Dear Current and Prospective Students,

I am very pleased to present you with this catalog, which details the wide range of programs and services we offer at ASA College. On the following pages, you will find a complete description for each ASA program in Business, Computer Technology, Criminal Justice, and Health Disciplines, as well as a chart that outlines the required and elective courses you will take to earn a degree.

This catalog is also your important resource for information about enrollment, registration, and financial aid. Please use it and take full advantage of all the services that ASA provides.

Since its founding in 1985, ASA has been offering, career-focused programs. These programs are specifically designed to give you the means and opportunity to graduate in the shortest possible time, so you may immediately embark on a meaningful career.

An ASA education offers the following:

• An Associate Degree with your choice of specialization that will prepare you for industry certifications and a meaningful job;

• Accelerated programs that many students complete in only 16 months (if no remedial courses are required of the student)

• Award-winning instructors who bring their knowledge and professional expertise from the workplace to the classroom;

• An externship where you gain real world experience in your field of choice. Every year, many companies, including Fortune 500 companies, major hospitals, and leading New York City organizations and businesses sponsor externships for ASA students;

• Job placement assistance which begins when you start classes;

• Unlimited free tutoring in any ASA course at the College’s two Learning Centers provided either by class instructors or staff from the Center itself;

• Audit any class for free under ASA’s Education for Life Program and

• A team of dedicated job developers and placement personnel whose singular focus is to help you achieve your professional and career goals.

At ASA, we believe that a college can be considered successful only if its course offerings respond to the needs of the job market. Companies in the business, computer, criminal justice, and health industries are becoming increasingly demanding of the employees they hire, and ASA always keeps pace with those demands. For this reason, we continuously update our curriculum, through ongoing analysis of economic and job market trends. Our focus is always on providing students with the necessary skills to secure meaningful jobs that lead to a career in a high-growth field.

We believe that students can achieve their professional objectives if their college provides them with a supportive and nurturing environment. Here at ASA, you will have your own professional student advisor who will work with you from the start of your first semester until you graduate. Your advisor can answer questions or any concerns you have, especially while you are adjusting to the new college environment or going through a transitional period.

Education is a trust. By choosing ASA, you are entrusting us with an important part of your future. You can be sure that we will honor this trust and do everything possible to make your stay at the College a truly rewarding and memorable experience.

Sincerely,

Alex Shchegol
President
DISCLAIMER

The contents of this College Catalog are subject to change. ASA College reserves the right to add, change or cancel courses or programs, revise subject matter content, change requirements, modify, amend or revoke any rules or regulations, or make any changes it deems necessary. The college also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, academic standards, or any other phase of the college activity with a notice to the students. ASA College does not guarantee enrollment into specific sections of desired courses.

Transfer of credits from this institution is at the discretion of the receiving institution.

OWNERSHIP

ASA College, a New York corporation, is owned and operated by Alex Shchegol, President. ASA College is registered as a foreign corporation doing business in Florida.

NON-DISCRIMINATION POLICY

ASA College is an equal employment affirmative action institution. The college does not discriminate against any person on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation in its admissions, employment, educational programs, student services, activities, or administration of education policy, except as such condition may constitute some bona fide occupational or assignment qualifications.

ASA is firmly committed to providing all students equal access to its programs, resources, opportunities and facilities. Violations of the College’s policies against unlawful discrimination and harassment may result in disciplinary action, including but not limited to being barred from campus, suspended, or dismissed from the College.

ANTI-HARASSMENT POLICY

ASA is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee. This policy covers students, vendors, customers, or others who enter our workplace, as well as all employees. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee. No employee of this company is exempt from this policy.

Offensive conduct or harassment of a sexual nature, or based on race/color/religion/age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This may include but is not limited to:

- Offensive physical actions, written, spoken, or graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings)
- Any type of physical contact when the action is unwelcome by recipient (for example, brushing up against someone in an offensive manner)
- Expectations, requests, demands, or pressure for sexual favors
- Slurs, jokes, posters, cartoons, and gestures that are offensive
- Any form of bullying that rises to the level of harassment, i.e., bullying and harassment based on gender or sex stereotypes including sexual harassment and gender-based harassment of lesbian, gay, bisexual and transgender (LGBT) individuals.
Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

• There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status,

• Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person’s work performance.

• A third party is offended by the sexual conduct or communication of others.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes he or she is being discriminated against as a result of harassing behavior (for example: other employees being given special treatment in exchange for sexual favor(s)) is encouraged to report it.

Complaints should be made to the Human Resources Director or a Vice President. All complaints will remain as confidential as possible and will be subject to ASA’s Grievance Procedure (described in the following section). Complaints made in good faith will in no way be held against an employee.

**TITLE IX STATEMENT**

It is the policy of ASA College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. ASA College has designated Title IX Coordinators, listed below, to coordinate ASA College’s compliance with and response to inquiries concerning Title IX.

A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/occr/complaintintro.html or calling 1-800-421-3481.

The following persons have been designated to handle inquiries regarding the non-discrimination and anti-harassment policies:

**Nelson Galindo**, Campus Dean, Miami Campus  
3909 N.E.163rd Street  
North Miami Beach, FL 33160  
786-279-1740  
ngalindo@asa.edu

**EFFECTIVE DATE**

Revised: April 2, 2015.
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Core values defining what ASA is and what it aspires to be and distinguishing ASA from other institutions of higher education focus on student centeredness, accountability, respect, and integrity.

**Student Centeredness:**
We value and respect all students as unique individuals. We assist students in realizing their educational goals and provide students with a positive educational experience.

**Accountability:**
We understand and value our individual roles in the college. We take responsibility for processes, decisions, and outcomes within our scope of influence.

**Respect:**
We appreciate individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate individual contributions regardless of position within the college.

**Integrity:**
The Mission of ASA College is to educate a diverse and qualified student population to become responsible professionals committed to lifelong learning by equipping them with a firm academic foundation and career-specific competencies. ASA offers high-quality degree and certificate programs that respond to the needs of students and employers in a global economy. ASA faculty and staff are dedicated to maintaining professionalism and institutional integrity in a student-centered environment.
Founded in 1985, ASA began with Alex Shchegol teaching a class of 12 students. Known then as “Advanced Software Analysis,” the institute focused on mainframe computer programming, as New York had a dire shortage of qualified programmers at that time. Over the years, as technology revolutionized how every major industry operates, ASA has created and updated programs to meet new market needs.

Since its inception, the college has grown to more than 5,000 students, 17 programs of study, and 2 large, centrally-located campuses in midtown Manhattan and downtown Brooklyn. Today, in addition to computer technology, our programs of study focus on the rapidly-growing industries of healthcare, business and criminal justice.

Consistent with the needs and capabilities of our student body, which includes highly motivated and mature immigrants, ASA programs have always featured a “hands-on” training component.

In 1999, ASA received authorization from the New York State Board of Regents to confer degrees in Accounting, Computer Programming and Information Technology, and Medical Assisting.

In the following years, ASA continued to develop new programs. ASA added five new Associate of Occupational Studies degree programs in Business Administration with Management Information Systems, Healthcare Office Administration, Network Administration and Security, Office Administration and Technology, and Pharmacy Technology. ASA also acquired additional space at its main location in Brooklyn to accommodate its growing student population.

In 2005, ASA expanded its operations to midtown Manhattan where the college established an Extension Center at Herald Square. ASA also expanded its academic offerings to include two new Associate in Applied Science (AAS) degree programs in Health Information Technology and Criminal Justice.

In 2010, ASA received approval to offer AAS in Nursing.

In 2010, ASA received accreditation from The Middle States Commission on Higher Education.

In 2012, ASA received approval to offer AOS in Massage Therapy.

In 2014 ASA College opened a location in Florida:
3909 N.E. 163rd Street,
North Miami Beach, FL 33160
ACCREDITATIONS AND APPROVALS
ASA College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at:

Commission for Independent Education, Florida Department of Education

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400,
(888) 224-6684.

ASA College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (since June 2010). The contact information is as follows:

Commission on Higher Education
Middle States Association of Colleges and Schools

3624 Market Street
Philadelphia, PA 19104
(267) 284-5000
www.msche.org

PROGRAM OFFERINGS
All ASA curricula are built upon a philosophy that balances academic preparation, professional training, and hands-on experience. Each program offering is designed around industry requirements and pragmatic experience that promotes the acquisition of skills needed to enter the workforce. Furthermore, ASA’s Division of Arts and Sciences offers the Language Training in ESL program.

Division Of Business
- Business Administration/Accounting O.A.D.

Division Of Criminal Justice
- Criminal Justice A.S.

Division Of Health Disciplines
- Medical Assisting A.S.
- Pharmacy Technology A.S.

Detailed descriptions for each of the above programs are available in this catalog. Basic skills development courses are available in ESL.

Degree programs can be completed in four semesters of full time study. Students may select the option that best suits their short or long-term educational and employment plans.

MEMBERSHIPS
ASA College, its faculty and staff, maintain memberships in the following professional higher education and civic organizations:

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Medical Assistants
- American College Personnel Association
- American Accounting Association
- American Institute of Professional Bookkeepers
- Association of Computing Machinery
- Brooklyn Chamber of Commerce
- Career Colleges Association
- Eastern Association of Student Financial Aid Administrators
- Foundation for Accounting Education
- NAFSA International Educators Association
- National Academic Advising Association (NACADA)
- National Association of Student Financial Aid Administrators
- National Business Educators Association
- National Career Development Association
• National Student Employment Association
• Teachers of English as a Second Language

FACILITIES AND EQUIPMENT
The ASA College- North Miami Beach location sits directly on the Intercostal waterway and has beautiful views of the Sunny Isles Beach community. It has 22,746 square feet of prime space and is located at 3909 NE 163rd St. This facility includes lecture rooms, computer labs, a dedicated networking/technology tutorial lab, fully equipped clinical laboratories, a dedicated clinical skills performance lab, a pharmacy lab, 2 medical coding labs, an ESL/language lab, a fully-equipped learning center, a Library and Resource Center, a writing center, a Prometrics Testing Center, and a student lounge.

Miami-Dade Transit has seven drop-off/pick-up locations within four tenths of a mile of the campus. The Tri-Rail Golden Glades Station is located 5.3 miles from campus and transit to and from is readily accessible by bus.
ADMISSIONS OVERVIEW

Applicants to all ASA programs undergo a selection process that focuses on basic skills assessment. In evaluating candidates, ASA looks for motivation and maturity, the potential to grow and develop, as well as evidence that applicants can benefit from the challenging education offered by the college. Above all, ASA seeks motivated students who choose to be active learners and want to relate their academic studies to their occupational objectives.

Admissions decisions are made without regard to age, gender, race, creed, religion, national or ethnic origin, physical capability, marital or parental status, or sexual orientation.

HOW TO APPLY TO ASA

**Interview:** Applicants who live within commuting distance to ASA must be interviewed by an admissions associate. In addition to discussing education and career goals, applicants learn about admission requirements, programs of study, career planning, financial aid programs, student support services, and registration procedures.

Applicants and their families may request a bilingual admissions associate from ASA’s multilingual admissions staff.

**Application for Admission:** Candidates for admission must complete an application, submit a high school transcript request form, and pay the non-refundable application fee. All supporting documents become the permanent possession of ASA and will not be returned.

**Placement Tests:** Applicants are required to take the COMPASS placement tests administered by ASA, to determine if there is a need for remedial course work in reading, writing, mathematics or English as a Second Language. Students whose native language is not English are required to take a placement test to determine the necessary level of ESL remediation. The program in English as a Second Language at ASA College offers five levels of ESL. It is extensive and covers all necessary skill areas: reading, writing (including grammar), pronunciation and diction, communication (listening and oral skills). (A table of placement tests and corresponding remedial courses is in Appendix B of this catalog).

Applicants transferring credits in English Composition and College Math courses from another college may be exempt from the placement tests. They should supply an official transcript from their previous college(s) and complete the “Basic Skills Test Exemption Request” form.

**After The Tests:** Applicants meet with a senior ASA admissions officer to clarify their academic and career goals, review the test results and obtain answers to additional questions.

**After Being Admitted to ASA:** Students meet with an advisor to register for classes. To ensure a successful transition to college level work, students will be scheduled for non-credit ESL or remedial courses based on the results of their placement tests. Students needing more than one remedial course are advised to attempt no more than 12 credits in their first semester.

PROOF OF HIGH SCHOOL GRADUATION OR ITS EQUIVALENT (GED)

Acceptable forms of proof include, but are not limited to, original or copies of the following:

- a high school diploma or transcript. If this document is not in English, the applicant must provide an official translation. If the names on the diploma (or transcript) and on the ASA application are different, the applicant must provide official documentation (such as a marriage license) where both names appear;
- college transcript stating that the basis of admission was high school graduation;
- attainment of a GED;
- U.S. Department of Defense DD-214 form that indicates graduation from high school.

ASA does not currently admit applicants who have not yet earned a High School Diploma or its equivalent under the ATB determination.

TRANSFER STUDENTS & ADVANCED STANDING APPLICANTS

A transfer student is a student who has previously attended another degree-granting post-secondary institution and has successfully completed at least one credit-bearing course.
Applicants who have previously attended any regionally (or comparably) accredited post-secondary institution may be able to transfer courses comparable in content and length to ASA. Students are required to complete maximum of 50% of the courses in the program. Transfer credit will be evaluated once an official copy of the previous college transcript is received. A transcript is considered to be official when stamped with the official college seal, signed by the appropriate college official and received directly by ASA’s Registrar’s Office in a sealed envelope. Catalog and course descriptions may be requested as well.

Students may not be excused from taking placement examinations unless the Registrar’s office has an official transcript at the time of registration. Once the placement examinations are taken, the results are considered to be final and the applicants get their schedules accordingly. Applicants are strongly encouraged to complete the transfer credit evaluation process prior to registration to avoid any potential scheduling and financial aid problems.

The Registrar’s office will not adjust the schedule of an applicant if the latter provides the official transcript after having taken placement examinations. It is the responsibility of an applicant to provide all the necessary documentation in a timely manner.

Transfer credit will be considered for individual courses for which a grade of “C” or better has been achieved. Courses may be eligible for transfer within the following time constraints since previous study was completed:

- Introductory Courses (Codes 100-110) 10 years
- All Arts and Sciences Courses 10 years
- Courses With Codes 115 and higher 5 years
- Career Development Course (CDV 100) Non-transferable from other institutions
- Career Development Course (CDV 100) taken at ASA 5 years

ASA may accept transfer credits from colleges and universities outside of the USA for similar, verifiable, credit-bearing coursework. However, it is the students’ responsibility to provide the Registrar’s office with official transcripts accompanied by official translation and course-by-course evaluation of the courses in the transcripts by a recognized credential evaluation agency, e.g. WES.

ASA acknowledges that alternative methods of learning are essential to the growing demands of the modern students where educational needs might not be met by attending a traditional institution. To that end, ASA may award academic credit evaluated on an individualized basis for nationally recognized advanced placement examinations such as CLEP, DANTE and/or Excelsior College (Regents) exams. Students may also be awarded credits for verifiable IT industry standard certifications obtained from nationally recognized organizations such as Microsoft, CISCO, and Sun Systems, etc. The request should be submitted to the Division Chairperson for further evaluation.

ASA awards exemption credit for its Freshman Skills Seminar if the applicant has successfully completed at least one semester of credit-bearing courses at another regionally accredited institution. ASA College does not award academic credit for life/work experience.

**STUDENT IMMUNIZATION REQUIREMENT**

All students attending ASA College who were born on or after January 1, 1957, must provide written proof of adequate immunization records against measles, mumps, and rubella. Acceptable proof of immunity consists of a certificate of immunization signed and stamped by a physician or licensed health care provider that documents measles, mumps, and rubella immunity within 30 days.

If a student is exempt because of age, medical reasons, or religious belief, he/she must submit a certificate of immunization exemption to the Registrar’s Office, within 30 days of starting an ASA program. (This policy is not applicable to students in ASA’s Nursing program.) Proof of immunization, exemption, or record of first dosage of MMR vaccination is a condition for registration and class attendance. Residents of ASA’s student housing are also required to show proof of meningitis vaccination prior to obtaining student housing.

Students who do not provide documentation of full MMR vaccination within the first 30 days of their semester will be prohibited from attending classes and are subject to administrative withdrawal. Complete information on this requirement is included in the admissions decision packet.

**STATEMENT OF HEALTH REQUIREMENTS FOR MEDICAL ASSISTING STUDENTS**

Prior to the end of the first semester, every student admitted to the Medical Assisting Program must be vaccinated against Hepatitis B.

**STUDENT DISABILITY SERVICES ADMISSIONS PROCEDURE**

ASA College will provide reasonable accommodations to qualified, enrolled students with documented disabilities. After student need is determined, reasonable accommodations will be provided on an individualized basis.
A reasonable accommodation is a modification, or adjustment, to instructional methods and/or a course, program, service, activity, or facility that enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly-situated student without a disability.

The following procedures have been implemented to assure a student with a disability is given an opportunity to receive reasonable accommodations.

1. During the admissions process, the applicant identifies that he/she has a disability. The prospective student is self-identified to the Director of Student Disability Services for an intake.

2. The Director will refer the prospective student to a professional for a diagnostic evaluation. This professional could be a psychologist, psychiatrist, ophthalmologist, or certified audiologist.

3. The Office of Student Disability Services will review the documentation and notify the student if he/she is eligible for accommodations.

4. The Office of Student Disability Services will consult with the Dean of Students to determine whether the College can provide the accommodations for the prospective student.

5. Once the student is admitted and enrolled, the Office of Student Disability Services will send written notification to the student’s professors stating the required accommodations for their classes.

6. All students with a disability will be given reasonable accommodations in and outside of the classroom.

ADMISSIONS DEFERRAL

If a student was accepted to ASA but cannot attend the current semester, he/she can defer admission by writing to the Vice President for Admissions and Marketing.

Letters of deferral must include the applicant’s name, social security number, program, semester of application or acceptance, reason for deferral, and the semester to which the applicant would like to defer. Admission may be deferred up to one year (three academic semesters including summer) from the semester of application. After one year, a new application (including the application fee) will be required. Students who attend other academic institutions in the interim must reapply for admission.

FOUR CATEGORIES OF ADMISSION STATUS

MATRICULATED STUDENTS

Matriculated status is granted to students who are accepted into, and recognized as working toward, an ASA degree program. Degree requirements for matriculating students remain in effect from their first semester at ASA until they graduate. Matriculated students are also given priority in class enrollment. They may attend classes on a part-time (1 to 11 credits per semester) or full-time (12 or more credits per semester) basis and schedule their classes during the days, evenings or weekends. In order to be eligible for federal or state financial aid, a student must be matriculated.

NON-MATRICULATED STUDENTS

Non-matriculated status is granted to any student who is registered for credit-bearing courses but has not been admitted into a degree program. Students with a non-degree status may transfer their credits to a degree program by completing an application for status change with the Office of Admissions. Non-matriculated students are not eligible for student financial aid.

VISITING STUDENTS

Students in attendance at other colleges who wish to take courses at ASA may enroll as visiting students. They must submit to the Office of Admissions an official letter certifying that they are in good academic standing at their home college and have permission to take a course(s) at ASA. The visiting student status is valid for one semester.

READMITTED STUDENTS

Former matriculated students who wish to resume their studies at ASA may request readmission by completing a new application for admission, reentry appeal application and, if necessary, providing supporting documentation regarding the circumstances that resulted in discontinuance or interruption of studies. While readmission candidates may not have to resubmit copies of records already on file, their prior tuition balance and/ or student loans status must be cleared before their application may be considered.

A student’s request for readmission will be reviewed by the Committee on Re-entry Appeals within 30 calendar days of its receipt. If readmission is granted, the student will be required to:

1. meet the provisions of the catalog that is in effect on the date of readmission and

2. adhere to any stipulations regarding readmission to college.
FINANCING YOUR EDUCATION

ASA believes that every qualified student, regardless of financial ability, should be able to obtain a college education. The Financial Aid Office helps match qualified applicants with the best aid programs to achieve their educational goals. It also provides students with assistance in applying for and receiving this funding. Matriculated students are often eligible for awards from multiple sources, if they attend ASA on at least a half-time basis.

AVAILABLE AID PROGRAMS

To meet the needs of our diverse student population, ASA participates in federal, and institutional student financial assistance programs. Grant and loan programs are available to applicants who meet general and program-specific eligibility requirements.

GRANTS

A grant is a gift that does not have to be repaid. It is awarded on the basis of financial need. Money from grant sources is normally included in a student’s Financial Aid Eligibility Notice, if he/she meets eligibility guidelines and funding levels permit. Specific grant programs include the Federal Pell Grant, and the Federal Supplemental Educational Opportunity Grant.

SCHOLARSHIPS

There are several scholarships at ASA. Some are designed to help students as they begin their college careers; others are awarded as they progress in their major. Most are based on merit.

LOANS

An education loan is a form of financial aid that must be repaid with interest. It allows students to postpone repayment until after they have completed their education or have withdrawn from the college. Repayment time schedules depend on the loan program. As of 7/1/2010 all students must apply through the William D. Ford Federal Direct Loan Program.

WORK-STUDY

The federal work-study program allows students to earn part of their financial aid award through employment. Work-study students are employed either at a community organization or with an ASA department in positions that, whenever possible, complement their educational program.

APPLYING FOR FINANCIAL AID

Students are strongly encouraged to apply for financial aid as soon as they are admitted. Applicants are invited to meet individually with a financial aid officer to discuss their eligibility, application requirements, and available sources. To apply, they’ll need to initially submit:

- A “Free Application for Federal Student Aid” (FAFSA);
- An application and promissory note for Federal Direct Loans, if necessary;
- A valid social security card;
- A valid driver’s license or any other form of official picture ID;
- Proof of citizenship or eligible non-citizen status.

After the first interview, students will receive an itemized list of additional documents that will need to be submitted for financial aid consideration at a subsequent interview.

AID PROGRAM HIGHLIGHTS

Within this section there are brief overviews of aid programs available at ASA or from federal agencies outside of the college. Additional information on these programs is available from the Financial Aid Office.

FEDERAL AID ELIGIBILITY REQUIREMENTS

Students must meet general and program-specific eligibility requirements established by the U.S. Department of Education, which include the following:
• Be a U.S. citizen or an eligible non-citizen.
• Have a valid Social Security number.
• Have financial need (except for some loan programs).
• Have a high school diploma or a GED.
• Be enrolled at least half time as a regular student in an eligible program and working toward a degree.
• Not owe a refund on a grant or be in default on a student loan.
• Demonstrate compliance with applicable anti-drug regulations.
• Register with the Selective Service System if required to do so.
• Maintain satisfactory academic progress (SAP) as a student. See the Satisfactory Academic Progress Charts at the end of this Catalog.

FINANCIAL AID ELIGIBILITY COMPUTATION

The formula for determining a student’s eligibility for federal or state financial aid is complex. Factors that influence this calculation include but are not limited to:

- **Cost of Attendance**
  This is the estimated cost of education-related expenses while attending ASA. It includes tuition and fees, room and board, books and supplies, and personal expenses (e.g. transportation and miscellaneous items).

- **Expected Family Contribution (EFC)**
  This is the amount the applicant, and (if applicable) the applicant’s parents, are expected to contribute toward the cost of attendance.

This contribution is calculated by using federally legislated “needs analysis” guidelines. While the same procedure is used for all applicants, the resulting expected contribution will vary due to factors like past and present income; savings, assets, and debts; family size and the number of persons enrolled in post-secondary education; and special circumstances unique to the family (e.g. unusually high medical expenses, cost of secondary school tuition, dependent care expenses).

- **Financial Need**

  Financial Need = Cost of Attendance – Expected Family Contribution

  (Need is equal to an applicant's cost of attendance minus his or her expected family contribution).

  This determination is based on the information in the student’s Free Application for Federal Student Aid (FAFSA). Generally, financial aid is first allocated, through a combination of grants, scholarships and loans, to meet the basic cost of a student’s education (e.g. tuition, fees, and books). Other living expenses are addressed if funding levels permit.

FINANCIAL AID PACKAGE

The system of financing education with a combination of awards from all of the programs for which a student is eligible is called “packaging.” While limited funding makes it impossible for ASA College to meet applicant’s full demonstrated need, the Financial Aid Office attempts, when possible, to meet the applicant’s financial need by offering a combination of grants and loans. It should be understood that financial aid is intended to supplement, not replace, financial contributions from the applicant and (if applicable) the applicant’s parents.

Generally, financial aid funds are allocated first to meet the basic cost of a student’s education (tuition, fees, and books). If funding permits, other living expenses are addressed. Need for aid is determined by an analysis of information contained in the student’s Free Application for Federal Student Aid. The data on these applications and the students’ files are used to calculate what students and/or their parents are able to contribute toward the students’ cost of attendance.
ESTIMATED 2014-15 EXPENSES FOR FULL-TIME STUDENTS

The Financial Aid Office will use these estimated costs for 8 months (2 ASA semesters) during the 2014-2015 award period.

