective work or periodical. In addition, there should be no more than nine instances of multiple copying for any one class during the term.

Students and teachers will not make unauthorized copies of copyrighted material on or using the school’s computer systems, networks or storage media. Users will not store unauthorized copies of copyrighted works using the school’s systems, networks and/or storage media. Teachers and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the school’s computer systems, networks, Internet access or storage media.

First Institute, Inc. reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time without notice and with or without cause. Additionally, the school reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials found at any time and without notice.

Staff and students who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, termination, expulsion and other legal actions of a civil or criminal nature.

Video/Audio Taping

Because of the interactive nature of training at First Institute, Inc. video or audio taping of any activities, classroom or otherwise, is prohibited without written authorization of all students present at the time and First Institute, Inc. management and the presenting instructor.

Sexual Harassment

First Institute, Inc. does not tolerate sexual harassment by any student, employee or vendor. Disciplinary action will be taken, including termination for any employee and dismissal for any student who sexually harasses another individual. Sexual harassment is in part defined as the following:

1. Unwelcome verbal or physical conduct of a sexual nature, whether at work or off premises, if offensive to a reasonable person.

2. Making submission to or rejection of such verbal or physical conduct the basis for employment advancement, or any academic decisions that affect the employees and the students.

3. Creating an intimidating, hostile or offensive environment.

Smoking

Smoking is not allowed in the school. Any smoking must be done out of the building during breaks or while at lunch only. Students must dispose of cigarette butts in the container at the entrance of the school. Not following these rules may lead to First Institute, Inc. implementing a no smoking on school grounds policy.

Drug and Alcohol Awareness

First Institute, Inc. informs students, through drug awareness literature, to the problems drug and alcohol abuse can create. If students require additional information or assistance, they are referred to local agencies specializing in substance abuse counseling. If a student is caught with illegal drugs or underage drinking on campus, the local authorities will be notified.

Facilities

Maintaining and preserving school facilities and equipment are the obligation of all members of the school community. First Institute, Inc. expects students to treat facilities and equipment with care. Students will be held responsible for any destruction to school property.

Housing

First Institute, Inc. assumes no responsibility for housing of students. Students are encouraged to live at home and commute if possible.

DISCIPLINARY ACTION EXPLAINED

Class Conduct

Mature behavior and conduct consistent with the highest business standards are expected of each student. The school reserves the right to dismiss or suspend a student
whose conduct is regarded as unsatisfactory and who 
engages in harmful activity including but not limited to: 
equipment sabotage, cheating, dishonesty, plagiarism, 
failure to adhere to school rules and regulations, 
disruptive behavior, destruction or theft of school 
property, activity which infringes on the rights of others, 
and/or possession or consumption of alcoholic beverages 
or illegal drugs on any part of the school property. 

The instructor will place the student on probation for no 
less than one week and no more than two weeks, and 
advise the Director of Student Services, who will aid in 
counseling the student. At the conclusion of the 
probationary period, should no improvement occur, the 
instructor may request the Director of Student Services to 
formally dismiss the student. All student dismissals are 
reviewed by the Executive Director, and final decisions 
are made by the Executive Director based on the 
recommendation of the staff. Any student loading 
software on school computers that is not authorized by the 
Executive Director in writing will be expelled from 
school.

Probation

All probationary cases are handled on an individual basis 
and action, which can be due to class conduct, will be 
documented on a probation document acknowledged by 
the student, instructor and Director of Student Services 
with recommendations, progress results and final actions 
taken and recorded.

The probation period is for no less than one week and not 
more than two weeks. If at the end of a probationary 
period the student fails to follow the recommendations 
stated on his or her probationary document, the instructor 
and the Director of Student Services will meet with the 
Executive Director to review dismissal proceedings. Upon 
review, the Executive Director will notify the student of 
the decision by certified letter.

Dismissal

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

1. Fails to maintain satisfactory academic progress.

2. Exhibits conduct that is found by the administration to 
be detrimental to the individual, other students, the 

community or the school.

