U.S. Career Institute®

Dream ▸ Learn ▸ Succeed®

School Catalog Degree Programs >

WELCOME

Welcome to U.S. Career Institute! You've taken the first step toward a rewarding future that will open doors and prepare you to advance your career. You should be proud of your initiative—we certainly are!

At USCI, we specialize in teaching to a classroom of one. You will have our undivided attention as you progress through our up-to-date, accredited curriculum. You'll discover that USCI's course materials are unique. Our faculty and subject specialists are experts in distance education. They have carefully designed and written your course materials in easy-to-understand language for quick comprehension and long-term retention. The result? You grasp concepts quickly and remember them longer!

Our staff is standing by year-round to answer any question you may have or to simply offer encouragement along the way. You can reach our faculty and staff at www.uscareerinstitute.edu. Or, if you would prefer a toll-free conversation, please call us at 800.347.7899.

Just think, in a short period of time, you will have earned the distinction of being a college graduate. And you will join the ranks of our prestigious alumni. Welcome to U.S. Career Institute!

U.S. Career Institute®
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OPERATIONS

AUTHORITY TO OPERATE

U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, Colorado 80202, Telephone: 303.862.3001. U.S. Career Institute has also been approved to participate in the National Council for State Authorization Reciprocity Agreements.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado 80525. The school is owned by Weston Distance Learning, Inc. (WDL), a private corporation owned by Earl J. Weston, the majority owner. Earl and Pam Weston are the sole members of the Board of Directors.

ACCREDITATION

U.S. Career Institute wants students to feel secure that they will receive high quality and industry-relevant education. Accreditation is a strong indicator of a school's ability to meet rigorous educational and business criteria. U.S. Career Institute is pleased to be nationally accredited by the Distance Education Accrediting Commission, 1101 17th St. NW, Suite 808, Washington, DC 20036; phone: 202-234-5100; www.deac.org. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

ADMINISTRATORS

Earl Weston, President
Janet Perry, Vice President of Academics and Compliance
Holly Cook, Vice President of Student Affairs and Marketing
Jennifer Manns, Director of Admissions and Student Relations

METHOD OF TRAINING

Each U.S. Career Institute educational program is specifically designed for guided independent study via distance learning. While this approach requires strong effort on your part, you are never alone. Our faculty will encourage you all along the way.

Each course at U.S. Career Institute includes instructional materials with clear directions for each assignment. The school provides one copy of the textbook and/or workbook, either in electronic or physical form, as part of tuition. USCI will select how these materials are delivered (electronic or bound books). Students evaluate their progress on self-study activities in their courses. Students will also be required to submit assignments/exams throughout each course. When students submit required assignments and exams, USCI records the grades in the student's permanent school record. Exams may be submitted according to the Academic Policies outlined in this catalog.

The faculty will provide positive, encouraging comments, as well as further support throughout the semester. In addition, the faculty will point out areas that need special attention to help ensure student success. Students will earn credit for a course when they have completed all required assignments for the course.

VISION STATEMENT

By fostering a love of learning and the ability to think, as well as providing skill and knowledge necessary for gainful employment, U.S. Career Institute will change the world one student at a time.

MISSION STATEMENT

U.S. Career Institute's mission is to provide high-quality and affordable distance education. USCI provides innovative, real-world curricula that students in any geographical location can obtain. The U.S. Career Institute faculty and staff focus on the needs and satisfaction of students in order to provide exceptional, applicable instruction and service. We continually assess the effectiveness of our curricula and service, as well as the academic achievement of our students. USCI uses these results to improve academic and institutional quality.

INSTITUTIONAL GOALS

Following are U.S. Career Institute's institutional goals for its students:

1. U.S. Career Institute will exceed our student's expectations.
2. U.S. Career Institute will provide quality education written/presented specifically for the distance education learner.
3. U.S. Career Institute's decisions and actions always consider the student.
4. U.S. Career Institute has the resources to support the education it offers.
5. U.S. Career Institute would be proud to have a friend or family member as a student.
6. U.S. Career Institute will continuously seek to improve its education and support of students.

ADMISSIONS

Admissions Requirements

Students must be 18 years of age. Exceptions will be made with guardian approval and the appropriate education. Students under 16 years of age will not be admitted.

1. Students must submit a signed enrollment application.
2. Students must attest to having: a) successfully graduated from a state-recognized high school; or, b) earned a GED. Students who have completed 30 semester hours or more from a college accredited by an accrediting body recognized by the U.S. Department of Education may submit official college transcript/s to meet this high school completion policy. Degree courses with grades below "C" (2.0) will not be counted toward this requirement.

   International or homeschooled students must provide a letter of substantial equivalency or GED transcript. The letter of substantial equivalency is an appropriately authenticated program completion document issued by a governmental authority or school supervisor that attests to the successful completion of a program considered to be equivalent to an accredited high school diploma. See also item 5 in the Admissions Requirements.

   Without the letter of substantial equivalency or a GED, students can still be considered for admission providing they sign a waiver provided by the school and show ability to benefit from the program's instruction in the first 12 semester hours completed at U.S. Career Institute.
3. Students must be able to read and write in English. Applicants whose native language is not English must meet one of the following requirements:
   a) A minimum total score of 61 on the TOEFL Internet Based Test (iBT);
   b) 6.0 on the International English Language Test (IELTS);
   c) 44 on the Pearson Test of English Academic Score Report;
   d) 95 on the Duolingo English Test;
   e) 53 on the 4-skill Michigan English Test (MET);
   f) 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE);
   g) 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE); or
   h) a high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).
4. **Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.** USCI accepts translation services from any NACES Member: https://www.naces.org/members. To meet this requirement, U.S. Career Institute suggests you contact World Educational Services, 800.361.3106 or www.wes.org; however, any NACES member will be accepted. The student is responsible for any fees related to any requirement listed in items 3 and 4 of the Admission Requirements.

5. As an equal opportunity institution, U.S. Career Institute offers admission to anyone who meets the admission requirements and can benefit from the training without regard to race, religion, gender, age, color, national origin, physical disability or place of residence.

Enrollment agreements are accepted on any regular business day. Applicants will receive prompt notification of admission status. If an enrollment is not accepted, all monies will be returned to the applicant.

U.S. Career Institute is an open enrollment school. This means that as long as the applicant meets the admissions requirements for minimum education, age and English skills, they will be accepted into the school. Since applicants self-certify their high school completion information, U.S. Career Institute reserves the right to verify the information by requiring a transcript and/or by verifying the secondary institution meets state or other appropriate guidelines. Applicants who do not meet the minimum education or age requirements will be notified by the school immediately online or via telephone enrollment. If enrolled by mail, the applicant will be notified within seven (7) business days of the school receiving the enrollment agreement. Applicants whose native language is not English must also meet the English language competency requirements outlined in the admissions policy. Students must provide proof of meeting the English competency requirement within 12 semester hours of enrollment. Students who choose to begin coursework without the proof of English competency will be responsible for the portion of the program they completed per the refund policy. Students who opt to wait will be refunded any tuition paid.

Enrollment begins on the date the school receives a student's signed enrollment application. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the school and the student. The agreement must set forth:
   a) Whether the postponement is for the convenience of the school or you, and
   b) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced, or the student fails to attend by the new start date as set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Notice to Prospective Students:

Prospective students are expected to research regulatory (including licensing) and employer requirements in their state/county/city of residence prior to enrolling to ensure their chosen program will meet their needs.

TRANSFER CREDIT

Policy for Transfer Credits

U.S. Career Institute grants credit for previous education or experience that is equivalent to USCI's degree courses. Potential sources of credit include:

- Courses completed at a college accredited by an accrediting agency recognized by the U.S. Department of Education;
- College-Level Examination Program (CLEP);
- American Council on Education (ACE);
- DANTES Subject Standardized Tests (DSST); and
- Excelsior College Exams (ECE).

College Transfer Credit

Transfer credit may be awarded for prior coursework with a "C" grade or better that applies to a student's current program of study. U.S. Career Institute determines transferability based on official college transcripts and after determining applicability of earned credit. Transfer courses are only accepted if earned within a set period of time according to USCI's Transfer Credit Time-sensitive Qualifications Chart found in this catalog. Transfer credits do not affect a grade point average but do count as attempted and earned credit hours.

College-level Examination Program (CLEP)

Students may receive credit for certain CLEP exams (as outlined below). To receive credit, students must submit an official CLEP transcript as soon as possible. Transcripts received for courses already begun will not be considered for credit. Credit awarded for experiential or equivalent learning, including test-out credits, cannot exceed 25% of the credits required for the degree.

USCI Degree Courses	CLEP Equivalent	CLEP Score Required
AC101—Introduction to Accounting I	Financial Accounting	50
BS140—Economics of Business	Macroeconomics & Microeconomics	50 on each exam
BS200—Business Law and Ethics	Introductory Business Law	50
BS120—Introduction to Management	Principles of Management	50
CS102/CS103/CS104—Computer Applications	Information Systems and Computer Applications	50
MH101—Applied Business Math	College Mathematics	50
PY120—Psychology	Introduction to Psychology	50

American Council on Education (ACE)

Students may receive credit for certain ACE-evaluated courses. To receive credit please send an official ACE Transcript Service transcript as soon as possible. Transcripts received for courses you have already begun will not be considered for credit. Credit awarded for equivalent learning, including test-out credits, cannot exceed 25% of the credits required for your degree.

Dantes Subject Standardized Tests (DSST)

U.S. Career Institute recognizes the value of DANTES Subject Standardized Tests (DSST). Credit awarded for experiential or equivalent learning, including test-out credits, cannot exceed 25% of the credits required for your degree. USCI accepts the following DSST as transfer credit:

USCI Equivalent	DSST Test Title	# Sem Hours Credit	Minimum Score	Minimum Score – revised DSST exams
MH101—Applied Business Math	Business Mathematics	3	48	400
BS150—Human Resource Mgmt	Human Resource Mgmt	3	46	n/a
FS210—Principles of Banking	Money and Banking	3	48	n/a
HR230—Organizational Behavior	Organizational Behavior	3	48	n/a
AC240—Finance	Principles of Finance	3	46	400
BS170—Presentation Skills	Principles of Public Speaking	3	47	n/a
BS120—Introduction to Mgmt	Principles of Supervision	3	46	400
PY240—Intro to Addiction	Substance Abuse	3	49	400

Excelsior College Exams (ECE)

Students may receive credit for certain Excelsior College Exams (ECE): Credit awarded for experiential or equivalent learning, including test-out credits, cannot exceed 25% of the credits required for your degree.

ECE Test Number	ECE Test Title	USCI Equivalent	# Sem Hours Credit	Minimum Score
459	Abnormal Psychology	PY140—Abnormal Psychology	3	"C" or higher
484	Ethics: Theory & Practice	BS200—Business Law and Ethics	3	"C" or higher
486	Human Resources Mgmt	BS150—Human Resources Mgmt	3	"C" or higher
435	Organizational Behavior	HR230—Organizational Behavior	3	"C" or higher
433	English Composition	EN101—English Composition 101	3	"C" or higher

Transfer Credit Process

To begin the process of U.S. Career Institute evaluating records for transfer credit, students must request that college(s), ACE, CLEP, DSST and/or ECE send official transcripts to the Registrar. All transfer credit will be evaluated by the Registrar. You will be notified in writing of the results of transfer credit evaluation.

A few important points concerning transfer credit:

1. Partial credit cannot be accepted for any course.

2. Students should not begin a course for which they are seeking transfer credit until the final transfer credit determination has been made by USCI. Once a course is begun, the student will no longer receive any form of transfer credit for the course.

3. Students may transfer a maximum of 50% of the total program credits required for graduation. Up to 25% of required credits may be in the form of equivalent learning, such as test-out exams.

   Students associated with Servicemembers Opportunity Colleges may transfer up to 75% of the total program credits required for graduation. U.S. Career Institute will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semesters" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

4. Official transcripts must be received by the time a student completes 12 semester hours of U.S. Career Institute coursework. Transcripts received after this point will not be considered.