STUDENTS WITHOUT DEPENDENTS LIVING WITH THEIR PARENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
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</tr>
<tr>
<td>Home Maintenance (room, board, and associated costs)</td>
<td>$3,289.00</td>
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<tr>
<td>Books and Supplies</td>
<td>$1,500.00</td>
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<tr>
<td>Personal</td>
<td>$2,197.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4,026.00</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$19,676.00</td>
</tr>
</tbody>
</table>

STUDENTS WITH DEPENDENTS NOT LIVING WITH THEIR PARENTS AND ALL OFF-CAMPUS EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$8,664.00</td>
</tr>
<tr>
<td>Home Maintenance (room, board, and associated costs)</td>
<td>$13,896.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,197.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4,026.00</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$30,283.00</td>
</tr>
</tbody>
</table>

Note: Students are responsible for the purchase of their own textbooks and ordinary stationery supplies which become the property of the student. While textbook costs vary, the average cost to the student is estimated to be approximately $50 to $150 per course. Textbook and supplies can be obtained at the college store. The store is provided as a convenience, but students are not required to purchase their books or supplies at the campus store.

APPLICATION PROCESSING

After all forms and documents are submitted, the Financial Aid Office reviews and transmits the application to the respective funding sources for processing. Students receive a personalized Financial Aid Eligibility Award letter.

FOR FEDERAL AID

Within 48 hours of transmission, the Financial Aid Office receives an Institutional Student Information Report (ISIR) that contains an “EFC”. The EFC (Expected Family Contribution) is used to confirm the amount of an applicant’s Federal Pell Grant, loan and campus-based awards.

If the ISIR contains minor errors, the Financial Aid Office corrects and re-transmits it for reprocessing.

However, if the ISIR has inconsistencies (such as differences in income sources, marital status, household size, prior school attendance) or printed comments reveal an eligibility problem, the Financial Aid Office will immediately contact the student so he/she can explain and correct the discrepancy.

DISBURSEMENT OF FINANCIAL AID

ASA’s Financial Aid Office coordinates with the Student Accounts Office the different types of financial assistance for which a student is eligible. A student’s charges for direct institutional costs (e.g. tuition, fees) are deferred by the amount of financial aid expected to be received for the duration of the student’s program. The balance, if any, is paid on an installment plan.

For federal and state aid programs: Financial aid disbursements are authorized according to a prescribed schedule of “payment periods” (usually by academic semester). In the first semester of a student’s program, federal financial aid payments are authorized upon receipt of a valid Institutional Student Information Report (ISIR). Subsequent payments are contingent upon a student maintaining satisfactory academic progress.
## FINANCIAL AID DEADLINES

Applicants are encouraged to complete the application process outlined herein promptly so as not to miss any of the mandatory or priority deadlines indicated below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Deadline Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td>Must be submitted to the Financial Aid Office by June 30 of the academic year</td>
</tr>
<tr>
<td>U.S. Department of Education Institutional Student Information Report (ISIR)</td>
<td>Must be received by the Financial Aid Office by August 31 or the last date of attendance, whichever comes first</td>
</tr>
<tr>
<td>Federal Work-Study Program (FWS)</td>
<td>Application deadlines are posted on bulletin boards throughout the college as positions become available</td>
</tr>
<tr>
<td>ASA College Scholarship programs</td>
<td>Application must be submitted 3 weeks prior to the class start</td>
</tr>
</tbody>
</table>

*Note: Financial aid awards are not automatically renewable. Recipients must reapply for aid each year they expect to receive any type of student assistance. This process is generally referred to as RE-FILING. It begins in February and students are urged to complete the process prior to the beginning of their Summer semester. ASA reserves the right to prevent students from registering for their Summer classes until the completion of RE-FILING.*
FEDERAL PELL GRANT

Description
This program provides financial assistance to students who demonstrate financial need according to federal government criteria. Among the factors used to determine need are family size, family income, assets, and number of family members enrolled in college. Recipients must be U.S. citizens or eligible non-citizens who are registered for a minimum of 6-credits in a matriculated status.

Award Amount
Awards are based on the expected family contribution. Beginning 7/1/2012, students are limited to a lifetime amount of 600% of scheduled Pell awards (this is equivalent to 12 full-time semester payments). For the 2014-2015 award year, the maximum award is $5,730.00

Application Procedure
Complete Free Application for Federal Student Aid (FAFSA).

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (DIRECT PLUS)

Description
PLUS loans enable parents with good credit histories to borrow to pay the education expenses of dependent undergraduate students enrolled at least half-time. The interest rate is variable, but can never exceed 9 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full. Repayment of the loan begins within 60 days after the final disbursement for the academic year and may extend up to 10 years. Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half time.

Award Amount
The annual loan amount is limited to the cost of attendance minus other need based aid.

Application Procedure
Complete Free Application for Federal Student Aid (FAFSA). Complete DIRECT PLUS loan application which is available online at StudentLoans.gov or through the Financial Aid Office.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN

Description
This program enables students enrolled on at least a half-time basis to apply for a loan. Repayment begins 6 months after graduating, leaving school, or dropping below half-time. While students are in school interest is subsidized by the US Department of Education. The amount of each payment depends on the student’s total indebtedness. The minimum monthly payment is $50. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Effective 07/01/2013, all first time borrowers will be subject to the 150% Maximum Eligibility Period requirement. A borrower’s Maximum Eligibility Period for a Subsidized Stafford Loan is a period of time that is equal to 150% of the published length of the student’s academic program.

When calculating remaining eligibility for a Subsidized Loan (Subsidized Usage Period), ASA will have to consider all prior Subsidized Usage Periods. Once the eligibility for a subsidized portion of Direct Stafford Loan has been exhausted, students will be able to borrow the remaining funds from the Unsubsidized Stafford Loan (up to the aggregate loan limit).

Award Amount
Students may borrow up to $3,500 for the first year of study and up to $4,500 for the second year, depending on need. The loan amount cannot exceed the cost of attendance minus the student’s expected family contribution and other aid.

Application Procedure
Complete FAFSA and Application for Federal Direct Stafford Loans.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

Description
This loan is available to students regardless of their or their parents’ income. The terms of the loan are the same as a Subsidized Loan, except that the student’s interest is not subsidized by the Federal government while in school. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the day the loan is disbursed until it is repaid in full. Although the student is not required to make interest payments toward the loan while attending school, it is recommended that he/she does so if at all possible.
Award Amount
Same as the Subsidized Direct Stafford Loan, although the independent students may borrow up to an additional $6,000 in unsubsidized loans. Undergraduate dependent students may borrow up to an additional $2,000.00 in unsubsidized loans. In addition, if the parent of an undergraduate dependent student is denied a PLUS loan, the student then qualifies for an additional $4,000.00 unsubsidized loan. Borrowers can receive subsidized and unsubsidized loans for the same loan period but the combined total cannot exceed annual loan limits. Annual loan amount is limited by the cost of attendance minus other aid. Subsidized Direct Stafford Loans must be applied for first.

Application Procedure
Complete FAFSA and Application for Federal Direct Stafford Loans.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Description
This program provides additional grant assistance to students with exceptional financial need; that is, students with the lowest expected family contribution. Award priority is given to Pell Grant recipients. Funds are disbursed in the second semester of student’s core courses.

Award Amount
Generally, awards range from $100 to $4,000 per academic year depending on available funds.

Application Procedure
Complete FAFSA.

FEDERAL WORK-STUDY PROGRAM (FWS)

Description
FWS provides jobs for students who have applied for federal financial aid and have demonstrated need. All students eligible for Title IV will be informed during the initial packaging interview of the availability of the FWS program. The award letter will be noted to reflect students’ interest or disinterest. To all students who indicate interest in the FWS program, a FWS package with forms and instructions will be distributed.

Award Amount
A maximum award of $3000.00 for the program will be estimated on the initial Eligibility Notice, to the extent of available funds and available positions.

Application Procedure
Students will need to meet the following requirements before they apply for a FWS position:
1. Earn a minimum of 6 core credits
2. Be enrolled in an eligible program at least half-time
3. Passes a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions
4. To indicate acceptance of the FWS award, student must submit an application for FWS employment to the FWS coordinator – this Application will be included in the FWS package distributed to the students at the initial packaging interview
5. Upon approval from the FWS Coordinator, students will have to schedule an appointment with the Placement Department to review available positions and to schedule an interview.

Once hired:
1. Students will be allowed to work up to 20 hours per week and must make sure that their work schedule does not conflict with their class schedule.
2. Students will not be eligible for FWS once they withdraw or are dismissed from school.
3. Students will be paid $8.75 per hour for on-campus positions and $10.00 per hour for off-campus positions.
4. Students will be paid biweekly and must submit their timesheets on a Monday following the end of a payroll period.
5. Students must maintain a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions as well as at least half-time enrollment status.
CHILD OF VETERANS AWARD

Description
Awards are provided to eligible veterans and children of deceased veterans or service connected disabled veterans. Must provide verification of enrollment and any other documents required by the Veterans Administration.

Award Amount
Amount varies.

Application Procedure
Call (888) GI BILL1 (888-442-4551) or contact any regional Department of Veteran’s Affairs for information and applications.

ASA COLLEGE SCHOLARSHIP PROGRAMS

ASA COLLEGE ALUMNI SCHOLARSHIP

Description
ASA College has established a scholarship available to all ASA graduates who have completed an Associate degree at ASA and would like to enroll into another degree program at ASA. The following are the requirements and eligibility criteria that must be satisfied in order for the student to be eligible for the scholarship:

- Student must have successfully completed a degree program at ASA College;
- Student must be enrolled into a different degree program at ASA College;
- Student must be enrolled full time;
- Student must complete the semester in order to receive the scholarship amount for that semester. If student withdraws from the college, he/she will forfeit the scholarship amount for that semester;
- Student will not be eligible for the scholarship in any semester where he/she will be repeating (FR) more than 6 credits;
- Student must maintain a minimum cumulative GPA of 2.0 in order to maintain eligibility for any subsequent disbursement of the scholarship;
- The award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student’s account upon successful completion of a semester.

Award Amount
A student will be awarded $1,000 per semester, not to exceed a total of $2,000.

Application Procedure
Award eligibility will be determined by a Financial Aid advisor at the initial packaging interview.

ASA COLLEGE ARTHUR J. HIDALGO MEMORIAL SCHOLARSHIP

Description
The Arthur J. Hidalgo Memorial Scholarship is available on a competitive basis to students who meet the eligibility criteria. Typical criteria include grade point average, enrollment in a specific academic program, and residence in a limited geographic area, community service or co-curricular activities. Other factors which are considered include essays, recommendations and interviews. The Arthur J. Hidalgo Memorial Scholarship(s) covers full tuition costs, is awarded once a year in the fall semester. Only students in the degree programs are eligible to apply for this scholarship. Students must also maintain a cumulative grade point average (CGPA) of 3.75 to continue to receive this scholarship in subsequent semesters.

Award Amount
Scholarship covers full amount of tuition and fees for each semester the student is eligible.

Application Procedure
Applicants must complete an ASA admissions and scholarship applications, meet with an ASA Admissions Representative, take and pass all required placement tests, apply for financial aid, submit an essay and a letter of recommendation.

Deadline for submission: Friday of the 2nd week of the FALL semester
ASA COLLEGE DONNA CLAYTOR MEMORIAL SCHOLARSHIP

Description
The Donna Claytor Memorial Scholarship is available on a competitive basis to students in health disciplines programs who meet the eligibility criteria. To qualify for this award, students must be enrolled in a Health Discipline degree program at ASA College and must satisfy the following requirements and eligibility criteria:

- be full-time and taking at least 12 credits in the semester for which eligibility is sought;
- have successfully completed one semester of core studies in the Division of Health Disciplines;
- have a cumulative GPA of 3.85 or higher.

Award Amount
Maximum allowance of award is $500.00 per semester, and will be awarded once per semester.

Application Procedure
Applicant must fill out a scholarship application form which can be obtained in the Division of Health Disciplines. Completed scholarship application form will be submitted to the scholarship committee for consideration. Applications are accepted each semester.

Deadline for submission: Friday of the 2nd week of every semester.

THE ASA COLLEGE LEGISLATOR’S SCHOLARSHIP

Description
In order to qualify for this scholarship, student must be recommended by a Local, State, or Federal Legislator. The recommendation must be in a form of a letter on the Legislator’s official letterhead outlining student’s merits and accomplishments which were used as the basis for this recommendation. Student must enroll in an approved degree program at ASA College and must satisfy the following requirements in order to maintain eligibility for the scholarship from one semester to the next:

1. Student must be full time and taking at least 6 core credits in any semester for which eligibility is sought;
2. Student must maintain a minimum cumulative GPA of 2.0;
3. Student will not be eligible for the scholarship in any semester where he/she will be repeating (FR) more than 6 credits.

Award Amount
Student will be awarded $1,000.00 per semester, not to exceed a total of $5,000.00. Award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student’s account upon completion of a semester.

Application Procedure
Applicant must complete an ASA admissions and scholarship applications, meet with an ASA Admissions Representative, take and pass all required placement tests, apply for financial aid, and submit the letter of recommendation.

Deadline for submission: Friday of the 2nd week of every semester.

THE ASA COLLEGE AMERICAN DREAMERS SCHOLARSHIP

Description
ASA College offers a scholarship to undocumented students who are not eligible to receive financial aid under federal and state law and who have graduated from a US or foreign high school, or obtained a GED. Students must produce the following documentation in order to be considered for this scholarship:

1. Proof of graduation from a US or foreign high school, or attainment of a GED.
2. Valid picture ID.
In addition, students must meet the following eligibility criteria:
- Student must be enrolled full time in any semester for which eligibility is sought.
- If taking credit-bearing courses, student must maintain a minimum cumulative GPA of 2.5 for the first two semesters and 3.0 cumulative GPA for subsequent semesters, and must pass all ESL/remedial courses to maintain eligibility for any subsequent disbursement of the scholarship.

**Award Amount**
Fifty percent of the semester tuition charges.

**Application Procedure**
Applicant must complete an ASA admissions and scholarship applications, present proof of high school graduation or a copy of a GED for evaluation, meet with an ASA Admissions Representative, and take all required placement tests.

*The above criteria are effective for all new students starting with the Spring 2015 semester.*

### ASA COLLEGE EDUCATIONAL OPPORTUNITY SCHOLARSHIP

**Description**
ASA College offers this scholarship to all recent US High School graduates who satisfy the following criteria:

1. Students must have graduated a US High School within the last 2 years.
2. Students must have a minimum High School grade point average (GPA) of 75% or be in the top 45% of their class. Official High School transcript must be presented as proof of the above achievements before the scholarship can be awarded.
3. Students must be enrolled full time, with a minimum of 6 (six) core credits in each semester for which eligibility is sought. Students will not be eligible for the scholarship in any semester where they will be repeating (FR) more than 6 credits.
4. Students must maintain a minimum cumulative GPA of 3.0 in order to maintain eligibility for any subsequent disbursement of the scholarship.
5. Students must have no disciplinary infractions for the duration of their stay at ASA.

**Award Amount**
Student will be awarded $1000.00 per semester, not to exceed $5000. Award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student’s account upon completion of the semester.

**Application Procedure**
Applicants must complete an ASA admission and scholarship applications, meet with an ASA Admissions Representative, take and pass all required placement tests. Applicants must produce an official US High School transcript for evaluation as well as submit a short essay describing their interest in their chosen program. The final decision will be made by the Registrar’s office after all documents are received and reviewed.

Effective date of the scholarship – Fall 2014 semester.
VERIFICATION

The federal government or ASA College may randomly select students for verification of data they provide. ASA College has developed the following policies and procedures regarding the verification of information provided by the applicant for federal aid under the Title IV Programs:

1. All students will be notified verbally by the Financial Aid Department if the U.S. Department of Education has selected them for verification. Upon selection, a financial aid administrator will inform the applicant of the time parameters and consequences of not completing verification as well as confirm what supporting documentation is required, based on the most recent verification guide supplied by the Department of Education. For the 2014-2015 award year, the Department of Education requires that schools collect income data directly from the IRS to verify the income reported. Copies of prepared tax returns will no longer be accepted. Only IRS TAX Return Transcripts will be considered acceptable form of documentation. The administrator will inform the applicant of the results of verification and any other documentation that is needed, and will assist the applicant in correcting any information that is inaccurate.

2. ASA College may certify a Federal Direct Loan or FPLUS application. The student has only 3 days from the time the funds arrive at ASA to provide any required documentation. If documentation is not submitted by that time, the funds will be returned to Direct Loans and the student will be responsible for the amount due.

3. For Pell Grants and FSEOG, the student will have 60 days after his or her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However in the interim, the student must have made arrangements with ASA for payment of all tuition and fees due or risk termination at the option of ASA College. After 60 days, all financial aid that may have been due is canceled.

4. If the applicant knowingly supplies inaccurate information on any application or refuses to correct an error after being counseled by the institution, ASA must refer the case to the Department of Education. No financial aid will be disbursed to the student until the situation is resolved.

Note: The information provided on financial aid applications, and any other information received from applicants by Financial Aid Office staff, is kept in strict confidence and used solely for financial aid eligibility determination. All documents submitted in support of an application for financial aid become the permanent possession of ASA College.

OBTAINING ADDITIONAL INFORMATION

Enrolled or prospective students can obtain additional information on any aspect of financial aid by contacting the Financial Aid Office in person or by telephone.

The Financial Aid Office is open Monday through Friday from 9:00 a.m. to 8:00 p.m.

Former students are encouraged to avail themselves of the department’s services should they encounter problems with repayment of their loan, desire to continue their education at ASA or elsewhere, or have any questions with which the Financial Aid Office might be able to assist.

The following publications are readily available to everyone:

- Funding Education Beyond High School: The Guide to Federal Student Aid, 2014-2015 by the U.S. Department of Education (available in both English and Spanish);
- Your Federal Student Loan, by the U.S. Department of Education (available in both English and Spanish);

A number of informative brochures on how to pay for college, managing your finances, identity theft, etc. are also available in the Financial Aid Office.
TUITION AND FEES

All tuition and fees must be paid at the time of registration and are paid for each semester of enrollment. Tuition is determined by the number of credits a student takes. Tuition, fees, and related refund policies listed in this catalog are subject to change without notice at the discretion of the college. If tuition or fees are increased, payments already made are counted as partial payment. The Student Accounts Office notifies students through mailed billing statements of any additional amounts due and payment deadlines. Tuition is based on a per credit charge for part-time students.

Permission must be obtained from the Office of Academic Affairs to register for more credits than those listed in the recommended program sequence in any semester. Each request is evaluated on the basis of its merit, including the student’s prior academic record and commitments other than college studies. For purposes of tuition and fees assessments, students are categorized either as full time or part time students. 

*Full-time Students:* students who are enrolled for 12 or more credits (or credit-equivalent) in a term are classified as full-time. *Part-time Students:* students who are enrolled for fewer than 12 credits (or credit-equivalent) in a term are classified as part-time and are billed on a per-credit basis.

The schedule of tuition and fees for ASA College that are in effect for the 2013-14 college year is presented in the following table.

### TUITION AND FEES RATES

#### TUITION*:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: (full-time)</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Tuition: ESL Courses (full-time)</td>
<td>$2,760.00 - 2,940.00</td>
</tr>
<tr>
<td>Tuition: (Per Credit)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Tuition: ESL Courses (Per Credit)</td>
<td>$230.00</td>
</tr>
<tr>
<td>Levels D, E</td>
<td>$250.00</td>
</tr>
<tr>
<td>Tuition: Repeating Failed Courses (Per Credit)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

#### FEES FOR ALL PROGRAMS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Registration Fee: per semester (non refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Registration Fee: per occurrence (non refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Add/Drop Fee: per course (non refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student ID fee (non refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Replacement Student ID fee: per request</td>
<td>$10.00</td>
</tr>
<tr>
<td>Returned Check Fee: per occurrence</td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology Fee: per semester (non refundable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Student Activity Fee: per semester (non refundable)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Accident Insurance Fee: per semester</td>
<td>$22.00</td>
</tr>
<tr>
<td>Externships Liability Insurance Fee: per semester (non refundable after course begins)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Graduation Fee (non refundable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Official Transcript Fee: per request</td>
<td>$5.00</td>
</tr>
<tr>
<td>Duplicate Diploma: per request</td>
<td>$50.00</td>
</tr>
<tr>
<td>Diploma Mailing Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Book charges (optional)</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

#### CHARGES RELATED TO SPECIFIC PROGRAMS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA Examination / AAMA Membership Fee</td>
<td>$127.50</td>
</tr>
<tr>
<td>(charged in the last semester)</td>
<td></td>
</tr>
<tr>
<td>Medical Lab Coat (this amount can change without notice)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Medical Scrubs Uniform Charge</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medical Lab Fee: per Lab</td>
<td>$50.00</td>
</tr>
<tr>
<td>First Aid, CPR and AED</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

*All tuition charges are for 12-18 credits per semester (including remedial courses). The per-credit tuition rate is charged for credits below 12 and over 18.
The Application Fee is a non-refundable fee which represents the cost of admission processing for all full-time and part-time students upon their first admission to the college.

The Registration Fee is a non-refundable fee charged for registration.

The Late Registration Fee is a non-refundable fee charged for registration beginning the first day of a session (day, evening, weekend). It does not apply to courses being added to an existing schedule.

The Add/Drop Fee is assessed in any semester in which a student adds a course, changes from one course to another, or changes from one section to another after registration has been completed.

The Returned Check Fee provides for the collection and processing of checks returned unpaid by banks.

The Technology Fee is a dedicated fee charged to all students. The fee is committed to fund technology and equipment and is non-refundable.

The Externship Liability Insurance Fee is required of all students when registering for courses that include any field work, practicum or off-campus laboratory experiences. Once an off-site externship has begun, the fee is non-refundable and covers students in cases of liability claims arising while performing their duties. All externship courses require this fee.

The Graduation Fee covers the cost of student diplomas, the processing of the foregoing documents and related records, the graduation ceremony, caps and gowns, and membership in the college’s Alumni Association for the year immediately following graduation. Payment of the graduation fee is obligatory for all students completing their degree requirements and is not contingent upon the graduate’s participation in the graduation ceremony.

The Official Transcript Fee provides for the cost of handling and mailing transcripts of academic records.

Diplomas can be mailed to students for a fee of $10 if the student makes a request in writing and the address provided is a street address not a post office box.

Medical Lab Fee is applicable only to students in the Degree Program in Medical Assisting. It is charged in the semesters where students are registered for the clinical lab courses.

Medical scrubs are required for students in the allied health programs. Two sets will be provided for each student at the beginning of their programs.

First Aid, CPR and AED this fee will be charged to all Medical Assisting students in their second semester.

Tuition deposits, while non-refundable, are applied to the payment of tuition. An unused tuition deposit may be applied to the payment of tuition for a one-year period inclusive of the semester for which the tuition deposit was made.

- Students who have registered for classes but do not plan to attend classes during the semester must officially withdraw before the first day of classes or they may be liable for payment of tuition and fees.

- Students who are delinquent in paying tuition or fees are not permitted to register for the next semester and/or obtain transcripts and other records until all financial obligations have been met.

TUITION PAYMENT PLAN

As a convenience to its students, ASA College offers a tuition payment plan. It allows students to defer payment of 50 percent of the amount due to the college until the midpoint of the semester. Amounts due from a previous semester must be paid before a student can subscribe to a subsequent semester’s tuition payment plan.

TUITION PAYMENT, DEFERRAL AND COLLECTION

All students are required to pay tuition and all appropriate fees at the time of registration. However, students who qualify for financial assistance or loans from state, federal, or private agencies are permitted to defer these payments until the receipt of such financial aid, but in no case beyond the end of the summer.

Personal checks are accepted at the discretion of the college. Individual abuse of this policy may lead to non-acceptance of a personal check.

A tuition payment deferral is a privilege extended to a student by the college and can be withdrawn at the discretion of the college. In addition, if a third-party payment is not received, ASA reserves the right to demand full payment from the student. Funds from any source may be used by the college for payment of any and all deferred or outstanding charges.

It is the student’s responsibility to follow through on all financial aid paperwork to ensure timely completion of the process. In cases where payment of tuition and/or other charges is overdue, the college reserves the right to employ the services of collection agencies and/or attorneys. In that event, the student shall be liable for an additional sum representing interest and cost of collection including reasonable attorneys’ fees of one third of the balance in default at the time of collection. Students are also advised that their academic records will be obstructed prior to the end of the semester if all charges are not paid. Grades and transcripts will be withheld until full payment is made.
RETURN OF TITLE IV FUNDS

WHEN A STUDENT WITHDRAWS

As of October 7, 2000, ASA College is required by the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) to comply with the “Return of Title IV funds” for any student receiving Title IV funds who withdraws from any of our programs. This requirement does not dictate an institutional refund policy. ASA College’s refund policy will follow the explanation of the “Return of Title IV Funds.”

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds no longer includes funds from sources other than Title IV.

Up through the 60% point in each payment period (semester) at ASA, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of his or her Title IV funds.

DETERMINATION OF WITHDRAWAL

Once ASA has determined that a student has withdrawn, the last day of recorded attendance or academically related activity, is used to determine the amount of Title IV funds the student has earned. There are several types of withdrawals. For example, if a student who provides official notification in writing to the Registrar, the date of ASA’s determination would be the same as the student’s written notification. For a student who withdraws without providing official notification to the college, ASA will determine the withdrawal date no later than 30 days after the end of the payment period (term). The amount of Title IV funds earned by the student will be based on the last day of recorded attendance.