3. Fails to meet attendance requirements.

4. Fails to meet financial obligations to the school as 
agreed upon.

5. Deliberately sabotages equipment or loads software not 
authorized by the school in writing.

6. Any unauthorized use of the Internet for personal use or 
exploring sexually explicit sites.

If a student is dismissed from First Institute, Inc., all 
financial aid is canceled and a refund is issued based on 
refund policy. If the student re-enrolls, the student can 
reapply for financial aid.

Barring Policy

Bar status shall be given to person(s) internal or external 
to the First Institute, Inc. campus who has exhibited 
behavior (criminal or wrongful misconduct) which has 
been deemed harmful to the First Institute, Inc. 
community (property or person) and is no longer 
welcomed on campus or specified campus locations.

Behavior to be considered harmful to the First Institute, 
Inc. community includes but is not limited to actions by 
an individual that is resultant in offenses against persons 
and/or property, disruption of First Institute, Inc. events, 
programs, processes, violation of First Institute, Inc. 
policy and procedures, and continued patterns of abuse 
and/or infringement of First Institute, Inc. policy and 
procedures.

First Institute, Inc. has full authority to execute Barring 
notices to any person (student or non-student) who poses a 
safety risk and/or threat to the community.

Depending on the circumstances of the violation, where 
doubt exists as to the individual’s status as a student, the 
Bar notice will be executed by the Crystal Lake Police 
Department and later transferred to the Student Services 
Department to be processed under the Campus Security 
policy. The Barring notice and associated paperwork will 
be provided to the Student Services Department.

The President, Executive Director, Associate Executive 
Director and the Director of Student Services have full 
authority to execute Barring notices.
Notification of indefinite Barring

1. Notification shall occur, when possible, at the time of the incident, to include full explanation and meaning of the Barring status. If not executed at that time, notification should occur at the first opportunity by the best means available to include explanation of the Barring restriction.

2. Notification shall, when possible, be acknowledged by the individual’s signature on the Barring / Advising Form. If not acknowledged by such individual’s signature, the signature of the official implementing the Barring notification must appear on the form. A copy of the Barring notice is provided to the individual.

3. If notification is not feasible at the time of the incident, a formal barring letter will be sent to the Barred individual’s address provided by student documentation or through a public data base.

4. The effective date, purpose of the restriction, code violation, and individual’s descriptive data will be included on the form.

Violation of Barring status

If an individual designated as Barred and who is in violation of the terms of the barring form, is found/reported on campus an officer may arrest the offender for Unlawful Entry.

1. If the barred individual is arrested, the officer will generate an incident report.

2. If the barred individual is not arrested, the officer will generate an incident report, documenting the situation and its resolution.

3. Crystal Lake Police Department will forward a copy of the incident report and associated paperwork to the Student Services office in the event the person is a student.

Barring Appeal/Lift Review

A written request for appeal to lift an individual’s barring status shall be made to the office which issued the barring notice, and may be made after one full year of the date of the Barring notice has been in effect.

1. After a determination to impose barring status has been made; to capture the interest to re-enter the First Institute, Inc. campus, the written request should include reasoning, objectives to re-enter the campus community, and come from the barred individual. Once the written request is received, an acknowledgement will be sent to the requestor. One request per year may be made to lift the bar status.

2. Depending on the circumstances of the existing barring, the Executive Director will collaborate with internal personnel and Student Services Officials. The Crystal Lake Police Department, Executive Director or Associate Executive Director will remain in contact, when possible, with the individual during the review process.

3. The barring status shall remain in effect pending the decision of the review. The reviewing Crystal Lake Police Department Official shall render a decision within ten working days of receipt of the request for review. Depending on the circumstances and dialogue, the decision timeframe may exceed ten working days. During such time, the Crystal Lake Police Department, Executive Director or Associate Executive Director will continue to remain in contact with the individual during the review.

