Correction to Back Cover:
The correct phone number for National Online is 1-866-847-6152.

PROGRAM PAGES

Accounting Certificate (pg. 5)
Delete and replace with the new program page provided at the end of this addendum section.

Accounting Diploma (pg. 5)
Enrollments and re-enter students will no longer be accepted into this program as of October 6, 2015.

Accounting Associate's Degree (pg. 5)
Delete and replace with the new program page provided at the end of this addendum section.

Accounting Bachelor's Degree (pg. 6)
Enrollments and re-enter students will no longer be accepted into the state catalog versions of this program as of October 6, 2015. This program will be offered exclusively through the AcceleratED Learning Options catalog.

Business Management Associate's Degree (pg. 7)
This program is now available with the Flex Choice learning option. Add a "+" sign to the Associate's Degree heading:

ASSOCIATE'S DEGREE +

Add a "+" sign to the General Education Courses heading:

GENERAL EDUCATION COURSES +

Add the following note beneath Total Degree Credits:

+Flex Choice self-paced competency course option(s) available, see page 30 for details.

Human Resources and Organizational Leadership Associate's Degree (pg. 8)
At the certificate level, add a "+" symbol behind CGS 1240 and E242:

CGS 1240 Computer Applications and Business Systems Concepts +	3
E242 Career Development +	2

Add the following to the note section below Total Certificate Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Delete and replace the associate level "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES	
Communication (Required course)	**4**
SPC 2017 Oral Communication	
Humanities and Fine Arts (Select 2 courses) +	**8**
Math (Select 1 course)	**4-5**
Natural Sciences (Required courses)	**6**
BSC 1548 Human Biology	
BSC 1548L Human Biology Lab	
Social Sciences (Select one pairing)	**8**
ECO 1000 Principles of Economics	
Select 1 Social Sciences elective (+) other than Macroeconomics or Microeconomics	
OR	
ECO 2013 Macroeconomics +	
ECO 2023 Microeconomics +	

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Marketing Associate's Degree (pg. 9)
At the certificate level, add a "+" symbol behind CGS 1240 and E242:

CGS 1240 Computer Applications and Business Systems Concepts +	3
E242 Career Development +	2

Add the following to the note section below Total Certificate Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Delete and replace the associate level "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES	
Communication (Required course)	**4**
SPC 2017 Oral Communication	
Humanities and Fine Arts (Select 2 courses) +	**8**

Math (Select 1 course)   **4-5**
Natural Sciences (Required courses)   **6**
BSC 1548 Human Biology
BSC 1548L Human Biology Lab
Social Sciences (Select one pairing)   **8**
ECO 1000 Principles of Economics
Select 1 Social Sciences elective (+) other than
Macroeconomics or Microeconomics
OR
ECO 2013 Macroeconomics +
ECO 2023 Microeconomics +

Add the following to the notes beneath Total Degree
Credits:

**+ Flex Choice self-paced competency course option(s)
available, see Flex Choice Option: Self-Paced Competency
Course Selections chart for details.**

Early Childhood Education Certificate (pg. 10)
Add the following information to the notes beneath Total
Degree Credits:

The Early Childhood Education Certificate and Associate's
Degree programs contain coursework aligned with the
requirements for the Gateways Credentials, which are
awarded and recognized by the Illinois Department of
Human Services (IDHS) Bureau of Child Care and
Development. Other eligibility requirements apply, please
verify your eligibility against all Gateways Credentials
requirements.

Early Childhood Education Associate's Degree (pg. 11)
Enrollments and re-enter students are longer be accepted
into the English Language Learner Specialization.

Add the following information to the notes beneath Total
Degree Credits:

The Early Childhood Education Certificate and Associate's
Degree programs contain coursework aligned with the
requirements for the Gateways Credentials, which are
awarded and recognized by the Illinois Department of
Human Services (IDHS) Bureau of Child Care and
Development. Other eligibility requirements apply, please
verify your eligibility against all Gateways Credentials
requirements.

Medical Assisting Diploma (pg. 13)
Delete the last note regarding professional certifications
and replace with the following:

Graduates of the Medical Assisting Diploma program
offered at campuses listed in the ABHES accreditation
statement on the Medical Assisting Diploma program page
meet the educational requirements to sit for the Certified
Medical Assistant (CMA) certification through the

Certifying Board of the American Association of Medical
Assistants (AAMA). Graduates of the Medical Assisting
Diploma meet the educational requirements to sit for the
Registered Medical Assistant (RMA) certification awarded
by the American Medical Technologists (AMT). The
Medical Assisting Diploma is not intended to prepare
graduates for any other professional certifications;
students interested in other certifications are responsible
for independently verifying their own eligibility against the
appropriate standards.

Health Sciences Associate's Degree (pg. 15)
Add the following degree designation note above Career
Opportunities:

Associate of Applied Science Degree

Medical Billing and Coding Certificate (pg. 16)
Effective October 15, 2015, delete and replace with the
new program page provided at the end of this addendum
section

Medical Billing and Coding Diploma (pg. 16)
Enrollments and re-enter students will no longer be
accepted into this program as of October 6, 2015.

**Health Information Technician Associate's Degree (pg.
17)**
Effective October 15, 2015, delete and replace with the
new program page provided at the end of this addendum
section.

Surgical Technologist Associate's Degree (pg. 19)
Delete and replace the "General Education Courses"
curriculum with the following:

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)   **4**
ENC 1101 English Composition
Communication (Select 1 course) +   **4**
Humanities (Select 2 courses) +   **8**
**Math/Natural Sciences (*Required, select 1
additional course) +**   **8**
*PHA 1500 Structure and Function of the
Human Body
**Social Sciences (*Required, select 1 additional
course)**   **8**
*PSY 1012 General Psychology +

Add the following to the notes beneath Total Degree
Credits:

**+ Flex Choice self-paced competency course option(s)
available, see Flex Choice Option: Self-Paced Competency
Course Selections chart for details.**

Fire Science Associate's Degree (pg. 21)
Enrollments and re-enter students are no longer accepted into this program as of January 12, 2016.

Professional Nursing Associate's Degree (pg. 23)
Delete and replace with the new program page provided at the end of this addendum section.

Information Technology Management Bachelor's Degree (pg. 25)
Delete and replace the "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES
UPPER DIVISION
English Composition (Required course)   4
ENC 1121 English Composition 2
Humanities and Fine Arts (Select 1 course) +   4
Math (Select 1 course other than General
Education Mathematics) +   4-5
Natural Sciences (Select 2 courses) +   8
Social and Behavioral Sciences (Select 1
course) +   4

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Information Technology Management Associate's Degree – General Specialization (pg. 24)
Enrollments and re-enter students will no longer be accepted into the General Specialization of this program as of February 11, 2015.

Information Technology Management Bachelor's Degree – General Specialization (pg. 25)
Enrollments and re-enter students will no longer be accepted into the General Specialization of this program as of February 11, 2015.

Information Security Bachelor's Degree (pg. 26)
Delete and replace the "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES
UPPER DIVISION
English Composition (Required course)   4
ENC 1121 English Composition 2
Humanities and Fine Arts (Select 1 course) +   4
Math (Select 1 course other than General
Education Mathematics) +   4-5
Natural Sciences (Select 2 courses) +   8
Social and Behavioral Sciences (Select 1
course) +   4

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Software Application Development Associate's Degree (pg. 27)
At the certificate level, add a "+" symbol behind E242:

E242 Career Development +   2

Add the following to the note section below Total Certificate Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Delete and replace the associate level "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)   4
ENC 1101 English Composition
Communication (*Required course)   4
*SPC 2017 Oral Communication
Humanities and Fine Arts (*Required, select
1 additional course) +   8
*PHI 2103 Introduction to Critical Thinking
Math (Required course)   4
*MAD 2112 Introduction to Discrete Mathematics
Natural Sciences (Required courses)   6
BSC 1548 Human Biology
BSC 1548L Human Biology Lab
Social and Behavioral Sciences (Select 2
courses) +   8

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Web Programming Associate's Degree (pg. 28)
Delete and replace the diploma level "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)   4

SPC 2017 Oral Communication
Humanities and Fine Arts (Select 2 courses) +   8
Natural Sciences (Required courses)   6
BSC 1548 Human Biology
BSC 1548L Human Biology Lab
Social and Behavioral Sciences (Select 2
courses) +   8

At the diploma level, add a "+" symbol behind CGS 1240, E242, and MNA 1161:

CGS 1240 Computer Applications and Business
Systems Concepts +   3
E242 Career Development +   2
MNA 1161 Customer Service +   4

Add the following to the note section below Total Diploma Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Delete and replace the associate level "General Education Courses" curriculum with the following:

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) +   4
Humanities (Select 2 courses) +   8
Math/Natural Sciences (Select 1 course) +   4
Social Sciences (Select 2 courses) +   8

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

General Education Course Selections (pg. 29)
Delete and replace the entire Professional Nursing AAS Degree Program section with the following:

PROFESSIONAL NURSING AAS DEGREE PROGRAM
English Composition
ENC 1101 English Composition[3] +   4
Communication
COM 1002 Introduction to Communication +   4
COM 1388 Communicating in Your Profession   4
ENC 1121 English Composition 2   4
SPC 2017 Oral Communication   4
Humanities and Fine Arts
ART 1204 Art Appreciation +   4

CRW 2001 Creative Writing   4
FIL 2000 Film Appreciation   4
HUM 2023 Humanities+   4
LIT 2000 Introduction to Literature   4
PHI 1520 Ethics Around the Globe   4
PHI 2103 Introduction to Critical Thinking   4
SPN 271 Conversational Spanish   4
Mathematics
MAT 1222 Algebra +   4
Natural Sciences
BSC 2346 Human Anatomy & Physiology I   5
BSC 2347 Human Anatomy & Physiology II   5
PHA 1500 Structure and Function of the Human Body   4
MCB 2289 Introduction to Microbiology   5
Social and Behavioral Sciences
DEP 2004 Human Growth and Development   4
PSY 1012 General Psychology +   4

COURSE DESCRIPTIONS

Delete and replace the introductory paragraph with the following:

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading.

An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course.

Prerequisites and Corequisites (pg. 34)
Delete and replace the entire section with the following:

In order to take a course that lists a prerequisite, the student must have previously received a passing grade in the prerequisite course. A course that lists a corequisite must be taken concurrently with the corequisite course. A course listed as a pre- or corequisite must be either previously completed with a passing grade or taken concurrently with the course listing the pre- or corequisite. Prerequisites and corequisites may be waived in unusual circumstances only with the approval of the Department Chair or Department Dean.

Replace the existing course description with the following:

E270 Sophomore Seminar
0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments

focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar as part of Diploma requirements.

E320 Junior Seminar
0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the Junior Seminar as part of associate's degree program requirements.

EEC 1202 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized. Students will continue to explore the Child Development Associate Credential (CDA) standards and application requirements.
Pre- or corequisite: Foundations of Child Development

EEC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Students will begin to explore the Child Development Associate Credential (CDA) standards and application requirements.
Prerequisite: none

Edit the following course descriptions as instructed:

PTN2915 Pharmacy Virtual Practicum
Delete and replace the first sentence of the course description with the following:

Students will apply the knowledge gained from the program in a virtual workplace setting.

Change the pre- and/or co-requisite statements for the following courses as indicated:

CGS 1820C Introduction to HTML
Prerequisite: None

CTS 2511 Excel
Prerequisite: None

COP 1350C C++ Programming
Prerequisite: Introduction to Object-Oriented Programming

COP 2570C Programming Data Structures
Prerequisite: Advanced C++ Programming

COP 2598C Secure Programming Techniques
Prerequisite: Microsoft C# Programming

COP 2810C Database Driven Programming
Prerequisites: Foundations of Software Design, Database Fundamentals for Programmers

HIM 1125 ICD-CM Coding
Prerequisite: Coding Foundations
Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

HIM 1126C ICD-PCS Coding
Prerequisite: Coding Foundations
Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

HIM 1258C Ambulatory Care Coding
Prerequisite: Coding Foundations
Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

HIM 1507 Medical Billing and Insurance
Prerequisites: Medical Terminology; Structure and Function of the Human Body; Foundations of Medical Administration

HIM 2652 Healthcare Information Technologies
Prerequisite: Introduction to Health Information Management

HIM 2942 ICD-10 Coding Practicum
Prerequisite: Ambulatory Care Coding; ICD-CM Coding
Pre- or Co-requisite: ICD-PCS Coding

HIM 2943 Health Information Professional Practicum
Prerequisites: Healthcare Data Management and Statistics; Healthcare Information Technologies

HIM 4115 Applied Research in Health Information Management
Prerequisite: Healthcare Statistics and Reporting

MLT 2775 Clinical Practicum
Prerequisite: Approval by MLT Program Coordinator; completion of all coursework required by clinical affiliate and MLT Program Coordinator
Corequisite: Medical Laboratory Technician Capstone

MLT 2864 Medical Laboratory Technician Capstone
Corequisite: Clinical Practicum

NUR 1580 Nursing Pharmacology
Prerequisite: Human Anatomy and Physiology I, Human Anatomy and Physiology II; Advanced Algebra
Pre- or co-requisite: Introduction to Microbiology

NUR 1619 Fundamentals of Nursing
Prerequisite: Human Anatomy and Physiology I, Human Anatomy and Physiology II; Introduction to Microbiology
Pre- or co-requisite: Nursing Pharmacology

NUR 1735 Adult Nursing I
Prerequisite: Fundamentals of Nursing, Nursing Pharmacology

NUR 2177 Adult Nursing II
Prerequisite: Adult Nursing I, General Psychology, Introduction to Sociology

NUR 2255 Adult Nursing III
Prerequisite: Adult Nursing II, Maternal Child Health Nursing.
Co-requisite: Nursing Role and Scope. Must be completed final quarter of program.

NUR 2427 Maternal Child Nursing
Prerequisite: Human Growth and Development
Pre- or co-requisite: Adult Nursing II

NUR 2381 Nursing Role and Scope
Prerequisite: Adult Nursing II, Maternal Child Health Nursing.
Co-requisite: Adult Nursing III. Must be completed final quarter of program.

PLA 1203 Civil Litigation and Procedure I
Pre- or Co-requisite: Introduction to Law and the Legal System

STS 1005C Fundamentals of Surgical Technology
Prerequisites: Medical Terminology; Structure and Function of the Human Body
Pre or Co-requisite: Human Anatomy and Physiology I

STS 1260 Surgical Pharmacology
Prerequisites: Medical Terminology; Structure and Function of the Human Body

Pre or Co-requisite: Fundamentals of Surgical Technology

Add the following course descriptions:

E110 Pathway to Clinical Care Seminar
0 hours, 0 credits
This seminar course prepares students for exploring career opportunities in medical assisting and healthcare. Students will learn skills to support effective studying, test-taking, and academic success.
Prerequisite: Students must be admitted to the Health Sciences Associate's Degree program.

HIM 1103 Coding Foundations
50 hours, 4 credits
This course provides the foundational aspects of the health information field along with coding and billing for inpatient, outpatient, and physicians settings. The focus will be on learning to use all of the code books and the encoder software along with coding guidelines and standards to insure a student is prepared to learn how to code accurately and develop coding skills.
Pre- or Co-requisites: Medical Terminology, and Structure and Function of the Human Body

HIM 1127 Coding Concepts for ICD-10
30 hours, 3 credits
This course provides in-depth study of the International Classification of Diseases (ICD) 10- PCS (Procedural Coding Systems) and ICD-10-CM (Clinical Modification) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-10-PCS and ICD-10-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems.
Prerequisite: Medical Terminology

HIM 2133 Revenue Cycle and Billing
40 hours, 4 credits
This course will prepare the student to understand the components of the revenue cycle and their interconnectivity. Students will be introduced to common third party payers, insurance terminology, and medical billing. Plan options, payer requirements and state and federal regulations relating to the revenue cycle will be examined. They will learn skills including claim form preparation and processing, and electronic claim submission and the management of these revenue cycle processes. The focus will be on accuracy of data collected and data processed for proper and timely payment.
Prerequisite: Medical Terminology

HIM 2214 Pathophysiology and Pharmacology for Health Information
50 hours, 4 credits

This course provides an exploration of human pathophysiology as well as pharmacology to prepare students for careers in health information. Students will learn concepts and terminology related to the structure, nature and causes of diseases and disorders of the human body. Additionally, students will learn about the diagnostic, preventative and therapeutic application of drugs and procedures used in treatment. Finally, the student will practice identification of key information from the health record related to the diagnosis and treatment of disease in order to support the correct management and coding of a medical record.
Pre- or Co-requisite: Structure and Function of the Human Body

HIM 2429 Health Information Compliance
30 hours, 3 credits
This course is the study of compliance as it relates to health information management activities. It places focus on integrating the knowledge of federal and state laws and regulations and compliance requirements to assess compliance programs usefulness in identifying organizational compliance in areas such as HIPAA, Stark Laws and Fraud and Abuse.   Topics covered will be compliance programs, policy development, fraud surveillance, risk management, quality improvement, patient safety, accreditation/licensure processes, and training programs. This course will prepare students to be able to collaborate in preparing for, analyzing and adhering to compliance and regulatory requirements related to health information management within a healthcare organization.
Prerequisite: Health Information Law and Ethics