The Student Withdrawal Date (as described above) is used in the following circumstances:

- to offer any amount of a post-withdrawal disbursement that is not credited to the student’s account within 30 days of this date;
- if the student or parent submits a timely response that instructs ASA to make all or a portion of the post withdrawal disbursement, ASA will disburse the funds within 90 days of this date;
- within 30 days of this date ASA will notify a student if a grant overpayment is due;
- if ASA is collecting an overpayment ASA must require repayment of the full amount of the overpayment within two years of this date;
- ASA will return the amount of Title IV funds for which it is responsible no later than 45 days after this date;

The computation of earned Title IV Program assistance includes all Student Financial Aid (SFA) grant and loan funds that were disbursed or that could have been disbursed to a student. Federal Work Study (FWS) funds are not included in the calculation.

In addition to aid disbursed, aid that could have been disbursed is also included in the calculation. Title IV aid that could have been disbursed is grant or loan funds for which the student meets the conditions for late disbursement. Note that the amount of Title IV funds that could have been disbursed does not include Title IV funds that the student was not otherwise eligible to receive at the time he or she withdrew.

ORDER OF RETURN OF TITLE IV FUNDS

The order of the return of Title IV Funds is as follows:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Perkins Loan
- Direct PLUS Loans
- Federal Pell Grant
- FSEOG
- Iraq/Afghanistan Service Grant

PERCENTAGE OF TITLE IV AID EARNED

The student’s last day of recorded attendance is used to determine the percentage of Title IV earned. If the student’s last day of attendance occurs on or before the student completed 60 percent of the payment period, the percentage earned is equal to the percentage of the payment period that was completed. If the day the student withdrew occurs after the student has completed 60 percent of the payment period, the percentage earned is 100 percent.

WITHDRAWAL PROCESS

Students who withdraw from courses for any reason must officially notify the college by completing a withdrawal form available in the Registrar’s Office. If a student fails to withdraw officially, ASA will determine his or her withdrawal date no later than 30 days after the end of the term.
ASA INSTITUTIONAL REFUND POLICY

Tuition liability is based on the tuition charges for each term individually.

Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous term the student completed. For student’s receiving Title IV funds, ASA will first calculate the Return of Title IV Funds to determine the amount of Federal funds that have been earned by the student. Those funds will be applied to the students account.

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the College does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) Business day, but before the first class, results in a refund of all monies paid, with the exception of the application fee (not to exceed $150.00).

4. Termination/Withdrawal after attendance has begun and within the first week of class will result in 100% refund of all charges and payments, with the exception of the application fee. The following tuition refund and liability schedule will apply to all terminations/withdrawals after the completion of the first week of class:
   IF TERMINATION OCCURES: COLLEGE MAY KEEP:
   During the second week 50% of the semester tuition
   During the third week 75% of the semester tuition
   After completion of the third week 100% of the semester tuition

5. Termination/Withdrawal Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

6. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation/Withdrawal Notice from student.

REFUND POLICY APPEAL PROCESS

After a determination has been made under the above outlined refund policies, a student who believes an exception is justified may appeal the calculation to the Committee on Student Affairs (c/o the Office of Student Accounts). To do so, the student must file a written explanation citing the reason an exception is being requested and must provide supporting documentation. Exceptions to the refund policy are considered only when students present documentation of extenuating circumstances, such as serious illness or death in the immediate family. Minor illnesses, transportation problems, job changes, or complaints about course content or instructional methodology, for example, are not considered extenuating circumstances which justify exceptions to the refund policy.

Refund appeals will not be considered for students who have attended classes beyond the midpoint of the semester, nor will appeals be considered if they are filed more than 30 days following the end of the semester of withdrawal. Note, too, that refunds granted through the appeals process will be awarded for credit in the subsequent semester, and will generally be for no more than 20 to 50 percent of the cost of tuition; no cash refunds are issued.
Every new student is assigned a dedicated ASA advisor who functions as a mentor throughout his/her stay at the college. Advisors work with students to identify and achieve their goals. They also provide direction to students who are experiencing academic difficulties or want to pursue independent avenues of inquiry beyond the content of their current courses.

For many students, the primary obstacle to success is personal or financial. Advisors are equally capable of helping resolve these types of problems and can make referrals to appropriate sources for assistance.

While every ASA faculty and staff member is concerned with the success and well-being of each student, the student’s advisor is often in the best position to understand student needs and concerns.

Students should use their advisor as a personal resource and rely on this mentor’s experiences and expertise to help achieve their own goals and objectives.

The Advisement Office makes every effort to inform students of their curriculum requirements, especially those relating to pre-requisite courses. Our extensive student support services are designed only to assist students in fulfilling these requirements.

Though continuity of advisement is important, students may, within reason, elect to change their advisor at any time.

The Office of Student Disability Services (SDS) provides assistance and information to students with documented disabilities. This office will arrange accommodations as provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. These accommodations will provide equal access to academic and campus programs and activities for all students.

The Office of Student Disability Services will provide students, faculty and staff with assistance and information on issues of access and participation for students with disabilities at ASA College. The Office of Student Disability Services will provide services and support that promote educational equity for students with disabilities. Assistance includes arranging accommodations that are necessary for students with disabilities to pursue their education.

The responsibilities of the Office of Student Disability Services include the following:

- Determine eligibility for academic accommodation based upon a review of the submitted documentation.
- Assure that students receive the appropriate accommodations.
- Assure students will interact with faculty members when appropriate.
- Promote self-awareness, self-determination and self-advocacy to provide opportunities for academic success through partnership with students, faculty, and staff.
- Develop strategies to negotiate campus life.
- Assist the student in the determination of appropriate accommodations and auxiliary aids.
The Office of Student Disability Services will assist students in pursuit of their academic goals at ASA College. Our goals are to:

- Coordinate and provide reasonable accommodations.
- Advocate responsibly for an accessible learning environment, through removal of informational, physical, and attitudinal barriers.
- Promote self-advocacy and self-determination, while reinforcing personal responsibility.

**LEARNING CENTER**

ASA believes that every student is unique. They have different strengths and learning styles. They also learn complex material at different rates.

The ASA Learning Centers offer students free, unlimited tutorials to help them reinforce and apply key concepts in their class work. This tutoring program plays a crucial role in ASA’s strategy for providing students with means to adequately prepare for employment.

Supervised by a full-time director, the ASA Learning Center is a 400-square feet facilities with seating for 30 students. Computers are equipped with the latest tutorial software, including The Web Tutor, which provides instructors with practice tests, exercises, student progress tracking reports, and a chat room where they can tutor or chat live with students.

At the beginning of every semester, Center posts a master schedule with the times that tutors will be available for courses in every major field.

Additional tutoring can also be arranged in any subject based upon individual student need. Students can meet with instructors and tutors individually or in small groups. Tutoring is handled by faculty members, teaching assistants, and work-study peer counselors. Special services such as the Supplemental Instruction Meetings (SIMs) assist students in their academic endeavors.

Prospective students may receive free ESL and math tutoring at the Learning Center. Classes are conducted by the faculty of the Division of Arts and Sciences. For additional information on these classes, registered applicants should contact the Admissions Office.

**WRITING CENTER**

Located on the Florida campus, the Writing Center is a state-of-the-art facility dedicated to helping students cope with the challenges they face as college-level writers. All of the Center’s activities are designed to meet the needs of the college’s diverse student population.

The Center provides ASA students with a level of writing instruction, assistance, and encouragement that supports their academic development in class.

Composition instructors bring their classes to the Center at least twice a semester to utilize its resources. In addition, students who need or want extra writing help can make an appointment for a consultation. In the afternoons, one-on-one and small group consultations are offered to students in composition classes.

Published authors, professional writers and scholars lead workshops and seminar discussions, which provide alternative forums for students to receive support in completing their writing assignments.

The ASA Writing Center is an essential and vital part of the ASA community. It is a place where students are given the opportunity to learn in a seminar-style, innovative environment. The multi-media resources include computer workstations and state-of-the-art audio/visual equipment.” In addition, The Writing Center houses its own collection of reference books and other writing materials catalogued through the library. A coordinator and two full-time faculty members oversee the day-to-day operations of the Writing Center, lead the seminar discussions and decide on the content of the seminars, workshops, events and resource collection.

Much focus is placed on students who are doing college-level research for the first time. The seminars are alternative forums in which students can get the support needed to complete their writing assignments. In addition to being an intellectually stimulating and academically intensive space, The Writing Center also sponsors several cultural activities each semester. These activities include student poetry readings, a film series, and a writing contest. The Writing Center is also the home of Faculty Development Workshops for the college’s writing instructors. These workshops are designed to help them stay current in both the pedagogical and creative elements of writing.
The college’s literary journal, ASA Writer, is a semi-annual publication created under the aegis of the ASA Writing Center. The journal is a collection of writings produced from the experiences of a multicultural community of ASA students. The journal also uses illustrations exclusively designed by ASA students.

**LIBRARY**

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<tr>
<th>Florida Campus: 3909 N.E. 163rd Street, North Miami Beach</th>
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<tr>
<td>Tel: (877)444-2031</td>
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<tr>
<td>Office Hours: Monday-Friday: 9 am to 9 pm</td>
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<td>Saturday: 10 am to 2 pm</td>
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The Arthur J. Hidalgo Library in Brooklyn and the Extension Center Library on the Manhattan campus serve the needs of the College’s educational programs by providing additional resources which support the many programs and courses offered as well as enhancing student learning in associated fields. The libraries’ collection of over 11,000 physical titles or 19,000 volumes, over 85,000 electronic books, and 31 full text electronic databases support all disciplines. In addition, periodicals, professional journals, and internet access provide major academic resources. The library maintains web pages which provide easy access to the library resources. Copy machines, televisions, computers and wifi are available for student use. Both libraries are enhanced by study carrels, group tables and computer workstations. ASA's MLS librarians provide a wide range of services to faculty, staff and students, including reference help to find information for research papers; assistance with electronic library resources, and interlibrary loan; and workshops on a variety of information subjects.

The ASA library was recognized as an Advanced Electronic Doorway Library by the Board of Regents, in testimony to the extensive collection of electronic resources which it makes available on campus or other locations such as home or workplace. ASA's library is an affiliate member of the National Network of Libraries of Medicine, and a member of METRO and WALDO.

**COMPUTER LABS**

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ASA students have access to state-of-the-art computer laboratories, where many of the courses are taught. Students have the opportunity to practice the course material and increase hands-on skills. All these labs are equipped with industry standard, fast computers with internet connectivity, and have all required software applications, utilities and simulation programs installed and ready for use.

**BOOKSTORE**

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As a convenience to students, textbooks and materials are available for purchase at college bookstores. Students are encouraged to have the estimated cost of books included in their financial aid package. Medical Assisting students are required to purchase scrubs and lab coats from the bookstores. Textbooks and supplies are purchased by the student and become the property of the student. Students are not required to purchase their books or supplies from the on-campus stores.

Every semester, each store also has a “buy back” event where students can sell back recent textbooks that they no longer need.

Students are encouraged to order books online. Ground and expedited shipping are available should students wish to have their book orders expedited. Students who do not make a shipping selection will have their orders shipped via ground and picked up from the school library.

**MEDICAL LABS**

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Medical Assisting and Pharmacy Technology students receive intensive training and hands-on applications in the state-of-the-art well-equipped medical laboratories.

Students practice skills ranging from phlebotomy, specimen collection, initial processing preparation, ECG, and perform a variety of basic laboratory procedures. Activities are performed under the supervision of a medical doctor and a clinically trained medical lab assistant.
Our modern pharmacy labs replete with related equipment, glassware, supplies, and computer-based software packages enhance meaningful participatory learning within a real workplace environment.

**STUDENT LOUNGE**

| Florida Campus: 3909 N.E. 163rd Street, North Miami Beach Tel: (877)444-2031 |
|---|---|
| Office Hours: | Monday-Friday: 9 am to 9 pm  
Saturday: 10 am to 2 pm |

ASA is committed to providing students with an opportunity to relax and interact in a pleasant and comfortable environment. Student lounges have vending machines.

**STUDENT ORGANIZATION**

Every year, students vote in a college-wide election to select officers to represent them in meetings with the college’s administration. ASA works with these representatives to examine, evaluate, and refine the Student Organization and explore ways of attaining maximum student participation in appropriate college activities.

**CLUBS AND STUDENT ACTIVITIES**

ASA offers students a variety of activities that complement their academic experiences at the college.

The college encourages students to take advantage of the services offered through the following offices: Student Advisement, Director of Student Affairs, Academic Advising, Counseling, Social Work and Personal Services.

The Director of Student Affairs works in conjunction with the Learning Centers, the Writing Center, Placement and Career Services, and the Student Government Organization to bring workshops, clubs and activities to ASA students.

ASA has a variety of student clubs such as The Criminal Justice, Technology, Drama, Conversation Clubs and Peers for Careers and Hot Jobs Workshops. ASA is host to the Beta Rho Chi Chapter of the Phi Beta Kappa Honor Society, the largest 2-year college honor society. It is open to students who display extraordinary academic achievement. The Student Organization sponsors Game Nights that include bingo, chess, checkers, movies and other Social Networking events based on the interests of the student body. Through the Student Organization and the Director of Student Affairs, ASA provides a forum where students discuss issues affecting their academic and social needs and concerns. Students also explore solutions to issues such as child care, relationship concerns, women’s health, domestic violence, social services, career planning, self-esteem and time management.

ASA’s services are free for current students and recent graduates, and are administered by highly trained professionals with experience in providing these services.

**TESTING CENTER**

| Florida Campus: 3909 N.E. 163rd Street, North Miami Beach Tel: (877)444-2031 |
|---|---|
| Office Hours: | Monday-Friday: 9 am to 9 pm  
Saturday: 10 am to 2 pm |

ASA conducts computer-based testing for a variety of subjects and programs in its Testing Center on Florida campus. ASA is an approved CLEP testing center. Information regarding CLEP is available at the Registrar’s office at both campuses. Our Prometric/Pearson Vue testing center currently offers IT certification exams from CompTIA, Microsoft Cisco, VMware and ITIL. Additional information on the foregoing is available at the Pearson Vue website (testing services tab). Students should also contact their department chairperson for information on the certification exams administered by the college.

**PLACEMENT AND CAREER SERVICES**

| Florida Campus: 3909 N.E. 163rd Street, North Miami Beach Tel: (877)444-2031 |
|---|---|
| Office Hours: | Monday-Friday: 9 am to 9 pm  
Saturday: 10 am to 2 pm |

The mission of the Office of Career Services and Alumni Development is to assist students and ASA alumni in the career development process. This process is an ongoing activity and addresses various needs, such as choosing or changing major, clarifying interests, obtaining part-time and summer job and internship experiences, planning and conducting a
professional job search, and obtaining full-time employment. The office offers many services pertinent to this process, and continuously strives to educate, develop community, and promote partnerships with students, alumni, faculty, and staff of ASA.

Some of the placement and career services offered include but are not limited to:

- **Individual Advising Sessions** - Students discuss career options, job strategies, resume writing or employment opportunities or any topic of concern, either present or future, regarding career problems.

- **Career Development Seminar Courses** - A one credit Career Development seminar is a required course for graduation from all programs. Topics include: resume preparation, interviewing skills, introduction to ASA's career services and the On-Campus Recruitment Program requirements and procedures; preparation for externships; dressing for success, etc.

- **Job Leads and Referrals** - The Placement Office maintains a current listing of job leads for full-time and part-time employment, as well as voluntary internships. Students are scheduled for job interviews based on the job requirements and how closely their capabilities match these requirements.

- **Job Search Expectations** - While, students are expected to assume primary responsibility of active job search, the Career Services office functions as a useful adjunct to the student’s own efforts. ASA’s services are not intended to substitute for the responsibility of graduates to actively seek employment on their own. The college does not promise or guarantee employment to any student or graduate.

Each year ASA is required to provide statistical information to regulatory agencies regarding the job search outcome for all graduates for that year. It is, therefore, expected and requested that each graduate give the college evidence of the outcome of his or her job search, whether or not the graduate used the services of the Placement and Career Services Office.

A graduate may request that details regarding his or her workplace not be released to any individual or organization except as part of statistical data required by law. Annually, the office conducts follow up studies of graduates and employers to ascertain why a graduate was not hired, to determine areas in which the graduate was deficient, and also determine the overall satisfaction of employers with ASA graduates.

This information is used to strengthen support services provided by the college to its students and is shared with the faculty to improve the quality of our educational programs.

**Note:** ASA College does not guarantee that students will obtain jobs as a result of completing a degree program. ASA College makes no representations or guarantees about positions listed by the Career Services and Alumni Affairs Office. ASA College is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. It is the responsibility of the individual to research the integrity of the organization to which they are applying.

The Career Services and Alumni Development Office does not guarantee the professional standing or otherwise endorse the companies or other organizations or individuals posting positions with the College. As part of the job/internship/externship search process, applicants are strongly encouraged to research potential employers and use their judgment in assessing the organization and the position.

Employers generally offer positions to students based on their grades, attitude, work skills, knowledge of the company and industry, and past employment and personal history.

## STUDENT ACCIDENT INSURANCE

ASA provides insurance protection for students who may be injured in an accident during college hours, subject to the exclusions of the policy. If, as a result of an injury, an insured student incurs a covered medical expense, the insurance company will pay 100% of the covered charges incurred within 52 weeks from the date of the accident, after a $25 deductible, up to $5,000 per injury.

This insurance costs $65 per year and is prorated by semester. The cost will be included in the tuition and fees schedules.
GETTING ASSISTANCE

The chart below outlines who students should contact when they need help on specific issues:

<table>
<thead>
<tr>
<th>IF YOU NEED HELP WITH:</th>
<th>GO TO:</th>
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</thead>
<tbody>
<tr>
<td>Disputed grades, change of advisor, faculty matters</td>
<td>Division Chairperson</td>
</tr>
<tr>
<td>Program offerings, re-matriculation</td>
<td>Admissions Department</td>
</tr>
<tr>
<td>International student visas and international student issues</td>
<td>International Student Advisor / DSO</td>
</tr>
<tr>
<td>Tutoring, advice regarding attendance, academics, etc</td>
<td>Student Advisement and/or Learning Centers</td>
</tr>
<tr>
<td>Award letters, loan repayment, work-study opportunities</td>
<td>Financial Aid Department</td>
</tr>
<tr>
<td>Problems with social services agencies</td>
<td>Director of Student Affairs</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>Office of Student Disability Services</td>
</tr>
<tr>
<td>Tuition account status, payment plans, student refund checks</td>
<td>Student Accounts Office</td>
</tr>
<tr>
<td>Job search leads, employment preparation, workshop schedules</td>
<td>Career Services and Alumni Affairs Department</td>
</tr>
<tr>
<td>Enrollment verification, change of addresses, change of program requests, official withdrawal, satisfactory academic progress, academic transcripts, diplomas, requests to view permanent records, auditing classes</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

Outside of class hours, students may consult faculty members regarding advisement and academic support. Every instructor has a weekly schedule of hours for student consultation, which is available in his/her academic division.
ACADEMIC YEAR

ASA operates year-round and the academic calendar includes three 15-week semesters in the fall, spring and summer. This scheduling structure allows a student to begin at any of these entry points and complete a degree program in as little as 16 months of full time enrollment. For financial aid purposes, ASA’s academic year consists of two semesters and 24 credits.

SEMESTER CREDIT HOUR

All courses are structured in terms of semester hours of credit. A semester credit is an academic unit applicable toward a degree or certificate offered by ASA. It is granted after the satisfactory completion of a course over a 15-week period, which requires at least 15 hours (of 50 minutes each) of instruction and 30 hours of research and supplementary assignments, 45 hours of externship per credit. Many courses offered at ASA include a combination of lecture and lab.

CLASS SCHEDULES

To meet the needs of a diverse student population, ASA offers classes seven days a week within the following timeframes:

<table>
<thead>
<tr>
<th>DAYS OF THE WEEK</th>
<th>SESSION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session</td>
<td>9:00 am to 1:00 pm</td>
</tr>
<tr>
<td>Day Session</td>
<td>1:00 pm to 6:00 pm</td>
</tr>
<tr>
<td>Evening Session</td>
<td>6:00 pm to 10:30 pm</td>
</tr>
<tr>
<td>Weekend Session</td>
<td>9:00 am to 6:00 pm</td>
</tr>
</tbody>
</table>

Full time class schedules typically include two to three classes per day. Externships are scheduled around other classes and in coordination with the off-campus facility. The College is closed on legal holidays, during the Thanksgiving and Christmas recess, and during breaks between semesters in the fall, spring, and summer. The academic calendar printed in this catalog specifies the exact dates.

Classes will be in session to meet all regulatory standards. In cases of extreme weather or emergencies, the closing of each College location will be made available to the college community over the internet and the College’s website and by phone as an option on the automated phone menu at each location. Schedules for delayed openings due to inclement weather will also be posted on the College’s website.

COURSE LOAD

To be considered full time during the regular academic year, students must register for a minimum of 12 credit hours. For most full time degree students, the recommended academic load per semester is 15 to 18 credit hours. After the first semester, students with a GPA of 3.5 or above may attempt an overload of more than 18 credit hours per semester. However, such a heavy load is generally not recommended.

Each credit taken over the recommended program schedule of the student’s particular curriculum is charged an additional overload tuition fee at a per-credit-hour rate. To register for more than 18 credits in a single semester, a student must obtain permission from his or her academic advisor, department chairperson, and the Senior Vice President for Academic Affairs. Students are advised to give themselves sufficient time to prepare adequately for all of their courses and to engage in extra-curricular activities on campus as well.

Independent Study is available for qualified students at ASA College. Independent Study courses follow the regular ASA College semester format. Students registered for Independent Study use a course manual, textbook, assignments and exams to learn and earn college credits under the supervision of an instructor or program chair. The instructor facilitates the learning process and provides feedback on assignments and exams in one-on-one meetings and/or written responses. Grades are based on assignments, projects and proctored exams. This type of learning mode does not apply to ALL courses offered at ASA.

To qualify for independent study courses, students must have a cumulative GPA of 3.0 with no history of disciplinary/behavioral or attendance issues at the College.

Independent study courses work particularly well for:

- Students with tight schedules
• Students who need a specific on-campus class that is full for this semester.

• Students who move out of town without finishing their degree requirements, but have the ability to meet on campus for proctored exams.

• Students who can’t easily attend classes because of injury or illness.

• Military personnel whose duties make regular on-campus attendance difficult.

• Students who live in remote locations.

Be advised, however, that to complete an Independent Study class you must be a self-motivated and conscientious student.

THE AMERICANS WITH DISABILITIES ACT (ADA) POLICY STATEMENT

ASA College encourages qualified students with disabilities to fully participate in the community of ASA College. All faculty, staff, and administrators will actively support qualified students with disabilities in all the College’s educational programs, services, and activities.

ASA College prohibits unlawful discrimination against qualified students with disabilities.

PROCESS FOR STUDENTS WITH DISABILITIES TO REQUEST REASONABLE ACCOMMODATIONS:

• The student must be admitted and/or enrolled at ASA College. This does not prohibit potential students from requesting information on programs, services, and activities before they are enrolled.

• Students will meet with the Student Disability Services Director for the purpose of completing an initial intake session and requesting specific accommodations based on need.

• Academic adjustments will be arranged after an intake is completed and the Student Disability Services Office verifies the students’ documented disability.

RESPONSIBILITIES OF STUDENT DISABILITY SERVICES:

• Assess, on a case-by-case basis, the effect of a student’s disability on his/her ability to access programs, services, and activities based on appropriate documentation.

• Identify through documentation and discussion with the student, the academic adjustments to be provided.

• Establish in-services to assist faculty and staff in understanding the needs of students with disabilities.

• Be available to Faculty, Staff, and Classified personnel for consultation.

RESPONSIBILITIES OF STUDENT REQUESTING ACADEMIC ADJUSTMENT:

• Self-identify as a student with a disability and complete an intake meeting at the Student Disability Services Office before the start of each semester.

• Submit request for assistive technology and books converted to e-format at least 6 weeks in advance. There may be a delay in services if less notification is given. Request for interpreting services with less than four weeks’ notice for on-going classes can result in delayed services. At least 3 business days are required for special requests/one time services.

• Be available to assist faculty in further understanding your specific needs.

• Inform the Office of Student Disability Services in a timely manner of any interruption or failure to receive agreed upon accommodations.

DOCUMENTATION

DOCUMENTATION SHALL:

• Include a diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.

• Be current, typically within the last three years. Acceptable documentation is dependent upon the disabling condition, its interaction with development across one’s life span, the presence or absence of significant events (since the original diagnosis) that would impact functioning, and the current condition of the disability at the time of the request for accommodation.

• Include a summary of the evaluation procedures as well as the name of diagnostic tests and evaluation results used to make the diagnosis.

• Provide a description of the current functional impact or limitations of the disability on learning or other major life activities.

• When appropriate, the examiner should address the relevance of accommodation requests to the diagnosed disability.

