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## *Cameron College*

This catalog is for informational purposes only. This catalog does not constitute a contract between the College and the student.

With the exception of the admission and refund policies, the College reserves the right to make changes at any time to reflect current fee schedules, policies, regulations, and procedures.

The diplomas awarded by Cameron College do not imply, promise, or guarantee transferability. The purpose of Cameron College in granting a diploma is to provide programs of study designed to prepare the graduates or the semi-professionals for managerial and occupational duties within their chosen field of study.

Cameron College admits students without regard to sex, race, color, creed, age, disability, status as a Vietnam-era or disabled veteran, or national or ethnic origin in its admission policies, employment policies, its grant and loan programs, or any other College-administered program.

**This catalog is incomplete without a current tuition supplement.**

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**Offices and Classrooms**

2740 Canal Street  
New Orleans, LA 70119  
Phone (504) 821-5881

**Statement of Ownership**

The college is owned and operated by Cameron College, Inc.  
Founded in 1981.

# Cameron College

## **Accredited by:**

The Council on Occupational Education  
7840 Roswell Road, Bldg 300, Ste 325  
Atlanta, Georgia 30350  
770-396-3898

## **Licensed by:**

Louisiana State Board of Regents  
and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory  
Commission

## **Approved by:**

Vocational Rehabilitation Division  
Louisiana State Veterans Service Office for Veterans and Eligible  
Dependent Students  
U.S. Department of Education  
U.S. Immigration and Naturalization Service

## **Member of:**

Louisiana Association of Private Colleges and Schools  
National Association of Student Financial Aid Administrators  
Association of Private Sector Colleges and Universities

*Information on the accreditations and approvals and copies of the documents evidencing these approvals are framed and posted in the school's reception area or are available upon request.*

## **Message from the Executive Director**

Cameron College is the realization of the life-long ambition of Ms. Eleanor Cameron to establish an educationally sound alternative to the traditional four-year post-secondary education. It is our intention to strive for a standard of excellence in training for skills, personal development, and work ethics that will fulfill the needs of the community we serve.

We are in a position to influence and direct the futures of the students under our tutelage. This responsibility requires dedication and perseverance. To have a part in molding an individual into a self-reliant, responsible member of society requires exceptional abilities and characteristics. The staff at Cameron College has the professional skills and attitudes to accomplish these goals.

It is my sincere desire that our graduates begin their careers with the confidence that comes from having received a quality education; and this, coupled with their own ambitions, will lead to self-satisfying, rewarding futures in the business and medical communities.

Heather E. Guidry

## **History of the College**

Cameron College, originally known as Sawyer School-Cameron Campus, was founded in 1981 by Eleanor W. Cameron and was purchased by Oliver Schools, Inc. The College was housed at its present location in downtown New Orleans in a modern, three-story structure which the founder completely remodeled and later purchased for specific use as a well-equipped, spacious business and technical college. Refurbishing included the installation of central air-conditionings and heating, modular fluorescent lighting, carpeting throughout the building and smoke-and fire-detection devices. Eleanor W. Cameron, the original founder, purchased the school from Oliver Schools, Inc., on June 29, 1983. The school was then named Cameron College.

The school building was upgraded to provide students with modern laboratories similar to settings in which students would work. Technology became an inherent component of all programs. Both staff and student numbers grew until August 2005 when Hurricane Katrina visited its doors. At that time 25 year old Cameron College, a bastion of adult education since 1981, suffered extensive damage. The college suspended classes after Katrina because of extensive water and wind damage to the entire facility. The following months were spent repairing, renovating, and refurbishing the building. Extensive renovations were completed in the fall of 2006. New computer labs and new technology became part of this Canal Street institution. Although the building changed, Cameron vowed to again maintain its original mission statement and philosophy based on the significant forces which exert influence on Cameron's students, New Orleans industry and New Orleans in general.

Training at Cameron College is designed to equip Cameron students with the skills and professionalism necessary to secure careers and to be contributing members in rebuilding New Orleans.

By the end of 2005, Cameron College graduated over one thousand students in medical, technological information, hotel and tourism, and legal fields. Today, graduates carry on the tradition and philosophy of Cameron by being active professionals in their chosen fields while helping to provide care for the people of greater New Orleans

As the city of New Orleans struggled to rebuild so did Cameron College. From August 2005 through August 2006, the building was gutted and rebuilt with new classrooms, carpeting and tile, new equipment and furniture, new elevator, offices, lounges, medical laboratories, and enhanced facilities. Because of a commitment to the rebirth of New Orleans, Cameron College re-established its operations on September 25, 2006.

The College reopened with updated curriculum, even better facilities, and many of the same dedicated faculty and staff that provided quality education prior to Katrina. The curriculum is designed to meet the immediate and future needs of the community and is continually reevaluated and altered or expanded as needed.

## **Philosophy of the Institution**

Cameron College bases its operating philosophy on several significant forces now exerting influence on students and industry. Our objective is to maintain excellence in training. Our programs are designed to be realistic and satisfying to the student and to the prospective employer. Each student is made to realize that post high school training provides a dignified alternative to a four-year college program. Cameron College believes that excellence in occupational education should be available and affordable to all who are willing to make a firm commitment to sound career preparation. Training designed to insure competence and intellectual stimulation in our students and to equip our students with skills necessary to secure a successful career. This, basically, is our philosophy: to have an awareness of the needs of future employers, and to provide an immediate response to any changes in those needs, thus contributing to the welfare of the community as a whole.

## **Mission Statement**

Cameron College devotes itself to the mission statement:

The mission statement of Cameron College is to provide excellence in occupational education; to assist in meeting the needs of New Orleans, its employers, and of students who are committed to sound career preparation; and to provide an immediate response to any changes in those needs, thus contributing to the welfare of the community as a whole. The resulting professionals then actively contribute to a renewed and vibrant community.



## Academic Calendar

### Scheduled Class Start Dates\*\*

July 06, 2015	November 09, 2015	March 28, 2016
July 20, 2015	November 23, 2015	April 11, 2016
August 03, 2015	December 07, 2015	April 25, 2016
August 17, 2015	December 21, 2015	May 09, 2016
August 31, 2015	December 22, 2015	May 23, 2016
September 14, 2015	January 04, 2016	June 06, 2016
September 28, 2015	January 11, 2016	June 20, 2016
October 12, 2015	February 15, 2016	
October 26, 2015	February 29, 2016	
	March 14, 2016	

\*Not all programs are available every start date. Start dates are subject to change.

\*\*Day and evening classes begin approximately every two weeks

### Holidays\*\*\*

New Year's Day  
Martin Luther King's Birthday  
Mardi Gras  
Good Friday  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas

### Class End Dates

The College operates on a non-traditional semester system. Each non-traditional semester is comprised of 15 weeks and a minimum of 12 semester credit hours for all full-time students.

### Office Hours

The Business Offices are open from 8:00 a.m. to 6:00 p.m. Monday through Friday.