HIM 2588 Healthcare Data Management and Statistics
50 hours, 5 credits
This course is the study of the calculation, analysis, and management of healthcare data and statistics. It places focus on the general principles of hospital statistics, use of internal and external healthcare data, research techniques, data presentation, and data management. Topics will include basic statistical principles and calculations, applications of policies and procedures related to data, research methodologies, software and graphical tools, analysis techniques, and data governance principles. This course will prepare student to be able to apply and interpret healthcare statistics, utilize research techniques to gather and interpret healthcare data, prepare reports and graphs, analyze data for healthcare operations, and effective manage the standardization, storage, and use of data.
Prerequisite: Introduction to Health Information Management

HIM 2956 Health Information Technician Capstone
20 hours, 2 credits

A review of the content and resources of the HIT program as it relates to preparation for the national RHIT exam. Includes review, practice exam questions, timed practice exams as well as an assessment of the students achievement of the entry level competencies demonstrated through a capstone project and an assessment tool. This course is intended for the student's last quarter.
Pre- or Co-requisite: Health Information Professional Practicum

MAT 1222 Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

NUR 1172 Nutritional Principles in Nursing
40 hours, 4 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of metabolism and the body's ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore clinical and nursing judgment, education and health promotion, and motivational wellness. Special emphasis is placed on growth and development, cellular regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.

Professional Nursing and Practical Nursing Diploma:
Prerequisites: Admission to a nursing program; Human Anatomy & Physiology I; Human Anatomy & Physiology II

A-BSN entrance option:
Pre- or Co-requisite: Human Anatomy and Physiology II

NUR 1245 Introduction to Professional Nursing
40 hours, 4 credits
This course introduces the student to key concepts of professional nursing. The student will be exposed to the professional expectations and scope of practice for the registered nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on interdisciplinary collaboration, communication, and professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the registered nurse by discovering their own learning styles and personal identities.

Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option

NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing
40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in clinical judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on nursing ethics and law, clinical judgment, evidence-based practice, nursing informatics, and quality improvement. Students are challenged to explore evidence-based solutions to key issues and trends that are relevant to the professional nurse's role based on current trends and issues in healthcare.

Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge Entry Option

NUR 2115 Fundamentals of Professional Nursing
107.5 hours, 6 credits
NUR 2115 Lecture (30 hours, 3 credits)
NUR 2115L Lab (25 hours, 1.25 credit)
NUR 2115LL Clinical (52.5 hours, 1.75 credits)
This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on skills related to mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisites: Dimensions of Nursing Practice; Health Assessment

Pre- or Co-requisites: Nutritional Principles in Nursing; Pharmacology

NUR 2226 Comprehensive Pharmacology
80 hours, 6 credits
NUR 2226 Lecture (40 hours, 4 credits)
NUR 2226L Lab (40 hours, 2 credits)
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, the current "rights of medication administration", dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medication at a beginning professional registered nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

Prerequisites: Human Anatomy and Physiology I, Human Anatomy and Physiology II; Algebra

Pre- or Co-requisite: Introduction to Microbiology

NUR 2349 Professional Nursing I
107.5 hours, 6 credits
NUR 2349 Lecture (32.5 hours, 3.25 credits)
NUR 2349L Lab (15 hours, .75 credits)
NUR 2349LL Clinical (60 hours, 2 credits)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on surgical integrity, pain management, gas exchange, immunity, and Infection control. The theoretical basis for fluid/electrolyte and acid-base balance, cardiovascular/coagulation integrity, perfusion, and thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Prerequisite: Fundamentals of Professional Nursing

Pre- or Co-requisites: Pharmacology; Nutritional Principles in Nursing

NUR 2488 Mental Health Nursing
55 hours, 4 credits
NUR 2488 Lecture (32.5 hours, 3.25 credits)

NUR 2488LL Clinical (22.5 hours, .75 credits)
This course is comprised of a theory and clinical component where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on functional ability, inclusive of concepts such as cognition, addiction, mood and affect, stress and coping, anxiety, psychosis, and violence. Special emphasis will be placed on communication, motivational wellness, nursing ethics and law, and advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.

Prerequisites: Fundamentals of Professional Nursing; General Psychology; Pharmacology

NUR 2571 Professional Nursing II
110 hours, 6 credits
NUR 2571 Lecture (32.5 hours, 3.25 credits)
NUR 2571L Lab (10 hours, .5 credits)
NUR 2571LL Clinical (67.5 hours, 2.25 credits)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electrolyte and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for clinical judgment, as it relates to communication, interdisciplinary collaboration, and evidence-based practice in the clinical setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing
60 hours, 4 credits
NUR 2633 Lecture (30 hours, 3 credits)
NUR 2633LL Clinical (30 hours, 1 credit)
This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the beginning professional registered nurse in an acute care obstetrics/ maternity setting, pediatric setting, or similar environment. Emphasis is placed on reproduction as well as growth and development. Special emphasis is

placed on surgical integrity, glucose regulation, infection control, and patient centered care as it applies to this diverse group of clients. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be examined. Students are required to critically apply all previously introduced health and wellness concepts, as well as metabolism, education, health promotion, and clinical judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisites: Mental Health Nursing; Human Growth and Development

Pre- or Co-requisite: Professional Nursing II

NUR 2790 Professional Nursing III
117.5 hours, 6 credits
NUR 2790 Lecture (30 hours, 3 credits)
NUR 2790L Lab (5 hours, 0.25 credits)
NUR 2790LL Clinical (82.5 hours, 2.75 credits)
This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the professional registered nurse role. Emphasis is placed on concepts such as cellular regulation, end-of-life integrity, complementary and alternative therapies, and crisis/disaster nursing. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, gas exchange, fluid/electrolyte and acid/base balance, and tissue integrity. The theoretical basis for clinical judgment, as it relates to patient-centered care, evidence-based practice, and nursing informatics in the clinical setting is required for successful completion of this course. The student must also demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisites: Professional Nursing II; Maternal Child Health Nursing

NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing
80 hours, 4 credits
NUR 2868 Lecture (20 hours, 2 credits)
NUR 2868LL Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on clinical judgment, professionalism, quality improvement, and leadership. In order to successfully complete this course, the student must exhibit appropriate

characteristics in the clinical setting related to communication, interdisciplinary collaboration, advocacy, patient-centered care, evidence-based practice, education, health promotion, and motivational wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate professional registered nurse to complete this course.

Pre- or co-requisite: Professional Nursing III

Co-requisite: Professional Nursing Capstone. Must be completed in student's final quarter.

NUR 2944 Professional Nursing Capstone
20 hours, 2 credits
This course reflects on the student's journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on professionalism, individual functional ability, and leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning graduate professional registered nurse role.

Pre- or Co-requisite: Professional Nursing III

Co-requisite: Role, Scope, Quality, and Leadership in Professional Nursing. Must be completed in student's final quarter.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Admissions and Enrollment Procedures (pg. 55)
Delete and replace the entire introductory section with the following (the introductory section ends at the heading "Rasmussen College Admissions Nondiscrimination Policy"):

Admissions and Enrollment Procedures
Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven't already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career. Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree. When you've chosen the program that best meets your needs, apply for admission by submitting or completing the following:
  • Data Sheet and Enrollment Agreement
  • Attestation of high school graduation or equivalency
  • Enrollment Agreement
  • Rasmussen College entrance placement exam(s)
  • Non-Cognitive assessment (if applicable)
  • All financial arrangements are complete, submitted, and verified
  • Criminal background check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
  • Individuals applying for admission to the Health Information Management, Law Enforcement, Medical Laboratory Technician, Radiologic Technology, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

• All prospective students, except as noted below, are required to complete an experiential online orientation course to remain enrolled at Rasmussen College. This required online orientation course provides students with valuable tools and knowledge necessary for success at Rasmussen College. The following students are exempt from the online orientation course:
  - Graduates and Completers who return within two Rasmussen College academic start dates following their graduation date.
  - Returning students who reenter within two Rasmussen College academic start dates since withdrawing from the College.
  - Prior applicants who previously completed the online orientation within the two most recent Rasmussen College academic start dates.
  - Academy for Urban School Leadership
• International Students seeking admission in non-Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL score of at least 65 for the internet-based TOEFL iBT® exam.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U .S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.
• International Students who seek admission to Nursing programs are required to submit the following in addition to that above in order to apply for admission to programs within the Rasmussen College School of Nursing:

- Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
- TOEFL iBT® exam scores must meet the following requirements which reflect intermediate level skills:

Reading:	15
Listening:	15
Speaking:	18
Writing:	17
Total:	65

• Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted, except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs.