5. Due to either the Proctored Exam Policy outlined in this catalog or the customized nature of U.S. Career Institute degree courses, these courses are not eligible for transfer credit:

   - AC299 – Accounting Practicum
   - BS100 – Business Fundamentals
   - BS150 – Human Resources Management
   - BS240 – Entrepreneurship
   - BS299 – Business Management Practicum
   - GE102 – Online Success Strategies
   - GE200 – Career Strategies
   - HM101 – Introduction to Health Information Technology
   - HM110 – Introduction to Patient Care
   - HM210 – Healthcare Statistics and Data Analysis
   - HM270 – Procedural Coding
   - HM295 – HIT Practicum for the ICD-10 User
   - HR250 – Occupational Safety and Health
   - HR270 – Labor Relations
   - HR299 – Human Resources Practicum
   - PY110 – Workplace Psychology
   - PY240 – Introduction to Addiction
   - PY260 – Child and Adult Problems
   - SC160 – Pathology and Disease Processes
   - SO101 – Principles of Sociology
   - SW101 – Introduction to Social Work
   - SW299 – Social Work Practicum

6. If transfer credit for a course is granted, students will receive a tuition discount of $125 per credit hour for that course and will not need to take the course through U.S. Career Institute.

Transfer Request Form

For student convenience, U.S. Career Institute has provided a Transcript Request form with this catalog to send to other academic institutions when requesting transcripts. This form may be sent to high schools or colleges. Students should make as many copies of this form as needed.

Transfer Credit Appeals

Students may appeal transfer credit decisions in writing to the Registrar. The appeal must be postmarked within 21 calendar days of the denial letter date. The appeal must include the following:

- The U.S. Career Institute degree course for which transfer credit is sought.
- The course title the student believes is equivalent to the USCI degree course along with the issuing college name.
- A detailed explanation of why the credit should be accepted.
- Course catalog description, course syllabus and/or any other pertinent information available from the issuing source of credit.

The Registrar will respond in writing with the final decision within 21 days of receiving an appeal.

Transfer of Credit to Other Institutions

U.S. Career Institute does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. The acceptance of transfer of academic credits to another institution is determined by the receiving institution. Colleges/institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, final grade, credits per course, type of accreditation, age of credits, etc. Courses in U.S. Career Institute degree programs may or may not transfer to other colleges and transferability depends solely on the receiving institution's criteria and determination. U.S. Career Institute does not imply or guarantee the transferability of credits from its courses. Students are encouraged to contact any institution they may wish to transfer credits or credentials to in order to confirm that U.S. Career Institute will meet their long-term educational needs.

Transfer Credit Date Qualifications Chart

If a course is not listed, there is no time limit for credit earned date.

Degree Course	Date Qualifications
AC220—Computerized Accounting	Not longer than 5 years prior to transfer credit request.
AC280—Tax Preparation	Not longer than 5 years prior to transfer credit request.
BS160—Marketing Principles	Not longer than 10 years prior to transfer credit request.
BS200—Business Law and Ethics	Not longer than 10 years prior to transfer credit request.
BS260—eCommerce	Not longer than 5 years prior to transfer credit request.
CS102/CS103/CS104—Computer Applications	Not longer than 10 years prior to transfer credit request.
HM125—Billing for Reimbursement	Not longer than 8 years prior to transfer credit request.
HM200—Pharmacology	Not longer than 10 years prior to transfer credit request.
HM205—Laboratory Techniques	Not longer than 5 years prior to transfer credit request.
HM215—Clinical Skills	Not longer than 5 years prior to transfer credit request.
HM225—Pharmacy Technology	Not longer than 10 years prior to transfer credit request.
HM230—Health Information Management Systems	Not longer than 5 years prior to transfer credit request.
HM250—Health Information Technology Management	Not longer than 5 years prior to transfer credit request.
HM290—Law and Ethics for Healthcare Professionals	No credit prior to 2003 due to HIPAA. Course must have covered HIPAA.
HR200—Recruitment and Staffing	Not longer than 10 years prior to transfer credit request.
HR220—Employee Benefits Administration	Not longer than 5 years prior to transfer credit request.
HR240—Employee Training and Development	Not longer than 10 years prior to transfer credit request.
HR290—Strategic Issues in Human Resources	Not longer than 10 years prior to transfer credit request.
MK200—Principles of Sales	Not longer than 10 years prior to transfer credit request.
SO140—Social Problems	Not longer than 20 years prior to transfer credit request.
SO200—Social Welfare	Not longer than 20 years prior to transfer credit request.
PY270—Group Dynamics and Counseling	Not longer than 20 years prior to transfer credit request.
PY280—Behavior Modification	Not longer than 10 years prior to transfer credit request.

Completing Each Semester

One Year Per Semester

Each semester must be completed within one calendar year of enrollment. Students control the pace of course completion within each semester.

If a student is unable to complete a semester within a year, the student may request an Academic Extension by writing the USCI Student Services Department. Failure to complete a semester within a year or to gain a Leave of Absence or Academic Extension may result in Academic Dismissal.

For more information, students should see Leave of Absence or Academic Extension in this catalog.

Automatic Course Shipments

USCI keeps students moving throughout their studies. Each course has a trigger quiz that will automatically ship the next course in their program. When USCI receives a trigger quiz, the next course is shipped automatically. USCI will send the first course in subsequent semesters upon receipt of the second assignment in the last non-transfer course in the current semester. Tuition for each subsequent semester will be charged upon shipment of the first course in the new semester. Students must remain in good standing with USCI to keep your courses shipping.

The start date for each semester is the day the first course in the semester is shipped to the student.

Technical Requirements

Students need access to a computer with the following hardware and software:

1. Hardware
    *   CPU (Processor): Intel 1.33 GHz or AMD 2.33 GHz or better
    *   RAM: At least 1 GB
    *   Hard Drive: 250 MB free space
    *   Speakers and microphone
    *   Monitor Display Settings: 1024 x 768 resolution
2. Software – (Adobe® and Mozilla® free product download information is provided in your first course)
    *   Operating System: Windows® 7 or higher or OSX 10.9+
    *   Adobe® Acrobat Reader DC
    *   Microsoft Word (or word processor that can save files in format compatible with MS Word 2013)
    *   Internet Browser: Mozilla® Firefox, Google Chrome or Microsoft® Edge
3. Services
    *   High-speed internet connection: Fiber, cable or DSL line
    *   A valid email address

FINANCIAL POLICIES

Tuition and Fees

Various convenient payment options are offered. Students may pay for each semester in full or make monthly payments.

If a student is current in tuition payments, their account is in "good standing," and they will continue to receive courses and full school support throughout enrollment and graduation.

Tuition is currently $1989 plus $40 shipping/handling per semester for a total of $8116 for a degree program. The school cannot guarantee the current cost per semester will remain the same for the student's entire enrollment, and the cost per semester (and program cost) may increase over time. The school will notify the student in the event of an increase in the cost per semester. Tuition for a student's semester in which he/she is actively completing coursework will not increase.

From time to time, U.S. Career Institute may offer discounts prior to enrollment or after enrollment. Discount amounts vary depending on the offer, but all discounts are offered to well-defined groups in specified time periods and at the same offer amounts during that time period. In order for a student to take advantage of a discount, the student must follow the terms outlined in the offer. If a student uses a discount, either prior to or after enrollment, the refund policy is based on the discounted tuition. Students may view their student account for up-to-date information on their tuition balance.

If a student encounters financial difficulties, USCI encourages the student to contact the Student Services Department for assistance. If a student does not make payments as outlined in their enrollment agreement or make acceptable payment arrangements with the school, their account may be referred to a collection agency. The school reserves the right to charge the student for any collection costs it incurs. Collection costs may be based on a percentage of outstanding tuition, up to a maximum of 33%.

Employer-paid Education

Employers want employees to be successful! Some employers even pay for employee education upon enrollment or successful completion of a semester or program. If a student's company offers this benefit, the student should work with their employer to understand the employer's requirements. Next, the student should contact the Student Services Department to request assistance in providing the necessary documentation to the employer.

Military Assistance Programs

U.S. Career Institute participates in military education benefit programs and the MyCAA spouse support tuition program. Specific questions regarding eligibility should be directed to the Veterans Administration by calling 1-888-GIBILL1. Questions for the school may be directed to 1-800-766-9006, ext. 6330. U.S. Career Institute also participates in various employer-paid and Vocational Rehabilitation programs. Student or prospective student questions should be directed to 1-800-766-9006, ext. 6330.

Availability of Non-military Federal Student Assistance

U.S. Career Institute does not participate in other financial aid programs.

Cancellation

Students may cancel their enrollment before starting the first class or within five (5) calendar days of starting the program. If a student cancels within five calendar days of enrollment, he/she will receive a full refund of all monies paid to U.S. Career Institute. If an enrollment is not accepted, all monies paid will be refunded to the applicant.

Student Protection Policy (Refund Policy)

Upon withdrawal, tuition for each course will be recalculated according to how much of each course the student completed, deducting all payments made. If an enrollment is not accepted, all monies paid by the applicant will be refunded. The official date of termination is the date USCI receives notice from the student.

Upon cancellation, the amount due to U.S. Career Institute or the amount refunded to the student is calculated according to the following schedule:

1. If the student cancels within five (5) calendar days of enrollment in the program, the student may cancel the enrollment and is entitled to a full refund of all monies paid.

2. If the student cancels six (6) calendar days or more after enrollment in the program and has not submitted an assignment/exam, they are entitled to a reduction in tuition, charges and fees. The adjusted tuition charge is $0. The cancellation (registration) charge is $150 per program, not to exceed 20% of the total program cost, for the one-time cancellation (registration) charge. In calculating the cancellation (registration) charge, 20% of course tuition will be applied to each individual course until the maximum of $150 is attained. If the student paid more than the cancellation (registration) charge due, he/she is entitled to a refund for the total paid in excess of the charge. If the student has paid less than the cancellation (registration) charge due, the student owes U.S. Career Institute the difference in cancellation (registration) charge and the amount the student paid.

3. If the student enrolls and does not submit any assignments/exams within ninety (90) calendar days of enrollment, the student's enrollment will be automatically cancelled. The cancellation (registration) charge is $150 per program, not to exceed 20% of the total program cost, for the one-time cancellation (registration) charge. In calculating the cancellation (registration) charge, 20% of course tuition will be applied to each individual course until the maximum of $150 is attained.

4. If the student cancels six (6) calendar days or more after enrollment in the program and has submitted an assignment/exam, tuition will be adjusted. If the student paid more than the adjusted tuition, he/she is entitled to a refund for the total paid in excess of the adjusted tuition. If the student paid less than the adjusted tuition, he/she will owe U.S. Career Institute the difference in the tuition paid and the adjusted tuition. Adjusted course tuition is based on the percent of each course completed. Refunds in items are exclusive of books, tools and supplies.

   The adjusted tuition charge is based on the following schedule:

   a) If the student completes up to 10 percent of the assignments/exams in the course, he/she is entitled to a 90% reduction in tuition.

   b) If the student completes after 10 but before the first 25 percent of the assignments/exams in the course, he/she is entitled to a 75% reduction in tuition.

   c) If the student completes after 25 and before the first 50 percent of the assignments/exams in the course, he/she is entitled to a 50% reduction in tuition.

   d) If the student completes after 50 and before the first 75 percent of the assignments/exams in the course, he/she is entitled to a 25% reduction in tuition.

   e) If the student completes 76 percent or more of the assignments/exams in the course, he/she is not entitled to a reduction of the course's tuition and will owe all tuition and fees/charges.

5. Students have one year to complete each semester. Semester one's start date is the day of enrollment. Semesters two through four begin when the following two events occur: 1) the last assignment for the last course in the previous semester or the first assignment/exam from the new semester is submitted and 2) when the first course of the new semester is shipped to the student.

   If the student does not complete a semester within the time allotted and has not cancelled, the student is not entitled to a refund and U.S. Career Institute is entitled to the full tuition for the semester. All other student rights remain in place.