### Graduation

Graduation exercises are held annually. Students who have completed their programs are expected to participate in the graduation ceremony.

### College Hours of Instruction

Morning Division	8:00 a.m. - 10:40 a.m.
Break	10:40 a.m. - 10:55 a.m.
Morning Division	10:55 a.m. - 12:40 p.m.
Night Division	4:50 p.m. - 7:30 p.m.
Break	7:30 p.m. - 7:45 p.m.
Night Division	7:45 p.m. - 9:30 p.m.

## **Governing Board**

Eleanor Cameron Skov Trust  
Jack M. Capella, Trustee/President

## **College Administration**

### **Executive Director**

Heather E. Guidry  
M.P.A., University of New Orleans

### **Director of Academics**

Dr. Peter Scharf  
Ph.D., Harvard University

### **Director of Finance**

James Keen  
B.S., Alameda University

### **Director of Student Services**

Kelly Rauser  
B.A., University of Michigan

### **Financial Aid Officer**

Sean Hurly  
M.P.S., Tulane University

### **Admissions Officer**

Joy Fiorella  
A.O.S., Delgado Community College

### **Front Office Assistant**

Mary Hogan  
B.S., University of New Orleans

### **Faculty Lead**

Russell Counterman  
M.Ed., University of New Orleans

## Faculty

Rausser, Kelly	B.A., University of Michigan Psychology
Frazier, Rose	M.S., University of Phoenix Organizational Management Certified Medical Assistant Certified Medical Coding and Billing Specialist
Long, Evan C.	B.A., University of Alabama Geography
Counterman, Russell	M.Ed., University of New Orleans Special Education
Morris, Gerald C.	M.D., Dartmouth Medical School B.A., Tulane University
Jones, Ladice	Kenner Health Career-Phlebotomist Certified Phlebotomist
Davis-Collins, Angela, RN	B.S., Loyola University Registered Nurse-Charity School of Nursing
Rivera, Andrea	M.B.A, University of New Orleans Native Language Spanish
Pate, Daniel	M.Ed. Educational Leadership B. A. Education, University of New Orleans

**INSTITUTIONAL ADVISORY  
BOARD**

Heather Guidry  
Cameron College

Kelly Rauser  
Cameron College

Adrienne Holdridge  
Tulane Medical Center

Emily Lewis  
Oschner Hospital

Julie Thibodaux  
United Way

**MEDICAL OCCUPATIONAL  
ADVISORY BOARD  
(Advanced Phlebotomy,  
Medical Assistant, Medical  
Billing)**

Adrienne Holdridge  
Tulane Medical Center

Emily Lewis  
Oschner Hospital

D'andrea Biaga  
LSU Medical Center



## **ADMISSION AND GENERAL INFORMATION POLICY**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Cameron College as a regular student. Cameron College must adhere to the US Department of Education, Louisiana Board of Regents-Proprietary Schools Division and the Council on Occupational Education guidelines.

### **General Admissions Policy**

The admissions procedure is dependent upon a free exchange of information between the prospective student and the College. The College maintains a staff of Educational Representatives responsible for this liaison. Our representatives conduct a personal interview with each prospective student and explain the College's program in detail.

Each application submitted for admission, along with other information, will be reviewed by the President or her designee. If the prospective student is accepted, he/she is notified by the President or her designee. If the prospective student is rejected, he/she will be notified in writing.

Students in need of tuition financing must submit appropriate applications as early as possible prior to anticipated entry. Arrangements must be made prior to the commencement of classes for payment in full of the total cost of the program.

### **Admission Procedure**

At the time of enrollment, the entering student is required to sign a transcript release form to enable the College to obtain a copy of his/her high school transcript, or results of a GED test or Home School certification from an approved US Department of Education program from that student's home state. A student may enroll in a program up to, and including the date when the class is scheduled to start.

### **Enrollment Requirements**

Applicants for all programs must possess a high school diploma or a GED certificate. In addition, all applicants must pass an entrance exam administered by the College. No prior business education or training is necessary for admission. The state of Louisiana has no secondary school completion credential certification for homeschoolers; therefore the institution requires a GED certificate for these students to enroll. If the student has a Home School Certificate from the state the student resided during home school, and that state home school certification meets the US Department of Education Policy then Cameron College will accept this certificate for enrollment.

### **Application Process**

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 8 a.m. to 6 p.m. Monday through Friday. One of our Educational Representatives will guide the applicant through the following steps:

1. Choosing from the courses available.

2. Touring our facilities and equipment.
3. Arranging for applicable test(s)

The admissions process is comprised of the following steps:

1. Meet with an Educational Representative.
2. Complete the application for admissions.
3. Take Admissions Test.
4. Tour the facilities.
5. Attend an Orientation Session on or before the start date of class.

Applicants who are high school graduates or who have earned a high school equivalency diploma (GED), will be asked to show proof by bringing in the original diploma or fill out a transcript request. We will send for a copy of the transcript for the student records.

A Home School student from another state must provide a copy of the Home School certificate from the state the student resided during home school. If the certificate can not be verified then the student will need to provide a GED before they can be admitted.

### **Restarts**

If student reenters before 180 days of withdrawing and reenters in the same program then student will enter into same status as he/she left. Students wishing to reenter after 180 days after withdrawing or into a different program may do so without penalty and will be assessed tuition as a proportion of the total program cost for only the credit hours for which the student is re-entering. Any prior balances must be cleared before the student will be permitted to re-enter.

### **Orientation and Additional Requirements for Admission**

Incoming students will be provided with a comprehensive orientation on school policies, drug and alcohol prevention, crime statistics, program information, etc., prior to entrance into regularly scheduled classes. Students will be provided Satisfactory Academic Progress guidelines as described in our SAP policy. The information given to the student at orientation is not limited to the above and could include other information. At the orientation, students will be provided with an opportunity to discuss the information described in the catalog and program handbook, school policies, program requirements, dress code, attendance requirements, etc. and allows enrollees to become acquainted with fellow classmates, faculty and staff of Cameron College.

### **Transcripts**

Cameron College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or School. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account.

**Transcript Fee**

Applicants who request second official copies of their transcript through the School are assessed a non-refundable \$10 fee.

**Transfer Students**

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted and eligible for Title IV, HEA funding.

Cameron College may accept transfer hours from another school, provided they have been accepted by a regional or national accredited institution.

An official affidavit from the previous school must be supplied at the time of enrollment. Hours submitted after the first day of class will not be accepted. The course length and cost will be prorated accordingly. In addition, transfer students may be required to demonstrate knowledge of selected techniques before advancing in the program.

All hours attempted or completed are counted for the purpose of determining when the allowable maximum time frame has been exhausted and eligible for Title IV, HEA funding.