• When appropriate, the examiner should include treatment, medication, and assistive devices currently prescribed or in use.
DOCUMENTATION GUIDELINES:

**Psychiatric Disabilities:** Documentation must also include the DSM-IV diagnosis and a summary of present symptoms, in a written report from a psychiatrist, licensed psychologist, certified social worker (CSW or ACSW) or licensed professional counselor. This document must be current within the last school year.

**Attention Deficit Hyperactivity Disorder:** Documentation must include a statement of the presenting problem; history that verifies a pattern of inattention and/or hyperactivity/impulsivity that currently affects learning; identification of DSM-IV criteria for ADHD; report summary and rationales for accommodations using evidence from the evaluation. Professionals considered acceptable for evaluating ADHD are licensed physicians, neurophysiologists, and psychologists.

**Learning Disabilities:** Documentation should validate the need for services based on the individual’s current functioning in the educational setting. A school plan such as an individualized education plan (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. Assessment, and any resulting diagnosis, should consist of and be based on a comprehensive assessment battery, which does not rely on any one test or sub-test. Individual “learning styles,” “learning differences,” “academic problems,” and “test difficulty or anxiety,” in and of themselves, do not constitute a learning disability. The tests should be reliable, valid and standardized for use with an adolescent/adult population. The following professionals would generally be considered qualified to evaluate specific learning disabilities provided they have additional training and experience in the assessment of learning problems in adolescents and adults: clinical or educational psychologists, school psychologists, neurophysiologists, and medical doctors.

**CONFIDENTIALITY**

Student Disability Services has developed the following guidelines regarding confidentiality: All disability-related information including documentation, medical records including HIV or AIDS status, correspondence, and accommodation records are considered confidential. ASA College and the Student Disability Services Office have an obligation to maintain confidentiality on all disability-related information. Access to disability related information within SDS is on a need-to-know basis and only for the purpose of assuring appropriate accommodations. SDS is prohibited by law from releasing any disability records or identifying information to any outside entity. This includes documentation the student provides to the SDS office when requesting accommodations. The student may request, in writing, that information be released to specific persons or agencies by signing a “Release of Information” form.

**Individual qualified to Determine Disability:**

- Psychologist/Psychiatrist/Neurologist: ADD, ADHD.
- Psychologist/Psychiatrist/Certified Social Worker.
- Emotional Disability Psychologist/Psychiatrist/Certified Social Worker.
- Certified Otologist, Audiologist: Hearing Impairment.
- Medical Doctor: Physical Disability.

**DIRECT THREAT TO THE HEALTH OR SAFETY OF OTHERS**

An accommodation is not reasonable if it poses a direct threat to the health or safety of others. In order to establish a direct threat, the college must be able to document a substantial risk of significant harm. Concern about direct threat arises most frequently in relation to allied health and professional programs in which the student’s ability to provide safe and appropriate quality care is questioned. It should be noted that the mere existence of a disability does not provide evidence of direct threat. Nor does the possibility of a disability arising constitute a substantial risk of significant harm. While an institution may be able to make a case for “direct threat” in the instance of a deaf nurse or early childhood education major with limited vision, it would be a hard argument to make for these students in an English or Philosophy class.

It is important to note that under the ADA the direct threat must be to someone. The individual with a disability has a right to choose to assume the risk to self in the same way that anyone else who participates chooses to assume the risk. A blind individual could not be denied participation in a hiking class that covers rough terrain because of a fear that he/she might trip and fall, but it might be appropriate to deny participation to this individual in a scuba diving class in which participants are paired up and monitoring each other’s safety through visual inspection of valves and gauges.

**STUDENT CONDUCT**

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. The College
reserves the right to dismiss or suspend students for conduct which impedes, destructs, or interferes with the orderly and continuous administration and operation of the College or any unit of the College.

ACADEMIC INTEGRITY
In pursuance of the mission of the college and its well-established goals, academic integrity encompasses simple standards of honesty and truth. Each member of the College has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the appropriate authorities. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware of to the attention of their instructors or authorities. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

PLAGIARISM
Plagiarism in particular is a violation of the integrity of the academic community. Representing someone else’s work as one’s own is a serious academic offense and may result in failure, suspensions, or dismissal.

DRUGS AND ALCOHOL
ASA strictly prohibits the illegal possession, use, or distribution of drugs and alcohol by students on College property and at College-sponsored events. Any person found in violation of these rules is subject to all applicable legal action under local, state, and federal laws and will risk suspension or dismissal from the College. A copy of the College policy is available with the Dean of Students.

DRESS CODE
As part of its mission to prepare students for careers, ASA requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend class. Students enrolled in College Internship programs are required to follow the participating company’s dress code.

FERPA
The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student records and information are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security number) without prior consent from the student. It also gives students the rights to review many student records and correct errors.

REGISTRATION
The Registrar’s Office assists students in matters related to their registration for classes, including adding/dropping courses and withdrawal from classes during the semester. ASA students have the option of online registration for their courses through the ASA website’s student portal. The Registrar’s Office will continue to provide students with information regarding their academic status for employment, insurance, financial aid and veteran benefits. Students can also obtain additional copies of class and course schedules, unofficial academic records and request official transcripts from the Registrar’s office along with other pertinent items including eligibility for graduation.

Students must register for classes during the designated registration period in order to attend and receive credit for any course. The student must also make appropriate arrangements with the Financial Aid and Student Accounts offices to meet his or her financial obligations to the college.

Students are advised to register early to get the most convenient schedule. Students may still register for classes in the designated late registration period, if they have completed all requirements and are in good academic standing. The College reserves the right to cancel courses or scheduled sections of courses at its discretion.

Prior to the registration process, students must check to see if they have “holds”. “Holds” indicate that there is an obligation to fulfill with one or more departments on campus. Such obligations can be financial, health services, academic advising or a disciplinary violation. If a department has put a hold on a student, that student is not able to register. To clear a hold, a student must go to the department issuing the hold to find out what must be done to fulfill the obligation(s). Only the department that issued the hold can remove it.

A student is not allowed to register until all holds are cleared, no exceptions.

To prepare for the start of classes, students should note the classroom locations, which are printed in the class schedule as well as in the online schedule of courses. If a room assignment is not listed, students must check with their academic department for updates. All room assignments are subject to change.

GUIDELINES FOR WORK AND CREDIT LIMITS
While the college recognizes that many students work at least part-time in order to meet their expenses during the academic year, studies indicate that students’ academic performance suffers if they work more than 20 hours per week while taking twelve credits or more in any given semester. Therefore,
the college recommends that a full-time student not work more than 20 hours per week. If personal financial considerations render that impractical, then it is recommended that such students register for fewer than 12 credit hours to avoid conflict between study and work hours which may lead to a less than satisfactory academic performance. It is also recommended that students taking remedial courses register for no more than 12 credit/non-credit hours. Students may be permitted credit overloads in subsequent semesters after they establish a history of good academic standing and a cumulative GPA of 3.5 or more in the first semester of their program. The recommended ratio of credits to hours of work is indicated in the table below:

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Maximum Hours of Work Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>15+</td>
<td>20</td>
</tr>
<tr>
<td>12</td>
<td>25*</td>
</tr>
<tr>
<td>9</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>Work full-time</td>
</tr>
</tbody>
</table>

* Not recommended in the first semester, especially with remedial courses.

**ATTENDANCE**

Since the classroom experience and interchange of ideas through discussion cannot be duplicated or repeated, students are expected to attend classes regularly. Not only is regular attendance necessary to derive the maximum benefit from education, it also helps develop good work habits and attitudes that are highly valued by the program community.

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Students who fail to attend the first class and who have not previously notified their instructors of their absence may be withdrawn from the course by the Office of the Registrar in consultation with the instructor. Instructors have the right and responsibility to establish attendance policies for their courses; therefore, students are advised to read each syllabus where such a policy is normally described. Students should be careful to observe the attendance policies of their instructors since these policies are likely to affect their grades or continued status in the course. Students are responsible for all that transpires in class whether or not they are in attendance. In all cases, responsibility for making up missed work rests entirely with the student. Students absent for more than one week have the responsibility of reporting their absence to their advisor and their division chairperson. If a student does not attend a course consecutively during the first four weeks of a semester, the college reserves the right to withdraw/drop the student from that course. Students are not permitted to record classroom lectures or discussions without written authorization from the Department Chair.

Participation in official college activities, personal emergencies and religious observances are valid reasons for absences. Students are responsible for informing instructors about their absence and for completing assignments given during their absence. A student may not attend classes without being officially enrolled. Registrations are not processed after the designated registration period of the semester.

Students taking online courses through ASA’s Distance Learning program must be aware of alternate attendance requirements and policies. Since the teaching and learning outcomes are monitored virtually in the distance learning format, students are required to participate regularly in the online discussions through which their instructors record attendance. Consequently, these synchronous and asynchronous sessions serve as an integral part of online education and missing sessions have significant negative effects on grades and/or the student’s continued participation in the course. Students absent from these sessions are entirely responsible for making up missed work. Students absent for more than one week have the responsibility of reporting their absences to their online instructor, advisor and Distance Learning Director.

**LEAVE OF ABSENCE**

A leave of absence refers to the specific semester during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in the student’s program. A student who is granted an approved leave of absence remains in an in-school status for Title IV loan repayment purposes. However, if a student does not return from an approved leave of absence, the date the student began his or her leave of absence will be the student’s withdrawal date. The same date will also mark the beginning of the student’s grace period for Title IV loan repayment purposes.

ASA will grant an approved leave of absence (LOA) under the following conditions:

- Leaves must be requested by submitting a completed LOA request form (dated, signed, and return date indicated) prior to the leave of absence and must be approved by the Registrar’s Office.
- Student must complete a semester in order to request for a leave in the following semester.
- Leaves will be granted at the conclusion of a semester and must be requested no later than the end of an add/drop period of the semester for which the leave is to be granted.
- Leaves are limited to one semester in a twelve-month period.
- Students requesting a leave must report to the Financial Aid Office for counseling.
- For students on academic probation, approval of LOA will be contingent upon their meeting SAP standards in the current semester.
CHANGE OF SCHEDULE
Occasionally, students need to make a change in the schedule of courses for which they have registered. In order to drop or add a course, completely withdraw, or move from one section to another of the same course, students must consult their advisor. All changes must be officially recorded by the Registrar’s Office as soon as they occur. Withdrawal from one or more courses may affect some, or possibly all, financial aid awards.

ADDING OR DROPPING A COURSE
Students may add a course load only during the first two weeks of the semester. No other classes can be added after the second week of regular classes. Students may drop or withdraw from registered courses prior to the beginning of the seventh week of the semester to receive a “W” grade.

GRADING SYSTEM
Grades assigned by faculty at the completion of a course will be in accordance with the following grading system

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMBER EQUIVALENT</th>
<th>QUALITY INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
<td>1.0</td>
</tr>
<tr>
<td>EC</td>
<td>Exempt Credit</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0.0</td>
</tr>
<tr>
<td>FR</td>
<td>Fail Repeat</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td>0.0</td>
</tr>
<tr>
<td>RR</td>
<td>Repeat Remedial</td>
<td>-</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>-</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credits</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>-</td>
</tr>
<tr>
<td>UR</td>
<td>Unsatisfactory - Repeat</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>-</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal - Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal - Passing</td>
<td>-</td>
</tr>
<tr>
<td>WR</td>
<td>Withdrawal - Remedial</td>
<td>-</td>
</tr>
<tr>
<td>WS</td>
<td>Withdrawal - Satisfactory</td>
<td>-</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal - Unsatisfactory</td>
<td>-</td>
</tr>
</tbody>
</table>

* these grades are no longer used.

The minimum passing grade for all courses is 65 percent.

The GPA is determined by multiplying the credit points (for example, “B+” = 3.5) by the number of credit hours for each course. Total the credit hours attempted, total the credit points, and divide the latter by the former.

FINAL GRADE COMPONENTS
Final course grades are calculated based upon components such as final and midterm examinations, projects, assignments, class participation and extra-credit reports. Individual instructors may factor in additional components depending on the nature of subject matter taught. All course syllabi delineate final grade components.

Students must complete all course requirements by the due dates set by the instructor for their work to be included in the computation of the final grade.

A student’s final grade may be obtained from the instructor within seventy two hours after completion of the course. Students can also access grades through ASA’s portal. Semester grade reports are either mailed or distributed to students by the Registrar’s Office at the end of each semester break.

REMEDIALSE COURSEWORK
Remedial Coursework neither counts toward attempted work nor toward Cumulative Grade Point Average.

FAILING GRADES AND COURSE REPEATS
A student who fails a course must repeat and attain a passing grade for the course in order to graduate from his or her program.

A student who stops attending classes during the semester without any official notification or withdrawal may receive a failing grade (F in credit-bearing courses) in those classes for that semester. If the student withdraws or is terminated by the institution before the eighth week of the semester, s/he receives a grade of “W”, “WR”. After the eighth week the student will receive a failing grade in the course. A student who receives a failing grade in a sequential course must repeat and pass the prerequisite course before continuing in the next course in the sequence.

When the student registers to repeat a failed course, the initial F or U grade(s) will be replaced by a temporary grade of “FR”, “UR” (Fail Repeat) until the student earns a passing grade in the repeated course. The temporary “FR” grade is then replaced by an “R” (Repeat) grade which will count in the student’s attempted work but will not be calculated in his or her Cumulative Grade Point Average. For remedial coursework, the temporary “UR” grade will be replaced by an “RR” grade. Only the passing grades in credit-bearing courses will be calculated in the GPA. Any F that is not replaced and still appears on the final transcript will be calculated in the cumulative GPA.
For appropriate credit to be given, all failed courses must be repeated within a program’s maximum timeframe.

**INCOMPLETE GRADES**

An Incomplete “I” grade is a temporary grade requested by a student in writing and authorized by the instructor. Incomplete grades can only be assigned when the student has completed most of the course requirements, but due to circumstances beyond the student’s control, he or she is unable to complete all of the course requirements. Incomplete work must be resolved within 3 weeks after the end of the semester, at which time the instructor must assign a letter grade and submit supporting documentation such as the completed graded coursework. If the instructor does not submit a grade change form by the end of this period, an “F” (fail) will be automatically entered into the student’s record. Students receiving an “I” in a prerequisite course may not register for the sequential course until the “I” is replaced with a passing grade.

Incomplete grades are temporary grades and they are not calculated in a student’s Cumulative Grade Point Average or in attempted work. When the grade is converted to a letter grade, then the letter grade is included in the calculation of the Cumulative Grade Point Average and student’s attempted work.

*Please note:* Students receiving New York State TAP grants should pay special attention to the limitations imposed by “Program Pursuit” requirements (discussed later).

**GRADE APPEAL PROCEDURE**

Statute of Limitation: Grade appeals will be entertained ONLY within the semester immediately following the term the disputed grade was obtained.

The following procedure applies to grade appeals:

1. Student approaches his/her instructor and requests for an explanation on the computation of the student’s grade. Usually after this initial dialogue between instructor and student, the problem is resolved.

2. If, after the initial dialogue, the student feels there is sufficient grounds for an appeal for a grade change, student will undertake the formal appeal process. The following procedure applies:
   - The student writes a formal letter (in duplicate) addressed to the Division Chairperson as a document to appeal a grade.
   - The Division Chairperson mediates the session between student and instructor and can require the instructor to produce his/her record book which details the ratings of the student.
   - If the grade change is merited, the Division Chairperson directs the instructor to fill out the request for grade change form. If the request is denied, the instructor submits a formal letter addressed to the Division Chairperson detailing the reason/s for denial of the change of grade. Documentation is needed to justify the action.
   - If the student still decides to bring the appeal to the higher authority, the student submits a written request to the grade deliberation committee within 10 business days from the time the student was informed of the decision.
   - The Division Chairperson will forward the letter and all documentation to the Office of Academic Affairs. A grade deliberation committee will be convened within 5 (five) business days from the time of the receipt of the formal request.
   - Based on the merits or lack thereof, the grade appeal will be resolved accordingly. The decision is final and non-appealable.
   - The student will receive a written notification of the decision within 10 days from the start of the formal appeals process.

**COLLEGE GRIEVANCE PROCEDURE**

The college and work environment is at its best when communications are clear and attitudes are positive.

The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any College employee, fellow student, or third party associated with the College in a fair and equitable manner. A student may use this procedure if s/he believes that an employee of the College, fellow student, or third party associated with the College has violated a College policy or has acted in a manner that is inappropriate or unfair to the student, which includes any student claims of discrimination on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation, as well as claims of sexual harassment.

Prior to undertaking an informal or formal grievance, a student is encouraged to resolve the complaint with the individual toward whom the grievance is directed. When this isn’t feasible, it is recommended that the informal procedure be followed. However, students are not required to follow informal procedures before a grievance is brought according to the College’s formal procedure.

**INFORMAL PROCEDURE**

Students are requested to follow the steps outlined below:

1. Discuss the matter with the individual(s) involved.
2. If a resolution is not reached after attempt at discussion with the individual(s) involved, or if the student chooses not to discuss the matter with the individual(s) involved, the student should discuss this matter with the employee’s supervisor (e.g., Department Director, Chairperson, etc. – in the event that the student grievance involves a College employee) who will attempt to mediate a resolution. In cases where a fellow student or third party is involved, the student should bring the matter to the attention of his/her student advisor who will attempt to mediate a resolution.

3. If the advisor, supervisor or chairperson cannot resolve the issue, the matter should be reported to the Director of Student Affairs who will gather information, communicate with all parties and attempt to mediate an informal resolution.

4. If the student is dissatisfied with the outcome, s/he can proceed with the formal grievance procedure.

**FORMAL PROCEDURE**

If the matter is not resolved adequately, the student submits a written statement of the grievance to the ASA’s Grievance Committee through the Director of Student Affairs. The statement should provide an outline of the circumstances giving rise to the issue, identification of the parties involved, and the location and date of the incident. Upon receipt of the written statement from the student, the Chair of the Grievance Committee will gather any material necessary and will gather other information and facts needed to facilitate a fair decision. This stage of the grievance procedure will be completed within fifteen (15) business days, (or as soon as reasonably possible) by the Chair of the Committee or his/her designee. Within ten (10) business days after the completion of the “fact-finding” stage, the Chair will convene the full Grievance Committee to hear the complaint and review the findings. The decision of the Committee will be sent to all the parties involved with a copy to the President of ASA College. This decision will include remedies (if any) that may be suggested by the Committee.

The student and the subject of the grievance may appeal the decision to the President of ASA within ten (10) business days of receipt of the decision. If after the appeal, the student continues to have concerns that the issue has not been adequately resolved, the student may contact ASA’s accrediting agencies:

**U.S. Department of Education**

FSA Ombudsman Group

830 First Street, N.E., Mail Stop 5144  
Washington, DC 20202  
(877) 557-2575  
www.studentaid.ed.gov

Commission on Higher Education  
Middle States Association of Colleges and Schools

3624 Market Street  
Philadelphia, PA 19104  
(267) 284-5000  
www.msche.org

Alternatively or in tandem, a student may contact:

Commission for Independent Education,  
Florida Department of Education

325 West Gaines Street, Suite 1414,  
Tallahassee, FL 32399-0400,  
(888) 224-6684.

**TRANSCRIPTS**

Official and unofficial academic transcripts are prepared and issued by the Registrar’s Office. Students who graduate or withdraw from ASA can obtain an unofficial student transcript of all completed course work approximately four weeks after the end of the semester. Requests for unofficial transcripts containing grades for completed courses and a listing of those courses in progress should be made in person at the Registrar’s Office.

Requests for official transcripts from other colleges or organizations must be accompanied by a signed release from the student for whom the transcript is requested and must be accompanied by a check or money order payable to ASA in the amount of five dollars ($5). Student who have not fulfilled all financial obligations to ASA or whose records have been impounded by any unit of the institution will not be provided with official transcripts.

**PROGRAM CHANGES**

Currently enrolled students may request a change of program by completing a Program Change Request Form and submitting it to the Registrar’s Office. The program change request will be approved only if student meets standards of satisfactory academic progress in his or her current program. The Registrar will also determine which of the already completed courses will apply to the new program and re-establish the student’s expected date of graduation.

After a student’s change of program request is approved, the student will be required to meet the provisions as stipulated in the ASA catalog that is in effect at the time of the program change and to satisfy any outstanding tuition and fee charges from the original program. Approved students will then need to meet with a member of the Financial Aid Office staff.
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

There are three elements of Satisfactory Academic Progress (SAP) that all financial aid recipients must achieve in order to receive the Title IV Federal Financial aid:

1. A qualitative measure of academic progress which is calculated using student’s cumulative grade point average (GPA);

2. A quantitative measure or pace which uses an “attempted to earned credit ratio;” and

3. The maximum time frame in which students are expected to finish their program, which may not exceed 150% of the published length of the program measured in credit hours attempted.

To remain eligible for Title IV aid, all matriculated students must demonstrate satisfactory academic progress towards completion of their degree program based on the criteria described earlier. A student, who fails to achieve the standards outlined earlier, is placed on automatic Financial Aid Warning (FAW) status. Students on Financial Aid Warning remain eligible for Title IV Federal financial aid for one payment period. Students must achieve established standards by the end of their Financial Aid Warning period (semester).

Students who do not meet established standards for satisfactory academic progress at the end of the Financial Aid Warning period are subject to dismissal and may neither continue at ASA as a regular student nor receive federal financial aid. It is imperative that any student experiencing academic difficulties request and take advantage of ASA’s extensive support system. Such students may, however, appeal the dismissal (see appeals process) in order to be placed on Financial Aid Probation (FAP) for an additional payment period (semester).

FAILURE TO MEET STANDARDS & FINANCIAL AID

Students on Financial Aid Warning or on Financial Aid Probation, who are financial aid recipients, are eligible for federal student assistance as long as they continue to maintain satisfactory academic progress. Students, who do not demonstrate satisfactory academic progress after the Financial Aid Warning or the Financial Aid Probationary periods may be dismissed. They will be given an opportunity to attend the college without financial aid eligibility.

A student on financial aid probation may continue to receive Title IV assistance for one payment period. The college will require a student who is on probation to fulfill specific criteria such as taking a reduced academic load. This student must, at the end of one payment period, meet the college’s SAP standards or meet the standards of any academic plan implemented by the college and the student in order to maintain financial eligibility.

DETERMINING ACADEMIC SATISFACTORY PROGRESS

At the end of each evaluation period, a review is undertaken by the Registrar’s Office to determine whether minimum standards are being met and whether students are progressing toward their objective. Students who do not meet the requirements may not be allowed to remain in college. Progress standards apply to all students regardless of the method of payment be it financial aid or cash payments. Students who do not meet the requirements of Financial Aid Probation, will not be allowed to enroll into another program from the one in which they were enrolled at the end of the FAP.

Responsibility for determining whether students meet published requirements at the end of each evaluation period rests with the Satisfactory Academic Progress Review Committee. Grades earned for all courses are recorded for each student and cumulative grade point averages and course completion percentages are calculated. Students who do not meet SAP standards are informed by mail and are counseled by advisors regarding their academic options. Information regarding each student is also distributed to other ASA entities (financial aid, student accounts, student advisors, academic chairpersons).

IMPACT OF TRANSFER CREDITS ON STUDENT’S SATISFACTORY ACADEMIC PROGRESS

Transfer credits are not included in the calculation of the Cumulative Grade Point Average, but are calculated in a student’s attempted work and completion of graduation requirements.

QUANTITATIVE AND QUALITATIVE MEASURES OF ACADEMIC PROGRESS

ASA uses both quantitative and qualitative measures to determine academic progress. Quantitative measures are the total number of credits attempted by the student in his or her program of study. For purposes of Satisfactory Academic Progress standards, credit hours attempted include any hours for which a student has incurred a financial obligation regardless of whether or not the student successfully completed the course. In determining a student’s academic standing, letter grades of “A” through “D” and “S” are assigned to courses successfully completed. However, grades of “F”, “I”, “W”,...
“WR”, “R”, “RR”, “U” and “UR” delineate work not successfully completed. ASA uses the student’s cumulative GPA at specific evaluation points as the qualitative measure for academic progress.

MAXIMUM TIMEFRAME

The maximum time period for a student to complete his or her program, otherwise known as the maximum timeframe, differs according to the number of credits in the degree program. The maximum timeframe is 150% of the normal program length at which the educational objective must be successfully completed. Therefore, the maximum time is limited to 1.5 times the number of credit hours required to complete the degree program (rounded down to the nearest whole number of credits). For example, the maximum timeframe for students enrolled in a 63-credit degree program is 94 credits (63 X 1.5 = 94.5 which is rounded down to 94) and in a 68-credit degree program is 102 credits.

PROGRAM-SPECIFIC MINIMUM PROGRESS REQUIREMENTS

As reflected in the charts that are provided in the back of this publication, progress standards differ according to whether a student is enrolled in a degree program. Unless Financial Aid Probation is permitted, students who fail to meet the specified requirements at the specified evaluation points will be deemed not making satisfactory progress and will be ineligible to continue enrollment. In general, minimum standards become progressively higher at the end of each evaluation point so that students are able to attain at least a 2.0 grade point average and complete their program within the permissible maximum time-frame.