6. U.S. Career Institute issues refunds within thirty (30) days of receiving notice of cancellation.

7. Credit granted for previous training or coursework will not impact the refund policy.

8. Except as outlined in #1 of this student protection/refund policy, application charge and technology charges are not refundable. Charges for NSF, late payment, expedited shipping and books ordered by the student are not refundable.

9. Shipping/handling is not refundable after a quiz has been submitted.

10. If a course is discontinued by the school prior to the end of the semester, the student is entitled to a full refund (except in the event the school ceases operation).

11. A $30 NSF charge will be assessed on payments returned for insufficient funds. A $10 late charge is assessed for payments not received by the due date.

12. The official date of termination is the date the school receives the student's notice of cancellation. Note: Other than the cancellation (registration) charge, the refund policy is based on percent of assignments complete, not time.

13. California STRF fee paid by the school at the time of enrollment. No additional charge to the student.

Sample Refund Calculation: A student who lives in Colorado cancels semester one enrollment after completing 11 out of 30 assignments which is 37% of the semester. The sample student enrolled six months ago at a tuition of $1989, application charge of $75 and shipping of $40. The student paid a total of $834 (Tuition $719, application charge $75, shipping $40). The refund calculation is as follows:

1. $1989 – $150 (cancellation (registration) fee) = $1839

2. $1839 × 0.50 (50% tuition per the outlined percent brackets in the refund policy) = $919.50

3. $919.50 + $150 (cancellation (registration) charge) + $75 (application charge) + $40 (shipping) = $1184.50 cancellation amount

4. $1184.50 cancellation amount – $834 already paid by student = $350.50 due from student to the school

International Students

Tuition payments must be made in U.S. funds. Students residing in Canada, Mexico and other foreign countries are responsible for any applicable Custom duties and/or CST.

STRF Assessment (California Residents Only)

California Student Recovery Fund Disclosure
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Effective April 1, 2024, the STRF assessment rate is $0.00 per every $1,000 of institutional charges, rounded to the nearest $1000.

Academic Policies
Grade Scale and Policies

Letter Grade	Percentage	Grade Point
A	93–100	4.00
A–	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B–	80–82	2.67
C+	77–79	2.33
C	70–76	2.00
D	60–69	1.00
F	0–59	0.00
WA (withdrawn administratively)	n/a	n/a
WP (withdrawn while passing)	n/a	n/a
WF (withdrawn while failing)	n/a	n/a

A passing score is 70 percent for Core courses and 60 percent for General Education courses. Information regarding Core and General Education courses is located on the program page of each degree.

Graded assignments are returned to students via the online portal, email or mail. Grades are posted on the student's transcript. An unofficial grade record is accessible at www.my.uscareerinstitute.edu. All grades assigned by faculty are considered final. In the event an error in grading has been made, USCI encourages the student to work with the faculty member to resolve the problem. In the event a resolution cannot be achieved, the student may contact the assistant faculty manager or follow USCI's grievance policy.

Self-Guided Tutorials

U.S. Career Institute wants students to be successful in their program of study. Students will find two skills assessments in the first course, Success Strategies (GE101). One exam measures basic English skills and the second measures basic mathematical skills. Depending on the scores obtained on these tests, the school may require the student to take a refresher course in English (EN090) or math (MH090) as a prerequisite to AC101, EN101, EN110 and/or MH101. Should U.S. Career Institute determine a students needs to complete a refresher course, it will offer the course to the student at no charge.

Academic Code of Conduct for the Distance Education Student

U.S. Career Institute students agree to uphold the following code of conduct:

I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Distance Education Accrediting Commission, the Colorado Department of Private Occupational Schools and other appropriate organizations serving in an oversight role for my institution.

As a student of a DEAC-accredited distance education institution, you are expected to adhere to high ethical standards in the pursuit of your education. U.S. Career Institute expects you to:

1. Present qualifications and background truthfully and accurately for admission to the institution.

2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).

3. Never turn in work that is not your own (this includes the use of artificial intelligence or similar technology), or present another person's ideas or scholarship as your own.

4. Never ask for, receive or give unauthorized help on graded work.

5. Never use outside books or papers that are not authorized by the directions for my exams.

6. Never divulge the content of or answers to exams to fellow students.

7. Never improperly use, destroy, forge or alter institution's documents, transcripts or other records.

8. Never divulge my online user name or password (where applicable).

9. Never allow another individual to log in as the student and/or represent himself or herself as the student.

Failure to comply with the Code of Conduct will subject students to discipline, up to and including dismissal.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) is measured in two ways—qualitatively and quantitatively. Qualitatively, students must maintain a grade point average above 70%.

U.S. Career Institute students are expected to maintain a minimum Cumulative Grade Point Average (CGPA) to remain in Good Academic Standing. Students begin their enrollment in good standing. Failure to remain in Good Academic Standing may result in academic probation or dismissal. Academic standing is evaluated at the end of each course.

Definitions of Good Academic Standing, Academic Probation or Academic Dismissal follow:

Good Academic Standing - A CGPA of 2.0 or above.

Academic Probation - Failure to maintain a CGPA of 2.0 or above or to maintain quantitative (time) standards for completing each semester. Students are allowed 90 days on academic probation to bring their status into good academic standing or they will be dismissed from the program.

Academic Dismissal - Failure to return to Good Academic Standing after 90 days on academic probation designation.

Quantitatively, students must complete each semester within one (1) year. If the student spends more than one (1) year for a semester, a student will be dismissed from the program. Students who are granted leaves of absences will have their maximum time extended by the length of the leave. Students who do not meet the requirements of probation will be dismissed from the school for failure to maintain satisfactory academic progress.

Dismissal Appeal

Students who wish to appeal their dismissal should provide a letter to the attention of the Academic Review Board upon the receipt of the dismissal letter.
The letter must explain the extenuating circumstances which caused the student's poor academic performance or inability to complete the program on time along with assurances that these circumstances will no longer impact the student's progress. Only certain extenuating circumstances are an acceptable basis for an appeal, such as a serious illness, hospitalization, extreme family emergency, or death in the family. The student will be informed of the outcome of the appeal along with any revision in academic standing.

Decisions of the Academic Review Board are final unless there are errors in the data used to calculate the student's SAP standing.

Students may reapply after two years. Readmitted students will be placed on Academic Probation.

Students using military education benefits, please refer to your Military/Veteran Information Form for additional information.

Submitting Exams

All exams are open-book and found in course materials. Each exam contains instructions for completing and submitting for instructor evaluation.

Repeat Exams

In certain cases, an instructor may ask students to repeat an exam. In these cases, the student will be allowed 30 calendar days for the repeat. The highest of the two exam grades will be recorded for an exam repeated within the 30 calendar days. One repeat is allowed per exam. If the student submits a repeat exam after 30 calendar days, it will not be considered for grading. Proctored exams cannot be repeated.

Failed Courses

Students must obtain a passing score in a course to receive credit for the course toward a degree. Core courses require a 70% (C) score to pass, and General Education Courses require a 60% (D) score to pass. Designations for Core and General Education Courses are indicated on the specific program pages in the catalog. In the event of a failed course, a student will repeat and repay for a course in its entirety.

Intellectual Property Rights

U.S. Career Institute owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all U.S. Career Institute materials, including websites, curricula, and literature and learning management systems. Further, U.S. Career Institute's parent company, Weston Distance Learning, Inc. (WDL), owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all WDL materials, including websites, curricula, and literature and learning management systems:

- All U.S. Career Institute publications (including school catalog, textbooks, workbooks, and any other item whether electronic or printed) are subject to copyright and intellectual property protection.

- Unauthorized use, including peer-to-peer file sharing, is strictly prohibited and subject to disciplinary proceedings as outlined in the administrative dismissal policy outlined in the school catalog, up to and including administrative dismissal from the school and/or legal action.

- U.S. Career Institute faculty and subject matter experts own the intellectual property rights for scholarly work they create independent of U.S. Career Institute or its educational offerings, unless an agreement executed by a duly authorized vice president or president of U.S. Career Institute and the faculty member provides otherwise. Faculty ownership does not extend to course content or materials required to support a course.

- Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized vice president or president of U.S. Career Institute and the student, all the works a student creates in response to course assignments, projects or independent study and research belong to the student who created the work. This includes term papers, multimedia products, artwork, reviews, websites, performances, designs, and contributions to online or recorded discussions. The student agrees the school has a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by the student with the substantial use of USCI's resources. In addition, USCI claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources.

- There is an implied consent in the student-faculty contract, that faculty members can copy, distribute or otherwise use the work for the purposes of and within the context of the course; but permission for any further use beyond the course term should be obtained in writing.

Withdrawal and Termination

Students who wish to withdraw must communicate their withdrawal request to the Student Services Department. Students are strongly encouraged to submit their withdrawal request by email (stuserv@uscareerinstitute.edu); however, students may communicate their request by phone (800.347.7899) or letter (2001 Lowe Street, Fort Collins, CO 80525) if needed.

Upon withdrawal or termination, the student will receive any refund due in accordance with the Student Protection Policy outlined in this catalog and on the enrollment agreement. If a balance is due to USCI, the student may continue to make monthly payments.

If coursework in a student's semester is discontinued by the school before the one-year completion limit, the student is entitled to a full refund (except in the event the school ceases operation). If a student withdraws while in good standing with the school, he/she is welcome to reinstate enrollment at a later date. The reinstatement charge is $50. In addition, USCI may require the student to follow the most recent school catalog requirements.

U.S. Career Institute reserves the right to terminate a student's enrollment for these reasons:

- Failure to demonstrate reasonable and successful progress or show an ability to benefit from the instruction.
- Failure to submit assignments or exams in accordance with specified standards.
- Failure to follow the Academic Code of Conduct for the Distance Education Student.
- Failure to maintain a tuition payment agreement.
- Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- Failure to maintain Academic Good Standing – overall GPA of 2.0 or above.

Administrative Dismissal – Occurs with failure to follow the Academic Code of Conduct for the Distance Education Student; failure to maintain a tuition payment agreement; or unacceptable behavior, including but not limited to use of threatening or obscene language with school staff. The student is dismissed from the school and may not be readmitted without approval by a USCI Vice President or President.

Administrative Withdrawal (WA on transcript) – Student administratively withdrawn due to failure to complete semester in one year.

Proctored Exams

While completing a degree program, students will encounter a few exams that will need to be taken in the presence of a proctor. Each proctored exam must be completed in order to gain credit for the appropriate course. Proctored exams have limited availability and may not be taken more than once per course. USCI's Academic Review Board has selected three (3) or four (4) courses in each degree program to serve as proctored examinations:

AAS in Accounting
PY110:   Workplace Psychology
BS150:   Human Resources Management
BS240:   Entrepreneurship

AAS in Business Management
PY110:   Workplace Psychology
BS150:   Human Resources Management
BS240:   Entrepreneurship

AAS in Health Information Technology
PY110:   Workplace Psychology
SC160:   Pathology and Disease Processes
HM210:   Healthcare Statistics and Data Analysis
HM270:   Procedural Coding

AAS in Human Resources
PY110:   Workplace Psychology
BS150:   Human Resources Management
HR250:   Occupational Safety and Health
HR270:   Labor Relations

AAS in Medical Assistant
PY110:   Workplace Psychology
SC160:   Pathology and Disease Processes
HM270:   Procedural Coding

AAS in Medical Specialties
PY110:   Workplace Psychology
SC160:   Pathology and Disease Processes
HM270:   Procedural Coding

AAS in Social Work
PY240:   Introduction to Addiction
PY260:   Child and Adult Problems
SO101:   Principles of Sociology

Students must nominate a proctor. A proctor nomination form is in the back of this catalog. Proctors <u>must</u> be one of the following:

- Librarian
- A faculty member or administrator of an accredited college or university
- Certified teacher, counselor or an administrator of a school district
- Military Educational Center official (Education Counselor, staff member, etc.)
- A testing center of a college or university
- Private testing center
- ProctorFree: $20 fee
  *Students may use the services of ProctorFree. ProctorFree is an on-demand, third-party, virtual proctor which allows students to sit for an examination anytime, anywhere through use of video technology. Students choosing ProctorFree must have an operational webcam with audio, a high-speed internet connection, and appropriate system rights required to download and install software. ProctorFree requires Windows 10+ or macOS 10.12+.