Should a non-student with Barring status decide to matriculate at First Institute, Inc. Crystal Lake Police Department and Student Services Officials shall incorporate that information in the appeal decision.
Appeal and Reinstatement Policy

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request within five days of dismissal to the Executive Director describing any mitigating circumstances or conditions that warrant special considerations.

The Executive Director will contact the student within five days of receipt of appeal. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Executive Director. Upon reinstatement, students can reapply for financial aid. Financial aid will be awarded based on the timeframe of the withdrawal and the re-enrollment. If the student is enrolled prior to 180 days of the withdrawal the student is treated as if he or she never ceased attendance and financial aid will be awarded accordingly.

STUDENT AMENITIES

Dress Code Policy

First Institute, Inc. believes that professionalism begins with appearance and attire. The First Institute, Inc. Dress Code Policy is formulated to ensure high standards of dress and appearance that represent our school to area hospitals, doctor’s offices and community settings. Faculty reserve the right to ask a student to leave the class or clinical area if the student’s appearance does not reflect the First Institute, Inc. Dress Code Policy.

Upon enrollment, First Institute, Inc. provides its students with two sets of the official school uniform scrubs. Students are expected to wear the uniform to class on their scheduled days.

The official school uniform for First Institute, Inc. may be purchased through the main entrance at the front desk area for $35.00 a set (top and pant). Students who wish to purchase additional scrubs will need to adhere to the designated program colors as listed:

- Black scrub top with FI logo and pant
  – Medical Assistant Program
- Green scrub top with FI logo and pant
  – Dental Assistant Program
- Blue T-shirt with FI logo and scrub pant
  – Massage Therapy Program

To best prepare students for their careers, First Institute, Inc. requires each student to wear appropriate closed toe, lace up tennis shoes to their classes, labs, clinical and externship site.

Courtesy Computer Time

Some students may require additional work and practice with the computer outside the regularly scheduled training sessions. Students will be permitted to do so based on availability of a computer and only at the approval of a school administrator. Students must understand that an instructor may or may not be available for assistance during this time.

The Internet is only intended for job search use, not for personal e-mail or chat rooms. Exploring sites with explicit sexual content is grounds for immediate dismissal of the student from their chosen program.

Students must be prepared for their classes just as they must be prepared for the working world; therefore First Institute, Inc. is offering students the opportunity to purchase USB’s or Headsets through the Front Desk Assistant located at the main entrance of the building.

Career Services Assistance

First Institute, Inc. will assist any graduate, regardless of the date of graduation, with their career search. Counseling and instruction in resume preparation, job applications, interviews and assistance in securing full-time employment are provided. The Career Services department offers students an active career search service, and every avenue is pursued to assist graduates in obtaining training-related employment.

Throughout the year, part-time and permanent employment opportunities are posted. Communication with employers is made each term by First Institute, Inc. staff, ensuring that training is current and graduates are able to meet the requirements of the careers they are pursuing.

Additionally, employers regularly visit the school, thereby strengthening the institution’s standing in the business community and creating additional employment opportunity for graduates.

While it is impossible for First Institute, Inc. to guarantee any student a job, the Career Services department does contact prospective employers throughout Illinois and
advise them of the student body’s abilities and availability. Career Services is always available for guidance and counseling.

Prior to graduation, each student will attend a “mock” interview conducted by the instructor, career services, or by fellow classmates supervised by the instructor. During this interview, the student will learn some helpful tips on interview techniques.

Student Common Areas

First Institute, Inc. provides space for students to relax and study, as well as eat and drink. Vending machines are conveniently located for purchasing snacks and refreshments. All students are asked to treat common areas as they would their place of employment, and keep the areas clean. There is absolutely no eating or drinking in any of the classrooms at First Institute, Inc.

Parking

Parking is available at 790 McHenry Ave. for students who are in the 2nd and/or 3rd terms of their programs. Parking passes for this lot will be distributed as spots become available. Passes must be visible in each vehicle. Vehicles with passes will remain on a first come, first serve basis as space allows.

The spaces located in the southeast corner of the parking lot are reserved for prospective students only. Vehicles parked here illegally will be subject to towing.