Note: The Satisfactory Academic Progress Charts are outlined in the back of this College Catalog. The first SAP Chart is the institutional SAP requirements. The second SAP Chart is the minimum requirements for TAP grant eligibility only.

FINANCIAL AID WARNING AND PROBATION

During certain prescribed semesters, students who do not meet published progress standards will be permitted to remain in college on a Financial Aid Warning status for one evaluation period (one semester). Students who do not meet established criteria for satisfactory academic progress at the end of Financial Aid Warning period, may be placed on Financial Aid Probation for an additional payment period (semester). To qualify for Financial Aid Probation, a student must:

• provide supporting documentation detailing mitigating circumstances
• submit an academic plan developed by the student and the delegated officer of the college to participate in any measures recommended by the SAP Review Committee to improve academic achievement.

APPEALS FOR SAP DISMISSAL

Students have a right to appeal their dismissal. Students will not be able to appeal unless all their grades for the courses have been duly received and entered. Appeals must be submitted in writing to the SAP Committee through the office of the Registrar no later than three weeks prior to the beginning of the semester for which they wish to be readmitted. Due to lack of sufficient time, students may be advised to take the leave of absence (if they qualify) for that semester and submit the appeal for readmission to the following semester.

An appeal to waive the requirements is a written request. Supporting documentation detailing mitigating circumstances (e.g. medical, death in the family, etc) to justify the waiver must accompany all waiver requests. All appeals must also be accompanied by an Academic Plan developed by the student and the delegated academic officer of the college. The appeal at the end of the Financial Aid Probationary period is not automatic. It requires a judgment by the professional staff of the college that the student’s failure to meet the academic progress standards was to a documented unusual situation. The appeal process is not considered an entitlement but will be issued in accordance with an individual’s extraordinary circumstances.

The Satisfactory Academic Progress Review Committee will meet and review the appeal and make a determination within 14 calendar days of receipt of the appeal. The student will be advised of the decision in writing, including any stipulations for reinstatement to college. All appeal decisions rendered by the SAP committee shall be final.

Student will also be required to adhere to SAP Review committee stipulations in addition to those printed in the college catalog that are in effect on the date of reinstatement. Failure to do the foregoing will result in dismissal without further recourse.

EXTENDED ENROLLMENT STATUS

Students who have been dismissed for failure to maintain the academic minimums outlined above may apply to the Academic Excellence Committee (through the Registrar) to continue their studies in an extended enrollment status (which may not exceed the equivalent of one evaluation period). During such time, a student is not eligible to receive federal or state financial aid grants or loans. Student must attempt
to improve the deficient areas that led to dismissal by retaking courses that were failed to reestablish satisfactory progress. Students will be responsible for payment of tuition and fees on a prorated per course basis. Grades earned during an “extended enrollment status” (discussed later in this section) will replace previous failing grades for purposes of calculating a student’s cumulative grade point average. However, all course grades will be considered credit hours attempted for purposes of determining successful course completion percentages.

At the completion of the extended enrollment status period, a student who has established satisfactory progress, according to the above tables, may apply to the Registrar’s Office to return to the regular student status and reinstate his/her eligibility for financial aid. The Committee for Academic Excellence may require the student to be present during its deliberation to determine both the student’s academic ability and his/her desire to successfully continue in the program. If reinstatement is granted, the student’s academic progress is closely monitored.

Student will also be required to adhere to AE committee stipulations in addition to those printed in the school catalog that are in effect on the date of reinstatement. Failure to do the foregoing will result in dismissal without further recourse.

**GRADUATION REQUIREMENTS**

To qualify for graduation, students must complete the prescribed course of study with a minimum cumulative grade point average of 2.0. In addition, students must discharge all financial obligations to the institution and meet the credit-hour requirements for their major.

Requests for diplomas may be done eight weeks after the date of graduation. The graduate needs to complete a Graduation Clearance Form available at the Registrar’s Office. If the graduate is unable to personally process the clearance procedure, he or she must provide his/her representative with a written attested release before the diploma can be obtained.

Students who have any type of federal student loan must participate in a documented exit interview session with financial aid personnel before receiving their credit.

ASA will withhold the official academic transcript and the credentials of any student who has not paid all tuition, fees and fines in full, or who has failed to return books to the Library.

Graduates will receive invitations for their commencement ceremony one month before the event. Invitation includes information about venue and ceremonial attire and procedures. Graduates are advised to RSVP as soon as they receive their invitations. Information regarding the commencement ceremony is also available on ASA’s website.
THE ACADEMIC PROGRAMS

ASA specializes in offering programs that balance traditional academic preparation with professional training and hands-on experience. With a “career-first” focus that allows students to immediately begin study in the chosen major, our programs are designed to deliver the type of knowledge and skills employers are looking for, and include workplace experience in the area of the student’s interest. Applicants may choose associate degree programs in business, criminal justice or health disciplines. The degree programs are flexible, yet concentrated, providing a foundation for moving to a higher level in a current job, for launching a successful new career or continuing education.

The scope and sequence of each curriculum are highly focused and direct students through a series of increasingly complex and challenging courses. Faculty use a variety of instructional methods to enhance learning inclusive of lecture, audiovisual aids, demonstrations, group critiques, web-based tutorials and laboratories. As a result of the exhaustive efforts of the institution’s curriculum and advisory committees, ASA is assured that its programs meet the evolving needs of area employers and maximize the employability of our graduates.

ASA is cognizant of the specific needs of students and allows students to make reasonable course substitutions with permission from the academic chairs and as long as pre-requisite requirements are satisfied.

DEGREE PROGRAMS

ASA offers associate degree programs. These programs require the successful completion of 60-68 credits. The primary objective of all ASA’s programs is preparation for job entry immediately upon completion of the program. While associate degree can be transferred to a baccalaureate degree institution, specific course transfers are subject to the discretion of the receiving institution.

Although ASA’s degree curricula are defined in terms of four semesters over sixteen months, ASA recognizes that students have many responsibilities and/or work hours. ASA understands these circumstances and encourages students to seek advisement in order to ensure that each student may progress through his or her curriculum in a time frame that responds best to his/her individual work or personal situation. There is no penalty for taking longer than the sixteen months to complete a degree.

ASA FACULTY

The learned and experienced men and women who comprise the faculty of any college are its principal resource. The quality and even the character of a student’s experience with an institution are largely determined by the caliber of the faculty. But for students to experience the benefits derived from association with the faculty, they must have the opportunity to meet and to know them. That opportunity exists at ASA.

Unlike many other institutions with large classes, ASA’s classes generally do not exceed thirty five students and a typical class has fewer than thirty. There is ample opportunity for faculty and students to know one another and establish partnerships in learning.

The advisor assists the student to clarify personal goals and to develop a strategy for accomplishment. The advisor works with the student to plan a course of study consistent with those goals and reviews that plan with the student at least twice each year. In doing so, the advisor/mentor draws on his or her considerable knowledge of the curriculum, ASA College, and of the career-field that the student proposes to enter.

INSTITUTIONAL STUDENT LEARNING GOALS

As an institution of higher education in a pluralistic democracy, ASA College has responsibilities to both the larger society in which it exists and to the individual students it serves. Education is the central means by which people can advance themselves economically, promote social justice for all, and increase their understanding and knowledge of the world in which they live. Higher education particularly benefits those in less favored positions in society who have been historically underrepresented, including minorities, the poor, and new immigrant groups.

ASA College provides access to the benefits of higher education for all traditional and non-traditional students and, as stated in our Mission Statement, seeks to “equip them with a firm academic foundation and career-specific competencies.” We expect all ASA graduates, regardless of the program in
which they are enrolled, to demonstrate the following knowl-
edge, skills, competencies, and traits.

Our graduates should be able to:

• convey information and ideas clearly and effectively 
  through the written word in a variety of formats and 
  contexts;
• understand spoken American English and speak it with the 
  precision and clarity necessary for effective communica-
  tion;
• reason quantitatively and solve problems using appropriate 
  computational techniques;
• appreciate the role of information technology in our society 
  and be able to use personal computers effectively in a variety 
  of applications;
• access, evaluate, integrate, and apply information from a 
  variety of sources, including library and electronic 
  sources;
• reason critically and logically about a variety of ethical, 
  personal, religious, and societal issues.

As evident from our Mission statement, ASA College offers 
“high-quality degree that respond to the needs of students and 
employers in a global economy” and therefore we expect that 
in addition to the general skills, ASA graduates will possess 
the knowledge and skills to succeed in a rewarding profes-

dional field of their choice.

Our graduates should be able to:

• understand the concepts and theories underlying the field;
• understand the basic functions of the organization;
• be prepared to begin work with a minimum of on-the-job 
  training;
• be able to apply theoretical knowledge in practical 
  situations;
• successfully fulfill all the responsibilities of their position;
• possess the means to grow in their profession through contin-
  ual self development and skills updating;
• understand the central role of information technology and 
  be willing and able to adapt to new developments;
• work well with others in a group setting, exhibiting 
  leadership when necessary;
• understand the ethical foundations and social respon-
  sibility of the organization.

Since a full human life consists of much more than gainful 
employment and economic well-being, the ASA graduates

will possess the personal and social characteristics of indi-
viduals who are not only self-confident and self-aware, but 
also socially conscious.

They should:

• be independent and self-motivated;
• have an understanding of their strengths and weaknesses 
  and be able to learn from constructive criticism;
• be able to adapt constructively to changing situations and 
  environments;
• have an interest in the cultural, political, and social lives 
  of others;
• accept diversity and be open to views different from their 
  own;
• be committed to lifelong learning;
• understand the rights, values, and responsibilities of 
  citizenship in a democracy;
• have a developing moral/ethical code of behavior.

EXTERNSHIPS

Externship, a required 3-credit course within ASA’s associate 
degree programs, integrates classroom learning with unpaid 
work experiences related to the student’s major. Students ap-
ply classroom learning to a work environment; at the same 
time, they gain a better understanding of their career objec-
tives and earn academic credit. Students must begin inter-
viewing with participating externship organizations during 
the second-half of their third (or penultimate) semester in 
order to register for externship in their final semester. The 
Externship Office is responsible for setting up interviews 
with off-campus facilities. Additional rules and regulations 
governing externship are available at the Externship Office.
The Division of Arts and Sciences at ASA is an essential academic department which is vibrant as it reflects the institution’s mission. ASA students derive benefits from the department in a number of significant ways. At the core of the Division of Arts and Sciences is a series of required courses which include Math, English and a host of Liberal Arts subjects designed to build a strong academic foundation. The curricular offerings would prepare students for more advanced courses while enhancing their workplace skills and re-enforcing aptitudes for courses within their major.

In addition, the Arts and Sciences division has a strong ESL Department, which gives non-native speakers the unique opportunity to master the English language before following a traditional path of college study. The strong connection between the Language Training program in ESL and the Liberal Arts courses creates a dynamic learning environment in which a diverse population of students at various levels of competency come together to learn and grow. Ultimately, all students find themselves being connected as they are subjected to the same rigorous academic standards set forth by the division.

The Division of Arts and Sciences serves all students and it continues to thrive due in part to the diversity and eagerness of the student population. The other key component of the Division of Arts and Sciences is its equally diverse and academically sturdy faculty who are professionals in their fields of expertise. The Division is home to a number of philosophers, mathematicians, linguists and writers who bring into their teaching the creativity, accomplishments and inventive pedagogical prowess to the learning-delivery system.

In bringing fresh, cutting-edge, original academic ideas to new generations of traditional and non-traditional learners, the Arts and Sciences Division adheres to and transcends the mission and vision of ASA.

**COURSES OFFERED BY THE DIVISION OF ARTS & SCIENCES**

In order to enhance the student learning experience, ASA offers both liberal arts and general education courses. Within their associate degree programs, students are required to successfully complete 12 credits (four 3-credit courses) of study within the general education/liberal arts curriculum. All students in associate degree programs must complete the following, as they are mandatory: College Math (MAT105), English Composition I (ENG105) and English Composition II (ENG205). These courses add up to nine (9) credits of the general education requirement.

The additional credits are completed by choosing from among several arts and sciences electives. These courses are in the humanities, natural sciences, and social sciences disciplines.

**HUMANITIES**

Courses in the Humanities offer ASA students the opportunity to broaden their cultural and academic horizons, while allowing them to examine culture and society in a significant and invigorating manner. Students are expected to explore ideas about the world in which they live. Humanities courses are designed to foster creative, analytical thinking while also expanding students’ knowledge of culture and society. Some of the courses, which students may choose from, include Speech and Communication, American Literature, Introduction to Philosophy, and Introduction to Ethics.
SOCIAL SCIENCES

Courses in Social Sciences allow students to examine the structure of society and the world in which we live. Using both qualitative and quantitative approaches, students will examine humanity through a scientific approach. These courses allow students the opportunity to subjectively and objectively focus on the historical and sociological aspects of the world. Some of the courses offered in the Social Sciences are Introduction to Psychology, American History, World History, and introduction to Sociology.

NATURAL SCIENCES

Natural Science courses are designed to give students a deeper understanding of ideas based on laws or rules of natural origin. These ideas, deeply rooted in traditional, scientific, methodologies and thinking, exist as a means for students to understand the importance of specific scientific knowledge and the rules and laws governing that area of knowledge. For example, courses such as Human Biology give students the opportunity to gain a deeper understanding of an exciting, yet complex subject where certain knowledge is based on accuracy and objectivity resulting from experimentation and scientific method.

ESL AND REMEDIAL STUDIES AT ASA

Instruction in English as a Second Language (ESL) has been one of the longest standing and most important elements of ASA's pedagogical, educational history. It serves as the backbone of basic English literacy. The ESL courses at ASA offer the multi-cultural, immigrant student body an opportunity for intensive language immersion, emphasizing the importance of the practical use of English. ASA’s ESL students are engaged in a course of study, which aims to enhance many aspects of the student’s life. The areas in which a student’s life may be impacted include other academic environments, social environments, and professional/work environments.

In order for students to meet the highest possible levels of English proficiency, the remediation program in ESL consists of five intensive levels. Student progress is consistently and accurately assessed through testing at the appropriate level of proficiency.

The ESL course offerings feature curricula created specifically to meet the academic needs of ASA’s diverse student body. These courses particularly focus on areas of articulation and literacy. Students with a greater need for immersion may initially be enrolled into level “A” and level “B” subjects. More advanced students will be placed in higher levels (C, D, or E).

Students are placed at particular levels based on their English language proficiency. This proficiency is determined by testing. Additionally, students are evaluated by instructors who appropriately distribute grades indicating learning and growth.

Grading components include: grammar, oral communication, reading, writing, and integrated language skills. In cases where any of the required components have not been met, students are required to repeat the course. However, in particular cases of students’ non-progress and demonstration of the inability to perform at a satisfactory level in three or more curriculum components, a dismissal from the course will be issued.

The overall scores of the exams measure the appropriate levels of ESL placement with the following restriction: Students must complete all subsequent levels of ESL before they are permitted to take English Composition I.

LEVEL A

(Each course is 3 non-credit hours)

The curriculum for Level A in ESL study has been expressly designed for students whose ability to communicate in English is very limited. These students will be immersed in an intensified, component-based curriculum that emphasizes the skills of reading, writing, grammar applications, integrated language skills, and oral communication.

- ESL Reading Skills - Level A,
- ESL Writing Skills - Level A,
- ESL Grammar Skills - Level A,
- ESL Oral Communication Skills - Level A,
- Integrated Language Application Skills - Level A

Students registered for courses in this level of ESL are not permitted to take any credit bearing courses.

LEVEL B

(Each course is 3 non-credit hours)

Student enrolled in Level B curriculum of the ESL courses have been previously introduced to the very basics of grammatical written forms, simple sentence formations and may, with difficulty, communicate in English.

- ESL Reading Skills - Level B,
- ESL Writing Skills - Level B,
- ESL Grammar Skills - Level B,
- ESL Oral Communication Skills - Level B,
- Integrated Language Application Skills - Level B

Students registered for courses in this level of ESL are not permitted to take any credit bearing courses.
LEVEL C
(Each course is 3 non-credit hours)

Students enrolled in Level “C” courses have successfully reached a certain level of proficiency in the English language, especially in articulating their needs with clarity and writing short comprehensive compositions.

ESL Reading Skills - Level C,
ESL Writing Skills - Level C,
ESL Oral Communication Skills - Level C,
Integrated Language Application Skills - Level C,
ESL Readings in American Literature

Students registered for courses at this level of ESL are not permitted to take any credit-bearing course.

LEVEL D
(Each course is 3 non-credit hours)

Students enrolled in Level “D” courses have reached nearly fluent proficiency in the English language study. These students speak and write comfortably and make transitions from their native language to English with ease.

ESL Writing Skills - Level D,
ESL Oral Communication Skills - Level D

Students may take up to six credits of the program of study but not advanced English courses (such as English Composition) nor reading-intensive courses (e.g. Microeconomics). Appropriate schedule for Level D ESL students will be determined at the time of registration.

LEVEL E
(3 non-credit hours)

Students enrolled in Level “E” of the ESL courses take only one course which specifically prepares them for the demands of the main stream academic subjects. Particularly, students will be engaged in learning about the ways in which basic essays are built and about the writing process.

ADVANCED ESL WRITING WORKSHOP

Students who are placed in this level must complete this course before taking English Composition I.

REMEDIAL ENGLISH

College reading and writing skills are important for native speakers, as writing and related communications skills play an essential role in students’ professional and personal lives.

ASA offers two developmental courses in English: College Reading Skills and College Writing Skills. Sensitive to the greater academic concerns of students, ASA hopes to provide intensive basic skills curricula to those students who require them. The scores from the Compass tests determine placement in appropriate subjects depending upon the levels of deficiency in students’ writing or reading comprehension. Students enrolled in one or both of these courses must earn the grade of “S” (Satisfactory) in order to proceed to other required English courses (i.e., English Composition I and II).

REMEDIAL MATH

MATH SKILLS LEVEL I

This is the first course of the sequence of the two remedial math classes. It is designed to be a developmental course of Arithmetic and introduction to Algebra. This course is created to provide students the opportunity to develop fundamental computational skills and lay the foundation for success in Remedial Math Skills 2 course. Topics include whole numbers, fractions, decimals, percent, measurement, geometric concepts.

MATH SKILLS LEVEL II

This is a developmental course of elementary algebra with an integrated review and reinforcement of arithmetic skills. This course is designed to provide students with necessary basic skills of mathematical operations in preparation for college level mathematics. Topics include real number system, numerical evaluation, algebraic operations, algebraic and graphical solutions of linear equations and systems. Course prerequisite: Placement examination or successful completion of Math Skills Level 1.

COLLEGE MATH

This comprehensive, broad-based credit-bearing course is designed to familiarize students with the techniques of problem-solving. This course contains two main parts: College Algebra and Fundamental Geometry. The first part of the course is designed to introduce students to the concepts and techniques of Algebra. Topics include algebraic operations, equations, polynomials, function concepts, basic topics from plane geometry and trigonometry of the right triangle. This course is designed to ensure that students are capable of satisfactorily completing challenging exercises and demonstrating that they are aware of math concepts essential to college-level learners.

Note: Students requiring remediation in both Mathematics and English are advised not to take more than 12 credits in the first semester of their program. Students requiring remediation in both areas are not permitted to attempt more than 15 credits in the first semester of the program. Students are allowed course over-loads in subsequent semesters if they maintain a cumulative GPA of 3.5 or higher.
This is a non-credential, non-credit bearing language training program offered for the sole purpose of providing non-native speaker with training in English as a Second Language. Although the course offerings in this program have been carefully planned and structured, participants to the program are not subject to any restrictions, but are encouraged to take full advantage of every opportunity to learn, practice and assimilate the lessons offered.

This program is designed for students with limited English proficiency who desire to expand and improve all areas of their English communication skills (reading, writing, grammar, pronunciation and oral communication) to better cope with the daily rigors of living in the United States. (Note: Since this program is avocational, placement services are not available. Students in this program are non-credential seeking and therefore ineligible for financial aid.) Full-time sessions are available in the mornings, afternoons, and evenings.

The Language Training Program in ESL is built upon the foundations of past experiences and successes in teaching English as a Second Language. The program is broken down into three levels of increasing difficulty: Low Intermediate, High Intermediate and Advanced. Each of the levels has been carefully analyzed and developed for a heterogeneous, multicultural student body.

The course offerings have been carefully analyzed and developed based on the extensive experiences of the ESL faculty who have faced challenges of a heterogeneous, multi-cultural student body and the needs of ESL learners encompassing and overcoming difficulties of foreign language variance.

The pedagogic methodologies and strategies employed in this program clearly objectify the experience of language learning, covering all the necessary skill areas: reading, writing, grammar, pronunciation, diction, listening, speaking, and comprehension. Each segmented area of study focuses in depth on the needs of the students. Because students are intensively immersed in each area, the entire training is successful in allowing students to reach near fluency.

ASA College allocates a great deal of energy to the language successes of its immigrant student body, especially in encouraging students to pursue higher academic careers. This program, with a successful deployment, will succeed to that end, building the foundations necessary for further academic study combined with the practical applications of the English Language.
The Division of Business at ASA produces graduates capable of handling the challenges of the business community in the dynamic Florida’s business environment. The ASA’s Division of Business paves paths for our graduates for jobs in management, accounting, marketing, office management positions in the public and private sectors in Florida and beyond. The Division of Business offers only the best and most comprehensive programs. Enrollment in any of the program’s specialty enriches the student’s readiness to take on management, accounting and other professional careers. Our alumni members currently hold management and supervisory positions which are lucid testimonies of the marketability of our programs. This reflects the market-sensitive philosophy of ASA College focusing on saleable programs in the Division: accounting, business administration, office administration and technology, management of information systems, executive legal assisting and office technology and administration. Students are trained on the latest and most sought-for software on the market.

Faculty in the Division of Business hold Master’s or higher degrees, licenses such as Certified Public Accountants (CPA) and Certified Management Accountants (CMA). Many hold licensures in investment brokering, business consulting, and as financial advisors. Faculty members are affiliated with professional associations which create ready links with for-profit and not-for-profit companies for internship opportunities and eventual employment for graduates. Such partnerships and collaborations set the stage for ASA students to get the best training that put them on the path to lucrative and satisfying careers.

PROGRAMS IN THE DIVISION OF BUSINESS

BUSINESS ADMINISTRATION/ACCOUNTING
Occupational Associate Degree

The Business Administration - Accounting degree integrates conventional accounting courses in a module that includes relevant interdisciplinary subjects. This business-related Accounting program is oriented toward preparing students for both administrative and accounting careers in various sectors of the economy.

Accounting professionals play an important role by providing support for decision making in organizations. So, accountants form integral and core parts of the decision-making process of an organization.

ASA’s Associate Degree program in Business Administration/Accounting combines theory with extensive computer applications. Students develop competencies in a variety of software that are critical to the practice of accounting and business management; i.e. Peachtree, QuickBooks, TurboTax and others. The accounting courses are offered in a pattern that proceed from the simple to complex. The curriculum integrates courses in the humanities, office technology, and complementing electives.
Faculty provide students with intensive course work that simulates the typical work environment. A vital component of the Business Administration/Accounting program is a mandatory practicum (viz. externship) in which students endeavor to apply their theoretical exposure to practical accounting, e-commerce, and retail management. Participation in this work-experience program is permitted in the final semester. In the area of accounting, graduates find jobs as staff accountants, junior accountants, payroll managers, bookkeepers, accounting operatives, and loan processors. Graduates who also complete graduation requirements with a major in Retail Management may be able to find jobs as advertising generalists or specialists, promotion operatives, customer service managers, or retail analysts. Academic preparation in e-commerce qualifies graduates to assume positions in direct marketing, personal selling, brand development, and customer service in business-to-business and business-to-customer settings.

The Associate degree program in Business Administration - Accounting requires the successful completion of 63 semester credit hours for graduation as shown in columns alongside.

PROGRAM GOALS

Upon successful completion of the program in Business Administration/Accounting, a graduate should be able to demonstrate the following knowledge, skills and achievements:

• Apply key business and management concepts and theories in a real-world context and apply critical-thinking skills to the managerial decision making process;

• Employ industry-standard accounting software, tax software packages and also manually prepare accurate financial statements, report key data, and prepare both individual and business tax documents;

• Use interpretive and analytic skills to identify problems, create reports with respect to commonly used financial statements;

• Evaluate ethical, social, civic, and cultural issues in the context of business and accounting practice;

• Apply effective team-management and leadership skills in diverse and dynamic workplaces;

• Apply knowledge of business practices and technical skills that supports and facilitates lifelong professional development and transfer to a Baccalaureate degree program in Business Administration/Accounting without further academic preparation.

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REQUIRED PROFESSIONAL COURSES

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ELECTIVE PROFESSIONAL COURSES

(ANY THREE COURSES FROM THE FOLLOWING OPTIONS)

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IN ADVANCED BUSINESS

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IN E-COMMERCE

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IN RETAIL MANAGEMENT

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The Associate degree program in Criminal Justice provides students with a broad-based, sophisticated understanding of the role of the criminal justice system in American Society. Students acquire the knowledge, values, and skills that will enable them to analyze rationally the problems of the criminal justice system and the needs of society in keeping with democratic traditions of law, social well-being, and individual rights. In particular, students develop the analytical tools and social understanding necessary to assist greatly in the important task of balancing the rights of the individual citizen against society's continuing need for safety and security.