College Acceptance or Rejection of Application for Admission (pg. 55)
Rename this section "College Acceptance or Rejection of Enrollment"

Delete and replace the first bullet with the following:

• Completed data sheet and enrollment agreement

Delete and replace the fourth bullet with the following:

• Successful completion of a non-cognitive assessment. All prospective students, except as noted below, of Rasmussen College must successfully complete the assessment prior to three business days from the start of the term. . The following students are exempt from the non-cognitive assessment requirement: students who have previously completed the assessment as part of the an entrance requirement into Rasmussen College; students accepted into Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, programs that follow the 12-Week Quarters (5.5-Week Terms) Academic Calendar, Medical Laboratory Technician, Radiologic Technology, Surgical Technologist, and Individual Progress and Audit students.

Delete and replace the seventh bullet with the following:

• Individuals applying for admission to the Health Information Management, Radiologic Technology, Law Enforcement, Medical Laboratory Technician, Paralegal Certificate, Radiologic Technology, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the

admissions policies for these programs under Academic Information and College Policies.

Entrance Assessment (pg. 56)
Delete the bottom two rows in the table (both "Math" entries), and replace with the following:

Math   0-10 items correct   B095 Combined Basic & Intermediate Algebra
Math   11-20 items correct   Lower-division Mathematics

Reenter Policy (pg. 56)
Delete and replace the existing policy with the following:

Reenter Policy
A reenter is defined as any student who withdraws from all courses after the course drop period in any term and returns in a subsequent quarter. A student will not be considered for reentry in the same quarter in which he or she withdrew. Due to financial processing, a student may return no fewer than 21 calendar days after the date of withdrawal. Reentering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. They must also meet all entrance requirements as stated in the current catalog. Students will reenter into the current curriculum. Any exceptions to this need to be approved by the Department Chair. For the calculation of Satisfactory Academic Progress, reentering students are treated as continuing students and must meet progress requirements. If a student is not meeting Satisfactory Academic Progress at the time of withdrawal, and wants to switch to a different program upon return, the Program Transfer Appeal Process must be followed. Students returning in satisfactory academic standing or on Academic Warning, must have a financial balance of $1000 or less to return. Students returning on Academic Probation, regardless of aid status, must have a zero financial balance and have paid half the tuition amount of the upcoming quarter by seven calendar days after the term/quarter start. Students in Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to reenter if space is available and all other re-entry requirements are met.

Background Checks (pg. 56)
Delete and replace the first bulleted list (regarding a general background check in all states) with the following:

• Criminal Justice
• Early Childhood Education
• Health and Wellness
• Health Information Management
• Health Information Technician
• Health Sciences Associate's with Pharmacy Technician Specialization

• Healthcare Management
• Human Services
• Law Enforcement
• Law Enforcement Academic
• Law Enforcement Skills
• Medical Billing and Coding
• Paralegal
• Pharmacy Technician Certificate
• Radiologic Technology

Delete and replace the second bulleted list and its introductory language (regarding Minnesota) with the following:

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:
• Health Sciences with General Specialization
• Health Sciences with Medical Assisting Specialization
• Medical Assisting Diploma
• Medical Laboratory Technician
• Practical Nursing
• Professional Nursing
• Radiologic Technology
• Surgical Technologist

Delete and replace the third bulleted list (regarding the Moorhead campus) with the following:

• Health Sciences Associate's with General Specialization
• Health Sciences Associate's with Medical Assisting Specialization
• Medical Laboratory Technician
• Practical Nursing
• Professional Nursing
• Surgical Technologist

Delete and replace the fifth bulleted list (regarding Florida) with the following:

• Bachelor of Science in Nursing through the Standard Entrance Accelerated Entrance Option
• Bachelor of Science in Nursing through the Second Degree Accelerated Entrance Option
• Practical Nursing
• Professional Nursing

School of Nursing and the School of Health Sciences Entrance Exam (pg. 57)
Delete and replace the entire section with the following:

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of

Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences or School of Nursing program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring TEAS assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12 month time limit.

All applicants must meet the following composite score threshold(s):
• TEAS Score for admissions eligibility for the Bachelor of Science in Nursing program, Standard Entrance Accelerated BSN Option and Second Degree Accelerated BSN Option: 75% or higher composite score. TEAS score is not required for Bachelor of Science in Nursing, RN to BSN
• TEAS Score for admissions eligibility for Professional Nursing Associate's Degree program and Mobility Bridge Entrance Option: 65% or higher composite score
• TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score
• TEAS Score for admissions eligibility for Medical Laboratory Technician, Radiologic Technology or Surgical Technologist programs: 48.5% or higher composite score
• TEAS Score for admissions eligibility for Health Science General Specialization program: 41.3% or higher composite score

Threshold exam percentages will not be rounded.

Applying for Admission into the Medical Assisting Diploma (pg. 57)
Delete this entire section.

Applying for Admission into the Medical Laboratory Technician and Surgical Technologist Programs (pg. 57)
Delete and replace the entire section and its heading with the following:

Applying for Admission into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT), Radiologic Technology (RT) and Surgical Technologist (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College Entrance Placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score is above that requiring a Developmental Education course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement exam. Once applicants have met the Entrance Placement requirements above, the School of Health Sciences Entrance Exam may be scheduled.

2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. Applicants successful in completing the College Entrance Placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
• Application
• Background screening
• Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake School of Health Sciences Entrance Exam.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin classes. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

School of Nursing Drug Testing Policy (pg. 58)
Add the following policy immediately before "Applying for Admission into Law Enforcement Programs"

School of Nursing Drug Testing Policy
Students enrolled in Rasmussen College's Practical Nursing Diploma program, Professional Nursing Associate's degree program, and Bachelor of Science in Nursing program through the Standard Entrance Accelerated BSN Entrance Option or the Second Degree Accelerated BSN Entrance Option ("Identified Programs") may be required to submit to drug testing throughout enrollment as a condition of placement at a clinical, practicum, or externship site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum, or externship partner at which the student is placed.

All costs associated with drug testing will be the sole responsibility of the entrant or student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Nursing personnel at each campus will determine a deadline for order placement based on the circumstances that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Nursing personnel may be dismissed from Rasmussen College.

Negative-clear results allow a student to meet the drug testing requirements of the Identified Programs.

Negative-dilute results will not allow a student to meet the drug testing requirements of the Identified Programs. Students with a negative-dilute result will be required to re-test at their own cost. The order for the re-test must be placed within 72-hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of the Identified Programs. While two negative-dilute results allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in one of the Identified Programs with two negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experiences and/or may affect his/her ability to complete the Identified Program.

Prior to releasing a positive or positive-dilute result, the drug testing vendor will submit the result to a medical

review officer ("MRO"). Students whose results are released for medical review will have an opportunity to present documentation or information to the MRO regarding any prescribed medication they are taking.

If the MRO is satisfied by the documentation that is presented, then the drug test will be released to Rasmussen College as a negative-clear result. If the MRO is not satisfied by the documentation that is presented, then the drug test result will be released to Rasmussen College as a positive result. If the student does not respond to the MRO's communication attempts, then the results will be released to Rasmussen College as a positive result. Rasmussen College will apply the federal standard for marijuana use, which means medicinally prescribed marijuana will not be recognized by the MRO as being a valid prescription and will result in a positive test result.

A positive or positive-dilute pre-clinical placement drug test, reasonable-suspicion drug test, or post-accident drug test result will lead to dismissal from Identified Programs. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.

A positive or positive-dilute pre-clinical placement alcohol test will not lead to automatic dismissal from the Identified Programs. Rasmussen College will attempt to find an alternate clinical placement for students in this circumstance. However, if an alternate clinical placement is not possible, it may lead to withdrawal from the program.

A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

Military Discount (pg. 59)
Delete and replace the entire policy with the following (including new policy title):

Military Tuition Rate and Discount Policy
Rasmussen College recognizes the service and sacrifices of the men and women who serve and have served and supported the United States Armed Forces through a special tuition rate for active duty military personnel and tuition discount for veterans and retired military personnel, Guard and Reserve members, and eligible spouses and dependents.

In addition to this benefit, Rasmussen College also gladly accepts the GI Bill, other VA education and training benefit programs, as well as military and veteran-related scholarships. For further details on all military education benefits, please contact the Military Specialist team.