Students in their 1st Term are required to park at the Prince of Peace Lutheran Church, located at 932 S. McHenry Ave, Crystal Lake, Illinois.

Student Messages

First Institute, Inc. staff will take messages on behalf of students and deliver them during scheduled breaks. In a case of an extreme emergency, staff will notify a student while they are in class.

Visitors

First Institute, Inc. welcomes visitors. All students are encouraged to invite parents, friends and relatives to the school to visit at any time. All visitors must check in with the front desk assistant to receive a Visitors Badge to be worn at all times while on the school premises. Staff will make themselves available to answer questions as they arise.

If you have friends who may be interested in attending First Institute, Inc., we hope that you will show them the facilities and introduce them to the staff. We encourage you to let your instructor(s) know when you plan on bringing guests to the school.

Copies of Transcripts

Students receive a Certificate of Completion at graduation. If a student requires a copy of their transcript, First Institute, Inc. Inc. makes one copy available free of charge.

By request, additional transcripts are available for a $10 fee. Only one certificate is issued for each graduate. Current students may have access to their academic files for review. Past graduates can request a copy of their transcripts. Requested transcripts will be mailed to the student within two weeks of date of request.
MEDICAL ASSISTING

OBJECTIVES

Graduates of the Medical Assistant program will have the skills necessary to aid the physician and other medical personnel as they examine and treat patients. Medical Assistants perform office administrative tasks that keep a medical office or clinic running smoothly. Upon successful completion, students will be prepared to work in physicians' offices, clinics, nursing homes, and health care centers as a medical secretary, medical assistant, medical receptionist or medical office manager.

CAREER OPPORTUNITIES

Medical Assistant  Medical Coder  Medical Biller
Medical Records Clerk  Medical Transcriptionist  Patient Registration
Medical Administrative Assistant  Medical Collections  Insurance Verification Clerk
Insurance Referral Coordinator  Medical Customer Service  Provider Relations Specialist

<table>
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<tr>
<th>TERM 1</th>
<th>CLOCK HRS</th>
<th>FINANCIAL QTR. CREDITS</th>
<th>ACADEMIC QTR. CREDITS</th>
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<td>Outside Class Work</td>
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<td>Medical Terminology 1 Lecture</td>
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<td>Anatomy and Physiology 11</td>
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<td>MA109</td>
<td>Laboratory Procedures 1</td>
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|            | Total       | 967 hrs | 38.68 cr. | 37.5 cr. |

*The classes above do not necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.*
Medical Law and Ethics MA103

Students will learn the difference between ethics and law; be able to define the components of public and private law; identify areas of medical ethics of particular concern; list the AAMA code of ethics; define important terms such as implied consent and express consent, defamation of character, libel and slander; prepare common consent forms; understand legally required disclosure; understand the rights of a physician in providing treatment, as well as the rights of a patient in receiving treatment.

Computer Billing MA104

Students learn the importance of patient billing and using Medical Manager software to produce invoices, as well as record accounts receivable information in the computer. Students are given hypothetical insurance billing situations, and are then asked to select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students also learn basic accounting, including balancing accounts and bank deposits. Professional development and job search skills are emphasized, as well as business ethics in the workplace.

Medical Insurance Billing and Coding MA105

This course teaches students the process of billing, coding and collecting insurance claims. Students will learn the different types of insurance coverage available, the types of claim forms, how to submit claim forms and medical coding. The student will define insurance terms, know coding systems for professional services, describe the advantages of a standard health insurance claim form, list common errors causing claim payment delays and define the purpose of coding. The student will be able to perform coding functions necessary for completion of medical insurance forms utilizing both the CPT-4 procedural codebook and the ICD-9 diagnostic codebook.

Medical Office Procedures MA111

Students will learn how to effectively communicate over the telephone, deal with difficult patients and gather needed information and patient histories. Students will also learn the job duties of an insurance billing specialist, to set up patient files including medical documentation, collections and reimbursement and resume building.