Graduates will be well equipped to provide input on policies and programs and to assume productive roles in the criminal justice system in public and private organizations. It is anticipated that graduating students will also obtain a sound liberal arts foundation that comprises the arts, humanities, and sciences. Students in this program will be exposed to the wide scope of criminal justice as well as a balanced presentation of the issues in this field. The structure of the curriculum and the related learning objectives will be consistent with published standards of the Academy of Criminal Justice Sciences (ACJS), a national professional society. In a broad sense, students become knowledgeable about criminal justice and juvenile processes including an understanding of the law, the nature of crime, and the administration of justice. The students will also gain an understanding of social problems, human behavior, and public management policy. The program will foster an appreciation for the major efforts designed to control crimes and an awareness of current crime control policies, proposals, and programs.

A vital component of the Criminal Justice program is an externship provided to the students in the last semester where they work without remuneration. Students are placed in qualified establishments in their field including Police Departments, Private Security companies, Probation, Social Services and Corrections Departments. The externship provides the student with an opportunity to practice the theoretical skills learned in course work at ASA.

To be successful in the criminal justice discipline, one must be detail-oriented, highly analytical, and be able to deal with...
victims and criminals with an open mind and have the integrity to keep important records in the strictest confidence.

In addition to the general admission requirements for all programs at ASA, the degree program in Criminal Justice will have the following additional requirement: After the completion of the placement examination and the application process, the prospective student would be subjected to a background check for any criminal record. Since the prospective student would be employed by Federal, State, or the Local government and their agencies, it is imperative that the student has no criminal record.

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to demonstrate ability to:

• Identify, describe, and explain the current and historical practices, policies, structures, and stages of the criminal justice system at local, state and federal levels in the United States, from the commission of an actual crime through adjudication and corrections;

• Identify, describe, and apply historical, current and emerging theories and various social and analytic tools to the fields of human behavior, criminology, and corrections; to suggest ways to balance the rights of individual citizens with society’s need for security and safety;

• Conceptualize, analyze, and discuss crime in general with respect to longitudinal changes in the complex issues of crime, ethics, diversity, policy making, and criminal justice administration;

• Develop awareness for and facility with the analytic tools of the criminal justice field through practical and hands-on experiences;

• Obtain entry-level employment in careers within the criminal justice and public service systems.

The Associate degree program in Criminal Justice requires the successful completion of 61 semester credit hours for graduation as shown in the column alongside.

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REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES

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The Division of Health Disciplines at ASA College is a multidisciplinary academic division that offers several programs in Associate degree. The programs provide quality classroom and clinical instruction designed to prepare graduates with the knowledge and skills critical to work effectively as health professionals.

With highly qualified faculty and support staff members, state-of-the-art facilities and technology, the Division is firmly committed to maintaining high academic standards, and ensuring quality programs for our students. Our programs provide the educational opportunities for entry into the health careers of medical assisting and pharmacy technology.

Graduates can find employment in many areas of health care as medical assistants, medical laboratory technologists, medical office administrators, and pharmacy technicians. To ensure professionalism, several programs within the Division lead to industry certification and licensure.

The Division’s approach to teaching is highly stimulating, motivational and interactive thus assuring a true learning experience for all students. A combination of classroom, and where applicable, laboratory courses and clinical learning experiences are experienced throughout.

The fastest growing occupations in the economy today are centered in the health care industry. The Bureau of Labor Statistics (www.bls.gov) has projected that the growth rate of new jobs in the health care professions will be 28.8% until 2018. This is twice the rate of job growth in non-healthcare professions. The Bureau of Labor Statistics also predicts a need for 5.3 million health care workers to fill job openings created by departures and new positions.

ASA and the Division of Health Disciplines are ready for the challenge this shortage brings. Specific information about each of our health programs and contact information is available through links provided on the ASA website.

PROGRAMS IN THE DIVISION OF HEALTH DISCIPLINES

MEDICAL ASSISTING
Associate in Science Degree

The Medical Assisting program is a multi-disciplinary program that trains students to become allied health professionals who assist physicians and other health care providers in a myriad of medical settings.

Students learn to perform the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances.

The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

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After completion of the program, the students will be eligible to sit for the Certified Medical Assistant (CMA) Examination administered by the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) Examination administered by the Association of Medical Technologists (AMT).

**PROGRAM GOALS**

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level medical assistant by demonstrating the ability to:

- Apply knowledge of and commitment to the practice of medical assisting that reflects ethical industry standards and follows the guidelines of program accreditation;
- Communicate effectively with patients and other medical professionals as a healthcare team member;
- Describe and discuss professional ethics and legal issues as they apply to the medical assisting profession, including knowledge of the Medical Assisting Code of Ethics and HIPAA regulations;
- Correctly perform clinical and administrative procedures typical to an entry level Medical Assistant;
- Prepare for one or more industry standard certification exams.

The Medical Assisting degree program requires the successful completion of 63 semester credit hours for graduation as shown in the column alongside.

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PHARMACY TECHNOLOGY
Associate in Science Degree

The Pharmacy Technology degree program is an instructional program that prepares students to support pharmacists in a variety of pharmacy-related duties.

The program integrates theory and practice, combining classroom lectures in all areas of pharmacy technology with hands-on learning in dedicated pharmacy laboratories and field experience through a comprehensive externship program. Each student must complete 90 experiential hours in both a community and hospital setting for a total of 180 hours.

Graduation from the program requires demonstrated competence in all areas of pharmacy technology including drug knowledge, legal/ethical mandates, sterile preparation, hospital pharmacy, administrative responsibilities, pharmaceutical compounding and prescription preparation. They must also demonstrate competence in procuring, storing, and issuing pharmacy materials and supplies, as well as maintaining files and records.

After completion of the program, the students will be eligible to sit for the National Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB).

Employment opportunities for graduates include positions in community (retail, managed care), institutional (hospital, nursing home) or government (military, VA) pharmacies. Graduates may also pursue careers in pharmaceutical manufacturing and sales.

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ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)

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<tr>
<td>CIS100</td>
<td>Fundamentals of Computer Technology</td>
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<tr>
<td>PHM100</td>
<td>Fundamentals of Pharmacy Practices</td>
<td>2</td>
</tr>
<tr>
<td>MED105</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>PHM110</td>
<td>Pharmacy Environments</td>
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</tr>
<tr>
<td>PHM150</td>
<td>Professional Aspects of Pharmacy Technology</td>
<td>3</td>
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<td>PHM200</td>
<td>Drug Classifications</td>
<td>3</td>
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<tr>
<td>LAW115</td>
<td>Legal and Ethical Issues for Pharmacy Technicians</td>
<td>3</td>
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<tr>
<td>PHM210</td>
<td>Pharmaceutical Dosage Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHM130</td>
<td>Administrative Aspects of Pharmacy Technology</td>
<td>3</td>
</tr>
<tr>
<td>PHM205</td>
<td>Fundamentals of Therapeutic Agents</td>
<td>3</td>
</tr>
<tr>
<td>BIO105</td>
<td>Anatomy and Physiology for Allied Health Professio</td>
<td>3</td>
</tr>
<tr>
<td>NALS</td>
<td>NALS</td>
<td>3</td>
</tr>
<tr>
<td>PSY115</td>
<td>Psychosocial Aspects of Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>PHM220</td>
<td>Pharmacy Lab Experience</td>
<td>3</td>
</tr>
<tr>
<td>PHM900</td>
<td>Pharmacy Technology Externship</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAM GOALS

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level pharmacy technician by demonstrating the ability to:

• Communicate effectively with patients, and medical and pharmacy professionals both verbally and non-verbally;

• Identify and describe the names, uses, and misuses of a variety of prescription and Over-The-Counter (OTC) pharmaceutical products;

• Define and describe the symptoms and implications of substance misuse and abuse;

• Apply ethical and legal principles and standards for the control, release, and use of health information;

• Successfully pass the National Pharmacy Technician Certification Examination.

The Pharmacy Technology degree requires successful completion of 60 semester credit hours for graduation as shown in the column on this page and on the previous page.
ASA offers a number of short, non-credit courses and programs in the college’s Continuing Education Division. These career programs and workforce training courses often prepare students for industry certifications. The department offers challenging yet flexible programs that can be completed within shorter periods of time. These courses or programs focus on lifelong learning needs for career development. They also respond to current community needs. Students can enroll in individual courses or work toward a certificate or licensure in their areas of interest. These courses and/or programs are offered during the days, evenings, and on weekends.
Matriculated ASA students have the opportunity to take some of their courses online. Distance Learning @ ASA is dedicated to serve:

• adult learners
• non-traditional students with responsibilities of work and family
• students who have community commitments
• students having difficulty fitting into traditional college schedules

ASA Distance Learning serves as a virtual gateway for thousands of learners seeking to complete an accredited college education. Online courses are conducted in an asynchronous format using multimedia web-based technologies provided and hosted by Moodlerooms. Moodlerooms is an education technology company dedicated to bringing excellent online teaching to institutions across the globe.

STUDENTS REGISTERED TO TAKE ONLINE COURSE ARE REQUIRED TO:

• Purchase course materials at the ASA bookstore as the online course package offers supplemental web-based materials to complete the course.
• Participate in the online weekly discussions, assignments, and projects.
• Complete the work that is required for each online course.
• Have access to a computer with active Internet connection. They are allowed to use the computer labs and library to access their online course.
• Take the scheduled final exams on campus, proctored by ASA faculty.

STUDENT SERVICES INCLUDE:

• Technical support via email.
• On campus technical assistance (Monday-Friday: 9am – 5pm).
• On campus tutors and online tutorials.
• On campus student course support through the Learning Center.
• E-library database global access.

Students are invited and encouraged to use the virtual and on-campus support services when necessary, in any computer lab on campus as well as at the Learning Center. Students requiring additional assistance may contact their instructor, student advisor or the Director of Distance Learning.

The Distance Learning website (www.asa.edu/distancelearning.asp) provides students with updated general information and requirements for taking an online course.

Distance Learning faculty are qualified professionals and academics who share their knowledge and practical experience to enhance learning and understanding through the latest and most comprehensive pedagogical methodologies. All online faculty members undergo training with the Director of Distance Learning before they start teaching an online course.

Online courses have been developed to eliminate virtual isolation, provided that students interact with their instructors and fellow students on a regular basis by means of email, chat and course discussions.

Students interested to register for any online course in their program of study should consult with the academic chair and their student advisor. Candidacy for online learning is contingent upon the student’s self-assessment and the GPA. Students who have not shown the requisite aptitude and proficient computer usage skills are discouraged from enrolling into online courses.

Once registration is complete, students will receive through their ASA email account, complete instructions on how to enter the course and tutorial information. A mandatory on-campus Orientation (multiple sessions) is conducted at the beginning of each semester.
HOW COURSES ARE CONDUCTED

In order to ensure quality online learning, ASA has partnered with Moodlerooms for its online course management needs. Moodle Learning Management System provides the online teaching tools which are simple to use yet powerful in scope. Some of the features of the LMS include:

- Web-based interface which allows teachers and students to participate from anywhere.
- Unlimited threaded discussions which can be shared across groups, a course, a department, or entire institution. Instructors can define discussions by type of post to stimulate effective discussion.
- Tests and quizzes using numerous question formats, even a secure testing environment. Students can save answers at any time during a test or quiz without submitting the test. If they lose connectivity, Moodle can recover answers, return the student to the quiz and in case of a timed quiz, automatically adjust time limit to remaining time.
- Instructors interact with assigned teams just like classes or individuals. They can view the course grade book and reports, send messages or create an announcement for teams.
- Integrated real time peer to peer chat reinforces concepts and builds community.
- Online registration and integrated scheduling. Students simply login to just one website which has all their academic records, class schedule as well as access to their online course.
- Integrated attendance with CampusVue for faculty so that they can keep track of student activity from one central place.
- Instructors can choose online or offline grading, modify weight assignments, re-grade, map grades to scores and perform complex calculations with the grading tool.
- Students can build communities by sending email to their groups, using a shared chat space, calendar and announcements.
- Full user logging and tracking - activity reports for each student are available with graphs and details about each module (last access, number of times read) as well as a detailed “story” of each student’s involvement including postings etc. on one page.

REQUIREMENTS FOR REGISTRATION:

Currently, online courses are offered only to those students who are enrolled for on-site courses; Distance Learning is just a supplemental scheduling option for them. We do not offer online courses to first semester students unless they are transfer students or have some prior college experience. Distance Learning is not a scheduling option for ESL students. All online courses are scheduled by the academic divisions and offered in the same sequence (start dates, holidays, and exam schedules) as traditional course offerings.

The student requirements for taking online courses are:

- Must have a cumulative GPA of 2.5 or above.
- Must have access to a computer with active Internet connection.
- Must take the final exam onsite scheduled during the last week of the semester.
- Login and participate a minimum of 3 out of 7 days per week. Completing all weekly course week by the end of week (Sunday).
COURSE NUMBERING SYSTEM

ASA uses a six-character numbering system to identify both the discipline and level of each course. The first three letters are the subject discipline codes which are as follows:

<table>
<thead>
<tr>
<th>CODE</th>
<th>DIVISION AND SUBJECT AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>Biology</td>
</tr>
<tr>
<td>CDV</td>
<td>Career Development</td>
</tr>
<tr>
<td>CIS</td>
<td>Computer Information Science</td>
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<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
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<tr>
<td>FSM</td>
<td>Freshman Skills</td>
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<tr>
<td>HIS</td>
<td>History</td>
</tr>
<tr>
<td>LIB</td>
<td>Information Literacy</td>
</tr>
<tr>
<td>LIT</td>
<td>Literature</td>
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<tr>
<td>MAT</td>
<td>Math</td>
</tr>
<tr>
<td>PHI</td>
<td>Philosophy</td>
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<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>SCI</td>
<td>Science</td>
</tr>
<tr>
<td>SOC</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

** Division of Arts and Sciences

** ** Courses marked by two asterisks are designated as General Education or Liberal Arts

@ Denotes courses offered online in the course description section of this Catalog

Students in all associate degree programs are required to take three mandatory 3-credit courses in General Education - College Math (MAT105), English Composition (ENG105, ENG205). Additional credits for fulfilling elective requirements may be selected from a pool of available arts and science courses.

As a rule, courses numbered 010 to 099 are developmental (remedial) in nature and carry no credit; those numbered 100-199 are usually taken in the first year of a two year program; and those numbered higher are typically second year courses. Courses are listed within the divisions by which they are offered.

Note: Prerequisites may be waived if students can demonstrate competence in the subject through previous education/certifications in the field.
**BIO120 3 CREDITS**

**HUMAN BIOLOGY**

This course provides a detailed study of the structure and function of human life. Students will be introduced to an examination of fundamental concepts of the scientific method, levels of organization from molecules of life to major organ systems, reproduction and development, evolution and genetics. A great deal of emphasis will be placed on the inter-relationship between human life and the living biosphere.

**CDV100 1 CREDIT**

**CAREER DEVELOPMENT SEMINAR**

This course provides the job and career management tools necessary for the student to reach his/her full career potential. The student will develop essential career success skills through class activities and direct practice in the business community. Hands-on assignments in each session will allow the student to research employers; learn about application requirements, practice meeting business people in various career fields, and practice successful interviewing techniques.

**CIS100 3 CREDITS**

**FUNDAMENTALS OF COMPUTER TECHNOLOGY**

This course introduces computers and its applications. Concentration is on data representation, computer concepts and input/output media and devices. This course also introduces the students to the microcomputer environments. It provides a comprehensive overview of Windows operating system. Popular Microsoft Office Applications (MS Word, MS Excel, MS PowerPoint) used on a personal computer are also presented.

**ENG005 3 NON-CREDIT**

**COLLEGE READING SKILLS**

This Remedial English course introduces students to the fundamentals of reading English at the college level. The course focuses on the elements of textual structure, writing style and writer’s objectives. Also, particular attention will be given to the elements of prose style including characterization, narrative voice, historical context, setting and environment, as well as the sub-textual components of reading. The course will focus on evaluation of a wide variety of literary texts as a way to explore the reading process.

**ENG010 3 NON-CREDIT**

**COLLEGE WRITING SKILLS**

This remedial English course introduces students to the fundamentals of writing English at the college level. The course focuses on the elements of writing structure, sentence structure, paragraphing and grammatical elements of writing. Also, particular attention will be given to the elements of prose style including characterization, narrative voice, historical context, setting and environment, as well as the sub-textual components of writing. The course will focus on exploring the writing process in a wide variety of ways.

**ENG105 @ 3 CREDITS**

**ENGLISH COMPOSITION I**

This course in English Composition will introduce the student to various techniques of the writing process. Here, they will learn to explore voice, tone, analytical reading, critical thinking, literature and a great deal more. The main objective here will be to transfer thoughts onto paper and do this in a comfortable way, while finding individual authorial voices and styles. Students will use writing to discover, organize, and develop ideas; to express their personal thoughts; to collect and evaluate information; and to persuade their readers.

*Formerly: ENG105 English Composition  
Prerequisite: placement by examination*

**ENG110 3 CREDITS**

**SPEECH AND COMMUNICATION**

This course is designed to prepare students for the communicative demands in different circumstances and environments, but especially in the work place. Students will learn the importance of communicative strategies where proficiency and clarity are essential aspects of successful delivery in communication. Students will also become familiar with case studies and situations in which they will challenge their communicative skills in discussions, individually and in groups. An integral part of the course will be preparations of oral presentations and project reports delivered to the class.

**ENG205 @ 3 CREDITS**

**ENGLISH COMPOSITION II**

This module is the second component in the series of English Composition courses. Here, using Composition I as a springboard, the curriculum of this course is designed to foster within students, the ability to apply independent research and writing skills. The new ASA Writing Center will be a useful resource for students in ENG 205, as it offers help and seminars on research methods which will form the bulk of this course. Students will learn to: (1) read and analyze literary works critically; (2) conduct research through various different modes including library, data-bases and Internet; (3) explore rhetorical strategies; (4) learn proper forms of documentation and citation of sources.

*Prerequisite: ENG105*

**FSM100 1 CREDIT**

**FRESHMAN SKILLS SEMINAR**

This single-credit course is knowledge-and-skills based, designed to help the new college student navigate and experience the challenges as well as the promises of tertiary
academic life and beyond. Within the FSM100 course, students are afforded an overview of the college environment. Students get to know ASA – the administration, the academic set-up, the support services departments and much more. The course also includes lessons in developing communication skills, improving study skills, learning how to cope with stress, effective time management, test-taking strategies, and developing critical thinking and problem solving skills. Students are introduced to the importance of the career portfolio in preparation for the more extensive discussion when they take the Career Development (CDV100) course. FSM 100 serves as the first step the student takes toward becoming a disciplined scholar and successful professional.

**HIS101 @ 3 CREDITS
AMERICAN HISTORY I
American History I: 1492-1877 is an introductory survey course designed to introduce the significant events, themes and ideas that shaped the formation of the United States from colonization to Independence, and through the end of the Civil War. Through the course of the semester, students will explore and come to an understanding of the political, economic and cultural trends and how these affected the various groups including indigenous peoples, colonists and immigrants who came to form the country.

**HIS201 @ 3 CREDITS
AMERICAN HISTORY II
American History II: 1877-present is an introductory survey course designed to introduce the significant events, themes and ideas that shaped the United States from Reconstruction to Present day. Through the course of the semester, students will explore and come to an understanding of the political, economic and cultural trends and how these affected the various peoples of the United States of America.

**HIS200 @ 3 CREDITS
WORLD HISTORY I
This course thematically treads through major ancient world civilizations, in particular the first written records of our world to 1500 CE. In exploring the narrative of human events, students will enhance their understanding of cultural literacy and the inter-connectedness of exciting human events we know as world history. Reaching beyond a linear study of history, students are encouraged to see events, wars, politics, geography, risen and fallen empires as an unrelenting story of humanity that continues to influence and enrich the lives of communities, countries, and peoples.

**HIS210 @ 3 CREDITS
WORLD HISTORY II
This course reiterates and unravels a continuous narrative of human events studied in the series of World History. In this second half of the series, students will study the historical developments of colonialism, European imperialism, transatlantic trade, modern wars and modern threats to the peace of this world. The periods of the Enlightenment, the Industrial Revolution and the political revolutions will be examined very carefully because they give us a sense of understanding the modern world.

**LIT200 @ 3 CREDITS
AMERICAN LITERATURE
This course surveys the literary heritage of America. In exploring the development of the American literary tradition, students will be acquainted with issues that critically define American literature and who are American writers? These questions will serve as a springboard for further discussion and identification of some of the broad literary movements and traditions in American literature such as transcendentalism, realism, regionalism, and modernism. Readings will range from the Colonial Era to the present day. By examining works of literature of many genres, students will explore various literary styles in their historical contexts that gave shape and definition to what we understand as the canon of American Literature.

**MAT005 @ 3 NON-CREDIT
MATH SKILLS I
This is the first course of the sequence of the two remedial math classes. It is designed to be a developmental course of Arithmetic and introduction to Algebra. This course is created to provide students the opportunity to develop fundamental computational skills and lay the foundation for success in Remedial Math Skills 2 course. Topics include whole numbers, fractions, decimals, percent, measurement, geometric concepts.

**MAT010 @ 3 NON-CREDIT
MATH SKILLS II
This is a developmental course of elementary algebra with an integrated review and reinforcement of arithmetic skills. This course is designed to provide students with necessary basic skills of mathematical operations in preparation for col-
leve level mathematics. Topics include real number system, numerical evaluation, algebraic operations, algebraic and graphical solutions of linear equations and systems. Course prerequisite: Placement examination or successful completion of Math Skills Level 1.

**MAT105 @ 3 CREDITS**
COLLEGE MATH
This comprehensive, broad-based credit-bearing course is designed to familiarize students with the techniques of problem-solving. This course contains two main parts: College Algebra and Fundamental Geometry. The first part of the course is designed to introduce students to the concepts and techniques of Algebra. Topics include algebraic operations, equations, polynomials, function concepts, basic topics from plane geometry and trigonometry of the right triangle. This course is designed to ensure that students are capable of satisfactorily completing challenging exercises and demonstrating that they are aware of math concepts essential to college-level learners.

Prerequisite: Placement Examination

**PHI110 @ 3 CREDITS**
INTRODUCTION TO ETHICS
In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues in the society at large and in daily life. Students will examine major ethical questions, including “What is morality?” and “What does God have to do with right and wrong?” Students will present ethical ideas of philosophers like Immanuel Kant and Jean-Paul Sartre to the class. Students will also be required to investigate and write about their own ethical values and to write critically about the application of ethics to life.

**PHI200 @ 3 CREDITS**
INTRODUCTION TO PHILOSOPHY
This course surveys the canon of philosophical thought which presently defines the field. Students will explore the development of philosophy from a historically based collection of thinkers starting with Plato and working through to Sartre. All philosophy stems from fundamental questions. Throughout this course, the student will be examining basic assumptions, revising received views and looking in depth at the work of philosophers who at times took immense risks to do just this. By examining the original works of the philosophers themselves, students will explore first hand the various modes of thought that brought civilization from Socratic rhetoric to the theories of Existentialism. This course seeks to define what we understand today to be philosophic inquiry.

**PSY105 @ 3 CREDITS**
INTRODUCTION TO PSYCHOLOGY
This course covers the major facts, theories, and controversies of contemporary psychology from a natural science perspective. Topics include Freud and psychoanalysis, genetics and behavior, neural bases of behavior, motivation, emotion, sensation, perception, intelligence, and mental disorders and their treatment.

**SCI101 @ 3 CREDITS**
INTEGRATED SCIENCES
The Integrated Sciences course introduces the student to notable science components particularly physics, chemistry, astronomy, geology, and biology. Classroom instruction will be anchored largely on the interdisciplinary approach. The course will progress using contextual integration of the social, historical, as well as philosophical inquiry and problem-solving methods of the learning delivery system. Such will provide the student with critical thinking and inquiry skills essential toward further studies in the health disciplines.

**SOC105 @ 3 CREDITS**
INTRODUCTION TO SOCIOLOGY
This course introduces students to the study of human behavior in society. Students will examine major components of sociology, including culture, diversity, and such social institutions as family, government, and education. Students will be required to investigate and write about their own social values and to write critically about society in general.

**ENGLISH AS A SECOND LANGUAGE**

**LEVEL A - PLACEMENT BY EXAMINATION**

ESLA01 @ 3 NON-CREDITS
ESL READING SKILLS - Level A
This course is especially designed for students who do not have English language proficiency. Here students will learn the elements of the English language, including the alphabet and the basic sentence structures. Students will develop their reading skills and broaden their vocabulary as well as improve their comprehension and speaking abilities. A special emphasis will be placed on making use of graphic, syntactic, lexical, and rhetorical cues in understanding reading material.