## **ELIGIBILITY for TITLE IV FUNDS**

To receive Title IV, HEA program funds, a student must be qualified to study at the postsecondary level. A student qualifies if she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate;
- Comply with the school's Satisfactory Academic Progress (SAP) Policy, included in the school's catalog.
- Be enrolled as a regular student in an eligible program in order to participate in Title IV.
- Not be in default on a loan made under any Title IV, HEA Loan program.
- Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan Program or the 150% limit that took effect on July 1, 2013..
- Not liable for grant overpayment or exceed the 600% limit.
- Have a valid social security number.
- Attendance for a full time student is 30 hours per week. Enrollment status is stated on the student's enrollment contract.
- Selective service Registration

Note: To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

- Citizenship and residency requirements

To be eligible to receive title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States or
- Be in the United States for a reason other than a temporary purpose with the intention of becoming a citizen or permanent resident

- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

**Conviction for possession or sale of illegal drugs**

Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. Virgil’s Beauty College is not required to confirm this unless there is evidence of conflicting information.

The Chart below illustrates the period of ineligibility for FSA Title IV, HEA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses:

(A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from the date of conviction	2 years from the date of conviction
2nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

*Revised 09/28/13*

## **Voter Registration**

A Voter Registration application may be requested at the front desk or an application may be made online at <http://www.sos.louisiana.gov/tabid/457/Default.aspx>.

## **Conduct and Personal Appearance**

Students agree to conduct themselves within the limits of acceptable behavior and appearance when they make application for training. Cameron College recommends students to prospective employers on the basis of academics, professionalism, and the following criteria.

Students are expected to be neat, clean, and dressed in the type of apparel that would be required in the modern business or medical field.

Uniforms that are worn fulfill dress code regulations.

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the College and the student body.

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student, the student body, or the College.

## **Drugs and Criminal Behavior**

As a matter of policy, Cameron College has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

Cameron College has maintained an environment free of criminal behavior such as rape, sex crimes, and assault. Obviously, dismissal will follow any behavior of this type.

In compliance with the Student Right to Know and the Campus Security Act of 1979, Cameron College Provides the following statistics:

<u>Crimes</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/non-negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

## **Sexual Harassment Policy**

No member of the faculty, staff, or student body may sexually harass another. Sexual advances, requests for sexual favors, disparaging remarks, and other physical or expressive conduct of a sexual nature are considered harassment when:

1. They are unsolicited or unwelcomed;
2. They explicitly or implicitly indicate that one's response may affect the academic or personnel decisions that are subject to the influence of the person making such proposals;
3. Such conduct is persistent, abusive, discriminatory, or hostile; or
4. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or work environment.

Cameron College encourages the timely reporting of any sexual harassment incidents to any one of the administration. Any violation of this policy by a student or a staff member is grounds for dismissal.

## **Health and Safety**

It is the policy of the College to have the total facility compliance with the requirements of the state and local building codes and of fire department regulations. In case of emergency during College hours, first aid equipment is available in two locations. The College will assist in obtaining further assistance.

## **Class Size**

Individual classes will vary in size during the school year with the maximum class size being 30 students for each instructor.

## **Curriculum Changes**

In keeping with the College philosophy of an immediate response to the needs of students and employers, the College reserves the right to make modifications in the course content and the structure of the curriculum.

## **Course Changes and Withdrawals**

Permission must be obtained from the Dean of Education or his/her designee for a change in program of study or schedule. Students who discontinue their training for any reason are required to have an exit interview in order to completely document the College records for the student. There is a \$100 fee for a change of program after one month of attendance.

## **Credit for Prior Training**

**Advanced Standing:** Required subjects may be waived for students who, based on objective performance criteria, can demonstrate proficiency in the competencies taught in those subjects. If, for example, the student has worked as a professional word processor for years, she can petition to test out of a keyboarding class.

**Transfer Hours:** Credit for instructional hours may be granted to a student for hours completed in an approved curriculum or course from another degree granting institution. The prospective student must request transfer of hours upon making application for admission to the College. It is the student's responsibility to furnish the College with a copy of an official transcript for these courses before beginning any classes. Any approved class is followed by an examination by a competent instructor who assigns a grade. A student granted transfer hours only has to complete the number of approved hours for the curriculum in which he/she is enrolled minus the number of transfer hours granted by the College. Medical classes and labs may not be transferred from other institutions.

### **Transfer Between Programs**

Students who transfer between programs within the institution will retain all eligible credits that have been earned within the previous sixty months.

### **Transfer To and From Other Schools**

Credits earned at Cameron College do not transfer to other postsecondary institutions unless that institution agrees to accept them. A student entering another school, however, may petition its Registrar or Dean of Admissions for advanced standing on the basis of courses, externships, or clinicals previously completed satisfactorily.

**Make-up Work:** A student is responsible for all work missed due to an absence. If the student is absent on the day a pre-scheduled exam is given, the exam must be made up on the first day the student returns to the College. Failure to do so may result in a recorded grade of zero for the test. Any deviation from this policy is to be authorized by the instructor and the Dean of Education.

### **Academic Good Standing**

A student receiving a failing grade in any course is placed on academic probation. The failing grade may be cleared by working with a tutor furnished by the school. It is the responsibility of the student to sign up for tutoring sessions. The student must pay for the failed repeat course before a diploma will be awarded.

A student with two or more failing grades is subject to academic dismissal. A student may be readmitted only with the approval of the admissions board. Students have continual access to dean, faculty, and staff to determine their academic progress in their programs.

### **Right to Alter Policies**

Students in all programs are bound by the updated rules and regulations to assure that the student body is treated equitably.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to establish, publish, apply and monitor a satisfactory academic progress (SAP) standards which apply to all student attending Cameron College. Students enrolled at Cameron College must meet formal standards that measure their satisfactory progress toward graduation.

The Financial Aid Office is responsible for ensuring that all students who receive financial aid at Cameron College meet these standards before they can receive their Title IV, HEA aid. However all students at Cameron College will have to abide by these standards, regardless if the student is not eligible/receiving Title IV assistance. SAP standards apply for all federal, state and institutional grants.

In order for a student to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, to be considered a regular student, make SAP, be on schedule, and be in good standing. SAP means that a student is proceeding in a positive manner toward educational program requirements in a normal pace of time.

### **Qualitative and Quantitative Factors**

Additionally, a student's federal aid eligibility has a maximum of 150% of the total hours needed for completion of his/her program of study, according to the catalog under which he/she is enrolled. For example, the degree program is described as requiring 87 credit hours; the student may attempt up to 130 credit hours (150% of 87 credit hours) and to remain Title IV, HEA eligible. After that point the student may continue to pursue his or her degree or certificate but will **not be eligible for federal student aid.**

The qualitative standard is a 2.0 GPA.

Evaluation Criteria:

1. Not exceeding the maximum number of credit hours to complete program,
2. Maintain a cumulative grade average of a "C" = 2.0 GPA, **and**
3. Maintain a pace toward career program completion by successfully completing at least 67% of total hours attempted.

