

## TEXTBOOKS AND SUPPLIES

Textbook charges are additional for all courses. The average textbook expense per class is \$100.00. The Midstate College Bookstore will ship textbooks for an additional \$20.00 fee.

Supplies for all programs average \$150.00 per academic year.

Select courses will be charged an additional \$70.00 technology usage fee. The fee will cover software, computer usage, licensure fees, and technical support.

### Medical Assistant

Medical assistant applicants will be required to have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is \$35.00 and is the responsibility of the student. Uniforms, immunizations, and blood pressure kit related to the Medical Assistant program average approximately \$400.00 and are the student's expenses. Supplies and expenses related to the Medical Assistant program average approximately \$338.00 per academic year.

### Health Information Technology and Medical Coding Specialist

All students entering the Medical Coding and Billing program and Health Information Technology program must have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is \$35.00 and is the responsibility of the student. Students enrolled in the Medical Coding and Billing program and Health Information Technology program may be required by Professional Practice Experience host sites to have an additional background check, immunizations, physical examination, drug screening, and uniforms. These expenses will be the responsibility of the student. Health Information Technology students will be required to enroll as student members through the American Health Information Management Association (AHIMA). Membership dues for students are \$45.00 and may be incorporated into financial aid. For additional details, see <https://www.ahimastore.org/ProductDetailMembership.aspx>.

### Realtime Reporting

Stenographic machine rentals are available to on-campus Realtime Reporting Machine Shorthand Theory I, II, and III students only. Students will be expected to purchase a realtime writer (stenographic machine) approximately nine months after entering the Realtime Reporting program. Realtime Reporting students who do not attend on-campus courses their first quarter must purchase their own steno machines that meet certain specifications. More information is available about stenographic machine ordering and the Investment Certificate Program through the Bookstore or Realtime Reporting Coordinator.

All Realtime Reporting students must own or purchase a laptop that meets specifications and current Case CATalyst (Student) Software. Realtime Reporting students who take theory, speedbuilding, or skills classes via eLearning are required to own or to purchase current Case CATalyst (Student) Software. The Realtime Reporting Case CATalyst (Student) Software Rent-to-Own program requires five quarters of rental at \$100.00 per quarter (\$500.00), at which time software ownership and license transfers to the student. If the balance of \$500.00 is not paid in full, the software key or Product Key Code ownership reverts back to the College. If the student wishes to keep the software upon withdrawal, the student is responsible for the remaining balance.

All Realtime Reporting students who take speedbuilding courses are required to pay a quarterly speedbuilding course fee of \$76.95 and purchase variable speed software, currently \$29.99. Broadcast Captioning Concentration students enrolled in BC360, BC430, and BC440 courses will be required to pay one quarterly course fee of \$76.95 unless concurrently enrolled in a speedbuilding course. CART Reporting Concentration students enrolled in the CT400 course will be required to pay one quarterly course fee of \$76.95 unless concurrently enrolled in a speedbuilding course.

## ATTENDANCE POLICIES

The College has established attendance policies based on course delivery mode. If a student attends an on-campus course, he or she will be counted as present. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial gradable work. Externships, practicums, and internships verify attendance weekly, either through assignments or documentation required by specific programs. Additionally, onsite student participation for externships, practicums, and internships will be tracked for program accreditation records to ensure that the requirements (i.e. required clock-hours) are met.

A student is considered excessively absent if he or she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. In addition, in the event that a student is absent fourteen (14) consecutive days from the last date of attendance in all classes at any time through the term, he or she will be administratively dropped unless the student has indicated a rationale for the absence and expresses the desire not to be dropped.

Students who are excessively absent will be referred to the Student Success Office. The Student Success Office will follow up with all student referrals to offer support services (tutoring, study skills, test taking techniques, etc.) to help students become more independent learners and succeed in their respective classes.

### **Leave of Absence**

An approved leave of absence is when school administrators determine that the student cannot reasonably be expected to attend classes due to a serious illness, a serious health condition of an immediate family member, a birth or placement for adoption or foster care of a son or daughter, or a death of an immediate family member. Additional approved leaves of absence may be granted for jury duty, military duty, and other unforeseen special circumstances determined by administration. The student must fill out a written, signed, and dated form obtained from the Student Records Office requesting the leave of absence. The leave of absence must be approved by the Dean of Students.

If the student is a financial assistance recipient, the student needs to see a financial aid counselor prior to taking the leave of absence, if possible, to be advised of the effect a leave of absence may have on the student's financial assistance.

If the student does not resume attendance at Midstate College on or before the end of a leave of absence, it will be considered an administrative withdrawal.

### **Standard Period of Non-Enrollment**

Any student wishing to take a quarter off should inform his or her Program Director or the Student Records office of his or her desire during registration. If a student withdraws from all courses during the quarter (see Course Drop/Withdrawal), the student will be placed on a Standard Period of Non-Enrollment (SPNE) status. If a student does not return after two quarters of non-enrollment, the student will be administratively withdrawn from the College. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process.

### **Withdrawal**

#### **Administrative Drop/Withdrawal**

Any student who has not been in attendance the first two weeks of class may be administratively dropped. The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Student Success staff before they are dropped from course(s). In addition, in compliance with government regulations, students who have been absent for fourteen (14) consecutive days from the last date of attendance in all classes at any time during the term will be administratively dropped unless the student can provide a substantial rationale for the absences and he or she requests to remain in the class.

#### **Institutional Withdrawal**

Any student desiring to withdraw should officially inform his or her program director or the Student Records Office. A student who does not officially withdraw will be considered enrolled until he or she misses fourteen (14) consecutive days from the last date of attendance in all classes. (See Tuition, Fees, and Return to Title IV Refunds.)

#### **Course Drop/Withdrawal**

Any student desiring to drop a class from the current schedule should inform his or her program director or the Student Records Office. It is highly recommended that students seek the advice of their program director and the Financial Assistance Office prior to making a final decision.

Students failing to officially withdraw from a particular class will be considered enrolled in the class(s) indicated on their original schedule, and instructors will grade such students accordingly. Courses dropped during Week 1 of the term will be deleted from the student's record and will incur no tuition charges. Courses dropped Week 2 through Week 6 will receive a grade of W and will follow the tuition refund policy. Courses dropped Week 7 through Week 9 will receive a grade of WP or WF depending on student standing in the course(s) on the drop date and will follow the tuition refund policy. (See Tuition, Fees, and Returns to Title IV Refunds.)