



BRYAN UNIVERSITY

2013 Catalog Supplement

Version 36
Effective: 4/8/2014

www.bryanu.edu

EFFECTIVE 4/8/2014, The following course has been updated in the catalog:

MAA260 Pharmacology – 4.5 credit hours

The student will discuss the various types of drugs and become familiar with the forms by which medications are administered. The student will learn to identify the most common medications by classification and the body system that they are most commonly used for. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology.**

EFFECTIVE 4/3/2014, The Cancellation and Refund Policy beginning on page 20 of the catalog now reads as follows:

We regret students withdrawing from the training program, but we realize unforeseen events occur.

Student’s Right to Cancel

ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS, OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION.

To cancel your enrollment with Bryan University, the student must mail or deliver signed and dated written notification to the Bryan University Registrar. If it is mailed, such notice is effective as of the date the Registrar receives the notification, if properly addressed with proper postage.

The enrollment agreement may be terminated by the University for unsatisfactory academic progress, poor attendance, use of controlled substances on campus, conduct detrimental to the University, failure to comply with financial aid regulations or non-observance of other student regulations. If a student is dismissed, the student may submit an appeal package to the registrar.

Admission Denied

If a student is not accepted into the University, the enrollment agreement will be cancelled, and Bryan University will refund all monies paid, including the application fee.

First-Time Students Enrolled at Bryan University

The first twenty-one calendar days of the students first term is designated as an add/drop period for first-time students. Students who cancel their enrollment during this period will not incur tuition charges; however, they will be responsible for books and all fee obligations, including the application fee.

Tour of the Facilities

If the student is enrolled to physically attend a Bryan University campus and has not visited the University prior to enrollment, the student may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the University facilities and inspection of equipment where the education services would be provided.

Three Day Cancellation Policy

Any buyer may cancel this transaction, and receive all monies paid to the institution, any time prior to midnight of the third business day (excluding weekends and holidays) after signing an enrollment agreement. An applicant canceling more than three days after signing an enrollment agreement and making an initial payment, but prior to starting classes is entitled to a refund of all monies paid, excluding the application fee.

Re-Enters and Continuing Students Drop/Add Policy

The first fourteen calendar days of each course is designated as the drop/add period for students. This is the period when students may add or remove courses in order to finalize their schedules. Students who wish to make course changes must request approval from the Bryan University Registrar.

Withdrawing After Classes Have Started

A student has the right to withdraw from the University at any time. A refund will be based on the Institution's Refund Policy. Bryan University complies with state and federal refund policies. A student may terminate enrollment by giving written notice to the University Registrar. Such notice is effective as of the date the Registrar receives notification, if properly assessed with proper postage. Such written notice of cancellation need not take any particular form.

Refund Policy

For purposes of determining a refund, a student will be considered to have withdrawn from the University when any of the following occurs: the student cancels an enrollment agreement by submitting a written signed and dated notice of withdrawal after the cancellation period has expired; the student fails to attend classes for two consecutive weeks; or the University terminates the enrollment agreement for non-compliance of school policies.

Tuition refunds are calculated using the Bryan University institutional policy, if a state policy is required, the state refund calculation is processed and compared between the state refund policy and the institution refund policy. The tuition refund policy that is more advantageous for the student is utilized. If you have received federal student aid funds, you may be entitled to a refund of the monies paid/not paid from federal student financial aid program funds. Please see Return of Title IV section for information regarding federal financial aid refund calculations.

(charts unchanged)

Books and Fees

There are no refunds for equipment and books provided to the student. All other fees are non-refundable.

EFFECTIVE 4/3/2014, Page 2 of the catalog has been revised as follows:

Books and Supplies now reads "Books and Fees"

EFFECTIVE 4/3/2014, The following course description has been revised in the catalog:

MA115 Anatomy and Physiology - 4.5 Credit Hours

This course is a study of several systems of the human body. Beginning with the lymphatic and immune systems, the respiratory, digestive, urinary and reproductive systems, will be covered. Nutrition and metabolism, fluids and electrolytes, acid-base balance, and growth and development will also be discussed. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. **Prerequisite(s): MA100 Medical Terminology**

EFFECTIVE 4/3/2014, Page 76 of the catalog now reads as follows:

Program is offered at the **Springfield, Rogers, and Topeka** campuses. Program is also offered **online**.