### **Grading Scale**

The following grading scale is used at Cameron College for measuring a students progress for GPA and SAP.

- A=90-100 %
- B=80-89%
- C=70-79 %
- D=65-69%
- Failing =Below 65%



## Evaluation Frequency

SAP Evaluation is conducted at the completion of each enrollment period. The enrollment period equals 15 weeks. The SAP evaluation is conducted by the Dean and the financial aid office. Copies of the evaluations are kept in the student's permanent file for each enrollment period showing amount of hours attempted and grades earned for these earned hours.

## Satisfactory Academic Progress (SAP) – Warning/Probation/Appeal

### Financial Aid Warning:

Students who fail to meet minimum requirements (67% completion and 2.0 GPA) for attendance and academic progress at the end of an enrollment period will be placed on a Financial Aid Warning. This standard is the same qualitatively as the Institution. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial Aid Warning status may be assigned without an appeal and the student requires no action.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, they will be placed on an **Academic Probation** and **will not be eligible for Title IV until the student regains SAP**. However, the student may appeal the loss of their Title IV eligibility.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

### Appeal Process

A student who loses their financial aid eligibility due to their inability to regain SAP after a financial aid warning period and thus placed on **Academic Probation, with a loss of Title IV eligibility** will have the right to appeal.

A student, who wishes to appeal **Academic Probation Status and loss of Title IV eligibility**, must submit a written Appeal Form with proper documentation, to the Financial Aid Office within thirty (10) days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The biases on which a student may file an appeal are: death of a relative; a hospitalization or confining illness of the student; or **other unusual circumstances**. The student must provide documentation and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the Financial Aid Office receives the appeal with supporting documentation, they will evaluate the appeal request and provide a decision within ten (10) business days. The Financial Aid Office will notify the student in writing of the decision and all decisions are final.

### **Financial Aid Probation Status**

If a student granted the appeal, the student will then be placed on Financial Aid Probation and may receive Title IV, HEA program funds for **one payment period**. The student may also be placed on an individual development plan to assist the student in regaining SAP. At the end of this payment period, a student who is not making SAP will be ineligible to receive Title IV, HEA program funds for the next payment period. Students are reminded that there is no second appeal process and the student must regain SAP before they can regain Title IV, HEA funding.

### **Reinstatement of Aid**

Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV, HEA financial aid.

### **Course Incompletes, Withdrawals, All “F”s/Incompletes**

Students who withdraw from all classes are considered withdrawn. A student is considered withdrawn if they do not return from an approved Leave of Absence after 15 days. Students who do not return from an approved Leave of Absence, their last date of attendance will be considered as the last day of attendance recorded by the instructor before the approved Leave of Absence. Course incompletes and repetitions apply to this institution’s SAP policy. Cameron College does not offer non-credit remedial courses. All hours attended are considered attempted. Students who repeat courses to improve their grade have both courses counted as attempted and completed.

Transfer credit hours that accepted towards a student’s educational program are considered attempted and completed hours.

## **Unit of Credit**

The curriculum is structured in terms of semester hours. A semester hour equals 15 clock hours of lecture instruction, 30 clock hours of laboratory instruction, or 45 clock hours of externship.

## **Skill Completers**

Students who have earned sufficient credits to give them a marketable skill will receive a certificate.

## **Completers**

Student who have completed 70% of their programs and achieved a marketable skill will have their transcripts recorded as “Program Completed, Requirements for Graduation Not Met.”

## **Timed-Up Students**

Students who have reached or exceeded the number of hours in their programs, but who have not completed all required courses are subject to dismissal. Their transcripts will be recorded as “Timed-Up, Program Not Completed.”

## **Graduation Requirements**

Graduates must pass each course, maintain a minimum cumulative grade average of C (70-79) and meet all minimum skill requirements.

Successful completion of each course within the prescribed program length is necessary for graduation.

The College operates its classes on a program basis. Students that meet the minimum graduation requirements of their programs in advance of the prescribed length of the program for any reason are not entitled to a refund.

Students must fulfill all financial obligations to the College prior to graduation.

Prior to awarding of a diploma, a student must first be cleared by the Education Office, Financial Aid Office, and Career Services Office.

A processing fee of \$100 is required from all students upon program completion. This fee is for administrative costs as well as graduation expenses.

## **Licensure or Certification Requirements**

Certification is not a requirement for graduation; however students may wish to take the certification exam to be receive the due recognition.

A medical administrative assistant seeking national certification must complete the program and pass an examination of the American National Health Career Association.

A student seeking national certification in phlebotomy technician must complete the phlebotomy course and pass an examination of the American National Health Career Association.

A medical billing specialist seeking national certification must complete the program and pass an examination of the American National Health Career Association.

## **Examination of Student Records**

Family Educational Rights and Privacy Act of 1974, as amended  
Cameron College complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

1. All students attending this postsecondary institution shall have the right to review their academic records, including grades, attendance, and counseling referral form. (Parental financial information is excepted.)
2. Records are supervised by the President and access is afforded by College officials for purposes of recording grades, attendance, and counseling, as well as determining financial aid eligibility.
3. Students may request a review of records by writing the College President at the address set forth in the catalog, and such review will be allowed at regular school hours under appropriate supervision. Students may also obtain copies of their records at a charge of 50 cents a page, providing all financial obligations have been met.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, stating full the reason thereof. However, grades and subject evaluations can only be challenged on the grounds that they are improperly recorded. The procedure for review is as follows:
  - a. The academic Committee will review the written challenge and, if desirable, meet with the student and then make a determination to retain, change, or delete the disputed data.
  - b. Should further review be requested by the student, the student shall be afforded a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be final.

- c. A copy of the challenge and/or written explanation respecting the contents of the student's record will be included as a part of the student's permanent record.
5. "Directory Information" such as student's name, address, telephone, birth date and place, program undertaken, grades, dates of attendance and diplomas awarded may be provided to qualified third parties by the school, unless the request to omit such information is presented in writing within 10 days of enrollment.
6. As a postsecondary educational institution, the College is not required to grant parental access to student records unless the student is a dependent, in which case all enumerated rights above shall apply equally to the parent.
7. Academic transcripts will not be released to students who have defaulted on their Guaranteed Student Loans, Direct Loans, or Perkins Loans until these are paid in full. This policy was adopted after a specific request from the Louisiana Office of Student Financial Assistance to reduce defaulted borrowers. Similarly, academic transcripts will not be released to students who have an outstanding balance to the College until that balance is paid in full.

## **Housing**

As most students reside within commuting distance, the College does not maintain dormitory facilities. A list of housing accommodations is available from the Admissions Office. However, accommodations are not endorsed by the College.

## **Academic Counseling**

Academic counseling is a continuing experience between student and teacher. Tutoring sessions are available for students failing to maintain academic progress. Students have continual access to dean, faculty, and staff to determine their academic progress in their programs.