Proctors must use their professional email address for verification of their qualifications to proctor an exam. In addition, proctors must provide an address at which to receive the exam.

Proctors may not be a:
- Relative
- Employer, supervisor or coworker
- Friend or neighbor
- USCI student

Upon approval of a proctor, the Registrar will send a confirmation email to both the student and the proctor.

Student Responsibilities

- Complete and submit the Student-Proctor Agreement to the Registrar
- Schedule exam with the proctor
- Present a valid, government-issued photo identification, such as a driver's license, for identity verification prior to taking the exam
- No talking during the exam
- Compliance with 3.5 hour time allotment for exam completion
- Payment of any associated fees

Proctor Responsibilities

- Sign proctoring agreement
- Use their professional/work email address in order to document their qualification to be a proctor (Email accounts from MSN Hotmail, Yahoo, EarthLink, Verizon, and other similar email providers are unacceptable)
- Verify student identity
- Provide an address at which to receive the exam
- Administer the test in an appropriate setting
- Personally monitor the student throughout the entire exam
- Provide no assistance to the student in answering the test questions
- Confirm adherence to the 3.5 hour exam time limit
- Complete Proctor confirmation at the end of the student exam

Individual Instructor Assistance

Students may receive individual instructor assistance upon request by writing, emailing or calling U.S. Career Institute.

Instructor returns calls Monday through Thursday from 9:00 am to 3:00 pm Mountain Standard time.

Educational Surveys—Student Opinions Count!

From time to time, USCI will ask students to complete a survey. These surveys contain required information for reports, as well as helpful information that will allow USCI to continually assess the effectiveness of its curricula, service and the academic achievement of its students.

Administrative Policies

Dean's List

Students who obtain a 3.72 or higher grade point average in a semester will be awarded a seat on the Dean's List.

The student's name will appear on USCI's Dean's List if the student granted approval to publish their name when completing their enrollment agreement.

School Hours

U.S. Career Institute is open Monday through Friday from 7:00 am to 6:00 pm Mountain Standard Time.

School Holidays

U.S. Career Institute will be closed:

January 1, 2026
February 16, 2026
May 25, 2026
July 3, 2026
September 7, 2026
November 26, 2026
November 27, 2026
December 24, 2026
December 25, 2026
December 31, 2026

Grievance/Complaint Policy

U.S. Career Institute faculty and staff focus on the needs and satisfaction of its students. If a student has a problem, he/she is expected to talk to the appropriate school department in an effort to resolve the problem. If the student is unable to resolve a problem, he/she can file a complaint with the Vice President of Academics and Compliance.

A valid complaint is defined as written notification to the school by a student that one of the following have occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/state acceptable guidelines;
- School's failure to follow DEAC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students accept there may be some decisions they do not agree with, but these decisions are within the school's right to operate such as grading, assignment requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Students should send valid complaints to:

U.S. Career Institute
ATTN: Vice President of Academics and Compliance
2001 Lowe Street
Fort Collins, CO 80525

Students may also email the Student Services department at stuserv@uscareerinstitute.edu with the words "Formal Grievance" in the subject line.

The complaint should include:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number, 5) current email address, 6) a description of the complaint including pertinent details (dates, who the student spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) requested outcome or solution.

The Vice President of Academics and Compliance will conduct an investigation into the complaint and will respond in writing to the complaint within 30 days of its receipt.

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last assignment/quiz completed or enrollment, whichever is later, or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-300. The student may also contact the DEAC at https://www.deac.org/Student-Center/Complaint-Process.aspx.

Student Identity Verification Policy

The student identity verification policy enables U.S. Career Institute to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The *Student Identity Verification Policy* follows:

A. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.

B. Students enrolled in a degree program are required to take proctored exams. Pursuant to the Proctor Policy, each student is subject to additional identity verification. Each student must present a valid picture ID to the proctor before beginning an exam. The Proctor will verify the identity of the student and provide confirmation to U.S. Career Institute.

    Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

Students who willfully misrepresent themselves or the source of their coursework will be in violation of the Academic Code of Conduct for the Distance Education Student and will face disciplinary action, up to and including dismissal.

Leave of Absence

Students who are temporarily unable to continue their program due to personal circumstances or emergencies may request a leave of absence for up to six (6) months. There is no charge for a leave of absence or return from the leave of absence.

A leave of absence puts a hold on the one-year completion rule for a semester. Students who are granted a leave of absence are still required to meet tuition obligations, including tuition payments as outlined on their enrollment agreement.

To receive a leave of absence, students should call 800-347-7899 or write:

> U.S. Career Institute
> Attn: Student Services
> 2001 Lowe Street
> Fort Collins, CO 80525
>
> email: stuserv@uscareerinstitute.edu

Academic Extension

Students who anticipate that they will not complete their coursework within the one-year per semester time frame may request an Academic Extension for up to six (6) months.

An Academic Extension lets USCI know that the student is continuing to work on their degree program. To receive an Academic Extension, students should email:

> stuserv@uscareerinstitute.edu
> (include the words "Academic Extension" in the subject line.)

or write:

> U.S. Career Institute
> Director of Student Admissions and Relations
> 2001 Lowe Street
> Fort Collins, CO 80525

Student Services

Availability of Course Materials

U.S. Career Institute reserves the right to change and revise or discontinue a course or program of study. If USCI chooses to discontinue a course, all students who have been active within the calendar year prior to the decision to discontinue the course of study will be given at least one year's notice before the course is discontinued. In addition, no course or program will be discontinued earlier than three years after the acceptance of the last enrollment.

Library

Students have access 24/7 to USCI's virtual library at: www.uscareerinstitute.edu.

This virtual library contains links to many resources, all of which may help students complete coursework. Additionally, USCI's Librarian will help students find any necessary information. USCI's Librarian can be accessed via email from the library website.

Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect the student's education records within 45 days after the day U.S. Career Institute receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access to records and notify the student when records are available for review.

2. The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to request an amendment to his/her student record should write to: U.S. Career Institute, Vice President of Academics and Compliance, 2001 Lowe Street, Fort Collins, CO 80525. If USCI decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before U.S. Career Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure.

4. U.S. Career Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. This typically includes a USCI employee who serves in an administrative, supervisory, academic or support staff position. To other USCI representatives, including faculty with whom the school has determined to have legitimate educational interests. This may also include adjunct faculty, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- A school official also may include a volunteer or contractor outside of USCI who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, adjunct faculty member, auditor or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for U.S. Career Institute.

- From time to time, U.S. Career Institute will report information to various need-to-know agencies, such as an accrediting agency, state education department, law enforcement agencies, courts, or credit bureaus. In these cases, only the required information is released.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- For the protection of student personal information, U.S. Career Institute requires written permission before it will release non-Directory Information/ enrollment, academic or administrative records to a third party. If a student wants the school to disclose any of this information to someone other than the student, s/he must complete the Student Information Release Form located at the back of the Academic Catalog and return it to the school.

- Additional privacy policy information may be found on our website: www.uscareerinstitute.edu.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by U.S. Career Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

In addition to the parties and situations outlined above, a postsecondary institution may disclose PII (a.k.a. non-directory information) from the education records without obtaining prior written consent of the student —

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

6. Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. U.S. Career Institute designates the following categories of student information as public or "Directory Information." USCI may disclose such information at its discretion, provided however that the college may not use the student's social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.

   - Name (first and last)
   - Local address, telephone number and email address
   - Home address and phone number
   - Date and place of birth
   - Photograph
   - Dates of attendance
   - Enrollment status (e.g. undergraduate; full-time or part-time)
   - Graduation date and anticipated date of graduation
   - Degree(s) conferred
   - Major and minor field of study
   - Awards and honors (e.g. Dean's List)
   - Previous institution(s) attended
   - Class (e.g. sophomore)

   Examples of information which is NOT directory information and which may not be released without written consent include race, religion, social security number, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity. Note: Non-directory information may be disclosed to need-to-know agencies or individuals as outlined elsewhere in this policy.

A currently enrolled student may request that all or a portion of directory information not be released by sending the Registrar a request. Each request is valid for one calendar year from the time the Registrar receives the request. The Registrar will email or call the student to verify receipt of the request to not release directory information. Requests to withhold directory information expire one calendar year after Registrar receives the request. Students are responsible for making a new request before the old request expires.

7. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information for students who are 17 years of age and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. U.S. Career Institute is therefore obligated to release directory and non-directory data included in the list of "student recruiting information."

   Information released to military recruiters may include: student name, address (home and mailing), telephone (home and cell), age if known, place of birth if known, level of education at U.S. Career Institute, academic major, degrees received and other schools attended. If the student does not wish to have records released under the Solomon Amendment, he/she needs to submit a written request and receive verification of receipt of the request by USCI's registrar.

   Military recruiters may request student recruitment information once each semester (defined as two terms) for each of the 12 eligible units within the five branches of the service: Army, Army Reserve, Army National Guard; Navy, Navy Reserve; Marine Corps, Marine Corps Reserve; Air Force, Air Force Reserve, Air Force National Guard; Coast Guard and Coast Guard Reserve.

Students should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out of directory information disclosure does not prevent disclosure of the student's name, electronic contact from classmates/faculty in the learning management system during enrollment in the same course/term as the classmates or faculty member for the course, information the student chooses to disclose during his/her course of study (such as sharing with a class his/her personal information) or electronic identifier in the student's physical or electronic classroom.

Adapted using the following resource: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html, August 6, 2015

If you want the school to disclose any of this information to someone other than you, please complete the Student Information Release Form located at the back of this catalog and return to the school. Additional privacy policy information may be found on our website: www.uscareerinstitute.edu.

Conflict of Interest Policy

To avoid conflicts of interest, faculty/instructors do not have access to student account or tuition information. Questions about student accounts or tuition should be directed to Student Services. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship with is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

Services Available to Students with Disabilities

Access Policy for Students with Disabilities

It is the policy of U.S. Career Institute to provide reasonable accommodation to qualified applicants and students with disabilities in accordance with applicable law, the College's admissions and academic standards, and sound ethical practice in disability services. This policy, in conjunction with the College's [policy on non-discrimination], enable to the College to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which require that no person be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity offered by the College.

A *disability* is a documented physical or mental impairment that substantially limits one or more major life activities. An applicant or student is *qualified* if he or she meets the academic and technical standards for a program or activity offered by the College with or without reasonable accommodation.

An applicant or student with a disability should notify the Compliance Department by submitting documentation and a request for accommodation, as specified in this policy, so that the request can be evaluated and reasonable accommodation(s) provided. The Compliance Department can be contacted at compliance@uscareerinstitute.edu or 800.347.7899, ext. 4537.

Applicants/Students with disabilities have the following rights and responsibilities:

- Right to equal access to all programs.
- Disability records will be maintained separately from academic records. Disability records will be used solely to determine appropriate services.
- Disability records will remain confidential and will only be shared on a need-to-know basis with individual faculty or administrators responsible for administering the granted accommodations.

- Responsibility to give advance notification of accommodations needed prior to the beginning of an academic program (unless reasonable accommodations are needed for entrance examination procedures or other pre-enrollment activity. In such cases, the student should notify the Compliance Department during the enrollment process.)
- Responsibility to initiate the request for services or accommodations. Requests should be addressed to the Compliance Department. Students must communicate to the Compliance Department the nature of their disability and their request for reasonable accommodations to allow them full participation in programs.
- Responsibility to submit documentation of their disability and a request for services to the extent U.S. Career Institute requires it to understand the student's needs. The required documentation includes the following: a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how your disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for you and the College to determine appropriate academic adjustments or reasonable accommodations. Expenses incurred in obtaining such documentation are the responsibility of the student.