EFFECTIVE 3/25/2014, Pages 83, 85, and 87 of the catalog have been revised as follows:

Program is offered at the **Springfield** campus and **Online**.

EFFECTIVE 3/25/2014, The Grand Total on page 86 of the catalog now reads as follows:

2200

EFFECTIVE 3/14/2014, The following course description has been revised in the catalog:

CN270 Microsoft Application Infrastructure – 4.5 Credit Hours - This course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server to meet varying business and technical requirements with a focus on application.

EFFECTIVE 3/14/2014, Page 6 of the catalog now reads as follows:

Memberships and Affiliations

Bryan University is an institutional member of the following organizations:

- Imagine America Foundation (IAF)
- Microsoft Authorized Reseller

EFFECTIVE 3/14/2014, Page 32 of the catalog now reads as follows:

Externships

Externships sites are assigned by Bryan University and may be scheduled to meet any day, Monday through Sunday based upon site availability. Externship site assignment is non-negotiable and students are expected to participate in the externship assignments as they are assigned. Refusal of any externship site may lead to termination from the program. Externships are usually available only during the day with evening or weekend externs not generally available or scheduled. Students are expected to attend all required externship hours as scheduled by the University. Students are responsible for transportation to and from their externship site and may be required to drive up to 100 miles each way. The University is not responsible for transportation costs, such as gas, mileage, meals, or other fees that might be associated with the student completing the required externship hours. Students are not paid any salary or stipend during their externship. Students must also be aware that some externship sites may require the completion of a background check to be placed on externship.

The University will provide assistance in securing sites, but it cannot guarantee that there will be clinical sites available at a particular time, whether due to overload of sites, local economic conditions, state regulatory actions, failure of students to meet site guidelines, or for any reason outside the University's control.

As of May 1, 2014, students participating in PT299 will be required to travel to the Professional Fitness Institute in Kansas City, MO to complete 60 hours of their required externship hours. Prior to May 1, 2014, students participating in PT299 will be required to travel to the Professional Fitness Institute in Las Vegas, NV to complete 60 hours of their required externship hours. Flight arrangements, room and board are covered by the University (with no additional charges experienced by the student for these services).

EFFECTIVE 2/8/2014, The "All Programs" section on page 9 of the catalog now reads as follows:

All programs

Prospective students are encouraged to review the most current Bryan University catalog and associated supplement (and addendum, if applicable) carefully prior to signing an enrollment agreement. It is an explicit expectation of Bryan University that all prospective students complete and submit all admissions paperwork carefully, accurately, and truthfully to the best of their knowledge.

To qualify for acceptance to the University, all applicants seeking to matriculate into a program must meet the following requirements prior to the first day of attendance at Bryan University.

1. Complete a face-to-face interview for campus-based applicants or an interactive web-based interview for online applicants;
2. Complete and submit an application for admission;
3. Submit an application fee (required for campus-based enrollments only);
4. Acknowledge that the presence of any adverse background activity or positive drug screen may prohibit a student's participation in externships, career services activities, license and certification eligibility and/or any other program-specific activities or requirements the University has established;
5. Self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate or an equivalent (unless seeking admission under the ATB policy outlined herein);
6. Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located. For students who finished homeschooling at a younger age, Bryan University considers them to be beyond the age of compulsory attendance if the state in which the institution is located does not require them to further attend secondary school or continue to be homeschooled.

EFFECTIVE 2/6/2014, The following pages in the catalog have been updated:

Page 63 (Medical Assistant Diploma - 40): Program is offered at **Topeka** only.

Page 64 (Medical Office Assistant Diploma – 60): Program is offered at **Columbia, Rogers, and Springfield** campuses.

Page 65 (Medical Office Assistant Diploma – 30): Program is offered at **Topeka** only.

Page 79 (Medical Administrative Specialist AAS – 70): Program is offered at **Columbia, Rogers, and Springfield** campuses.

Page 80 (Medical Administrative Specialist AAS – 70): Program is offered at **Topeka** only.

Page 81 (Medical Assistant AAS – 70): Program is offered at **Columbia, Rogers, and Springfield** campuses.

Page 82 (Medical Assistant AAS – 70): Program is offered at **Topeka** only.