A Faculty Advisor is available to assist the student in solving academic problems or refer him/her to other sources. A Dean of Education is available during regular school hours for further academic counseling.

## **Nonacademic Counseling**

Students may consult with several members of the staff if they need additional help. The staff of the College has a sincere interest in the personal welfare of each student and desires an open-door policy of communication to provide assistance within the institutional guidelines.

## **Career Services**

Graduating students are counseled by the career services office regarding opportunities for job interviews. No ethical College can guarantee employment, but the College makes a sincere effort toward successful job assistance for its graduates in the field for which they are trained. Each student participates in practice interviews to learn the proper conduct and procedures, and prepares an attractive resume and letter of introduction. Instruction is given regarding the job requirements in business and industry before the College assists in arranging employment interviews.

## **Financial Assistance**

The College is an eligible institution to administer various forms of financial assistance. Student Consumer Information Booklets, a Financial Aid Guide, and any other information regarding financial assistance are supplied to students by the Financial Aid Office.

Because of the continuing changes in the various Federal and State regulations which apply to student financial assistance, the College provides all required Student Consumer Information in an annually updated Financial Aid Guide.

## **Description of Facilities**

The College facilities have been specifically designed as a medical and business technology college. The building is modern and air-conditioned and was completely renovated in 2006, after Katrina. Classrooms and offices are tiled or carpeted, and a modular fluorescent lighting system is used.

Cameron College, New Orleans, at 2740 Canal Street, New Orleans, Louisiana, has approximately 18,000 square feet of space arranged in a three-story floor plan with classrooms, laboratories, offices, staff lounge, student lounge, restrooms, and public areas.

The facilities of Cameron College are fully accessible to the handicapped. We invite you to contact the State Vocational Rehabilitation Counselor to discuss suitable career goals.

A parking lot is provided for students and faculty.

All equipment, including computers, calculators, overhead projectors, Aversion camera/readers, webpage designing tools, project management tools, medical laboratory and instructional equipment, etc., is owned by the College.

## **United States Department of Veterans' Affairs Information**

Cameron College is approved as accredited under the provision of Title 38, U.S.C., Section 1775, and VA Regulation 14253(A) (1) to train veterans and dependents.

The rules and regulations as required by the VA are as follows:

The attendance policy as follows will apply to veterans and dependents of veterans that enroll at Cameron College. Class cuts are not permitted, and a veteran or dependent that cuts a class is charged with the length of the class as absent. A veteran or dependent student that is absent in excess of 28 hours of scheduled instructions in a calendar month will be placed on probation for the following calendar month. If during the probationary period, the veteran or dependent continues to be absent in excess of 28 scheduled hours of instruction, will have unsatisfactory progress reported to the Department of Veterans' Affairs. If during the probationary period, the student's attendance becomes satisfactory, (absent 28 hours of instruction or less) the student will be removed from probation status and the student's certification for VA benefits will be continued.

A veteran or dependent terminated for violating the attendance policy may be reinstated at the discretion of the administrator, providing extenuating and mitigating circumstances exist. It is the student's responsibility to provide suitable evidence to the administrator concerning the circumstances. The evidence provided will become part of the student's school file.

Certification for Veterans and dependents who meet the minimum graduation requirements of their program in advance of the approved or prescribed length of the program, for any reason, will terminate with the last date of accrued credit.

Satisfactory progress is expected of all students. Veterans and dependents must maintain a minimum cumulative grade average of "C" (70-79) and meet minimum skill requirements associated with appropriate subjects. Individuals failing to make satisfactory progress in any given month will be placed on academic probation for a period of 60 days. During the probationary period, students will be provided an opportunity to participate in remedial classes offered at Cameron College in order to improve their cumulative grade average. Individuals failing to obtain a satisfactory grade average of "C" while on probation will have unsatisfactory progress reported to the Department of Veteran's Affairs. If certification becomes terminated due to unsatisfactory progress or conduct, re-certification cannot be initiated without VA approval.

### **Department of Veterans' Affairs Approved Class Schedules:**

Day Division: 8:00 a.m. – 12:40 p.m.  
Night Division: 4:50 p.m. – 9:30 p.m.



## Refund Policy

Refunds shall be made within 30 days of the last day of attendance provided that written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution determines that the student has withdrawn. In all instances, the refund shall be based on and computed from the last day of attendance. Any unused portion of the book fee shall be refunded. The registration fee will not be refunded. Refunds when due are made without requiring a request from the student. Student will see the financial aid officer to initiate the withdrawal process.

**Three-Business-Day Cancellation:** All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

**Cancellation after the Three-Business-Day Cancellation Period but Before Commencement of Classes by the Student:** If tuition or fees are collected in advance of entrance, and if the student does not begin classes, not more than a \$100 registration fee shall be retained by the institution. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.

### **Withdrawal After Commencement of Classes Refund Policy Shall Be:**

- (1) During the first week of classes, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter;
- (2) During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter;
- (3) During the first 25% of the course, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter;
- (4) During the second 25% of the course, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter;
- (5) During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed on the basis of weeks in attendance. For programs longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

Any unused portion of the book fee will be refunded.

If the student receives Title IV aid, then all calculations are subject to the pro-rata refund as set forth in the Return To Title IV refund policy. The above refund policy adheres to the Louisiana State Board of Regents and adheres to the Louisiana Proprietary Schools Advisory Commission.

## **RETURN OF TITLE IV POLICY**

This policy applies to students who withdraw (official, unofficially or fail to return from a Leave of Absence) or are dismissed from enrollment at Cameron College. The R2T4 process is separate and distinct from the Cameron College Institutional Refund Policy (refer to Refund Policy in the school catalog). The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 180 days of the date the student withdrew.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance.

### Withdrawal before 60%:

The institution must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

### Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

### Example of Calculation:

Enrollment period:

Student begins enrollment August 13, 2012-November 26, 2012 = 105 days

An example if a student withdrew completely on October 10, 2012 = 59 calendar days in attendance. The percentage of the payment period completed would be 59/105 (days completed divided by number of days in payment period) 56.19%. If the student received Title IV Aid of \$3025.00 for this payment period, then a calculation of the amount of Title IV Aid earned by the student will be determined by multiplying the percentage of completion of payment period by the amount of Title IV Aid disbursed plus the Title IV Aid that could have been disbursed.

$$0.5619 \times 3025 = \$1699.75$$

1. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
2. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.
3. Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:
4. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
5. When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

## WITHDRAWAL POLICY

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student an instructor, financial aid administrator or the director in writing of their withdrawal. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing and completes a Notice of Enrollment Termination Form and a Financial Aid Exit Interview (for Loan repayment amount).
2. If a student notifies the school of a withdrawal in writing then the date of withdrawal will be the date on the written notification.
3. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, Cameron College will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations will be performed:
  - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. Cameron College will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. Cameron College will provide the student with a letter explaining the Title IV, HEA requirements:

- a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 school days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Cameron College contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

- 1) The education office will make 3 attempts to notify the student regarding his/her enrollment status
- 2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- 3) The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
- 4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;

- 5) Cameron College calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- 6) Calculate the school's refund requirement (see school refund calculation);
- 7) Cameron College Financial Aid Director will return to the Federal fund programs any unearned portion of Title IV funds for which the School is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card
- 8) Cameron College will provide the student with a refund letter explaining Title IV, HEA requirements:
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
- 9) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
- 10) A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### Failure to return from an LOA:

If a student does not return on their scheduled date from a documented Leave of Absence, Cameron College will withdraw the student 15 days after they were scheduled to return. Their last day of attendance will be the last day recorded by the instructor, prior to the LOA.