Anatomy and Physiology I MA101

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the following body systems: skeletal systems, muscles and joints, nervous system, blood and lymphatic systems and the cardiovascular system.

Anatomy and Physiology II MA107

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the following body systems: respiratory system, digestive system, endocrine system, special senses and the urinary system.

Medical Terminology I MA102

This in-depth course provides he student with skills necessary to interpret and understand medical terminology.

Medical Terminology II MA108

This in-depth course provides he student with skills necessary to interpret and understand medical terminology of the different body systems.

Clinical Procedures MA106

Students will take and chart blood pressure, height, weight, temperature, pulse, and respiration, as well as practice patient charting using abbreviations and medical terminology. Students will also learn methods of infection control, universal precautions and stress the importance of asepsis and sterilization techniques. Students will also learn the different types of drugs available, their effects on the body, medication preparation, abbreviations, regulations, and systems of measurement. In addition students will learn basic first aid and handling office emergencies, acute illness and basics of a healthy lifestyle.
Laboratory Procedures II  

MA110  

Students will learn to assist with minor surgical procedures, assisting with medications, and techniques for drawing blood from patients using venipuncture techniques. Students will learn the necessary steps in the processes and be expected to pass hands-on tests in all skills at the conclusion of the course. Areas of concentration will include student and patient safety, as well as professionalism and patient satisfaction.

Work Study  

MA113  

In this module students have the opportunity to practice skills they have learned in their previous coursework in a medical setting outside the classroom. Site supervisors have the opportunity to evaluate the students and give advice in this hands-on practice. Students are also able to finetune their communication skills and office skills in a wide variety of settings.
MASSAGE THERAPY

OBJECTIVES

Graduates of the massage therapy program learn how to assess musculoskeletal clinical pathologies and present massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, sciatic nerve, and shoulder, as well as carpal and tarsal tunnel syndromes. Managing a massage practice and practicing the techniques learned in a clinical setting are also covered.

CAREER OPPORTUNITIES

- Massage Therapist
- Self Employed Massage Therapist
- Clinical Massage Therapist
- Sports Massage Therapist
- Swedish Massage Therapist
- Hot Stone Massage Therapist
- Dance Company Massage Therapist

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* The classes above do not necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.
Aromatherapy MT102

This course examines the practice of using essential oils to help people feel better mentally and physically. This class will cover the tradition of ancient aromatherapy practice, as well as the many processes used to extract essential oils from plants. The class will also cover synergistic blends of different oils, and how to determine quality essentials oils and products. Students will learn how to properly prepare and use a wide variety of major essential oils.

Physiology MT103

This course examines the various functions of the human body. Students will learn how the body works, with special emphasis on the musculoskeletal system. The student will also be able to explain the function of the body from the viewpoint of a massage therapist.

Chair Massage MT105

Students will learn, practice and demonstrate massage techniques that utilize the massage chair for seated clients and involve the manipulation of soft tissue and acupressure. This type of bodywork is geared toward the corporate on-site massage when a massage table is inconvenient.

Reflexology MT106

Massage applications are learned using reflex points, primarily in the feet, that correspond to other physiological systems in the body. The student will learn the basic principles and techniques of this relaxing and therapeutic treatment.

Anatomy MT107

This basic course in human anatomy is designed to give the student a working anatomical vocabulary. Using these terms, gross anatomical structures will be identified and the integration of these structures will be examined.

Swedish Massage MT108

This course teaches students to perform the techniques involved in a complete Swedish massage, including the use of oils. Students will be able to explain and demonstrate the applications and the effects of massage on the circulatory system for relaxation and stress reduction.

Kinesiology MT111

Kinesiology is the study of movement. Students learn joint ranges of motion, as well as the leveraction muscle groups that act upon these joints. They will be able to describe the interaction of agonistic, synergistic and antagonistic muscle groups, along with how they relate to each other.