ESLA02 @ 3 NON-CREDITS
ESL WRITING SKILLS - Level A
Basic Writing Literacy Skills Course is an adult course in English as a second language which starts at absolute beginner language and literacy level. Designed for adult immigrant learners, Writing Skills is for students who are preliterate in their own language and who know no English. Recognizing the reality that adults can’t wait to become literate in order to work and carry on with their lives, Writing Skills offers instruction in survival English, basic literacy, and elemental civic concepts at the same time.
ESLA03  3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS - Level A
This course is designed for students who have very little prior knowledge of English. Initial attention is paid to the recognition and pronunciation of the English alphabet. Then, emphasis is on learning basic English pronunciation and intonation and its sound system. Later on, major work is done on learning and practicing simple daily conversations. Throughout the course, correct pronunciation and understanding of simple spoken language of daily life is given special attention.

ESLA05  3 NON-CREDITS
ESL GRAMMAR SKILLS - Level A
This course is designed for students who have little knowledge of English. It is to introduce them to the English language in written form. With the aim of enabling students to write very simple English sentences correctly, major attention is given to creating a foundation of grammar knowledge. Major emphasis is on introducing several common tenses regarding the use of verbs. Basic knowledge about nouns, pronouns, adjectives, prepositions and others are also learned.

ESLA06  NON-CREDITS
INTEGRATED LANGUAGE APPLICATION SKILLS - Level A
ESL Integrated Language Applications Skills I is planned for beginning students to strengthen grammar and listening skills acquired in other ESL courses. Students will do so in a diverse environment and class setting. This class combines all aspects of listening – sounds, stress, rhythm, and intonation which will help students to develop their listening skills. Students will learn basic listening skills through exercises as they listen to both CDs and computer listening programs. Also, students will apply and highlight their basic grammar understanding using textbook drills and specially developed on-line exercises. Students will first work on controlled activities for skills and ability (2 hours), and then practice what they have learned in the Language Computer Lab (1 hour). In the Lab they will be able to use the most modern updated technology and equipment. The reading part of the course will help students to: (a) practice reading comprehension skills; (b) enrich their vocabulary; (c) drill communication skills while answering questions and discussing stories; (d) get broader knowledge about the world, its cultures, traditions, people, which would support students’ interest in learning English.

ESLA07  3 NON-CREDITS
INTRODUCTION TO ESL CIVICS
This course has been designed to introduce beginning and intermediate adult students to the meaning of American Citizenship and naturalization. Activities in this course will encourage ESL students to build up life skills and knowledge about their new homeland; also students will be able to compare life in the USA with the life, history, and government of their native countries. In this course essential information on US history, government and civics is integrated with the skills of listening, speaking, reading, and writing.

LEVEL B - PLACEMENT BY EXAMINATION

ESLB01  3 NON-CREDITS
ESL READING SKILLS - Level B
This course is especially designed for students who do not have English language proficiency. Here, students will learn the elements of the English language, including the alphabet and the basic sentence structures. Students will develop their reading skills and broaden their vocabulary as well as improve their comprehension and speaking abilities. A special emphasis will be placed on making use of graphic, syntactic, lexical and rhetorical cues in understanding reading material.

ESLB02  3 NON-CREDITS
ESL WRITING SKILLS - Level B
Writing Skills aims to create a basis of elementary writing skills for ESL students who are not proficient in the English language. Here students will learn the use of and conjugation of verbs in the present, past, future tenses. Students will also become familiar with key grammatical structures through numerous exercises and practice. Yet, the focus of the course will be on sentence and paragraph writing; students will be asked to challenge themselves in developing these language skills and be able to express their ideas through writing.

ESLB03  3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS - Level B
This course is designed to prepare students in elementary levels of conversation in the English language. Students will learn to utilize common phrases in various “true to life” situations and dialogues. The main focus of the class will be on listening, comprehension and articulation. Students will begin to acquire a level of proficiency by completing exercises geared towards different discussions of interest to students’ lives. They participate in role playing, story telling, problem solving, brainstorming and memory games. Special attention will be given to American English idioms found commonly in every day language.

ESLB05  3 NON-CREDITS
ESL GRAMMAR SKILLS - Level B
This course is designed for beginning students. The course focuses on English grammar through active listening, speaking, reading, and writing activities. At the end of the course, students should be able to understand basic English grammar and to express basic information about their everyday life through simple grammar units. They have to have clear understanding of the parts of speech and English simple tenses.
ESLB06  3 NON-CREDITS
INTEGRATED LANGUAGE
APPLICATION SKILLS - Level B

ESL Integrated Language Applications Skills II is designed for students to reinforce intermediate grammar and listening skills acquired in other ESL courses. Students will do so in a different environment and class setting. This class combines all aspects of listening – sounds, stress, rhythm, and intonation which will help students to develop their listening skills. Students will be trained for more advanced listening skills through exercises to which they will listen both on CDs and computer listening programs. Also, students will practice and reinforce their grammar knowledge using textbook drills and specially developed on-line exercises. Students will first work on controlled activities for skills and proficiency (2 hours), and then practice what they have learned in the Language Computer Lab (1 hour). In the Lab they will be able to use the newest updated technology and equipment. The reading part of the program will help students to: (a) practice reading comprehension skills; (b) develop their vocabulary; (c) drill communication skills while answering questions and discussing stories; (d) get broader awareness about the world, its cultures, traditions, people, which would support students’ interest in learning English.

ESLB07  3 NON-CREDITS
LANGUAGE AND CULTURE

This course has been expressly created for advanced students whose level of English has reached near fluency. The material studied in the course will cover every aspect of human life and interaction. The focus of study will be American mainstream values that have attracted people to the United States for more than two hundred years. During the course of studies, certain changes and influences in various aspects of American life will be traced. Students will be exposed to a lot of language phenomena: vocabulary, idioms, terminology, phonetics, grammar. The curriculum objectifies what it means to be an American, asking the question: “What is American culture?”

LEVEL C - PLACEMENT BY EXAMINATION

ESLC01  3 NON-CREDITS
ESL READING SKILLS - Level C

This course is designed to strengthen student reading skills and comprehension. Here students will be introduced to reading materials mainly focused to broaden the students’ vocabulary, increase reading speed, and teach critical analysis. Students will be exposed to various genres of readings, including fiction, non-fiction, newspapers, and magazines. This will effectively show students that different reading strategies are necessary to become a proficient reader. Students will also be exposed to numerous exercises that challenge their intellectual and conceptual interests while enabling them to advance in language proficiency.

ESLC02  3 NON-CREDITS
ESL WRITING SKILLS - Level C

This course provides students with the knowledge of grammatical structures and discussions in the basic rules of English grammar, including usage and styles. Students will become familiar with the parts of speech, rules and exceptions of punctuation, sentence constructions, patterns, capitalization, abbreviations, numbers, spelling, and word division. The class will be taught three-dimensionally to familiarize students with syntax, semantics, and pragmatics-form, meaning and use. Challenging exercises for students will teach them to achieve clarity and accuracy in writing as well as in oral communications.

ESLC03  3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS - Level C

This course is intended for ESL students who wish to achieve considerable proficiency in verbal communication skills of the English language. The focus will be on teaching intermediate listening and conversational skills. Students will work with exercises taken from “real life” situations, dialogues, and sentence patterns. Students will be asked to use grammatically correct language units as well as appropriate stress, intonation, and vocabulary. With challenging sets of exercises, (oral, written, and on-line), students will achieve grammar and speech proficiency commonly used in social settings.

ESLC05  3 NON-CREDITS
READINGS IN AMERICAN LITERATURE

Literature is the key to the heart of any language. In this intermediate/high-intermediate course, students will encounter real American writers, men and women whose careers span over two hundred years. Being of diverse backgrounds, including Asian, American, and Mexican descent, these authors offer unique points of view of the continually evolving culture here in the United States. Reading and enjoying these stories for their content, students will also examine them to gain insights into the characters, themes and plots of these stories. Students will prepare themselves for higher level college English courses while developing a greater appreciation of American literature. With each reading, students will expand their vocabulary and understanding of idioms while reviewing grammatical forms of English, identifying and addressing their own individual problems, both spoken and written, to improve their command of and confidence in English.

ESLC06  3 NON-CREDITS
INTEGRATED LANGUAGE
APPLICATION SKILLS - Level C

ESL Integrated Language Applications Skills is planned for students to support high-intermediate grammar and listening skills acquired in other ESL courses. Students will do so in different environments and situations. This class com-
bines all aspects of listening - sounds, stress, rhythm, and intonation which will help students to expand their listening skills. Students will acquire higher-developed listening skills through exercises as they listen to CDs and computer listening programs. Also, students will apply and emphasize their grammar knowledge using textbook drills and specially developed on-line exercises. Students will first work on controlled activities for skills and expertise (2 hours), and then practice what they have learned in the Language Computer Lab (1 hour). In the Lab they will be able to use the most recent updated technology and equipment. The reading part of the program will help students to: (a) practice reading comprehension skills; (b) enrich their vocabulary; (c) drill communication skills while answering questions and discussing stories; (d) get broader understanding of the world, its cultures, traditions, people, which would maintain students’ interest in learning English.

ESLD03  3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS - Level D
This course presents various ways in which ESL students may advance in their communicative skills in the English language. The lessons of this course include a particular focus on the use of commonplace language in the context of social communications. Here students will learn the necessary forms and patterns of language to operate and communicate among English speaking people in the areas of shopping, banking, housing, health care, employment. This course, likewise, presents students with the opportunity to reinforce listening comprehension and verbal expression skills necessary to pursue college level academic work.

LEVEL E - PLACEMENT BY EXAMINATION

ESLE02  3 NON-CREDITS
ADVANCED ESL WRITING WORKSHOP
This is an advanced ESL writing course designed to prepare students for future composition class and other academic writing endeavors they will encounter at ASA. This is an intensive writing course with assignments due each week. In the first 5-6 weeks, students will explore topics through paragraph writing. In the final 9-10 weeks, students will explore essay writing. Students will also be required to participate in the revision process of both their and their peers’ papers in the format of peer workshops. In addition, students must keep a weekly journal where they have free rein of topics which could include reactions from their readings.

DIVISION OF BUSINESS

ACC101  3 CREDITS
PRINCIPLES OF ACCOUNTING I
This course introduces the students to the basic elements of accounting including descriptions of double-entry bookkeeping, the Accounting Cycle for service, merchandising and manufacturing companies, the making and analysis of financial statements, accounting concepts for sole proprietorship, partnerships, and large corporations.
Formerly: ACC100 Fundamentals of Accounting

ACC150  2 CREDITS
ACCOUNTING WITH ELECTRONIC SPREADSHEETS
This course provides an exhaustive exposure to the electronic spreadsheets program, its commands, features and functions. Many typical mechanical accounting problems are solved using electronic spreadsheet software from the basic to the advanced. The final portion of the course deals with the most advanced electronic spreadsheet software functions that help simplify bookkeeping procedures, such as macros for highly repetitive tasks, linking files for routine tasks with minor changes, special features to make print documents look better, creating effective presentations, and interactions between...
electronic spreadsheet software and other applications such as MS Word or Word Perfect, Access, and others.

**Prerequisite:** CIS100

**ACC151 @** 3 CREDITS  
**PRINCIPLES OF ACCOUNTING II**

The first part of this course is an overview of the accounting process and financial statements which are designed to provide a gradual transition from the introductory course in Accounting to the more rigorous level of analysis. It also addresses the concepts of present and future values of cash flows and the accounting for cash and short-term investments, receivables, inventories, current liabilities, and contingencies. Finally, it discusses plant assets and depreciation, intangible assets, and long-term liabilities.

*Formerly: ACC105 Intermediate Accounting I*

*Prerequisite: ACC101*

**ACC160** 3 CREDITS  
**ADVANCED BOOKKEEPING APPLICATIONS**

This course covers the key subject areas in the field of bookkeeping: adjustments; correction of errors; merchandise inventory; internal control and fraud prevention; payroll. The subject matter covered within this course will build on the accounting foundations established in Principles of Accounting I & II which will enable them to handle the technical responsibilities of full-charge bookkeeper for a small to mid-size business. This course prepares the student for the National Certification for Bookkeeper’s (NCB) examination. The NCB certification is a valuable credential for employment in the accounting and bookkeeping field.

*Prerequisite: ACC151*

**ACC195** 3 CREDITS  
**INTRODUCTION TO FORENSIC ACCOUNTING**

This course provides students with an overview of forensic accounting and litigation support. It examines the characteristics of white-collar criminals, financial statement manipulation, common employee fraud schemes and money laundering. Students will learn to detect concealment in financial statement fraud, and the analytical methods used to uncover income concealment and fraudulent accounting practices. This course will also survey new forensic techniques and tools, such as timeline analysis, link analysis, and IRS commonly used indirect methods of proof. This course will also explain the forensic accountant’s role in fighting financial statement fraud, and the standards of conducting and performing litigation services. Students will also learn what it means to be an expert witness while learning the rules of evidence to properly identify collect and preserve financial evidence.

*Prerequisites: ACC101 & ACC151 - Principles of Accounting I and II.*

*Note: ACC195 - Introduction to Forensic Accounting is replacing ACC200 - Intermediate Accounting Course*

**ACC210** 3 CREDITS  
**TAXATION**

This course examines federal income taxation. It begins with an overview of the federal tax structure including reporting procedures, individual tax preparation, business and professional returns, special tax situations, partnerships, corporations, and tax-exempt corporations. The course also instructs students in the use of the latest tax software available in the market.

*Prerequisite: ACC101, CIS100*

**ACC225** 3 CREDITS  
**MANAGERIAL ACCOUNTING**

This course discusses contemporary business trends and their impact on managerial accounting. It covers all managerial accounting topics such as job order and process costing, costs influenced by volume, complexity, product scope, and batch sizes, cost volume-profit analysis, break-even analysis, fixed/variable analysis, flexible budgeting, overhead cost management, advanced manufacturing costs, activity-based costing for strategic decisions, responsibility accounting, constraint theory and decision making, and target costing.

*Prerequisite: ACC151*

**ACC250** 3 CREDITS  
**COMPUTERIZED ACCOUNTING WITH APPLICATION PACKAGE**

This course introduces the student to different types of accounting software and their applications as used by industries in performing day-to-day accounting functions. It integrates the knowledge with information system. It teaches the student the use of accounting software to create a company, set up a chart of accounts, vendors, customers, employees and payroll defaults, general ledger, inventory items, jobs, enter transactions, prepare reports, and analyze the reports.

*Prerequisite: ACC151*

**BUS110 @** 3 CREDITS  
**INTRODUCTION TO BUSINESS**

This course has been designed to present the student with a balanced view of a business - the strengths, weaknesses, successes, failures, problems and challenges. In addition, this course, with its vast array of features, provides the student with a solid foundation for more advanced courses, and it explains the opportunities, rewards, and challenges of a business career.

**BUS115 @** 3 CREDITS  
**INTERNATIONAL BUSINESS AND TRADE**

This course describes the general nature of international business and the three environments in which an international business person works. It examines the increasingly important international organizations, the international monetary system, and the impact of both on business, the uncontrol-
Macro forces that make up the foreign environments and their effect on business practices. The course also explores trends and new directions of international companies.

**Prerequisites:** BUS110, BUS200

### BUS120 @ 3 CREDITS
**ORGANIZATIONAL BEHAVIOR**
This course provides a basic understanding of human actions in organizations. It includes the analysis of individual and group processes in organizational settings. It also helps the student to understand, predict, and improve the performance of individuals and the organizations in which they work.

### BUS135 @ 2 CREDITS
**ADMINISTRATIVE OFFICE MANAGEMENT**
This course provides a basic understanding of the fundamentals of effective management. These fundamentals include the basic principles of management, problem solving, system thinking, and communications needed to administer the office functions. Also, it stresses people and their role in using the tools of information technology required in the battle to increase productivity. The course also highlights the main concepts needed to understand the services used by successful office administrators - computers, text/word processing, telecommunications, records management, micro-image and reprographics systems, and the ergonomic environment required for the new networking technology. Finally, this course provides a “control” setting that explains how office managers evaluate the productivity of their office systems and the “bottom-line” importance of living within their budgets.

### BUS145 @ 2 CREDITS
**DATABASE MANAGEMENT APPLICATION PACKAGE**
This course provides an in-depth understanding of database design; creating a database; querying a database; maintaining a database; importing a worksheet into database software; creating reports and forms; publishing reports to the Web; enhancing forms by using OLE fields, hyperlinks, and sub forms; and using Macros; VBA, and the Switchboard Manager to create an application system.

**Prerequisite:** CIS100

### BUS150 @ 3 CREDITS
**PRINCIPLES OF MICROECONOMICS**
Microeconomics is a survey course with the core focus of exposing students to how the factors of production are allocated among and within households, firms, and industries. The scope of this course’s contents includes discussions about the fundamentals of supply and demand as competing ends for the consumption of goods and services in the economy. The consumer theory is discussed as a vital part of the course. Production, particularly under a revenue-cost consideration, is discussed in the context of the impacts-perfect competition, monopoly, monopolistic competition, and oligopoly. Coverage is given to factor prices in relation to income sources and monopoly in the labor market.

### BUS175 @ 3 CREDITS
**BUSINESS LAW**
This course introduces students to the principles of Business Law. Business Ethics and Social Responsibility, Torts, Intellectual Property, Cyber Law, Criminal Law and Contracts are a few of the topics to be covered.

### BUS200 @ 3 CREDITS
**PRINCIPLES OF MARKETING**
This course introduces the student to the role of marketing in the economy, and covers major marketing topics including institutions involved in the marketing process (manufacturers, wholesalers, retailers, advertising agencies, marketing research firms, banks, shippers, storage warehouses, and others). The course also examines major tools used by modern marketers (product, price, promotion, place and major environmental forces affecting the marketing process), demographics, economics, ecology, technology, politics and culture.

**Prerequisite:** BUS110

### BUS205 @ 3 CREDITS
**PRINCIPLES OF FINANCE**
This course approaches the three traditional divisions of finance (corporate finance, investments, and financial institutions) by employing the twin concepts of value maximization and the risk/expected return tradeoff throughout the course. It distinguishes between finance and economics, focuses on time value of money concepts, provides a basic overview of the operations of the firm against the background of financial intermediation and the capital markets, explores security valuation and capital market theory, capital budgeting and corporate financing, financial derivatives and risk management, international financial management, financial analysis and financial planning, inventory and cash management, accounts receivable management.

**Prerequisites:** ACC101, BUS150

### BUS210 @ 3 CREDITS
**BUSINESS ETHICS**
The coursework in BUS 210 contributes to the knowledge of strong business decisions within the ambit of business ethics, sustainability, and stakeholder management. The manager perspective to Business Ethics is enriching enough to assist students, as potential business decision makers, to safeguard the interests of internal and external stakeholders, which includes employees, the immediate community actual and potential investors, and the environment at large. Regulatory and industry mandates are key considerations in the stakeholder models that appear in cases that reflect the discourses, debates, and dispositions on ethical issues. Key among most
BUS245 @
E-COMMERCE MANAGEMENT
Upon successful completion of this course the student will acquire the knowledge and high-level tools to be able to create, maintain and evolve e-commerce strategy within a company. They will learn the business solutions that utilize technology as needed to enhance the way business is conducted. The course is designed to help the student find answers that are right for any specific situation. In addition to lectures, the course uses hands-on activities, case studies and individual and group assignments to foster learning.

Prerequisites: CIS100, BUS110

BUS245 @
E-COMMERCE MARKETING
Upon successful completion of this course the student will acquire the knowledge to advertise and market businesses on the World Web to reach new customers, better serve existing customers and expand business activity. They will learn the methods to take an order, collect payments, deliver goods, and provide follow-up with the customer. Real-world examples involving a few “success stories” are used. The course also teaches how to properly design and locate a web site for maximum profitability.

Prerequisites: CIS100, BUS110

BUS255 @
CUSTOMER SERVICE MANAGEMENT
Upon successful completion of this course the student will be able to learn the role of customer service in a consumer business. Students will examine how internal and external customer service strategies impact an organization’s profitability. Special emphasis will be placed on communication skills, dealing with angry customers, handling telephone customers, and motivating and training employees for the delivery of customer service.

Prerequisite: BUS110

BUS260 @
RETAIL OPERATIONS MANAGEMENT
Upon successful completion of this course the student would be able to learn those activities relating to the strategic, and personnel aspects of a retail enterprise. Students will have the opportunity to learn how managers plan, implement, and direct a profitable retail business.

Prerequisite: BUS110

BUS265 @
MERCHANDISE MANAGEMENT
Upon successful completion of this course the student will be able to learn the merchandise management strategies within a retail organization. The student will also be able to acquire the following skills: pricing, sales, markdowns, profitability, stock, performance measurements, assortment and merchandise planning, and reading and analyzing retail computer reports.

Prerequisite: BUS110

BUS905
BUSINESS ADMINISTRATION - ACCOUNTING EXTERNSHIP
This course is an unpaid, off-site externship under the supervision and evaluation of a cooperating business and the college. Students utilize the knowledge gained in the Business Administration/Accounting program for a minimum of 135 hours (a minimum of 9 hours per week for fifteen weeks is required) during the last semester of the program. The externship course includes guided “hands-on” application of theory and course work, and provides students with training in different types of organizations from small and mid-sized companies to large corporations. Students present a completed portfolio evaluating the externship experience. Must be taken in the final semester.

Prerequisite: CDV100

Note: BUS210 - Business Ethics is replacing ACC215 - Cost Accounting Course.
OFT210 **WORD PROCESSING**  
This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. Word processing functions such as spell check, grammar check, and formatting features are also covered.  
**Prerequisite:** CIS100

**DIVISION OF CRIMINAL JUSTICE**

CRJ101 **AMERICAN CRIMINAL JUSTICE SYSTEM**  
This course provides the student with a thorough knowledge of the criminal justice system. It presents the many diverse views that are contained within the criminal justice and characterizes its interdisciplinary nature.

CRJ105 **INTRODUCTION TO CRIMINOLOGY**  
This course introduces the student to Criminology, a dynamic field which is constantly changing with the release of major research studies, Supreme Court rulings, and governmental policies. It also offers thorough descriptions and explanations of criminal behavior.

CRJ115 **INTRODUCTION TO LAW ENFORCEMENT**  
This course presents an overview of the field of law enforcement and the numerous complexities within it. It also instills an appreciation for those who “serve and protect” our society and an understanding of this exciting and challenging profession.

CRJ120 **CRIMINAL LAW & PROCEDURES**  
This course is organized according to the central theme of balancing conflicting interests. The law of criminal procedure balances the interest in obtaining the correct result in particular cases against the interest in upholding a fair process in all cases. In this course, the ends are the correct result in the case at hand; the means is the process by which the result is obtained. This course recognizes the importance of obtaining the correct result—namely, the ends of both freeing the innocent and convicting the guilty. It also promotes the value of enforcing the law according to fair procedures.  
**Prerequisite:** CRJ101

CRJ150 **INTRODUCTION TO CORRECTIONS**  
This course is an overview of the field of corrections. It deals with how corrections in the United States function. The course touches on areas like jails, prisons, inmates, probation and parole, and community-based corrections. In addition, the course discusses the administration portion of the corrections, the correctional work world and careers, and inmates’ rights and litigation.  
**Prerequisite:** CRJ101

CRJ190 **INTRODUCTION TO SECURITY**  
This course provides basic information that would serve as an overview of the total scope of private security. It incorporates the major findings and recommendations of the report of the Task Force on Private Security with other current security publications and research, including the Hallcrest Report I and II and the Rand Report.

CRJ200 **CURRENT ISSUES IN CRIMINAL JUSTICE**  
This course provides students with an overview of current issues in the administration of criminal justice. “Administration” encompasses criminal justice policies implemented by the police, courts, and correctional agencies (i.e., jails, prisons, and parole/probation departments). Time permitting, the course will also focus attention on some of the law enforcement agencies that have come to the forefront of the public eye since the September 11th terrorist attacks – namely the FBI and CIA. Finally, the course focuses on the intended and unintended consequences of policies implemented by these entities, as well as debates, controversies, and trends in the administration of criminal justice. This course may not be taken before the second semester.

CRJ205 **POLICE & COMMUNITY**  
This course gives a general overview of policing in our society so that the student can understand why and how policing is performed. It also shows the jobs available in policing and how to go about getting them, what skills are needed, and what you will do if and when you get the job. Students will have a flavor of policing. It is designed to make the student aware of who the police are, what they do, and how they do it, while also sensitizing them to the complexities and ambiguities of modern policing.  
**Prerequisites:** CRJ120

CRJ210 **DIVERSITY AND CRIMINAL JUSTICE**  
This course critically examines race, gender, and other diversity issues within the U.S. criminal justice system. The topic of emphasis is the importance of diversity issues in the development, organization and operation of the criminal justice system.
CRJ215 3 CREDITS
ETHICAL ISSUES IN CRIMINAL JUSTICE
This course discusses the ethical issues such as capital punishment and official corruption. Deadly force, discretion and deception by practitioners are critically examined. Identification and analysis of ethical issues in the field of criminal justice are discussed in detail with specific references to current events. This course may not be taken before the second semester.