The following documentation should be forwarded to the Compliance Department upon admission or at any time concurrent with a request for accommodations:

For physical disabilities:
- A statement of the physical impairment from a licensed healthcare professional, qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation for reasonable online accommodations.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram and the degree of the hearing loss.

For mental disabilities:
A statement or report from a licensed psychologist or psychiatrist that includes the following items:
- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis.
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects as they may impair the student's academic performance or ability to function in an online classroom.
- A description of functional limitations in a major life activity.
- Recommendations for reasonable accommodations for the online classroom.

For learning disabilities:

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.

- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history and psychosocial history.

- A record of comprehensive testing that is current (within past two years and after age of 18).

- A description of functional limitations in a major life activity.

- Recommendations as to reasonable accommodations for the online classroom.

After an applicant or student has compiled relevant documentation and submitted a request for accommodation to the Compliance Department, the Compliance Department will consider the information and documentation provided by the applicant or student, consult with appropriate instructors and/or school officials as needed, and determine what constitutes reasonable accommodation(s) for the applicant or student's disability.

A list of approved accommodation(s) will be provided to the applicant or student and shared with any instructors and/or school officials who will be responsible for providing or making arrangements for such accommodation(s).

If a student wishes to file a complaint regarding any disability discrimination, the student should first report the concern to the Compliance Department. If the situation cannot be resolved through that process, the student should follow the U.S. Career Institute grievance procedure provided in the Catalog. Students also have the right to file an ADA or Section 504 complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education.

Student Records and Transcripts

Permanent academic records, including transcripts, are maintained by U.S. Career Institute. Transcripts will be available at any time. All other individual records will be maintained for a minimum of six (6) years following the end of your last enrollment period, graduation or withdrawal.

Upon graduation, one transcript will be provided at no additional charge. If the student's tuition account is in good standing, he/she may obtain additional transcripts by submitting a request and a $28 per transcript fee.

Transcripts are processed through Parchment, and students may incur the following additional fees:

Transaction fees: $5.00

Verifications/third-party order fees: $15.00

USPS Domestic: $2.95

USPS International: $6.00

FedEx Domestic Overnight: $35.00

FedEx International: $65.00

USCI may withhold transcripts and diplomas for nonpayment of tuition and fees. Students that have a financial hold on their transcript may request an exception under Colorado HB 22-1049. Colorado HB 22-1049 requires the transcript to be released if a student can demonstrate, with supporting documentation, that a transcript or diploma is needed for any of the following:

- A job application

- Transferring to another postsecondary institution

- Applying for state, federal, or institutional financial aid

- Pursuit of opportunities in the military or national guard

- Pursuit of other postsecondary opportunities

Students should contact Student Services at stuserv@uscareerinstitute.edu to request a temporary release of a transcript or diploma hold if they meet the criteria listed above.

- This exception does not apply to foreign students

- This exception does not release the student from their debt

- Registration in additional USCI courses may not be allowed

Graduation

Graduation Requirements

To graduate, students must:

1. Attain a final GPA of 70% (2.0 GPA) or higher; and

2. Successfully complete or have been granted credit for each required course; and

3. Have paid 1/2 of their total tuition and be current in payments.

USCI will automatically release a student's degree once all requirements have been met.

Graduate Services

U.S. Career Institute offers continuous career support services for graduates. USCI's Student Services representatives can assist graduates in preparing job search materials.

In addition, USCI degree programs contain the course *Career Development Strategies*, GE200. In this course, students learn in-depth networking and job search skills. Should alumni need additional assistance after graduation, they should contact one of USCI's representatives. Please note that USCI does not offer job placement services. Students are responsible for investigating and meeting any licensure requirements for their chosen profession.

Contact Information

School Contact Information

Students are encouraged to contact U.S. Career Institute any time they need assistance. Contact can be made:

By Email:

To submit assignments:
exams@uscareerinstitute.edu

Student Services:
stuserv@uscareerinstitute.edu

Instructors:
faculty@uscareerinstitute.edu

Toll-free by phone:

800.347.7899
Monday through Friday from 7:00am to 6:00pm Mountain Standard Time

In writing:

U.S. Career Institute
2001 Lowe Street
Fort Collins, CO 80525

Student Contact Information

Students may update address, phone number, email or physical address information on the student website or by calling, emailing or writing Student Services.

FACULTY & ADVISORY BOARDS

Faculty

Our faculty consists of part-time specialists in the field(s) they teach.

Name and Degrees/Professional Certifications	**Area of Specialty**
Adams, Michael BA in Studio Arts (University of Pittsburgh) Master of Business Administration (University of Phoenix) MS of Computer Information Systems (Strayer University)	Computer Science, General Education
Bear, Jill Bachelor in Social Work (Colorado State University) Master of Social Work (Colorado State University)	Social Work, Psychology, Sociology, General Education
Bracy, Cynthia BS in Health Information Management (University of Illinois - Chicago) Master of Public Health, concentration in Public Health Informatics (University of Illinois - Chicago) Credentials: MPH, RHIA, CCS	Health Information Technology, Medical Assistant, Medical Specialties
Collier, KimDao BA in Humanities (University of Colorado) Doctor of Pharmacy (University of Colorado) Credentials: Pharmacist	Health Information Technology, Medical Assistant, Medical Specialties
Cravens, Kenshara Master of Social Work (Stephen F. Austin State University) Doctor of Social Work (Walden University) Credentials: LMSW, CCM, LCDC (CI)	Psychology, Sociology, Social Work, General Education
Gayheart, Rebecca BS in Nursing (Berea College) MS in Nursing, Clinical Nurse Leader Specialization (Sacred Heart University) MS in Nursing, Family Nurse Practitioner (Wheeling Jesuit University) Credentials: MSN, CNL, FNP-C	Medical Assistant, Medical Specialties
Haywood, Rachel BS in Business Administration/Marketing (Columbia Southern University) Credentials: SHRM/U.S. Army Certified Human Resource Management	Business, Human Resources, Marketing
Monahan, Valerie BS in Accounting (Rutgers University) Master of Business Administration (Rowan University) Credentials: CPA	Accounting, Math, Business, General Education
Sutter, Jeanie BS in Biology (Mesa State University) MS of Exercise and Sports Studies (Boise State University) Credentials: Personal Fitness Trainer	Science, General Education
Swartz, Stacy MFA in Creative Writting (Southern New Hampshire University) BS in Health Information Administration (Herzing University) Credentials: RHIA, CCS, CPC	Health Information Technology, Medical Assistant, Medical Specialties, General Education

Advisory Board

Accounting, Business, Computer, Marketing, Math

Anna Day, BS

Alan Jantzen

Wendy W. Morales, BS

Health Information, Science

Marie C. Madrigal, BS, RHIA

Theresa M. Bradshaw, MS, RHIA

Elizabeth Brooks, MA, CPhT

Jennifer Turner, RN

Alice Burron, Ed.D, MS, ACSM, ACE, CCWS, CWC

English, Human Resources, Psychology, Social Work, Sociology

Heather A. Schulte, Psy.D., LPC

Melissa Burderus, M.Ed.

Seth Wilson, BSW, MSW, LMSW, LSWAIC, RYT-200,

Jackie Jantzen, SPHR, SHRM-SCP

PROGRAMS

ACCOUNTING

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Students who complete the program will be able to:

A. Demonstrate the technical and career skills necessary to obtain entry-level employment in the accounting and business fields.

B. Set up and manage a company's financial books according to standard industry principles, procedures and practices.

C. Apply management theory and strategies in a business environment.

D. Apply the administrative management and accounting skills used in a business environment, including marketing, financial and tax management, information systems management and inventory management.

E. Manage the entire accounting cycle, from journalizing and financial statements to payroll accounting and other specialized procedures.

Course Sequence

Accounting
AAS Program Consists of 61 Credits:

General Education(*)	19 semester hour credits
Core Courses	42 semester hour credits

Semester 1		Credit Hours
GE101*	Success Strategies	1
BS100	Business Fundamentals	3
PY110*	Workplace Psychology	3
MH101*	Applied Business Math	3
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
AC101	Introduction to Accounting I	3
	Total	**16**

Semester 2		Credit Hours
BS120	Introduction to Management	3
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
BS150	Human Resources Management	3
BS170*	Presentation Skills	3
AC201	Introduction to Accounting II	3
	Total	**15**

Semester 3		Credit Hours
BS140*	The Economics of Business	4
BS200	Business Law and Ethics	3
AC210	Managerial Accounting	3
AC220	Computerized Accounting	3
AC240	Finance	3
	Total	**16**

Semester 4		Credit Hours
GE200*	Career Development Strategies	2
BS210	Small Business Management	3
BS240	Entrepreneurship	3
AC280	Tax Preparation	4
AC299	Accounting Practicum	2
	Total	**14**

BUSINESS MANAGEMENT

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

Students who complete the program will be able to:

A. Apply basic math skills to the task of running a business.

B. Apply basic computer applications.

C. Communicate effectively in a business environment.

D. Explain how the principles of marketing guide commerce.

E. Link the four principles of management to long-term commercial success.

F. Implement the fundamentals of accounting in an entrepreneurial environment.

G. Apply the ten basic principles of finance to the small business field.

H. Use the principles of organizational behavior in real-world business structures.

I. Apply effective sales techniques and customer service strategies to the marketplace.

J. Analyze real-world business markets and create a business plan.

Course Sequence

Business Management
AAS Program Consists of 60 Credits:

General Education(*)	19 semester hour credits
Core Courses	41 semester hour credits

Semester 1		Credit Hours
GE101*	Success Strategies	1
BS100	Business Fundamentals	3
PY110*	Workplace Psychology	3
BS120	Introduction to Management	3
MH101*	Applied Business Math	3
BS160	Marketing Principles	3
		Total 16

Semester 2		Credit Hours
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
AC101	Introduction to Accounting I	3
BS140*	The Economics of Business	4
		Total 13

Semester 3		Credit Hours
BS150	Human Resources Management	3
BS200	Business Law and Ethics	3
BS210	Small Business Management	3
MK200	Principles of Sales	3
BS240	Entrepreneurship	3
		Total 15

Semester 4		Credit Hours
GE200*	Career Development Strategies	2
HR230	Organizational Behavior	3
AC240	Finance	3
BS260	E-Commerce	3
BS170	Presentation Skills	3
BS299	Business Management Practicum	2
		Total 16

HEALTH INFORMATION TECHNOLOGY

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

Students who complete the program will be able to:

A. Explain the technical and ethical skills necessary to obtain entry-level employment in the health information management industry.

B. Apply medical records, billing and insurance reimbursement, coding, and medical office principles, procedures and practices.

C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in the health information field.

D. Manage insurance billing and reimbursement processes.

E. Apply diagnostic and procedural codes to medical records.

F. Discuss awareness of legal and ethical issues in the healthcare industry.

G. Use health information technology to gather and analyze health data.

Course Sequence

Health Information Technology
AAS Program Consists of 62 Credits:

General Education(*)	22 semester hour credits
Core Courses	40 semester hour credits

Semester 1   **Credit Hours**

GE101*	Success Strategies	1
HM101	Intro. to Health Information Technology	2
PY110*	Workplace Psychology	3
MH101*	Applied Business Math	3
HM140	Medical Terminology	3
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3

Total 15

Semester 2   **Credit Hours**

HM125	Billing for Reimbursement	3
SC150*	Anatomy and Physiology I	1
SC155*	Anatomy and Physiology II	3
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
HM160	Medical Office and Records Mgmt.	3
SC160*	Pathology and Disease Processes	3

Total 16

Semester 3   **Credit Hours**

HM165	Electronic Health Records	1
HM200	Pharmacology	3
HM210	Health Statistics and Data Analysis	3
HM230	Health Information Mgmt. Systems	3
HM245	Diagnostic Coding**	3
HM250	Health Info. Technology Mgmt.	3

Total 16

Semester 4   **Credit Hours**

HM265	Inpatient Procedural Coding**	3
GE200*	Career Development Strategies	2
HM270	Procedural Coding**	3
HM285	Advanced Coding and Billing for the ICD-10 User**	2
HM290	Law and Ethics for the Healthcare Professional	3
HM295	HIT Practicum for the ICD-10 User**	2

Total 15

**See Course Description in this catalog for information on manuals required to complete the Course.

HUMAN RESOURCES

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN HUMAN RESOURCES

Students who complete the program will be able to:

A. Explore the foundations and different aspects of the human resources profession.

B. Apply management principles on a company, department and personal level.

C. Evaluate staffing needs.

D. Develop appraisal systems, measurement tools and training and development functions for an organization.

E. Assess target markets for product, pricing, distribution and promotional decisions.

F. Utilize effective recruiting and hiring practices.

G. Summarize the basics of employee benefit terminology, federally mandated programs, retirement programs and health insurance benefits.