Sports Massage MT112

Massage, used in conjunction with sports, is considered by many athletic competitors to be essential for peak performance with minimal risk of injury. This course provides the student with pre/postsporting event massage techniques, as well as developmental training massage methods.

Hot Stone Therapy MT114

Hot stone massage incorporates heated basalt river stones and cooled marble stones to facilitate a very relaxing treatment for the client and therapist. The stones are used as tools to provide deep penetrating heat at specific locations on the body, which brings relief to stiff and sore muscles.

Pathology MT115

This course brings the student a basic understanding of the disease process and how it affects the body's functions. Changes that occur due to growth, age, stress, (mechanical and emotional) and organic dysfunction are covered as they relate to massage therapy. Students will be able to demonstrate a basic understanding of theories and causes of disease and the process of immune response. They will demonstrate a basic understanding of dermatological, vascular and inflammatory conditions that will alert them to modify their massage technique or refer for medical consultation.

Deep Tissue Massage MT116

This study in deep tissue massage provides the student with the skills to perform muscle redefinition by releasing stagnation, knots, and spasms that lie deep within the muscular tissue. Techniques for acute and chronic muscular conditions are also covered.
Five Elements

Upon completing this course, the students will be familiar with the Five Elements, Yin and Yang and what they represent. The Five Elements or Five Phases (Water, Wood, Fire, Metal, and Earth) are not “things” but descriptions of forces within the universe of larger and smaller, contracting and expanding, interacting and cogenerating systems. This system is bounded at one end by more dense and tangible forms (Yin) and the less tangible forms (Yang).

Business Management

This course teaches students how to manage their massage practice. They will learn how to effectively communicate with clients and associates, and will be knowledgeable in permit requirements, record keeping, tax information, employment versus independent contracting, and advertising methods. Professional ethics are also discussed.

Therapeutic Applications

This course examines methods of assessing musculoskeletal clinical pathologies, and presents massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, sciatic nerve and shoulder, as well as carpal and tarsal tunnel syndromes. This course is designed specifically to teach skills that are useful when working with chiropractors or other licensed health care providers.

Energetic Techniques

This course is designed to aid the student in the development of energetic techniques applicable to the practice of massage therapy, including, Qi Gong, energetic sensation and energetic therapy.

Professional Development

This course consists of esteem building techniques and preparation for job-search methodologies, including resume preparation, interviewing skills and guidelines for seeking employment in the massage profession.

Special Populations

Students learn to massage those with special needs such as infants, pregnant women, the elderly, terminally ill, cancer patients and people living with HIV/AIDS. Possible benefits will be discussed as well as contraindications, cautions and different types of massage for each special need.

Clinical Practice Internship Part I

In the student clinic, massage therapist students have the opportunity to practice techniques they have learned in their previous course work. Clinic supervisors have the opportunity to evaluate the student and to give further assistance in this hands-on practice. Students are also able to finetune their communication skills with a wide variety of clients. Students are required to begin clinical practice after completing their core module.

Clinical Practice Internship Part II

This is a continuation of Clinical Practice Internship Part I. The student will continue to practice the techniques they have learned. In addition, finetune their communication skills with a wide variety of clients.
OBJECTIVES

Dental Assistants perform a variety of duties in a dental office. In the front office they may schedule and confirm appointments, welcome patients to the office, send bills, process payments, and inventory supplies.

Dental Assistants also assist the dentist during the examination and treatment of patients by handing required instruments to the dentist and using suction or other instruments to keep the patients mouth clear. Dental Assistants also prepare instrument trays and assist patients with dental health care. Some Dental Assistants will make dental impressions, remove sutures, and apply anesthetics to the gums and cavity preventatives to teeth. Dental Assistants must be reliable, work well with others and have a good manual dexterity.

CAREER OPPORTUNITIES

Dental Assistant  Dental Biller/Coder
Dental Office Manager  Dental Receptionist

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* The classes above do not necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.
Administrative Procedures, Oral Health, Endodontics - Unit 1  DEN001

Upon completion of this course, the student will understand and be able to demonstrate various administrative procedures, including appointment scheduling, telephone etiquette, dental records management, inventory control, dental specialties and ethics as it pertains to the practice of dentistry. The assets of a professional dental assistant will be discussed, as well as how to conduct oneself professionally. The student will become familiar with HIPAA regulations and dental office compliance, and gain certification in CPR and basic first aid.