#### **Order of Return**

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other Title IV assistance
- State Tuition Assistance Grants
- Private and institutional aid

#### Institutions Responsibility:

Cameron College's responsibilities in regard to the return of Title IV Funds:

- Providing student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

### Students Responsibility

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- Any notification of a withdrawal should be in writing and addressed to the School Dean.
- A student may rescind his or her official notification of intent to withdraw. Submission of intent to rescind a withdrawal notice must be filed in writing.
- Either of these notifications, to withdraw or a rescission of intent to withdraw must be submitted to the School Dean in writing.

If you would like examples of the worksheets for this Return of Title IV Funds policy, contact the Financial Aid Director at 504-821-5881.

### Post Withdrawal:

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If Cameron College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you

received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that Cameron College may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you may ask your Financial Aid Director for a copy of the refund policy, or review the policy on the website at: [www.cameroncollege.edu](http://www.cameroncollege.edu) .

Cameron College can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at:

1-800-4-FEDAID (1-800-433-3243)  
TTY users may call:  
1-800-730-8913

You may also contact your Financial Aid Director at:  
504-821-5881

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

*\*This policy is subject to change at any time, and without prior notice*

## **Financial Assistance Offered**

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment in a quality educational program. Many people feel that they cannot afford the tuition, books and time required for formal training. The following financial aid programs are available to students at Cameron College, subject to individual qualifications.

PELL	Federal Pell Grant
TOPS	State Aid
PERKINS	Federal need-based loan
FWS	Federal Work Study
PLUS	Federal Parent Loan for Undergraduate Students
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT LOAN	Subsidized and Unsubsidized Loan Programs
WIA	Workforce Investment Act
GI Bill	Veterans Benefits



Students seeking financial aid must first complete the Free Application for Federal Student Aid application (FASFA). The school's financial aid representative will use this application to determine the students' needs and assist with deciding what programs best serve the student. If students withdraw from school, an adjustment in the amount owed may be made, subject to the school's refund policy. If a student has received financial aid in excess of what they owe the college, these funds must be restored to the federal fund account or to the lender if applicable.

## **Verification Policy**

If a student application is selected for review in a process called "Verification" by the Department of Education, they may be required to submit additional documentation to the Financial Aid department.

## **Student Budget**

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The school's financial aid representative will assist you with this budget.

## **Student Complaint Procedure**

Students should report grievances to the Director of Student Services. If the grievance cannot be settled at the Student Services level, the Director of Student Services shall arrange a meeting with the Executive Director. If an agreement cannot be made with the Executive Director, the student may contact the following:

Louisiana Board of Regents, Division of Planning, Research, and Performance,  
Proprietary Schools Section  
1201 N. Third Street,  
Suite 6-200  
Baton Rouge, LA 70802  
(225)-342-4253

Council on Occupational Education  
7840 Roswell Road  
Building 300  
Suite 325  
Atlanta, GA 30350  
770-396-3898.  
[www.council.org](http://www.council.org)

## **Deposit**

The registration fee is payable with the enrollment agreement and places the student on the active roster of future enrollments.

## **Books and Supplies**

Books and supplies include all textbooks, manuals, and required course supplies. Consumable incidental supplies such as paper, pens, etc., are to be furnished by the student.

## **Businesses and Medical Offices Employing Former Cameron College Students**

Dr. Alferrez's Office  
Chateau de Notre Dame Nursing  
Home  
Children's Hospital  
Covenant House  
Cox Cable  
Orleans Parish Criminal  
Sheriff's Office  
Evan's Family Practice  
First National Bank of Commerce  
Fuel Man  
Dr. Greenberg's Office  
Good Samaritan Nursing Home  
Progressive Health Care  
St. Charles General Hospital  
Harrah's Casino  
Heritage Manor Nursing Home  
Hilton Hotel  
Hyatt Regency Hotel  
Attorney Jacob's Office  
United States Coast Guard  
Tulane Medical Center  
Le Meridian Hotel  
United States Marine Corps  
Lafon Nursing Home  
Summerfield Retirement Community

Medical Center of Louisiana  
Metro Home Health  
Metro Women's Center  
New Orleans Sewerage and  
Water Board  
New Orleans Substance Abuse  
Doubletree Hotel  
American Automotive Association  
Ochsner Foundation Hospital  
Dr. Fortino's Office  
Planned Parenthood  
Tulane University Hospital & Clinic  
Gulf Coast Bank  
Judge Hansen  
St. Charles Health Care  
Holiday Inn  
Visiting Angels  
Louisiana State Civil Service  
V. Tangpricha, M.D.  
Touro Infirmary  
Lakeland Medical Center  
Dr. Edwin Lin  
Jo Ellen Smith Home Health  
Jo Ellen Convalescent Center  
Jefferson Health Care  
West Jefferson Women's Clinic

## **Programs of Study\***

Cameron College offers programs of study that lead to a certificate or a diploma in a specialized field:

Advanced Phlebotomy Diploma Program

Medical Assistant Diploma Program

Associate in Occupational Studies Degree in Medical Assistant

Medical Billing Specialist and Health Care Administration Diploma Program

Cameron College reviews its programs annually and updates if needed. Cameron College strives to create and offer new programs that reflect the needs of business and industry. The institution works closely with business and industry when developing new programs.

*\*Every program may not be offered at any one time.*

## **Training Facilities and Equipment**

Cameron College provides updated technological equipment for use in all of its programs. Medical laboratories contain specialized equipment for the requirements of the Medical Assistant.

## **ADVANCED PHLEBOTOMY DIPLOMA PROGRAM**

This program is designed to provide the student with basic medical science concepts, proficiency in clinical laboratory techniques, and knowledge of medical office administration and employment skills necessary to function as an integral part of the core health team. Completion of this program after approximately 30 weeks is acknowledged by awarding a diploma.