Eligibility
Students in the following categories may be eligible for a reduced tuition rate or discount. Verification of eligibility is required in order for reduced tuition rate or discount to be applied:
• Active Duty Uniformed Military (Air Force, Army, Marines, Navy, U.S. Coast Guard)
• Veteran (honorably discharged)
• Retired Military
• U.S. National Guard Member or U.S. Reserve Member
• Authorized Dependents of active duty uniformed military, retired military and veterans

Active Duty Military Tuition Rate
Students who are active duty uniformed military receive reduced tuition pricing of $167 per credit hour. Taxes and fees, if any, are the sole responsibility of the recipient. Students who receive reduced tuition pricing are not eligible for other Rasmussen College scholarship, grant, or discount programs. Students must verify active duty military status by providing a copy of their verification letter or copy of orders from their command reflecting current status and specific date of separation.

Non-Active Duty Tuition Discount
Students who are not classified as Active Duty Military (such as retired or honorably discharged veterans, U.S. National Guard or U.S. Reserve members, or authorized dependents of active duty uniformed military, retired military, and veterans) may be eligible for a 10% reduction in per term tuition cost. Taxes and fees, if any, are the sole responsibility of the recipient. This discount typically cannot be combined with other college discount or scholarship programs. See course catalog for full details. Students must verify their discount eligibility status with one of the following documents:
• Form DD214 or other separation documentation which indicates the specific date of separation.
• Leave and Earning Statement (LES).
• Military Authorization Form which a Rasmussen College official completes when a United States Uniformed Service (USUS) identification card (DD Form 1173-1) is presented in person.
• Certificate of Eligibility
• Active Duty Orders (acceptable documentation for authorized dependents of active duty uniformed military only)

Applying for Admission into the Software Application Development Certificate and Associate's Programs (pg. 66)
Delete this entire policy.

Health Sciences Programs Grade Scale (pg. 61)
Delete and replace the first sentence with the following:

The following grade scale applies to all upper and lower level courses with prefixes of BSC, BMS, HIM, HSC, MEA, MLT, MTS, PTN, RTE, and STS.

Nursing Repeating Courses Policy (pg. 61)
Add the following policy immediately before "Nursing Reenter Policy":

Nursing Repeating Courses Policy
The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

Nursing Reenter Policy (pg. 61)
Delete and replace the existing policy with the following:

Nursing Reenter Policy
Students who wish to reenter into a Nursing program must complete a programmatic assessment, under the direction and guidance of the School of Nursing Dean, in order to determine an appropriate level of reentry. Nursing students will have their previously completed Nursing core courses (as designated by course prefix NU, NUR, PN, PRN, HUN) assessed against the current program to determine which course(s) will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to reenter at the appropriate level in a current program if space in the program is available and all other reentry requirements are met.

A student that fails out of a Nursing Program may only reenter at a lower level credential Nursing Program. Students that have failed out of a Nursing Program may be eligible for reentry into an alternative entry option of the original program.

Former nursing students in good standing within the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam to be deemed eligible for re-enrollment into the nursing program through a consultation with the Dean of Nursing.

School of Health Sciences Repeating Courses Policy (pg. 61)
Delete and replace the entire section with the following:

Students are required to attend the Clinical, Externship or Practicum Orientation prior to their first clinical, externship or practicum. They receive a clinical, externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The clinical, externship or practicum manual discloses that students have two attempts to complete their clinical, externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student's file. If a student is dismissed from a clinical, externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her clinical, externship or practicum. Students enrolled in the Pathway to Patient Care Seminar course will have one opportunity to attempt the course regardless of grade (SX/UX/WX) earned.

Graduation Requirements (pg. 62)
Delete and replace the entire section with the following:

Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. The following are exceptions to this rule:
- Medical Assisting Diploma: at least 50% must be completed at Rasmussen College
- Medical Laboratory Technician Associate's Degree: at least 50% must be completed at Rasmussen College
- Surgical Technologist Associate's Degree: at least 50% must be completed at Rasmussen College
- Professional Nursing Associate's Degree: at least 45% must be completed at Rasmussen College
- Bachelor of Science in Nursing (RN to BSN): at least 25% must be completed at Rasmussen College
- Bachelor of Science in Nursing (Standard Entry A-BSN, and Second Degree A-BSN): at least 56% must be completed at Rasmussen College

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.00 or higher to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar or capstone courses designated for each program, is a graduation requirement. Students may be able to meet this requirement if they are enrolled in a program in which an electronic portfolio, which is designed to collect transferable general education skills artifacts, is included in the program capstone course.

Required seminar or capstone courses are identified on the catalog pages for each program.

Academic Overload Policy (pg. 63)
Delete and replace the entire section with the following:

An academic or credit overload occurs when a student registers for more than 20 credits per quarter or more than 12 credits in either a 5.5-week term or six-week session. In order qualify for an overload, the student must have completed a minimum of 30 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 3.01 (3.5 for six-week programs) to apply for an overload. Students who qualify will be eligible to take up to 24 total credits in the designated quarter. Students who desire an overload should consult with their Advisor as well as the Academic Dean of the campus in which they are enrolled.

Class Add Policy (pg. 63)
Delete and replace the entire policy with the following:

Students who are enrolled in courses at the beginning of a quarter may add Term/Session 1 courses through the 2nd business day of Term/Session 1 and add Term/Session 2 courses through the 5th business day of Term/Session 1, which is the close of the add period. Courses may be added through the 2nd business day of Term/Session 2 only when Term/Session 2 is the student's first Term/Session of attendance. Students may add 11-week courses through the 5th business day of the quarter, which is the close of the add period. Business days are defined as Monday through Friday, excluding any College holidays.

Class Drop Policy (pg. 63)
Delete and replace the entire policy with the following:

Students who are enrolled in courses at the beginning of a quarter may drop courses through the fifth business day of Term/Session 1 for both Term/Session 1 and Term/Session 2 courses, which is the close of the drop period. Courses may be dropped through the fifth business day of Term/Session 2 only when Term/Session 2 is the student's first Session of attendance. Students enrolled in 11-week courses may drop courses through the fifth business day of the quarter.

Within the two-day Term/Session 2 add period a student may be able to drop a course in Term/Session 2 when a course can be added Term/Session 2 that is the same credit value. The student will need to work with their Advisor to determine if this is an option.

When a student notifies the College of withdrawal from a class on or before the close of the drop period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

Business days are defined as Monday through Friday, excluding any College holidays.

Course Withdrawal Policy (pg. 63)
Delete and replace the entire policy with the following:

Once the course drop period has passed, the course withdrawal policy is applied. From the 3rd through 15th business days for 5-1/2 and 6-week courses and the 6th through 30th business days for an 11-week course, a student will receive a withdrawal grade on their transcript for any classes from which they have been withdrawn. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period. Beginning on the 16th business day for a 5-1/2 and 6-week courses and on the 31st business day for an 11-week course, the student will receive a failing grade on their transcript for any classes from which they have been withdrawn. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop period.

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 63)
Delete and replace the first two paragraphs with the following:

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified.

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 63)
Remove "WX" from the list of grades in the second paragraph after the SAP table; this sentence now reads:

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA/FD, U/UD/UN, W/WD/WF/WP, I/IN.

General Transfer Credit Policy (pg. 64)
Delete and replace number 1 under the seventh bullet with the following:

1. Students in the Medical Assisting, Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of "block transfer" candidates for the Surgical Technologist and Health Science Associate's Degree – Medical Assisting Specialization Associate's Degree programs.

Course by Course Transfer (pg. 64)
Delete and replace the eleventh bullet with the following:

• Transfer of credit for Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist core courses (MLT, RTE, and STS prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar course work that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. The MLT1325 and MLT1728 courses are exempt and have a 5 year time limit. All transfers or testouts into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist programs are based on program space availability.

Delete and replace the twelfth bullet with the following:

• Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.

Add the following bullet:

• The following courses in the Radiologic Technology Associate's program are not transferable: RTE1000 Introduction to Radiology and Patient Care, RTE 1100 Radiology Physics, RTE2300 Radiographic Positioning and Anatomy I, RTE2400 Radiographic Positioning and Anatomy II, RTE2500 Radiographic Positioning and Anatomy III, RTE2900 Radiography Technology Capstone.