CRJ900 3 CREDITS
EXTERNSHIP IN CRIMINAL JUSTICE
The criminal justice externship is designed to give students practical experience in the field, prior to graduation. The externship program often serves as a gateway to a future career in the criminal justice field. Students are expected to work with an agency (police, probation, correction, social services, and security agencies) over the course of the externship. Students must maintain a daily journal of their activities, which are to be transcribed into a weekly log. This is to be submitted weekly along with time sheets signed by their supervisor. Students must also submit the necessary evaluations, a summary paper describing their experiences at the end of the externship, and attend established meetings with the externship coordinator. This course is an experiential learning activity where students work at various criminal justice agencies for academic credits. Externship locations will include government agencies, police departments, federal and state law enforcement, private security firms, judicial clerkships, legal offices and legal research concerns. Externs must complete a self-evaluation, perform a series of exercises and assignments, author a log diary and a paper outlining the externship experience, work the required 135 hours, and present an acceptable recommendation from the externship supervisor upon completion of the experience. Must be taken in the final semester.

Prerequisite: CDV100

CRJ901 3 CREDITS
CRIMINAL JUSTICE CAPSTONE SEMINAR
The purpose of the Capstone Course is for students to demonstrate that they have successfully mastered skills during studies in the Criminal Justice Program. In this course, students will create an original research project that synthesizes criminal justice theories, quantitative and qualitative methodologies and apply to an issue in the criminal justice field. Open only to students in their last semester.

Prerequisite: LIB150 Research Methods in Criminal Justice

LIB150 3 CREDITS
RESEARCH METHODS IN CRIMINAL JUSTICE
This course is an introductory course in Research Methods in Criminal Justice. It is designed to introduce the student to basic concepts and problems encountered in criminal justice investigation, including types of data and measurement, sampling, probability, and research design. This course will emphasize the importance and limitations of theory and methodology in criminal justice research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics.

Prerequisite: LIB100

SOC150 3 CREDITS
CHILD WELFARE / CHILD ABUSE PREVENTION
This course will examine the child welfare system and its historical development. Students will gain an understanding of the basic child welfare policies, programs and practices related to child and family functioning. A survey of supplement, supportive and substitute services is provided. Students will also understand the different roles of the child welfare social worker. The issues of poverty, oppression, race and ethnicity, and their impact on children and families will also be explored.

DIVISION OF HEALTH DISCIPLINES

ALH110 @ 3 CREDITS
MEDICAL OFFICE ADMINISTRATION
This course covers the responsibilities encountered by medical office personnel. Topics include an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis is placed on human relations and customer relations.

Prerequisite: CDV100

ALH160 @ 2 CREDITS
LAW AND ETHICS FOR HEALTHCARE PROFESSIONALS
This course covers the history of healthcare; the skills, attitude, and role of the medical assistant in the health care setting; job opportunities and licensure requirement; and the role of ethics and legal issues in the field of health care. Emphasis is placed on professionalism, legal relationships of physicians and patients, professional liability, medical ethics, and the Health Insurance Portability and Accountability Act (HIPAA).

Formerly: Law and Ethics for Allied Health Professionals

ALH200 3 CREDITS
MEDICAL REIMBURSEMENT
This course teaches students the basics of health insurance, the health insurance claim form, guidelines for claims submission and processing, understanding of HIPAA regulations, collections, and health care payers including managed
care systems, private insurance, Medicare, state programs, workers’ compensation, Tricare and CHAMPVA. Use of the ICD-9-CM and CPT coding manuals as well as a computerized encoder is also incorporated.

**Prerequisite:** MED105

**ALH205**

**MEDICAL BILLING**

This course prepares students to process and manage third-party reimbursement and patient accounts receivables in non-hospital settings. The students will use electronic medical billing software in simulated practice. Emphasis is placed on medical terminology and the proper use of ICD-9 and CPT codes.

**Prerequisites:** MED105, CIS100

**BIO105**

**ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH PROFESSIONALS**

This course teaches students the anatomical and physiological function of cells, tissues, organs, and organ systems in the context of the whole organism. Topics to be covered include the basic molecular and cellular concepts and functions of organs and body systems including integumentary, skeletal, muscular, circulatory, lymphatic, circulation and immunity, respiratory, digestive, and nervous, the reproductive systems, and growth and development.

**BIO110**

**MICROBIOLOGY FOR ALLIED HEALTH PROFESSIONALS**

This course provides knowledge of pathogenic microorganisms. Students are first introduced to the basic biological processes of viruses and bacteria as are required for their viability. Then, the strategies that microbial pathogens employ to successfully infect humans and cause disease are described.

**LAW115**

**LEGAL AND ETHICAL ISSUES FOR THE PHARMACY TECHNICIANS**

This course presents the material dealing with pharmacy laws, regulations and ethics aimed specifically at the pharmacy technician. Students will learn the many laws and regulations that pharmacy technicians must understand in order to practice in a legal and ethical manner. Students will be presented with an overview of the United States’ legal system and review the development of current laws and the major laws affecting present-day pharmacy practice. Drug control laws and ethical issues most applicable to the pharmacy technician will also be covered.

**MED105**

**MEDICAL TERMINOLOGY**

This course is designed to provide in-depth knowledge and understanding of the medical language used by health care professionals including roots, prefixes, suffixes, and word meanings. An overview of basic terms used throughout the health field, including diseases, diagnostic procedures and treatments are also discussed.

**MED115**

**LABORATORY TECHNIQUES I**

This course introduces aspects of the clinical laboratory sciences such as laboratory organization, professional ethics, basic laboratory equipment use, safety, quality assurance, and specimen collection. OSHA and CLIA regulations are stressed and applied to student’s performing basic laboratory skills such as blood collection, urinalysis, and microbiologic testing.

**Prerequisite:** BIO105

**MED200**

**CLINICAL OFFICE PROCEDURES**

This course introduces the student to the basic skills that are performed by the medical assistant in the medical office. This course places emphasis on patient-centered assessment, examination, intervention and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, positioning and draping and assisting during an examination.

Consideration is also given to ECG techniques such as equipment operation and basic interpretation.

**Prerequisites:** BIO105, MED105

**MED205**

**PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS**

The course is a basic introduction to the principles of pharmacology. Topics include classes of drugs by body systems as well as antivirals, antibiotics, vaccines and immunizations, and chemotherapy agents. Basic drug concepts and nomenclature required in the allied health professions such as preparations and route of administration, dose calculations, side effects, and abbreviations will be stressed.

**MED215**

**LABORATORY TECHNIQUES II**

This course continues the teaching and practice of proper laboratory equipment use, biological sample collection and testing techniques. OSHA and CLIA regulations are stressed and applied to performing basic laboratory skills such as blood collection, chemistry and hematology testing.

**Prerequisite:** MED115
MED220 3 CREDITS
MEDICAL EMERGENCIES FOR ALLIED HEALTH PROFESSIONALS

This course combines CPR fundamentals with basic first aid skills. General first aid principles, medical emergencies, injury emergencies and environmental emergencies are covered. Successful completion of course material satisfies the requirements for CPR Certification by the American Red Cross.

Prerequisite: BIO105

MED905 3 CREDITS
MEDICAL ASSISTING EXTERNSHIP

This course provides the student with general training and experiences in the workplace. Students will be placed in an ambulatory health care setting, where they will perform both administrative and clinical competencies. Administrative competencies may include claims processing, filing, appointment scheduling, telephone screening and bookkeeping functions. Clinical competencies may include specimen collection, diagnostic testing, and patient care. Transdisciplinary competencies will be integrated in both clinical and administrative areas. These include communication, legal concepts, patient instruction, and operational functions. Must be taken in the final semester.

Formerly: MED900-4 credits.
Prerequisite: CDV100
Prerequisite or corequisite: level 200 courses.

PHM100 2 CREDITS
FUNDAMENTALS OF PHARMACY PRACTICES

This course introduces the basic concepts essential for a career as a pharmacy technician. The concepts include: profile, skills, qualifications, operational guidelines, and job duties of a pharmacy technician. Professional resources, safety techniques are also covered. Development of communication skills necessary for the pharmacy technician will also be covered.

PHM110 3 CREDITS
PHARMACY ENVIRONMENTS

This course is an introduction to the role of the pharmacy technician in various practice settings including history, personnel, resources, and ethical standards of pharmacy practice.

PHM130 3 CREDITS
ADMINISTRATIVE ASPECTS OF PHARMACY TECHNOLOGY

This course focuses on the administrative aspects of pharmacy technology. Students will learn the non-dispensing duties of the pharmacy technician including acquisition and inventory of over-the-counter and prescription pharmaceuticals; pharmacy-related computer applications; pharmaceutical and medical abbreviations; proper communication between patients and pharmacy personnel and third party management.

PHM150 3 CREDITS
PROFESSIONAL ASPECTS OF PHARMACY TECHNOLOGY

This course focuses on the clinical points of pharmacy technology. Students will begin the course with a review of pharmacology that includes over the counter and alternative medications. Course content includes principles of drug action, dosage forms, substance abuse and misuse, and drug administration. Other topics include the distributive process of drugs, various systems of drug distribution and control, and drug delivery systems.

PHM200 3 CREDITS
DRUG CLASSIFICATION

This course introduces students to the major groups of medications according to the effect they have on body systems. Throughout the course, students learn about medications affecting body systems such as the gastrointestinal, cardiovascular, muscular-skeletal, nervous and reproductive systems. Course material will also cover indications, contraindications, adverse reactions and side effects, and routes of administration of such medications.

PHM205 3 CREDITS
FUNDAMENTALS OF THERAPEUTIC AGENTS

This course introduces the student to the essentials of drug administration and distribution, mechanism of action, interaction, and side effects of major groups of medications. Additional topics will include basic principles of toxicology and substance abuse; medications used in allergies; psychotropic agents and medications affecting the nervous system.

Prerequisite: MED105

PHM210 3 CREDITS
PHARMACEUTICAL DOSAGE CALCULATIONS

This course introduces the student to the metric and apothecary systems of measurement and calculations. Students will receive a math review necessary for pharmaceutical calculations. Other topics to be covered in this course include dilution and concentration of medications, intravenous solutions calculations, and pediatric and adult dosages based on body weight.

Prerequisite: MAT105

PHM220 3 CREDITS
PHARMACY LABORATORY EXPERIENCE

This course provides hands-on experience in the retail/institutional lab during the third semester. Areas of instruction include compounding, drug product knowledge, interpretation of prescriptions, entering prescriptions into pharmacy soft-
ware program, profiling patients, and filling and labeling prescriptions. Customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control, and patient confidentiality will also be practiced.

*Prerequisite or corequisite: PHM210*

**PHM900 3 CREDITS**

**PHARMACY TECHNOLOGY EXTERNSHIP**

This course offers students the opportunity to gain practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Under the direct supervision of a licensed pharmacist in a hospital and/or other health care institutional pharmacy practice, students will be assigned to follow policy and procedures that apply to acute, long-term, and ambulatory care practices. In addition, under the direct supervision of a licensed pharmacist, students will also be assigned to retail/community pharmacy performing both clerical and technician responsibilities. This course requires an hour of class discussion on campus once a week. *Must be taken in the final semester.*

*Prerequisite: CDV100*

**PSY115 3 CREDITS**

**PSYCHOSOCIAL ASPECTS OF HEALTH CARE**

This course presents basic psychological concepts appropriate for the health care worker. Subjects discussed include effective communication, diversity of clients served by the health care system, effects of stress, physical and emotional needs in different life stages and as affected by illness, emotional responses to various life experiences, and specific emotions as they affect behavior.
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Pedro Monzon, Assistant Coach  
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BS (English Literature) – State University of New York at Binghamton, Binghamton, NY (1979)

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BS (Professional Studies) – Barry University, Miami, FL (1997)

Maria Caamano, Instructor
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BA (Environmental Studies) - Florida International University, Miami FL

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BS (Administrative Studies) – Nova Southeastern University, Fort Lauderdale, FL (2000)

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MBA - Nova University Fort Lauderdale, Florida (1996)
MS (Comp Tech in Educ) - Nova Southeastern University, Fort Lauderdale Florida (2002)
BS (Elementary Education) - Nova Southeastern University, Fort Lauderdale, Florida (1993)

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BS (Communication) – Florida Atlantic University, Boca Raton, FL. (2000)

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BS (Business Administration) - Everest University, Pompano Beach, Florida (1992)

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MBA (Controllership) - St. John’s University, Queens, New York (1991)
BS (Accounting) - The University of Utah, Salt Lake City, Utah (1986)

* Faculty Listing is accurate as of 09/15/2014.
Faculty listing is updated regularly in the electronic version of ASA College catalog at www.asa.edu.
DIVISION OF CRIMINAL JUSTICE

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BA (Public Administration/Criminal Justice) - Kean University, Union, New Jersey (1989)

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MS (Law) - St. Thomas University School of Law, Miami Gardens, Florida (2006)
BA (Political Science) - St. Thomas University, Miami Gardens, Florida (2004)

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MD (Doctor of Medicine) - University of Buenos Aires, Argentina

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BS (Business and Healthcare Management) - American Intercontinental University, Weston, Florida (2005)

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BS (Electrical Engineering, Concentration in Computer Systems and Languages) - University of Notre Dame, Indiana, (1984)

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BS (Electrical Engineering Technology / Minor in Mathematics) - Alabama A&M University, Normal, AL., (1997)

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BS (Finance) - University of South Florida, (1996)

John Perretta, Instructor
MA (Comp. Reasr/ Inf Management) - Webster University St. Louis , MO (2002)
Educational Specialist - Nova Southwestern University , Fort Lauderdale , FL(2007)
### FALL 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>September</td>
<td>Mon</td>
<td>Annual Faculty Orientation for ALL Faculty.</td>
</tr>
<tr>
<td>16</td>
<td>September</td>
<td>Tue</td>
<td>Fall Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>22</td>
<td>September</td>
<td>Mon</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>29</td>
<td>September</td>
<td>Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>13</td>
<td>October</td>
<td>Mon</td>
<td>Columbus Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>27-30</td>
<td>November</td>
<td>Thu-Sun</td>
<td>Thanksgiving Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>1-5</td>
<td>December</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>15-19</td>
<td>December</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>23</td>
<td>December</td>
<td>Mon</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>5</td>
<td>January 2015</td>
<td>Mon</td>
<td>Day For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>

### SPRING 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>January</td>
<td>Mon</td>
<td>New Faculty Orientation and Special Faculty Workshop.</td>
</tr>
<tr>
<td>13</td>
<td>January</td>
<td>Tue</td>
<td>Spring Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>19</td>
<td>January</td>
<td>Mon</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>19</td>
<td>January</td>
<td>Mon</td>
<td>Martin Luther King Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>26</td>
<td>January</td>
<td>Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>16</td>
<td>February</td>
<td>Mon</td>
<td>Presidents’ Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>30-3</td>
<td>March-April</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>3</td>
<td>April</td>
<td>Fri</td>
<td>Good Friday. Classes Suspended.</td>
</tr>
<tr>
<td>5</td>
<td>April</td>
<td>Sun</td>
<td>Easter Sunday. Classes Suspended.</td>
</tr>
<tr>
<td>20-24</td>
<td>April</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>27</td>
<td>April</td>
<td>Mon</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>28-29</td>
<td>April</td>
<td>Tue-Wed</td>
<td>2 Days For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>

### SUMMER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>May</td>
<td>Tue</td>
<td>Summer Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>10</td>
<td>June</td>
<td>Wed</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>10</td>
<td>June</td>
<td>Wed</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>3-5</td>
<td>July</td>
<td>Fri-Sun</td>
<td>Independence Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>10-14</td>
<td>August</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>31-4</td>
<td>August-Sept</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>5-7</td>
<td>September</td>
<td>Sat-Mon</td>
<td>Labor Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>8</td>
<td>September</td>
<td>Tue</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>9-10</td>
<td>September</td>
<td>Wed-Thu</td>
<td>2 Days For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>
## FALL 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Sep</td>
<td>Mon</td>
<td>Annual Faculty Orientation for ALL Faculty.</td>
</tr>
<tr>
<td>15 Sep</td>
<td>Tue</td>
<td>Fall Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>28 Sep</td>
<td>Mon</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>28 Sep</td>
<td>Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>12 Oct</td>
<td>Mon</td>
<td>Columbus Day. Classes Suspended. School Open - Faculty Professional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development Day.</td>
</tr>
<tr>
<td>26-29 Nov</td>
<td>Thu-Sun</td>
<td>Thanksgiving Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>30-4 Nov-Dec</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>14-18 Dec</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>23 Dec</td>
<td>Wed</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>28 Dec</td>
<td>Mon</td>
<td>Day For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>

## SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Jan</td>
<td>Mon</td>
<td>New Faculty Orientation and Special Faculty Workshop.</td>
</tr>
<tr>
<td>12 Jan</td>
<td>Tue</td>
<td>Spring Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>18 Jan</td>
<td>Mon</td>
<td>Martin Luther King Day. Classes Suspended. School Open - Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Development Day.</td>
</tr>
<tr>
<td>25 Jan</td>
<td>Mon</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>25 Jan</td>
<td>Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>15 Feb</td>
<td>Mon</td>
<td>Presidents’ Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>25 Mar</td>
<td>Fri</td>
<td>Good Friday. Classes Suspended.</td>
</tr>
<tr>
<td>27 Mar</td>
<td>Sun</td>
<td>Easter Sunday. Classes Suspended.</td>
</tr>
<tr>
<td>28-1 Mar-Apr</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>18-22 Apr</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>25 Apr</td>
<td>Mon</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>26-27 Apr</td>
<td>Tue-Wed</td>
<td>2 Days For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>

## SUMMER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 May</td>
<td>Mon</td>
<td>New Faculty Orientation and Special Faculty Workshop.</td>
</tr>
<tr>
<td>24 May</td>
<td>Tue</td>
<td>Summer Semester Classes Begin. Late Registration Begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>28-30 May</td>
<td>Sat-Mon</td>
<td>Memorial Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>8 Jun</td>
<td>Wed</td>
<td>Late Registration Ends.</td>
</tr>
<tr>
<td>8 Jun</td>
<td>Wed</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>15-19 Aug</td>
<td>Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>29-2 Aug-Sept</td>
<td>Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>6 Sep</td>
<td>Tue</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>7-8 Sep</td>
<td>Wed-Thu</td>
<td>2 Days For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>
APPENDIX A: SATISFACTORY ACADEMIC PROGRESS CHARTS

SATISFACTORY ACADEMIC PROGRESS TABLE FOR CREDIT-BEARING COURSES

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED*</th>
<th>GRADE POINT AVERAGE</th>
<th>MINIMUM % ACHIEVED</th>
<th>F.A. WARNING ALLOWED*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>0.50</td>
<td>35%</td>
<td>YES</td>
</tr>
<tr>
<td>7 - 15</td>
<td>1.00</td>
<td>35%</td>
<td>Yes</td>
</tr>
<tr>
<td>16 – 30</td>
<td>1.30</td>
<td>50%</td>
<td>Yes</td>
</tr>
<tr>
<td>31 – 45</td>
<td>1.50</td>
<td>50%</td>
<td>Yes</td>
</tr>
<tr>
<td>46 – 60</td>
<td>1.70</td>
<td>50%</td>
<td>Yes</td>
</tr>
<tr>
<td>61 – 75</td>
<td>1.90</td>
<td>50%</td>
<td>No</td>
</tr>
<tr>
<td>76 – 102</td>
<td>2.00</td>
<td>67%</td>
<td>No</td>
</tr>
<tr>
<td><strong>Required For Graduation</strong></td>
<td><strong>2.00</strong></td>
<td><strong>67%</strong></td>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

*Note: Students are not allowed two consecutive semesters on F.A. Warning
# SATISFACTORY ACADEMIC PROGRESS FOR ESL AND REMEDIAL COURSES

<table>
<thead>
<tr>
<th>ESL COURSES</th>
<th>IF THE STUDENT FAILS THE COURSE RECEIVES “U”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL A</strong></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>If a student received a grade of “U” in three or more courses, he/she is put on academic probation and will repeat only these courses. A student must pass all failed courses to regain SAP. Otherwise, she/he will be dismissed. *</td>
</tr>
<tr>
<td>Grammar</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>If a student failed two courses or less, he/she can take the other courses in the next level while repeating the failed ones.</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Integrated Language Application Skills</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL B</strong></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>If a student received a grade of “U” in three or more courses, he/she is put on academic probation and will repeat only these courses. A student must pass all failed courses to regain SAP. Otherwise, he/she will be dismissed. *</td>
</tr>
<tr>
<td>Grammar</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>If a student failed two courses or less, he/she can take the other courses in the next level while repeating the failed ones.</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Integrated Language Application Skills</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL C</strong></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>If a student received a grade of “U” in any or all of the five courses, he/she is allowed to repeat the course/courses.</td>
</tr>
<tr>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td>If a student failed any of the courses for the second time, he/she will be able to repeat the course/courses but will be placed on academic probation.</td>
</tr>
<tr>
<td>Readings in American Literature</td>
<td>If a student received a grade of “U” in the course/courses for the third time, he/she will go on extended enrollment.</td>
</tr>
<tr>
<td>Integrated Language Application Skills</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL D</strong></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>If student received “U” in any or all of the two courses, the student may repeat the courses as long as SAP requirements for credit-bearing courses are met.</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL E</strong></td>
<td></td>
</tr>
<tr>
<td>Advanced ESL Workshop</td>
<td>If the student received a “U” in this course, the student may repeat this course as long as SAP requirements are met and the sequential English courses are taken before the program ends.</td>
</tr>
<tr>
<td><strong>BASIC SKILLS DEVELOPMENTAL COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>College Writing Skills</td>
<td>If the student received a “U” in this course, the student may repeat this course as long as SAP requirements are met and the sequential English courses are taken before the program ends.</td>
</tr>
<tr>
<td>College Reading Skills</td>
<td>If the student received a “U” in this course, the student may repeat this course as long as SAP requirements are met and the sequential English courses are taken before the program ends.</td>
</tr>
<tr>
<td>Math Skills Level I</td>
<td>If the student received a “U” in this course, the student may repeat this course as long as SAP requirements are met and the sequential Math courses are taken before the program ends.</td>
</tr>
<tr>
<td>Math Skills Level II</td>
<td>If the student received a “U” in this course, the student may repeat this course as long as SAP requirements are met and the sequential Math courses are taken before the program ends.</td>
</tr>
</tbody>
</table>
APPENDIX B: TABLE OF PLACEMENT TEST SCORES AND CORRESPONDING REMEDIAL COURSES

FOR NON-NATIVE SPEAKERS OF ENGLISH:

Students whose native language is not English and who did not successfully complete an English Composition or equivalent course from a regionally accredited institution in the U.S., are required to take a placement test to determine the necessary level of ESL remediation. The program in English as a Second Language at ASA Institute offers five levels of ESL. The ESL component is extensive and covers all necessary skill areas: reading, writing (including grammar), pronunciation and diction, communication (listening and oral skills). The following table illustrates current cut-off scores for COMPASS/ESL tests:

<table>
<thead>
<tr>
<th>READING SKILLS</th>
<th>LISTENING SKILLS</th>
<th>WRITING SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score 1-37</td>
<td>Score 1-41</td>
<td>Score 1-41</td>
</tr>
<tr>
<td>Score 38-64</td>
<td>Score 42-66</td>
<td>Score 42-62</td>
</tr>
<tr>
<td>Score 65-79</td>
<td>Score 67-81</td>
<td>Score 63-83</td>
</tr>
<tr>
<td>Score 80-91</td>
<td>Score 82-91</td>
<td>Score 84-93</td>
</tr>
<tr>
<td>Score 92-99</td>
<td>Score 92-99</td>
<td>Score 94-99</td>
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</tbody>
</table>

THE FINAL LEVEL OF ESL IS DETERMINED BASED ON THE CUMULATIVE SCORE OF ALL ESL TESTS AS FOLLOWS:

| ESL Level A | 1-119 | (Students do not take any credit bearing courses) |
| ESL Level B | 120-192 | (Students do not take any credit bearing courses) |
| ESL Level C | 193-243 | (Students do not take any credit bearing courses) |
| ESL Level D | 244-275 | (Students are allowed to take credit-bearing courses (up to 9 credits)) |
| ESL Level E | 276-297 | (Students are allowed to take credit-bearing courses (up to 12 credits)) |

FOR NATIVE SPEAKERS OF ENGLISH

<table>
<thead>
<tr>
<th>English: COMPASS Reading and Writing Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading 60 and below</td>
</tr>
<tr>
<td>Writing 40 and below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics: COMPASS Pre-Algebra Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24</td>
</tr>
<tr>
<td>25 - 41</td>
</tr>
<tr>
<td>42 - 99</td>
</tr>
</tbody>
</table>
DIRECTIONS:

From I-95 North:
Take exit 16 for NE 203 St/Ives Dairy Rd
0.2 mi
Keep left at the fork, follow signs for US-1
423 ft
Turn left onto NE 203rd St/Ives Dairy Rd
Continue to follow NE 203rd St
1.2 mi
Turn right onto Biscayne Blvd
0.6 mi
Turn left onto NE 192nd St
1.6 mi
Slight right onto the Florida A1A ramp
479 ft
Merge onto Collins Ave
1.5 mi
Turn right onto NE 163rd St
Destination will be on the right

From I-95 South:
Take exit 12B to merge onto FL-826 E/FL-91 S toward N.Miami Beach
Continue to follow FL-826 E
2.3 mi
Continue straight onto NE 163rd St
3.5 mi
Turn left to stay on NE 163rd St
Destination will be on the right