### **A 37 Semester Hour Program**

<b>REQUIRED COURSES</b>	<b>SEMESTER HOURS</b>
Professional and Career Development	2
Job Entry	1
Business Applications to Mathematics and Machines	3
Spanish	4
English	4
Keyboarding I	3
Word Processing	3
Medical Science I A	2
Medical Science I B	2
Medical Science II	4
Medical Office Administration	3
Medical Science Laboratory I	2
Medical Science Laboratory II	2
Medical Externship	2
<b>Total Semester Hours</b>	<b>37</b>

## **ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE IN INFORMATION PROCESSING**

This program is designed to provide the graduate with the advanced skills necessary in today's world of technology's data processing field. In addition to the basic curriculum in data and word processing, the student receives advanced training in the most popular software. This program is popular because it is flexible enough to adjust as the field changes. General education requirements give the student the opportunity to receive a balanced education in liberal arts and in management as well as in occupational studies. Completion of this program after approximately 75 weeks is acknowledged by the awarding of an Associate in Occupational Studies degree.

### **An 85 Semester Hour Program**

<b>REQUIRED COURSES</b>	<b>SEMESTER HOURS</b>
Professional and Career Development	2
Office Administration	2
Job Entry	1
Business Applications to Mathematics and Machines	3
Algebra	3
Accounting	4
English	4
Keyboarding I	3
Keyboarding II	3
Word Processing I	3
Introduction to Windows	1
Advanced Windows	2
Fundamentals of Data and Information Processing	6
Microcomputer Processing I	6
Microcomputer Processing II	6
Microcomputer Processing III	4
Microcomputer Special Project	1
Beginning Computer Operations	1
Advanced Computer Operations	1
Microcomputer Accounting	4
Introduction to Management and Organizational Behavior	2
Personnel Management	2
Spanish I	4
Economics	4
Sociology	4
Introduction to Psychology	3
Using the Internet in Today's Office	3
Information Processing Externship	3
<b>Total Semester Hours</b>	<b>85</b>

## MEDICAL ASSISTANT PROGRAM

The Medical Assistant Program is designed to dually train students in administrative (business) skills and clinical skills for entry-level positions in medical offices, clinics, and associated medical facilities. Emphasis is placed upon appointment scheduling, computer use, pharmacology, interpretation of lab reports, phlebotomy techniques, medical coding & billing. Completion of this program after approximately 60 weeks is acknowledged by awarding a diploma. Graduates will be eligible to take the certification examinations for Medical Assistant, Phlebotomy Technician, and Medical Billing Specialist.

### A 70 Semester Credit Hours

REQUIRED COURSES	SEMESTER HOURS
Professional and Career Development	2
Job Entry	1
Business Applications to Mathematics and Machines	3
Accounting	4
Algebra	3
Spanish	4
English	4
Keyboarding I	3
Keyboarding II	3
Introduction to Psychology	3
Fundamentals of Data and Information Processing	6
Medical Science IA	2
Medical Science IB	2
Medical Science II	4
Medical Science IIIA	2
Medical Science IIIB	2
Medical Science V	4
Medical Billing & Billing Forms	4
Medical Office Administration	3
Medical Science Laboratory I	2
Medical Science Laboratory II	2
Medical Science Laboratory III	2
Medical Externship	5
<b>Total Semester Hours</b>	<b>70</b>

## **ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE IN MEDICAL ASSISTANT**

The Medical Assistant Program is designed to dually train students in administrative (business) skills and clinical skills for positions in medical offices, clinics, and associated medical facilities. Emphasis is placed upon appointment scheduling, computer use, pharmacology, interpretation of lab reports, phlebotomy techniques, and medical coding & billing. Prior to starting the Associate in Occupational Studies Degree in the Medical Assistant Program, the student must successfully complete the Introduction in Allied Health Program. General education requirements give the student the opportunity to receive a balanced education in liberal arts as well as the opportunity to specialize in occupational studies. Completion of this program after approximately 75 weeks is acknowledged by awarding an Associate in Occupational Studies Degree. Graduates will be eligible to take the certification examinations for Medical Assisting, Phlebotomy Technician, and Medical Billing Specialist.

### **An 86 Semester Hour Program**

<b>REQUIRED COURSES</b>	<b>SEMESTER HOURS</b>
Professional and Career Development	2
Job Entry	1
Business Applications to Mathematics and Machines	3
Algebra	3
Accounting	4
Spanish I	4
English	4
Speech	1
Keyboarding I	3
Keyboarding II	3
Medical Billing & Billing Forms	4
Economics	4
Sociology	4
Introduction to Psychology	3
Fundamentals of Data and Information Processing	6
Word Processing	3
Introduction to Management and Organizational Behavior	2
Personnel Management	2
Medical Science I A	2
Medical Science I B	2
Medical Science II	4
Medical Science III A	2
Medical Science III B	2
Medical Science V	4
Medical Office Administration	3
Medical Science Laboratory I	2
Medical Science Laboratory II	2
Medical Science Laboratory III	2
Medical Externship	5
<b>Total Semester Hours</b>	<b>86</b>



## **MEDICAL BILLING SPECIALIST AND HEALTH CARE ADMINISTRATION PROGRAM**

This program is designed to acquaint the student with the major types of insurance coverage and with basic insurance and medical terminology. The student receives training in accurately billing and filing of the HCFA-1500 and UB-82 claim forms used in ICD-9-CM and CPT coding, the proper use of current UCR profiles and establishing an audit trail. The student also develops the skills to provide advancement into health care administration at many types of medical offices. The externship program allows the student to apply the theories and procedures learned in the classroom to the medical office setting. Completion of this program after approximately 45 weeks is acknowledged by awarding a diploma. Graduates will be eligible to take the certification examinations for Medical Billing Specialist.

### **A 52 Semester Hour Program**

<b>REQUIRED COURSES</b>	<b>SEMESTER HOURS</b>
Professional and Career Development	2
Job Entry	1
Business Applications to Mathematics and Machines	3
Accounting	4
Spanish	4
English	4
Keyboarding I	3
Fundamentals of Data and Information Processing	6
Word Processing	3
Medical Billing & Billing Forms	4
Medical Science IA	2
Medical Science IB	2
Medical Science II	4
Medical Science IIIB	2
Medical Externship	5
Medical Office Administration	3
<b>Total Semester Hours</b>	<b>52</b>

## **COURSE DESCRIPTIONS**

Each course is offered at least twice in the academic year.

### **PROFESSIONAL AND OFFICE PROCEDURES**

#### **Professional and Career Development**

**2 Semester Credit Hours**

This course focuses on career opportunities and job search techniques including resume preparation and the interview process. The student practices reading skills and testing skills for both the (present) student life and the (future) professional life. Emphasis is also placed on productive work habits; coping with stress and conflict; channels of communication; client communication and relationships; and development of a positive self-esteem.

#### **Job Entry**

**1 Semester Credit Hour**

This course focuses on job availability at the time of course completion. The student prepares and presents a resume which is forwarded to potential employers.

#### **Business Applications to Mathematics and Machines**

**3 Semester Credit Hours**

This course focuses on business applications of mathematics and machines as applied to individual programs. Students are required to use calculators to solve application problems using percentages, simple interest, cash and trade discounts, metrics and payroll. Speed and accuracy are stressed.