H. Apply effective communication skills through public speaking and written communication.

I. Develop, design and implement effective orientation programs, corporate training and continuing development programs.

J. Explore organizational responsibility for employee safety and related OSHA standards.

K. Correctly use career development strategies.

L. Maintain and interpret payroll records.

M. Explain laws that affect business operations.

N. Assess the history and current role of labor unions, workers' compensation and employee rights.

O. Illustrate human resources industry trends and evolving technology.

P. Apply the skills gained in the program to a real-world practicum.

Course Sequence

<u>Human Resources</u>
<u>AAS Program Consists of 62 Credits:</u>

General Education(*)	20 semester hour credits
Core Courses	42 semester hour credits

Semester 1		Credit Hours
GE101*	Success Strategies	1
BS100	Business Fundamentals	3
PY110*	Workplace Psychology	3
BS120	Introduction to Management	3
MH101*	Applied Business Math	3
BS150	Human Resources Management	3
		Total 16

Semester 2		Credit Hours
HR140	Principles of Employment	3
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
BS140*	Economics of Business	4
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
AC101	Introduction to Accounting I	3
		Total 16

Semester 3		Credit Hours
HR200	Recruitment and Staffing	3
HR220	Employee Benefits Administration	3
BS170	Presentation Skills	3
HR230	Organizational Behavior	3
HR240	Employee Training and Development	3
HR250	Occupational Safety and Health	3
		Total 18

Semester 4		Credit Hours
GE200*	Career Development Strategies	2
BS200	Business Law and Ethics	3
HR270	Labor Relations	3
HR290	Strategic Issues in Human Resources	2
HR299	Human Resources Management Practicum	2
		Total 12

MEDICAL ASSISTANT

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

Students who complete the program will be able to:

A. Examine soft, technical and ethical skills necessary to obtain entry-level employment as a medical assistant.

B. Apply medical records, billing and insurance reimbursement, coding and medical office principles, procedures and practices.

C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in healthcare fields, including medical assisting, pharmacy technology, patient care, medical coding and medical billing.

D. Manage insurance billing and reimbursement processes.

E. Apply diagnostic and procedure codes to medical records.

F. Discuss legal and ethical issues in the healthcare industry.

G. Examine the process of assisting licensed pharmacists in providing medication and other healthcare products to patients.

H. Explain how to perform selected clinical procedures, including checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.

I. Describe methods for handling specific patient-care and medical-assistant situations.

Course Sequence

Medical Assistant
AAS Program Consists of 60 Credits:

General Education(*)	25 semester hour credits
Core Courses	35 semester hour credits

Semester 1		**Credit Hours**
GE101*	Success Strategies	1
HM110	Introduction to Patient Care	2
PY110*	Workplace Psychology	3
HM101	Introduction to Health Information Technology	2
MH101*	Applied Business Math	3
HM140	Medical Terminology	3
		Total 14

Semester 2		**Credit Hours**
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
SC150*	Anatomy and Physiology I	1
SC155*	Anatomy and Physiology II	3
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
HM160	Medical Office and Records Management	3
HM165	Electronic Health Records	1
HM125	Billing for Reimbursement	3
		Total 17

Semester 3		**Credit Hours**
SC160*	Pathology and Disease Processes	3
EN200*	Interpersonal Communication	3
SC130	Health and Wellness	3
HM205	Laboratory Techniques	3
HM215	Clinical Skills	3
		Total 15

Semester 4		**Credit Hours**
HM245	Diagnostic Coding**	3
HM270	Procedural Coding**	3
GE200*	Career Development Strategies	2
HM200	Pharmacology	3
HM290	Law and Ethics for the Healthcare Professional	3
		Total 14

**See Course Description in this catalog for information on manuals required to complete the Course.

MEDICAL SPECIALTIES

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL SPECIALTIES

Students who complete the program will be able to:

A. Explain the technical and ethical skills necessary to obtain entry-level employment in a variety of healthcare fields.

B. Apply medical records, billing and insurance reimbursement, coding and medical office principles, procedures and practices.

C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in healthcare fields, including medical assisting, pharmacy technology, patient care, medical coding and medical billing.

D. Manage insurance billing and reimbursement processes.

E. Apply diagnostic and procedure codes to medical records.

F. Discuss legal and ethical issues in the healthcare industry.

G. Examine the process of assisting licensed pharmacists in providing medication and other healthcare products to patients.

H. Describe the process of receiving prescriptions from doctors and hospitals, preparing prescriptions for patients and verifying insurance and prescription information.

I. Explain how to perform selected clinical procedures, including checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.

J. Describe methods for handling specific patient-care and medical-assistant situations.

Course Sequence

Medical Specialties
AAS Program Consists of 61 Credits:

General Education(*)   19 semester hour credits
Core Courses   42 semester hour credits

Semester 1		Credit Hours
GE101*	Success Strategies	1
HM110	Introduction to Patient Care	2
PY110*	Workplace Psychology	3
HM101	Introduction to Health Information Technology	2
MH101*	Applied Business Math	3
HM140	Medical Terminology	3
		Total 14

Semester 2		Credit Hours
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
HM125	Billing for Reimbursement	3
SC150*	Anatomy and Physiology I	1
SC155*	Anatomy and Physiology II	3
EN101*	Writing Skills	3
	or	
EN110*	Business Communications	3
HM160	Medical Office and Records Management	3
HM165	Electronic Health Records	1
		Total 17

Semester 3		Credit Hours
SC160*	Pathology and Disease Processes	3
HM200	Pharmacology	3
HM205	Laboratory Techniques	3
HM245	Diagnostic Coding**	3
HM215	Clinical Skills	3
		Total 15

Semester 4		Credit Hours
HM265	Inpatient Procedural Coding**	3
GE200*	Career Development Strategies	2
HM225	Pharmacy Technology	2
HM270	Procedural Coding**	3
HM285	Advanced Coding and Billing for the ICD-10 User**	2
HM290	Law and Ethics for the Healthcare Professional	3
		Total 15

**See Course Description in this catalog for information on manuals required to complete the Course.

SOCIAL WORK

Program Objectives

ASSOCIATE OF APPLIED SCIENCE IN SOCIAL WORK

The role of the Social Work Professional is complex and intertwined with the relationship of the individual and society. In addition, the role encompasses striving to enhance the social welfare of all people. A Social Work Professional needs a wide body of knowledge to effectively help people, as well as the ability to deal with complex issues and situations to navigate the best possible outcome for the individuals involved.

The program is designed to give graduates the personal and professional skills needed to secure an entry-level position in the social work industry. Specifically, graduates of the program will be able to:

A. Demonstrate key social work skills.

B. Assess important policies that affect the social work profession.

C. Effectively communicate, both verbally and in writing, to supervisors, coworkers and clients in the social work context.

D. Apply critical thinking skills to address problems in social work settings.

E. Exhibit culturally competent business ethics, confidentiality and professionalism.

F. Research and evaluate behavior and apply behavior modification techniques in social work scenarios.

G. Respect diversity regardless of race, sexual orientation, disability, age, gender, ethnicity or class.

H. Apply social work skills gained in the program to a real-world practicum.

Course Sequence

Social Work
AAS Program Consists of 60 Credits:

General Education(*)   25 semester hour credits
Core Courses   35 semester hour credits

Semester 1		**Credit Hours**
GE101*	Success Strategies	1
SW101	Introduction to Social Work	3
MH101*	Applied Business Math	3
CS102*	Computer Applications (Windows 8/Office 2013)	3
	or	
CS103*	Computer Applications (Windows 10/Office 365)	3
	or	
CS104*	Computer Applications (Windows 11/Microsoft 365)	3
EN101*	Writing Skills	3
BS140*	The Economics of Business	4
		Total 17

Semester 2		**Credit Hours**
SC130	Health and Wellness	3
BS170	Presentation Skills	3
SO101*	Principles of Sociology	3
SO140*	Social Problems	3
SO200	Social Welfare	3
		Total 15

Semester 3		**Credit Hours**
PY120*	Psychology	3
PY140	Abnormal Psychology	3
SO250	Multicultural Issues	3
PY270	Group Dynamics and Counseling	3
GE200*	Career Development Strategies	2
		Total 14

Semester 4		**Credit Hours**
PY240	Introduction to Addiction	3
PY260	Child and Adult Problems	3
EN200	Interpersonal Communication	3
PY280	Behavior Modification	3
SW299	Social Work Practicum	2
		Total 14

COURSE DESCRIPTIONS

*Notes: GE101 is a prerequisite for all USCI courses. To ensure you receive the highest quality associate of applied science degree, your program includes preselected core and general education courses. Electives are not a required part of USCI's degree programs.

ACCOUNTING COURSES

AC101 Introduction to Accounting I: 3 credit hours. This first accounting course walks through the accounting cycle from journalizing to closing the books. Students apply the basics of bookkeeping and accounting theory. Prerequisites: None.

AC201 Introduction to Accounting II: 3 credit hours. This course expands on the principles learned in Introduction to Accounting I. Students take a closer look at the accounting cycle, explore subledgers and apply additional accounting techniques. Students apply these skills to interpret and create financial statements. Prerequisites: AC101, MH101.

AC210 Managerial Accounting: 3 credit hours. Students explore operating statements, balance sheets, cash flow statements and statements of owner's equity, in addition to how managers use financial statements and accounting methods to analyze their business. Prerequisites: AC201.

AC220 Computerized Accounting: 3 credit hours. Students learn how accountants use software to solve accounting problems and analyze financial data, and apply accounting knowledge and skills using software. Prerequisites: AC201, CS102/CS103/CS104.

AC240 Finance: 3 credit hours. Students explore how external users—such as bankers and investors—utilize accounting information. Students discover the ins and outs of financial markets, investing and financing decisions. Prerequisites: AC101, MH101.

AC280 Tax Preparation: 4 credit hours. Students learn how to gather tax information, prepare federal tax forms and find relevant information to complete state tax forms; discover how sales, use and property taxes affect individuals' and businesses' financial health; gain a foundation of federal taxation as it relates to individuals; and learn gross income, deductions and credits, sales and other disposition of property, capital gains, losses and timing. This course includes tax planning, compliance and reporting as well as personal tax burden minimization, and preparation of personal tax returns will be emphasized. Students learn the ins and outs of individual and corporate tax preparation in this comprehensive, hands-on course that covers everything from retirement plans to capital gains and losses. Prerequisites: AC201, CS102/CS103/CS104.

AC299 Accounting Practicum: 2 credit hours. Students step into a real-world scenario as a junior accountant, and apply business and accounting skills. Prerequisites: All courses in Accounting program. Other: Transfer credit not accepted.

BUSINESS COURSES

BS100 Business Fundamentals: 3 credit hours. Students explore the exciting world of business; discover the basics of management, human resources, marketing, finance, e-commerce and entrepreneurship; and study how technology and globalization are changing the future of business. Prerequisites: None. Other: Transfer credit not accepted.

BS120 Introduction to Management: 3 credit hours. Students discover the four principles of management: planning, organizing, controlling and leading, and apply these principles to plan for success on a company, department and personal level. Prerequisites: None.