Health Information Technician Associate's Degree – Completer Block Transfer Policy (pg. 64)
Add the following new section immediately after "General Education Block Transfer for Baccalaureate Candidates"

Health Information Technician Associate's Degree – Completer Block Transfer Policy
A block transfer of 30 credits may be allowed into the Health Information Technician Associate's Degree program if one of the following criteria is met:
 1. graduated from a Rasmussen College Medical Billing and Coding Certificate or Diploma program within the past 5 years

2. completed a Medical Billing and Coding education or training program approved by The American Health Information Management Association (AHIMA) Foundation's Professional Certificate Approval Program (PCAP) which was earned within the past 5 years
Students will need to complete ICD-CM Coding and ICD-PCS Coding courses unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

School of Health Sciences Course Transfer Policy (pg. 64)
Add the following immediately after "General Education Block Transfer for Baccalaureate Candidates"

School of Health Sciences Course Transfer Policy
Courses within the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, Radiographic Technology, and Physical Therapist Assistant programs with course prefixes of MEA, MLT, RTE, PHT, and STS cannot be fulfilled with course-by-course transfer credit based on coursework completed at other institutions. Students who have completed external coursework similar to Rasmussen courses with prefixes of MEA, MLT, RTE, PHT, and STS at an accredited institution within one year may attempt a challenge exam following approval by the Department Chair. An examination score of 73% or higher is required to earn credit by examination unless indicated differently in the program handbook. Any courses that include a Clinical, Externship, Internship, or Practicum component cannot be fulfilled by test-out. The MEA 2203, MLT 1325 and MLT 1728 courses can be fulfilled by challenge exam or external transfer credit and have a 5 year time limit.

Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.

Health Science Associate's Degree – Medical Assisting Specialization Completer Block Transfer Policy (pg. 65)
Delete and replace the entire policy with the following:

A block transfer of 41 core credits may be allowed into the Health Sciences Associate's Degree – Medical Assisting Specialization if the student graduated from a Medical Assisting diploma program earned at a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education (ACE), will be considered for college transfer. If the diploma was obtained over five years ago, the student must have work experience in the medical assisting or similar healthcare field within the last five years and be approved by the Department Chair. When applying the block transfer policy, the total transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to the credit value of the current diploma program, and the total transfer maximum is 67%.

Transfer of Credit, Prior Learning and Waivers (pg. 65)
Add the following section immediately before the "Medical Coding Practicum Waiver" section:

Course Waivers
A Rasmussen College approved course waiver requires an external learning experience to meet at least 80% of the course objectives/competencies of the Rasmussen College course being waived. Course waivers are tied to certifications, credentials and exams administered by professional organizations. Course waivers require documented evidence of assessment of student learning (e.g. certification, credential, exam or license). The student's external learning experience will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed. Course waivers will be reviewed periodically for relevance.

School of Nursing Waivers (pg. 66)
Delete and replace the entire section with the following:

School of Nursing Waivers
- Students who enroll in the Professional Nursing Associate's Degree program and have a practical nursing license that is   current and unencumbered on the date their program starts at Rasmussen College, may request a waiver from NUR1172 Nutritional Principles in Nursing and NUR2115 Fundamentals of Professional Nursing. The student's license status, as recorded on the state's licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a course waiver (TR) once the course waiver request form is signed. This does not apply to the Illinois Professional Nursing AAS program.
- Students who enroll in a Rasmussen Practical Nursing or Professional Nursing program, and have completed specific Medic Courses while in the military as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript, may request a waiver from the following courses:
  o Practical Nursing Diploma Program:
    - Air Force - Medic Course BMTCP: PRN1192 Fundamentals of Practical Nursing, PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body

- Army - Medic Course Medic Program 68W: PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body
- Navy and Marines - Medic Course HM0000: PRN1192 Fundamentals of Practical Nursing, PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body
  o Professional Nursing Associate's Degree Program (this does not apply to the Illinois or Kansas Professional Nursing program):
    - Air Force – BMTS101N, NUTS101 and NURS201: PHA1500 Structure and Function of the Human Body, NUR2058 Dimensions of Nursing Practice, and NUR2092 Health Assessment
    - Army – The Combat Medic Program: PHA1500 Structure and Function of the Human Body, and NUR2092 Health Assessment
    - Navy – BMTS101N, NUTS101 and NURS201: PHA1500 Structure and Function of the Human Body, NUR2058 Dimensions of Nursing Practice, and NUR2092 Health Assessment

Military Experience Equivalency Credit (pg. 66)
Delete and replace the entire section with the following:

College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript. ACE military credits recommendations which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation.

Grievance Policy; Grievance Procedure; Appeal Procedure (pg. 70)
Delete and replace the entire "Grievance Policy," "Grievance Procedure," and "Appeal Procedure" policies with the following:

Academic Appeals and Grievance Policy
Rasmussen College broadly recognizes the rights of internal and external people or entities that have dealings with the College to present a complaint through an impartial procedure. The Academic Appeal Procedure must be used for a complaint regarding a final grade or

program-specific academic policy. All other complaints follow the Grievance Procedure.

For purposes of this policy, the following terms are defined: "complainant" is the aggrieved person or entity that has dealings with the College; "grievance" is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; "student" means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

Academic Appeal Procedure
The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:
1. The student must submit a written appeal to their instructor's "@rasmussen.edu" email address. Grade appeals must be submitted within five business days after grades have been posted to the student's record. Appeals related to a program-specific academic policy must be submitted within ten business days.
    a. Please note the instructor's "@rasmussen.edu" email address can be found in the course syllabus and is different from "course mail."
    b. The written appeal must include a detailed explanation as to why an appeal should be considered, and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
    c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.
2. If the student is unsatisfied with the instructor's decision and desires to pursue the appeal further, a formal appeal request may be submitted to the academic or nursing dean by completing the Rasmussen College Academic Appeal Request Form.
    a. A copy of this form and contact information for the academic or nursing dean can be obtained from the student's advisor.
    b. The form can be completed electronically or by hand and emailed or submitted in person.
    c. The academic or nursing dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.
3. If the student is unsatisfied with the academic or nursing dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee. Such an appeal can be submitted

to the Academic Appeal inbox at student.appeals@rasmussen.edu, and must include the following: a statement of appeal, all related documentation, and a completed copy of the Academic Appeal Request Form. A response will be provided to the student from the committee chairperson within 30 business days of receipt. All committee decisions are final.

Grievance Procedure
The following grievance procedure should be followed by the complainant:
1. The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity he/she feels caused his/her complaint.
2. If after this reasonable effort, the grievance has not been resolved to the complainant's satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.
3. If a complainant desires to further appeal a decision, a written statement must be submitted to the Vice President of Student Affairs within 15 business days of the Campus Director's decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.

Complainants and students may also contact:
• Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: (888) 224-6684
• Illinois Board of Higher Education, 431 East Adams, Second Floor, Springfield, IL 62701; Phone: (217) 782-2551
• Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612; Phone: (785) 296-3421
• Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: (651) 642-0533
• North Dakota University System, 1815 Shafer Street, Suite 202, Bismarck, ND 58501-1217; Phone: (701) 328-2960
• State of Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719; Phone: (608) 266-1996
• The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: (800) 621-7440 or (312) 263-0456, www.hlcommission.org

Arbitration (Not applicable to North Dakota residents) (pg. 71)
Delete this entire section.

State Contact Information for Student Complaints (pg. 71)
Florida: correct the zip code for the Florida Commission for Independent Education to "32399-0400."

The State of Illinois Cancellation, Termination, Refund Policy (pg. 73)
Delete and replace the third bullet with the following:

• Not withstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. All prepaid tuition is refundable.

Extended Quarter Break Stop-Out Policy (pg. 73)
Delete the existing policy and replace with the following:

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop-Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one quarter may apply for an extended break in Term/Session 1 of the following quarter. The student must successfully complete Term/Session 2 immediately prior to the Stop-Out quarter. The student must commit to returning for Term/Session 2 of the quarter in which the Extended Quarter Break Stop-Out is requested or the student will be withdrawn from Rasmussen College. Students who are receiving Title IV funding must be scheduled to take at least six credits in Term/Session 2 of the Extended Quarter Break Stop-Out quarter. The student must meet with his or her Advisor in order to obtain a Stop-Out Request Form. The Advisor will provide the student with the necessary information to make an informed decision. Stop-Out Request Forms must be signed on or before the last business day to drop courses in the quarter for which the Extended Quarter Break Stop-Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take an Extended Quarter Break Stop-Out are eligible to receive aid only for the Term/Session 2 courses of the quarter in which the student returns.