Administrative Procedures, Oral Health, Endodontics - Unit 2  DEN002

Upon completion of this course the student will be able to describe HIPAA regulations and dental office compliance. Additionally, this course will familiarize the student with oral health, preventive dentistry, the mechanics of coronal polishing and placement of dental sealants. Various tooth brushing and flossing techniques will be demonstrated. An overview of endodontics, along with instrumentation, materials, and endodontic procedures will be offered.

Anatomy & Morphology - Unit 1  DEN003

Upon completion of this course, students will be able to identify cranial and facial bones; muscles of mastication, facial expression, and oral cavity; salivary glands and lymph nodes; nerves of the maxilla and the mandible; arteries and veins of the head and neck; as well as identify the structural units, body directions, and planes; and skeletal, muscular, cardiovascular, and nervous systems.

Anatomy & Morphology - Unit 2  DEN004

Upon completion of this course, students will be able to identify the steps of embryology and histology, as well as list the primary and permanent teeth and their function. Defining cavity classifications and identify charting symbols are also covered. Students will also be able to identify methods to manage pain and anxiety, and list the steps of anesthesia.

Dental Science - Unit 1  DEN005

Upon completion of this course, students will be able to describe the methods of disease transmission in the dental office and the principals of disease control. Students will be able to describe the classifications of dental waste and proper disposal of waste.

Dental Science - Unit 2  DEN006

Upon completion of this course, students will be able to explain the effects of exposure to chemicals, methods of chemical exposure, and explain the purpose of MSDS. Students will also be able to describe the parts of a prescription, describe how drugs are administered, and identify drug schedules. Students will also be able to describe dental emergencies, prevention, emergency equipment and role of the dental team.

Operative & Chair Side Assisting - Unit 1  DEN007

Upon completion of this course, students will be able to understand the procedures in fourhanded dentistry. Students will also be able to identify hand pieces and instruments, their uses and care. Students will be able to review medical and dental histories and describe the steps in seating and dismissing patients.

Operative & Chair Side Assisting - Unit 2  DEN008

Upon completion of this course, students will be able to explain the use of cements and filling materials in restorative procedures, and describe the steps in cavity preparation. Students will also be able to explain the uses of dental dams, and their advantages and contraindications.

Dental Radiology - Unit 1  DEN009

Students learn how to operate dental x-ray equipment in this course, and will have an understanding of radiation safety.

Dental Radiology - Unit 2  DEN010

This course teaches the student to perform digital and film processing procedures. The student will be able to expose, process, mount and evaluate radiographs.
Laboratory Procedures - Unit 1  
Upon completion of this course, the student will be able to identify primary and secondary impression materials, and perform related techniques. The student will also be familiar with the theory and practice of fixed prosthetics.

Laboratory Procedures - Unit 2  
This course teaches the student to identify the types and uses of provisional coverage, as well as perform related techniques. The course will also introduce the student to the theory and practice of dental implants.

Dental Specialties - Unit 1  
Upon completion of this course, the student will understand different specialties that the dental assistant may work in, including the principals, practice, procedures and instrumentation of the following specialties: Oral and Maxillofacial Surgery, Oral Pathology and Periodontics.

Dental Specialties - Unit 2  
In this course, students learn different specialties that the dental assistant may work in, including the principals, practice, procedures and instrumentation of following specialties: Orthodontics and Pediatric Dentistry.

Clinical Lab  
Dental Assistant students will use the skills and knowledge they have acquired throughout the program to train at the off site dental clinic to gain additional experience that will enhance the student’s preparation for externship.

Externship  
Dental Assistant students will use the skills and knowledge they have acquired throughout the program to train at an off site dental facility to gain additional experience.