BS140 The Economics of Business: 4 credit hours. This course introduces microeconomic and macroeconomic theory. Students learn how money and financial systems affect households, businesses and governments, and apply the economic ideas of supply and demand, elasticity, markets, interest and more to everyday life and the business world. Prerequisites: None.

BS150 Human Resources Management: 3 credit hours. This course teaches students how human resources managers find, hire, train, motivate, lead and manage employees. Laws and regulations that guide these practices will also be explored. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

BS160 Marketing Principles: 3 credit hours. This course teaches students how to conduct customer and competitor analysis, and how to attract target markets for product, pricing, distribution and promotional decisions. Prerequisite: None.

BS170 Presentation Skills: 3 credit hours. Students learn to research, organize and present factual communication; apply effective communication skills through public speaking; concisely deliver the intended message and ensure the message is clearly received. Prerequisites: CS102/CS103/CS104, EN110/EN101.

BS200 Business Law and Ethics: 3 credit hours. In this course, students study laws that affect business operations, and learn how business ethics and social responsibility shape the business environment. Gain an overview of the U.S. legal system. Prerequisites: None.

BS210 Small Business Management: 3 credit hours. Students synthesize business, accounting, marketing and human resources knowledge, and apply their knowledge to real-world problems and opportunities. Students also create and refine a business plan. Prerequisites: BS120.

BS240 Entrepreneurship: 3 credit hours. Students gain insight into the aspects of starting and operating a new business, including how to avoid common problems that entrepreneurs may encounter and strategies to solve them. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

BS260 E-Commerce: 3 credit hours. Students explore different e-business models and strategies for engaging in transactions via websites. Prerequisites: BS120, BS160, PY110.

BS299 Business Management Practicum: 2 credit hours. Students step into a real-world scenario as a manager and apply their business skills. Prerequisites: All courses in Business Management program. Other: Transfer credit not accepted.

COMPUTER COURSES

CS102 Computer Applications in Windows 8/Office 2013: 3 credit hours. Students discover computer fundamentals, including hardware and software concepts, as well as networking and Internet terminology, applying these skills using Microsoft Windows 8® and Microsoft Office® 2013 applications. Prerequisites: None.

CS103 Computer Applications in Windows 10/Office 365: 3 credit hours. Students discover basic and contemporary computer fundamentals, including hardware and software concepts, as well as networking, internet terminology, scheduling, presentations, reporting calculations and more, applying these skills using Microsoft Windows 10® and Microsoft Office® 365 applications. Prerequisites: None.

CS104 Computer Applications in Windows 11/Microsoft 365: 3 credit hours. Students discover basic and contemporary computer fundamentals, including hardware and software concepts, as well as networking, internet terminology, scheduling, presentations, reporting calculations and more, applying these skills using Microsoft Windows 11® and Microsoft® 365 applications. Prerequisites: None.

ENGLISH COURSES

EN090 Writing Fundamentals: No credit. This self-guided tutorial offers a refresher on grammar and writing skills. EN090 reviews basic grammar, usage and punctuation skills. Students learn college-level, critical thinking strategies, as well as review paragraph structure and the writing process. Writing Fundamentals prepares students for success in EN110 Business Communications. Prerequisites: None.

EN101 Writing Skills: 3 credit hours. Students develop the skills necessary for writing, researching and editing in school, the working world and everyday life; study the writing process through clear explanations and examples, as well as assignments and activities; and explore research tips and citation guidelines. Prerequisites: None.

EN110 Business Communications: 3 credit hours. Students develop skills for effective written communication, learn to produce clear, effective, audience-specific documents. Prerequisites: CS102/CS103/CS104.

EN200 Interpersonal Communication: 3 credit hours. Students enhance basic communication skills: verbal and non-verbal, active listening; provide clear and concise information and direction; and effectively communicate with different people—and personalities. Prerequisites: EN110/EN101.

GENERAL EDUCATION COURSES

GE101 Success Strategies: 1 credit hour. This first course for all USCI degree programs introduces students to USCI and the world of distance learning, proven strategies for success as an independent learner, how to access the many facets of USCI and allows students to virtually meet the faculty and staff. Prerequisites: None. Other: Transfer credit not accepted.

GE200 Career Development Strategies: 2 credit hours. This course teaches students how to network and market their career skills, present strong written collateral (resumes, etc.) to potential employers and how to navigate the job market. Prerequisites: None. Other: Transfer credit not accepted.

HEALTH INFORMATION TECHNOLOGY COURSES

HM101 Introduction to Health Information Technology: 2 credit hours. Students gain an overview of the HIT profession and the many career opportunities in this growing industry. Topics include the various types of American healthcare systems and facilities, electronic health record and the data that is integral to the healthcare process. This course also examines medical ethics, confidentiality, fraud, the release of patient information and the types of consent. Students also learn about the many professional associations and organizations within the field, as well as the role of artificial intelligence in the future of health care. Prerequisites: None. Other: Transfer credit not accepted.

HM110 Introduction to Patient Care: 2 credit hours. This course teaches how to care for patients, residents and clients in a professional manner. Virtual Labs allow students to visualize clinical skills and experience interactive opportunities. Students examine safety precautions and regulations and acquire skills in first aid, taking vital signs and obtaining information for the physical examination. This course includes a blood pressure cuff, stethoscope and cover to assist with the Vital Signs content, which will be shipped after completing Exam 2. Prerequisites: None. Other: Transfer credit not accepted.

HM125 Billing for Reimbursement: 3 credit hours. Students learn about the world of health insurance, studying Medicaid, Medicare and other governmental insurance plans, as well as some common private insurance plans. Students follow medical records through the billing process and apply this knowledge to complete CMS-1500 claim forms. Prerequisite: HM101, CS102/CS103/CS104. School provides cloud-based medical billing software.

HM140 Medical Terminology: 3 credit hours. Students gain the foundation needed to understand medical terminology by identifying word parts and their meanings, then combining and dividing them to build and decipher medical terms. Students also examine medical abbreviations, acronyms and related terminology. They practice applying medical terms to body systems and interpreting and formatting medical records for real-world reports and scenarios. Prerequisites: None.

HM160 Medical Office and Records Management: 3 credit hours. This course teaches common electronic and traditional filing techniques, accounts receivable activities and handling patient confidentially. Prerequisite: None.

HM165 Electronic Health Records: 1 credit hour. This course explores the electronic health record, providing hands-on experience and tutorials. Students will learn the details of scheduling patients, creating records, working with electronic records and much more. Prerequisites: CS102/CS103/CS104. School provides cloud-based practice management software.

HM200 Pharmacology: 3 credit hours. This course provides the basic concepts of pharmacology, routes of administration, drug classification and therapeutic action. Students study medications by body system, and discover how these medications are used to treat disease. Prerequisites: HM140, SC155, SC160.

HM205 Laboratory Techniques: 3 credit hours. Students experience the laboratory skills that medical assistants need through Virtual Labs. The course features training in equipment, lab safety, blood testing, urine specimens and bacterial smears and cultures. Prerequisites: HM140, SC155, SC160.

HM210 Health Statistics and Data Analysis: 3 credit hours. Students learn the details of statistical data that healthcare facilities compile, such as mortality and morbidity rates. Further, the course teaches how HIT professionals use data analysis programs to compute formulas, generate reports and charts, and interpret computerized statistics. Prerequisite: MH101. Other: Proctored exam, transfer credit not accepted.

HM215 Clinical Skills: 3 credit hours. Virtual Labs allow students to experience the clinical skills that medical specialists have. The course provides instruction on physical therapy, as well as proper patient positioning. Students learn about mobility devices prior to exploring the details of feeding and dressing patients; details of making a bed and handling linens; oral, hand and foot care; perineal care and elimination; and minor surgical procedures. Prerequisites: HM205.

HM225 Pharmacy Technology: 2 credit hours. Students discover how to assist licensed pharmacists in providing medication and other healthcare products to patients; gain training to effectively receive prescriptions from doctors and hospitals; prepare prescriptions for patients; verify insurance and prescription information; how to exhibit pharmacy standards, ethics, and knowledge of laws and regulations; maintain inventory; stock orders; and enter data into the computer. Prerequisites: HM200, MH101.

HM230 Health Information Management Systems:
3 credit hours. Students learn how to manage databases, as well as the ins and outs of electronic health records, delving into the evolving world of electronic and imaging technology, design forms and computer input screens. Prerequisites: HM160, HM165.

HM245 Diagnostic Coding: 3 credit hours. This course details the International Classification of Diseases Coding Manual (ICD-10-CM) and methods for coding diagnoses. Students learn about the organization and content of the ICD-10-CM coding manual and practice coding real-world scenarios. Prerequisites: HM140, SC155, SC160. Additional resources needed: ICD-10-CM.*

HM250 Health Information Technology Management:
3 credit hours. This course teaches skills to plan for departmental and personal success, as well as how to effectively communicate with patients, train employees, manage projects and develop office procedures, strategic plans and goals. Prerequisite: None.

HM265 Inpatient Procedural Coding: 3 credit hours. Students delve into the *ICD-10-PCS* manual, and explore the ins and outs of inpatient coding, use the *Index* and *Tables* to determine the accurate inpatient procedural codes to assign, and apply these skills in real-world coding scenarios. Prerequisites: HM140, HM200, SC155, SC160. Additional resources needed: ICD-10-PCS.*

HM270 Procedural Coding: 3 credit hours. Procedural codes identify the various procedures and services performed for patients. Students learn to use the CPT manual to accurately code medical records. Prerequisites: HM140, SC150, SC155, SC160. Other: Proctored Final Exam, transfer credit not accepted. Additional resources needed: CPT*

HM285 Advanced Coding and Billing for the ICD-10 User:
2 credit hours. This course offers an overview of the UB-04 claim form and a review of the steps to complete a CMS-1500 claim form. Students reinforce their knowledge of the *ICD-10-CM* manual by walking through the chapters of the *Tabular List* and referring to the *Coding Guidelines* for accurate coding, and use the knowledge to integrate outpatient procedural and diagnostic codes for healthcare services. Additionally, the course reviews the steps for ICD-10-PCS coding, and application of inpatient diagnostic guidelines and rules. Prerequisites: HM125, HM200, HM245, HM265, HM270. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.*

HM290 Law and Ethics for the Healthcare Professional:
3 credit hours. Medical ethics and legal aspects of the medical field–from fraud and compliance issues to HIPAA requirements. Prerequisite: None.

HM295 HIT Practicum for the ICD-10 User: 2 credit hours. A real-world health information management scenario, where students apply everything from healthcare statistics and electronic health records to medical billing and ICD-10 coding. Prerequisites: All courses in the Health Information Technology program. Other: Transfer credit not accepted. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.*

Manuals may be borrowed (from a library, etc.) or purchased. USCI offers the manuals for sale at a discounted price. The student can contact the Registrar or Student Services for assistance in purchasing the manuals. Estimated cost for purchase (including shipping) from U.S. Career Institute: ICD-10 – $84; CPT – $109; HCPCS – $67.

HUMAN RESOURCES COURSES

HR140 Principles of Employment: 3 credit hours. Students discover what constitutes an effective system of employment relations; learn how HR professionals evaluate staffing needs and develop selection systems, appraisal systems and measurement tools; study how training and development functions in an organization; and explore the roles of the state, the firm, unions and employees within ethical, legal, political, economic and human resource frameworks. Prerequisite: BS150.

HR200 Recruitment and Staffing: 3 credit hours. This course teaches effective recruiting and hiring practices, how to write effective job descriptions and employment ads, how to successfully interview candidates and how to evaluate employees. Prerequisites: HR140.

HR220 Employee Benefits Administration: 3 credit hours. Students master basic employee benefits terminology, as well as gain an understanding of federally mandated programs, retirement programs and health insurance benefits employers offer employees. This course also teaches compensation and related federal laws. Prerequisites: None.