Accreditation (pg. 74)
Delete and replace the Medical Assisting Diploma ABHES accreditation statement with the following:

The Medical Assisting Diploma program at the Overland Park and Topeka campuses in Kansas; the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo, Mankato, and St. Cloud campuses in Minnesota is accredited by the Accrediting Bureau of Health Education Schools (ABHES).
   • Accrediting Bureau of Health Education Schools
   7777 Leesburg Pike, Suite 314
   North Falls Church, VA 22043
   703-917-9503

Accreditation (pg. 74)
Add the following statements:

The Associate's Degree in Nursing program at the Rasmussen College – New Port Richey/West Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Green Bay is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Wausau is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Practical Nursing Diploma program at the Rasmussen College – Land O'Lakes/East Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

Licenses, Authorizations, Certifications, Approvals, and Registrations (pg. 75)
Delete and replace the Minnesota Office of Higher Education statement with the following:

Rasmussen College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

TUITION

Tuition (pg. 76)
Delete the entire tuition table and its notes, and replace with the tuition table and notes attached to this addendum.

NEW OR MODIFIED PROGRAM PAGES

Please see the following new or modified versions of program pages as referenced above in the Program Pages section, beginning at Page 1 of this addendum.

(the remainder of this page is intentionally blank)

ACCOUNTING CERTIFICATE • ASSOCIATE'S DEGREE

ACCOUNTING CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

OBJECTIVE:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

DEVELOPMENTAL EDUCATION COURSES
B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)	**4**
COM 1388 Communicating in Your Profession	

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
ACG 2062C Computer Focused Principles	3
APA 1500 Payroll Accounting	4
CTS 2511 Excel	3
E242 Career Development +	2
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
TAX 2002 Income Tax	4

Total Certificate Credits
General Education Credits	4
Major and Core Credits	32
TOTAL CERTIFICATE CREDITS	**36**

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program. See page 30 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of certificate course requirements during the quarter in which they finish the certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

Notes for both Accounting Certificate and Accounting Associate's Degree:

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure

ACCOUNTING ASSOCIATE'S DEGREE +

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

CAREER OPPORTUNITIES:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

OBJECTIVE:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and the significance of diversity awareness skills in academic and workplace situations.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES +
LOWER DIVISION
English Composition (Required course)	**4**
ENC 1101 English Composition	
Communication (Select 1 course)	**4**
Math (Select 1 course)	**4-5**
Natural Sciences (Select 1 course)	**4**
Humanities and Fine Arts (Select 2 courses)	**8**
Social and Behavioral Sciences (Select one paring)	**8**
ECO 1000 Principles of Economics	
Select 1 Social Sciences Elective other than Macroeconomics or Microeconomics	
OR	
ECO 2013 Macroeconomics +	
ECO 2023 Microeconomics +	

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 2680 Financial Investigation	4
ACG 2930 Accounting Capstone	2
BUL 2241 Business Law	4
FIN 1202 Financial Markets and Institutions	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4

Total Associate's Degree Credits
General Education Credits	36-37
Major and Core Credits	54
TOTAL DEGREE CREDITS	**90-91**

SEE PAGE 29 FOR GENERAL EDUCATION COURSE SELECTIONS.
+Flex Choice self-paced competency course option(s) available, see page 30 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the associate's degree requirements to graduate from an associate's degree program

MEDICAL BILLING AND CODING CERTIFICATE
HEALTH INFORMATION TECHNICIAN ASSOCIATE'S DEGREE

MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller
- Medical Records Clerk
- Coding Specialist
- Claims Processor

OBJECTIVE:
Graduates of this Certificate program know how to code healthcare data using ICD and CPT coding principles, and understand how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology, and the effective use of medical coding software available. Graduates value the importance of effective communication, ethical and professional behavior in the workplace, and confidentiality of patient information.

DEVELOPMENTAL EDUCATION COURSES
B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences (Required course)	4
PHA 1500 Structure and Function of the Human Body	

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development +	2
HSC 1531 Medical Terminology	4
HIM 1103 Coding Foundations	4
HIM 1125 ICD-CM Coding	4
HIM 1126C ICD-PCS Coding	4
HIM 1258C Ambulatory Care Coding	3
HIM 2133 Revenue Cycle and Billing	4
HIM 2214 Pathophysiology and Pharmacology for Health Information	4
HIM 2410 Health Information Law and Ethics	4
HIM 2942 ICD-10 Coding Practicum	1

Total Certificate Credits
General Education Credits	4
Major and Core Credits	34
TOTAL CERTIFICATE CREDITS	**38**

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of certificate course requirements during the quarter in which they finish the certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

HEALTH INFORMATION TECHNICIAN ASSOCIATE'S DEGREE +

CAREER OPPORTUNITIES:
- Health Information Technician
- Medical Data Analyst
- Medical Coder/Biller
- Health Information Workflow Specialist
- Medical Records Coordinator
- Coding Analyst
- Electronic Health Record Specialist

OBJECTIVE:
Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value written and interpersonal communication, critical thinking and problem solving, diversity awareness skills, information and financial literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES +
LOWER DIVISION
English Composition (Required course)	4
ENC 1101 English Composition	
Communication (Select 1 course)	4
Math/Natural Sciences (Select 1 course other than PHA 1500)	4-5
Humanities (Select 2 courses)	8
Social Sciences (Select 2 courses)	8

MAJOR AND CORE COURSES
LOWER DIVISION
HIM 2000 Introduction to Health Information Management	4
HIM 2304 Management of Health Information Services	4
HIM 2429 Health Information Compliance	3
HIM 2588 Healthcare Data Management and Statistics	5
HIM 2652 Healthcare Information Technologies	4
HIM 2943 Health Information Professional Practicum	2
HIM 2956 Health Information Technician Capstone	2

Total Associate's Degree Credits
General Education Credits	32-33
Major and Core Credits	58
TOTAL DEGREE CREDITS	**90-91**

SEE PAGE 29 FOR GENERAL EDUCATION COURSE SELECTIONS.

+Flex Choice self-paced competency course option(s) available, see page 30 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the associate's degree requirements to graduate from an associate's degree program.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in

Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

The Health Information Technician Associate's Degree program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota; the Aurora/Naperville and Rockford campuses in Illinois; the Green Bay campus in Wisconsin; and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

This program may require specific immunizations prior to professional practice experience.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure

PROFESSIONAL NURSING ASSOCIATE'S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

OBJECTIVE:

The objective of the Professional Nursing program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; and in turn facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, intervention and evaluation) to provide care across the life span and in diverse settings within the healthcare continuum. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course)	**4**
ENC 1101 English Composition +	
Communication (Select 1 course)	**4**
Humanities and Fine Arts (Select 2 courses)	**8**
Mathematics (Required course)	**4**
MAT 1222 Algebra +	
Natural Sciences (Required courses)	**19**
BSC 2346 Human Anatomy and Physiology I	
BSC 2347 Human Anatomy and Physiology II	
MCB 2289 Introduction to Microbiology	
PHA 1500 Structure and Function of the Human Body	
Social and Behavioral Sciences (Required courses)	**8**
DEP 2004 Human Growth and Development	
PSY 1012 General Psychology +	

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR 1172 Nutritional Principles in Nursing (4 credits) and NUR 2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of the Rasmussen College Practical Nursing program will receive credit for NUR 1172 Nutritional Principles in Nursing, PHA 1150 Structure and Function of the Human Body, ENC 1101 English Composition, MAT 1222 Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 20 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

MAJOR AND CORE COURSES
LOWER DIVISION

NUR 1172 Nutritional Principles in Nursing	4
NUR 1245 Introduction to Professional Nursing	4
NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing	4
NUR 2115 Fundamentals of Professional Nursing	6
NUR 2226 Comprehensive Pharmacology	6
NUR 2349 Professional Nursing I	6
NUR 2488 Mental Health Nursing	4
NUR 2571 Professional Nursing II	6
NUR 2633 Maternal Child Health Nursing	4
NUR 2790 Professional Nursing III	6
NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing	4
NUR 2944 Professional Nursing Capstone	2

Total Associate's Degree Credits

General Education Credits	47
Major and Core Credits	56
TOTAL DEGREE CREDITS	**103**

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Professional Nursing Associate's Degree is only offered at the Fort Myers, New Port Richey/West Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; the Rockford and Romeoville/Joliet campuses in Illinois; the Overland Park and Topeka campuses in Kansas; the Blaine, Bloomington, Mankato, Moorhead, and St. Cloud campuses in Minnesota; and at the Green Bay and Wausau campuses in Wisconsin. The Professional Nursing Associate's Degree is not offered in North Dakota.

+ Flex Choice self-paced competency course option(s) available, see page 39 for details.

The Professional Nursing Associate's Degree program meets the educational requirement to apply for licensure as a Registered Nurse (RN) in Florida, Kansas, Illinois, Minnesota, and Wisconsin. Other eligibility requirements may apply, please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.

In addition to meeting all other admissions requirements: Illinois, Kansas, and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check; Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check; and Moorhead campus applicants to this program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check.