#### **Algebra**

**3 Semester Credit Hours**

This course focuses on algebraic concepts and procedures. Equations, inverse operations, polynomials, and symbol groupings are some of the applications to be addressed.

#### **Accounting**

**4 Semester Credit Hours**

This course is designed as a study of basic accounting principles with a focus on selected computer software applications.

### **COMPUTER AND TECHNOLOGY CLASSES**

#### **Fundamentals of Data and Information Processing**

**6 Semester Credit Hours**

This course focuses on computer literacy. Class modules include information processing, revision, and storage; the operating system; software, Internet resources, communication; basic computer graphics and design as each applies to the individual field of study. Emphasis is placed on file management and word processing concepts.

#### **Keyboarding I**

**3 Semester Credit Hours**

This course is designed as an introduction to keyboarding. Emphasis is placed on developing technique, accuracy, and speed.

**Keyboarding II****3 Semester Credit Hours**

This course is designed to review keyboarding. Production keyboarding is stressed.

**Word Processing****3 Semester Credit Hours**

This course is designed to teach the basic concepts in word processing application software.

**GENERAL EDUCATION****Algebra****3 Semester Credit Hours**

This course focuses on algebraic concepts and procedures. Equations, inverse operations, polynomials, and symbol groupings are some of the applications to be addressed.

**Economics****4 Semester Credit Hours**

This course is designed to provide an overview of the principles of economics as applied to current national issues and specialized economic fields. Specific areas include allocation of resources, distribution of income, demand, production, costs, supply, market structures, pricing, and international trade. Special emphasis is given to the individual courses of study.

**English****4 Semester Credit Hours**

This course focuses on the principles and techniques of reading, written composition and vocabulary. English places emphasis upon reading literature, reading strategies, composition, sentence construction, practitioner research, and vocabulary. Students practice the practical development of writing structure and style.

**Introduction to Psychology****3 Semester Credit Hours**

This course is designed as an introduction to the scientific and practical study of human behavior. Topics include history and methods of psychology, learning, motivation, emotion, development, understanding human behavior, awareness, and personality as each affects the individual programs of study.

**Sociology****4 Semester Credit Hours**

This course is designed to focus on the concepts and principles used in the study of group life, social institutions, and social processes as applied to the individual courses of study.

**Spanish****4 Semester Credit Hours**

This course is designed to focus on basic practice in comprehension and production of the Spanish spoken language.

## **MANAGEMENT**

### **Introduction to Management and Organizational Behavior**

**2 Semester Credit Hours**

This course is designed to introduce the student to the basic principles of management theory and organizational behavior. Emphasis is given to the influence of interpersonal relationships and group dynamics as applied to individual courses of study.

### **Personnel Management**

**2 Semester Credit Hours**

This course introduces the student to principles of personnel administration including the areas of recruitment, interview, selection, training, supervision, evaluation, scheduling, motivation, and employee benefits. Emphasis is given to the personnel expectations as applied to individual courses of study.

## **MEDICAL COURSES**

### **Medical Billing & Billing Forms**

**4 Semester Credit Hours**

This course focuses on the legal considerations of filing insurance claims, diagnostic and procedural coding, preparing claim forms, the UCR profile, and common insurance and medical terminology. This course also focuses on various types of forms used in the medical world and the skills needed for preparing and processing these forms.

### **Medical Science IA**

**2 Semester Credit Hours**

This course is designed to teach the student medical terminology. Medical terminology places emphasis on learning prefixes, roots, suffixes, common abbreviations, and special terms used in the medical profession.

### **Medical Science IB**

**2 Semester Credit Hours**

This course is designed to teach the student the bio-organization of the human body beginning with cells, tissues, and membranes along with the basic anatomy and physiology of the skeletal and muscular systems.

### **Medical Science II**

**4 Semester Credit Hours**

This course is designed to acquaint the healthcare student with the basic anatomy and physiology of the circulatory, respiratory, digestive, urinary, reproductive, endocrine, nervous, sensory, and integumentary system.

### **Medical Science IIIA**

**2 Semester Credit Hours**

This course focuses on basic nutrition and common diets in the health care field. Students are also instructed in the fundamental principles of diagnostic and procedural coding. Students become familiar with the ICD-9-CM and CPT-4 coding systems.

### **Medical Science IIIB**

**2 Semester Credit Hours**

This course focuses on the fundamental principles of diagnostic and procedural coding. Students become familiar with the ICD-9-CM and CPT-4 coding systems.

### **Medical Science V**

**4 Semester Credit Hours**

This course focuses on the basics of oncology, medical law and ethics, geriatrics, microorganisms, and the anatomy and physiology of the lymphatic system. Microorganisms and their relationship to the human body in disease prevention and causation, infection control measures, and AIDS-specific information are included. Upon completion of this course, student will be certified by either the American Red Cross or the American Heart Association in adult, child, and infant cardiopulmonary resuscitation (CPR).

### **Medical Office Administration**

**3 Semester Credit Hours**

This course is designed to develop a firm foundation in general medical office management duties. Areas to be experienced include patient communication, accounts, accounts records, scheduling, employee requirements and records, patient requirements and records, office communications, medical records, office safety, security, and ergonomics.

### **Medical Laboratory I**

**2 Semester Credit Hours**

This course focuses on exposure to modern laboratory techniques. The student will become aware of the logical problem-solving methods used to diagnose and treat disease. Areas studied include sterilization and instrument identification; vital signs; medical asepsis; finger sticks; blood typing; blood counts; hematocrit, and differentials.

### **Medical Laboratory II**

**2 Semester Credit Hours**

This course focuses on laboratory instruction. The following areas are studied in this course: urinalysis; electrocardiogram; microbiology; specialty examinations; and venipuncture techniques.

### **Medical Laboratory III**

**2 Semester Credit Hours**

This course is designed to instruct the students in the terminology, classifications, and administrations of medications. Various aspects of pharmacology will be discussed and practiced. Students must demonstrate proficiency in the administration of medications utilizing appropriate techniques of drug administration.

### **Medical Externship**

**5 Semester Credit Hours**

This course is 225 hours of unpaid, supervised, practical in-service in a physician's office or other healthcare facility which enhances and complements the instruction given in the classroom. Students are evaluated by the employers in conjunction with departmental faculty. Prerequisite: All classes in the Medical Assistant core program must be completed prior to enrollment for medical assistant students. All students in the Medical Billing program must have completed the Medical Billing core program of the Medical Assistant core program prior to enrollment in this externship class.

**Medical Externship****2 Semester Credit Hours**

This course is 90 hours of unpaid, supervised, practical in-service in a physician's office or other healthcare facility which enhances and complements the instruction given in the classroom. Students are evaluated by the employers in conjunction with departmental faculty. Prerequisite: All classes in the Medical Assistant core program must be completed prior to enrollment.