HR230 Organizational Behavior: 3 credit hours. This course offers management theory and a foundation in planning, organizing, directing, staffing and controlling. Students apply management principles to real-world situations. Prerequisites: BS120, PY110.

HR240 Employee Training and Development: 3 credit hours. In a changing marketplace, firms must recruit, develop and retain quality employees. Students learn to conduct needs assessments, linking training programs to a company's strategic plans; design and implement effective orientation programs, corporate training and continuing development programs; and explore contemporary human resource development issues, including diversity training and team development. Prerequisites: BS120, HR140.

HR250 Occupational Safety and Health: 3 credit hours. Students explore organizational responsibility for employee safety and the relative OSHA Standards, and study consequences and case studies of OSHA noncompliance. Prerequisites: HR140. Other: Proctored exam, transfer credit not accepted.

HR270 Labor Relations: 3 credit hours. This course presents the history and current role of the organized labor movement in the United States; traces the movement's influence on legislation and political institutions; examines laws and regulations that apply to collective bargaining, labor contracts and arbitration; and teaches how HR professionals implement collective bargaining agreements, from grievances to arbitration. Prerequisites: HR140. Other: Proctored exam, transfer credit not accepted.

HR290 Strategic Issues in Human Resources: 2 credit hours. Students study human resources industry trends and evolving technology, as well as analyze case studies. Prerequisites: BS150, HR200, HR220, HR230, HR240.

HR299 Human Resources Management Practicum: 2 credit hours. Students step into a real-world scenario as a human resources professional and practice their skills and knowledge. Prerequisites: All courses in Human Resources program. Other: Transfer credit not accepted.

MARKETING COURSES

MK200 Principles of Sales: 3 credit hours. Students apply marketing philosophy with communication concepts to effectively prepare and present a sales message; discover the importance of the sales function to organizational success; examine the social, ethical and legal issues in selling; and apply selling processes and techniques—from prospecting to follow-up and evaluation. Prerequisites: BS160, PY110.

MATH COURSES

MH090 Math Fundamentals: No credit. This course reviews the vocabulary, operations and applications of whole numbers, decimals, basic fractions, mixed numbers and the metric system. MH090 prepares students for success in MH101 Applied Business Math. Prerequisites: None.

MH101 Applied Business Math: 3 credit hours. This course provides a solid foundation of business math and basic statistics. Students apply these skills in real-world, workplace scenarios. Prerequisites: None.

PSYCHOLOGY COURSES

PY110 Workplace Psychology: 3 credit hours. Students discover the intricacies of social psychology by learning how personality traits, biology, health, stress and psychological disorders affect human behavior in the workplace. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

PY120 General Psychology: 3 credit hours. Students examine human development, personality and learning modalities of children, adolescents and adults; survey the major principles and history of psychology, and gain an overview of psychological research, as well as social and experimental psychology; explore the psychological perspective of abnormal behavior; and gain a foundation in the basis of feelings, emotions, memory, states of awareness, sleep and dreams. Prerequisites: None.

PY140 Abnormal Psychology: 3 credit hours. This course presents the history of major psychological disorders, their causes, research, diagnosis and treatments. Disorders covered include personality, physical, substance-related, sexual, gender, childhood and adult disorders. Prerequisites: None.

PY240 Introduction to Addiction: 3 credit hours. An in-depth study of addiction and substance abuse including cause and effect, risk factors, diagnosis and treatment of addictions and how this impacts a person's social and family relationships. Included in this study is the history of addiction and substance abuse, and the social worker's ability to treat such individuals. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

PY260 Child and Adult Problems: 3 credit hours. This course explores children and adults' behavioral problems and issues that arise from social and personal behavioral changes. Students learn to recognize problems, strategize prevention plans and resolve these problems. Prerequisites: PY140. Other: Proctored exam, transfer credit not accepted.

PY270 Group Dynamics and Counseling: 3 credit hours. This course reviews the history, key concepts and theory to conduct group counseling. Students learn how to enable clients to reach self-awareness during group sessions. Prerequisites: PY140.

PY280 Behavior Modification: 3 credit hours. This course provides a more in-depth look into human development and personality as it relates to psychological factors by focusing on human behavior and application of psychological principles to behavior modification, such as operant conditioning and imitative learning. Prerequisites: PY260.

SCIENCE COURSES

SC130 Health and Wellness: 3 credit hours. Students learn how to enrich their life, and the lives of others, by learning the value of health and wellness; how to prevent future health problems; new skills for maintaining an overall well-being; and definition and interpretation of basic health information and services. Prerequisites: None.

SC150 Anatomy and Physiology I: 1 credit hour. Students gain an understanding of anatomy, learning the anatomic position, landmarks and divisions, and the related terminology. Cell and tissue anatomy are explored before learning about how cells and tissues react during the disease process. Prerequisite: None.

SC155 Anatomy and Physiology II: 3 credit hours. This course builds on the foundation gained in Anatomy and Physiology I. Students discover each body system in depth and learn how the systems work. Prerequisites: SC150.

SC160 Pathology and Disease Processes: 3 credit hours. This course allows students to discover what happens to the body when it is sick or injured; study cell pathology and disease processes related to inflammation and the immune system; and study the process of neoplasia, genetic diseases and diseases that affect the balance of fluids in the body. Prerequisites: HM140, SC155. Other: Proctored exam, transfer credit not accepted.

SOCIAL WORK

SW101 Introduction to Social Work: 3 credit hours. This course introduces the history and events that led to the founding of the social work profession. Students gain an overview of social workers' interaction with different groups of people and professional settings, as well as develop some of the crucial intervention and diagnostic skills that social workers possess. Prerequisites: None. Other: Transfer credit not accepted.

SW299 Social Work Practicum: 2 credit hours. The practicum provides opportunities for students to develop social work knowledge and skills, and exposes the student to real-life situations. Prerequisites: All courses in Social Work program. This course includes a 10-hour field practicum. Other: Transfer credit not accepted.

SOCIOLOGY

SO101 Principles of Sociology: 3 credit hours. Students explore the cultures, customs, beliefs and social expectations of human relationships. This course takes an in-depth look into topics on family, sex and age roles, social classes and minorities, religion and political movements. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

SO140 Social Problems: 3 credit hours. This course examines social problems and how these problems shape social institutions. Students focus on problems related to physical and mental health, drug addiction, crime, poverty, urban life, family; discrimination and inequality that affect different racial and ethnic groups and special interest groups; social policies and contemporary issues that address social problems and their possible solutions. Prerequisites: SO101.

SO200 Social Welfare: 3 credit hours. Students delve into the social welfare system, study theories and methods of intervention, investigate social welfare problems, and learn to evaluate and address problems. Prerequisites: SO101.

SO250 Multicultural Issues: 3 credit hours. This course explores multicultural issues by studying common cultures and cultural issues many social workers encounter. Prerequisites: SO101.

Dear Student—

Here is a checklist to help you organize your degree program enrollment paperwork:

1. If you have not already done so, sign and mail your enrollment agreement along with your payment today!

2. Send the Registrar a completed Proctor Nomination Form within 14 days after enrollment.

3. Send the Transcript Request Form to any school from which you are requesting to transfer credit. Make as many copies of the Transfer Request Form as you need. Allow six to eight (6-8) weeks for your request to be processed.

4. Begin your first course, *Success Strategies*. That's right! You can start earning your degree and creating a bright, new future before you've submitted all your transcripts to U.S. Career Institute!

Thank You for Choosing U.S. Career Institute

FORMS

Proctor Nomination Form

Your degree program has a few proctored exams. Please review USCI's proctor requirements, then submit this form within *14 days after enrolling!* It is important U.S. Career Institute receives <u>this form</u> within this time frame to avoid delaying your progress.

Submitting your proctor nomination is very simple.

Complete the information on the following page identifying your proctor. Make sure the proctor is prepared to:

1. Receive your exam via mail.

2. Check your government-issued ID for identity verification purposes (driver's license, passport, military ID, etc.).

3. Securely keep your exam information from everyone, including you, until you take the exam.

4. Administer your exam within **30 calendar days** of receiving it from U.S. Career Institute.

5. Time the 3.5 hours allowed for each exam.

6. Photocopy your completed exam and keep it secure until you are sure we have received your exam.

7. Mail your exam to U.S. Career Institute in the school-provided envelope using postage provided by you.

Who can be your proctor?

- Librarian
- A faculty member or administrator of an accredited college or university
- Certified teacher, counselor or an administrator of a school district
- Military Educational Center official (Education Counselor, staff member, etc.)
- A testing center of a college or university
- Private testing center
- ProctorFree: $20 fee
  *Students may use the services of ProctorFree. ProctorFree is an on-demand, third-party, virtual proctor which allows students to sit for an examination anytime, anywhere through use of video technology. Students choosing ProctorFree must have an operational webcam with audio, a high-speed internet connection, and appropriate system rights required to download and install software.
  ProctorFree requires Windows 10+ or macOS 10.12+.

Proctors may not be a:
- Relative
- Employer, supervisor or coworker
- Friend or neighbor
- USCI student

Must I submit a form for each exam?

- No. You only need to submit this form one time unless you decide to change your proctor.

To avoid delays, please complete the form on the following page and send to the Registrar within 14 calendar days after enrollment.

Proctor Selection Form

Please complete this form and submit it to U.S. Career Institute no later than **14 calendar days** after enrolling.

Student Information

Your Name: _____ Student ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone number: (____)_____ Email address: _____

Proctor Information

Name: _____ Title/Occupation: _____

Employer Name: _____

Proctor Contact Information:

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone number: (____)_____ Email address: _____

Please return this form to:

> **U.S. Career Institute**
> **ATTN: Registrar/Proctor Nomination**
> **2001 Lowe St.**
> **Fort Collins, CO 80525**

Transcript Request Form

Student Instructions:

1. To make sure you receive applicable transfer credit in a timely manner, please make sure you complete this form within **two (2) weeks** of enrollment and mail it to the appropriate college/s.

2. Contact the college/s from which you are requesting transcripts to determine if you need to include any fee with this request and to verify their address.

3. If you need additional forms, you may copy this form or write a letter to additional institutions including the information outlined below.

4. Send this form to the college/s where you earned credit or graduated. Make sure you include any transcript fee necessary to process your request. (***Do not*** **send this form to U.S. Career Institute)**.

Dear Registrar,

Please provide an official transcript to U.S. Career Institute showing courses taken, grades received, credits earned, semester or quarter hour system, accrediting body, and date of graduation, if applicable.

Student Information

Student Name: _____ Birth Date: _____

Maiden Name or Other Former Name/s: _____

Social Security Number: _____ Daytime Phone: _____

USCI ID Number: _____

College Information

Name of High School/College Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrollment Dates: _____ to _____

School Registrar:

Please ensure that the student's social security or USCI ID number is included with the transcript.

**Mail official transcript
and copy of this form to:**   **U.S. Career Institute
ATTN: Registrar/Transcript Evaluation
2001 Lowe Street
Fort Collins, CO 80525**

**email: registrar@uscareerinstitute.edu
phone: 800-347-7899**

Student Information Release

For your protection and pursuant to the Family Education Rights and Privacy Act of 1974 (FERPA), USCI requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete this form and return to the school.

If you have any further questions, please contact the Student Services Department at 1-800-347-7899 or at stuserv@uscareerinstitute.edu. For further information about this protection of your educational record, please see USCI's FERPA policy in this catalog.

Thank you,

Student Services

Completely fill out this form.

I hereby authorize USCI to release any and all* of my enrollment, academic and administrative records and information to:

_____ *(Print first and last name of individual or name of company)*

Address: _____
                  (Street)   (City)   (State)   (Zip)

*If only certain information is authorized for release, clearly indicate which information:

_____

Student Information

Student ID: _____   Course/Program Code: _____

Student Name: _____
                     (First)   (Last)

Address: _____
                  (Street)   (City)   (State)   (Zip)

Today's Date: _____

Student Signature**: _____

***If student is a minor, parent or guardian signature is also required.*

Parent/Guardian Signature*: _____