To graduate in this program, students must complete Introduction to Microbiology and all required NU and NUR coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

The Professional Nursing Associate's Degree at Rasmussen College – Green Bay is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree at the Rasmussen College – New Port Richey/West Pasco campus in Florida is a candidate for

accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree at Rasmussen College-Ocala School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. acenursing.org

The Professional Nursing Associate's Degree at Rasmussen College – Wausau is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure

	Part-time (less than 12 credits per quarter)	Full-time (12 or more credits per quarter)
SCHOOL OF BUSINESS		
• Standard Tuition Rate:	$310 per credit	$260 per credit
• AcceleratED Standard Tuition Rate:	$260 per credit	$199 per credit
▪ See the *Additional Exceptions to the AcceleratED Standard Tuition Rate* listed below.		
SCHOOL OF DESIGN		
• Standard Tuition Rate:	$310 per credit	$260 per credit
SCHOOL OF EDUCATION		
• Standard Tuition Rate:	$310 per credit	$260 per credit
○ Exceptions to the Standard Tuition Rate		
▪ Early Childhood Education Associate's degree for Knowledge Universe Employees	$199 per credit	$167 per credit
▪ Early Childhood Education Associate's degree for Bright Horizons Employees	$199 per credit	$167 per credit
• AcceleratED Standard Tuition Rate:	$310 per credit	$260 per credit
○ See the *Additional Exceptions to the AcceleratED Standard Tuition Rate* listed below.		
SCHOOL OF HEALTH SCIENCES		
• Standard Tuition Rate:	$310 per credit	$260 per credit
○ Exceptions to the Standard Tuition Rate		
▪ Health Information Technician Associate's degree:	$260 per credit	$199 per credit
▪ Medical Assisting Diploma:	$260 per credit	$199 per credit
▪ Medical Billing and Coding Certificate:	$260 per credit	$199 per credit
• AcceleratED Standard Tuition Rate:	$310 per credit	$260 per credit
○ See the *Additional Exceptions to the AcceleratED Standard Tuition Rate* listed below.		
SCHOOL OF JUSTICE STUDIES		
• Standard Tuition Rate:	$310 per credit	$260 per credit
• AcceleratED Standard Tuition Rate:	$310 per credit	$260 per credit
▫ See the *Additional Exceptions to the AcceleratED Standard Tuition Rate* listed below.		
SCHOOL OF NURSING		
• Bachelor of Science in Nursing degree		
○ RN to BSN Entrance Option:	$260 per credit	$260 per credit
○ Standard Entrance Accelerated BSN Entrance Option:	$325 per credit	$325 per credit
○ Second Degree Accelerated BSN Entrance Option:	$325 per credit	$325 per credit
• Professional Nursing Associate's degree		
○ Campuses in Florida, Illinois, Kansas, Minnesota (excluding Moorhead), Wisconsin:	$395 per credit	$395 per credit
○ Campuses in North Dakota (including Moorhead):	$350 per credit	$350 per credit
• Practical Nursing Diploma		
○ Campuses in Florida:	$325 per credit	$325 per credit
○ Campuses in Minnesota (excluding Moorhead):	$375 per credit	$375 per credit
○ Campuses in North Dakota (including Moorhead):	$350 per credit	$350 per credit
SCHOOL OF TECHNOLOGY		
• Standard Tuition Rate:	$310 per credit	$260 per credit
• AcceleratED Standard Tuition Rate:	$260 per credit	$199 per credit
○ See the *Additional Exceptions to the AcceleratED Standard Tuition Rate* listed below.		
FLEX CHOICE® LEARNING OPTION		
Tuition rates listed above are for faculty-led courses required to complete the program. Competency courses for the Flex Choice learning option, when available to a program, may be attempted at no additional fee. Students must enroll in at least six credits during the quarter in which they attempt a competency course.		
ADDITIONAL EXCEPTIONS TO THE ACCELERATED STANDARD TUITION RATE		
Prequalified AcceleratED Coursework: English Composition, College Math, Natural Science or any prerequisite course required in order to start an AcceleratED program. These are taught in 11-week quarters.	$310 per credit	$260 per credit
Additional Elective Coursework Outside the AcceleratED Program: These courses are taught in 11-week quarters.	$310 per credit	$260 per credit

Additional Tuition Structure Information
- Full-time students are defined as taking 12 or more credits per 11-week quarter or taking 12 or more credits per 12-week quarter. Students taking fewer than 12 credits per 11-week or 12-week quarter are part-time students. For tuition purposes only, students taking 8 or more credits when enrolled in a single 5.5-week term of an 11-week quarter are considered full-time students.
- Students may purchase textbooks from the College for a $10 flat fee for each required textbook or e-book in each course. Students may opt out of this method of obtaining the required textbooks; see the textbook opt-out policy.
- A $150 course technology and resource fee will be charged for each faculty-led course.
- Nursing courses with component numbers ending in "L" (Lab) will be charged the course technology and resource fee. (For example, PRN 1356 will be charged the fee and PRN 1356L will be charged the fee.)
- Course components ending with "LL" (Clinical) will not be charged a course fee.
- FAST TRACK: Students taking 16 or more credits shall only be charged for 16 credits and will be assessed an additional course resources fee of $150 for every course over four courses. Students enrolled in the Bachelor of Science in Nursing degree program through the Standard Entrance Accelerated BSN Entrance Option or Second Degree Accelerated BSN Entrance Option do not qualify for Fast Track pricing.
- A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business part-time rate, plus a $150 course technology and resource fee for each faculty-led course. Individual Progress students are not eligible for self-paced competency courses.
- Audit students who elect to take courses without earning college credit are charged $167 per credit hour plus the applicable Course Technology and Resource Fee and book fees for each course. Students who wish to convert the Audit grade to a letter grade will be charged the difference between the audit rate and the program part-time rate in effect at the time the grade is converted.
- Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a 10% reduction in per term tuition cost. Students in the Bachelor of Science in Nursing program entering through the RN to BSN entrance option are not eligible for any additional discounts.
- Students enrolled in programs with tuition rates lower than $199 per credit for full-time rates and $260 per credit for part-time rates are not eligible for military, corporate or articulation discounts.

Program Administrative Fee
Rasmussen College has a one-time administrative fee, charged during the first quarter of enrollment, for all new and reentering students enrolled in the following programs:
- Medical Assisting Diploma ($350)
- Radiologic Technology Associate's degree ($350)
- All School of Nursing programs ($150)

This fee covers some of the costs of administering each program including, but not limited to: administering program-specific requirements and managing clinical/externship/practicum sites and/or preceptorships. This fee is non-refundable.

Course Technology and Resource Fee
Rasmussen College charges a $150 course technology and resource fee for each faculty-led lecture component and each nursing lab component. Nursing lab components are designated with course numbers ending in "L". Course components ending in "LL" (Clinical component) do not have a course technology and resource fee.
The items included in this fee vary by program of study and can include, but are not limited to:
- Access to technology tools and online course systems
- Access to electronic library resources (reference services, eBooks, databases, guides, interlibrary loan, etc.)
- Access to licensed materials and videos
- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- The Student Portal (unofficial transcripts, grades, schedule, billing information, etc.)
- The Personal Support Center Help Desk
- Access to online career resources such as Optimal Resume and Job Connect
- Reimbursement for certain student exam certifications and certain exam review programs
- Tactical facilities and services required for the criminal justice program
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class

Book Fee

Students may purchase required textbooks or e-books through Rasmussen College for a $10 flat fee for each textbook (traditional or e-book) for each course. Students are not required to purchase the required textbooks through the College and may opt-out and purchase the required textbooks through another source such as Amazon. See the textbook opt-out policy. If the student does not opt out, the College will provide the required textbooks or e-book to the student for the $10 per-book charge.

Example: For a course that has two textbooks, a student will pay the technology and course resource fee of $150.00, plus $20.00 in book fees, for a total of $170.00.

Textbook Opt-out Policy

Students may opt out of purchasing any or all textbooks or e-books through the College at the $10 flat book fee per textbook or e-book. Students who opt out will need to purchase the required textbooks or e-books separately through another vendor, such as Amazon. Students who opt out are advised that access to textbook or e-books via a link within a course will be removed.

Students can opt-out by completing the textbook opt-out form available through the student portal. The form must be completed, scanned, and emailed to TextbookOptOut@rasmussen.edu by the end of the class add period, as defined in the Rasmussen College catalog.

The list of textbooks and materials required for each course, including the ISBN, retail price and the fee Rasmussen College charges ($10.00 for each textbook) is available on the student portal and on the bottom of the schedule confirmation page.

Students who opt out should order their textbooks and e-books at least three weeks before the start of each term to help ensure materials are delivered in time for the start of courses.