EFFECTIVE 1/22/2014, The following courses have been updated in the catalog:

MA150 Basic Insurance - 4.5 Credit Hours

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims, and the terminology that is common to all insurance carriers. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MA212 Coding & Billing - 4.5 Credit Hours

This course introduces students to the health profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings. Advanced theory and practices of commercial medical insurance, insurance terminology, CPT and ICD-9 coding systems, billing and collections will be discussed. Government programs, federal regulations and the impact of HIPAA regulations will be explored. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology; MA150 Basic Insurance**

MA213 Medical Office Assistant Certification Preparation - 4.5 Credit Hours

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the American Medical Technologist's CMAS certification exam. The course will include basic theory review, self evaluation and answers and rationales. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology; MA120 Medical Law and Ethics; MA150 Basic Insurance; MA160 Medical Keyboarding/Transcription; MA180 Medical Office Administration/Medisoft; MA212 Coding & Billing**

MA230 Electronic Medical Records Management – 4.5 Credit Hours

This course is designed to introduce the student to the basics of medical records management. This course introduces the student to the basics of medical records management and provides an opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR). It also allows the student to learn about EHR management practices and a variety of software programs and used in this process. Students are exposed to the medical billing process, including the flow of information from preregistering patients through collecting on overdue accounts, information technology in medical offices, and HIPAA. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MA298 Externship – 4.5 Credit Hours

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical back office environment under the direct supervision of local healthcare professionals. **Prerequisite: Must have a 2.0 cGPA in all completed core courses**

MAA250 Pathophysiology - 4.5 Credit Hours

Pathophysiology is a study of how normal physiology processes are altered by disease. This course will include causes of disease, neoplasms, congenital diseases, urinary system diseases, reproductive system diseases, digestive system diseases, respiratory system diseases, circulatory system diseases, nervous system diseases, endocrine system diseases, musculoskeletal disease, skin, eye, ear and childhood diseases, pain management and holistic health. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MAA270 Clinical - 4.5 Credit Hours

This course is designed to instruct Medical Assisting students in routine procedures for the physical exam. Proficiency will be developed in taking vital signs, including blood pressure readings, temperature, pulse and respiration. Students will learn and practice draping for physical exams, aseptic techniques, measurements and taking the medical history. Universal precautions will be practiced at all times. This course is also designed to instruct Medical Assisting students in assisting with minor surgical procedures, performing EKGs, administration of injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Cardiopulmonary Resuscitation certification will be provided by a Certified Red Cross instructor. Office emergencies will be discussed. Students will perform procedures according to Procedure Competency assigned by Instructor.

Prerequisite(s): Must have a 2.0 cGPA in all core courses.

MAA280 Laboratory - 4.5 Credit Hours

This course is designed to provide advanced skills for the medical assistant. Lecture and laboratory class will acquaint the student with various pathological agents, which cause disease in humans. Diagnostic testing will include culturing and staining for identification, blood testing for antigens, antibodies and glucose, staining of white blood cells for differentiation counts, performance of hematocrit and hemoglobin lab tests. Urine will be tested and stained for microscopic sediments. The instructor will assign each student a pathogenic agent to prepare a report for the class.

Prerequisite(s): Must have a 2.0 cGPA in all core courses.

Tuition and Fees (effective July 1, 2014)

Tuition

\$341.00 per credit hour

Bryan University may offer the following tuition rates to eligible individuals associated with the following businesses or agencies:

Business/Agency	Tuition Rate per Credit Hour	Location
Vocational Rehabilitation – VR (State)	\$75	Rogers, AR
Vocational Rehabilitation – VR (State)	\$82.50	Rogers, AR
Trade Act Assistance (TAA)	\$82.50	Rogers, AR
Workforce Investment Act - WIA	\$82.50	Rogers, AR
Missouri Department of Economic Development	\$82.50	Rogers, AR
Workforce Investment Act - WIA	\$82.50	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Topeka, KS
Vocational Rehabilitation – VR (State)	\$80	Springfield, MO/Online
Missouri Career Center	\$80	Springfield, MO/Online
Kum and Go Stores	\$220/\$228.50	Springfield, MO/Online
Teletech	\$220/\$228.50	Springfield, MO/Online
Communication Solutions	\$220/\$228.50	Springfield, MO/Online
Fitness 19	\$220/\$228.50	Springfield, MO/Online
Chase Card Services	\$220/\$228.50	Springfield, MO/Online
Wyndham Vacation Planning	\$220/\$228.50	Springfield, MO/Online
Hardee’s of Southwest Missouri	\$220/\$228.50	Springfield, MO/Online
Hy-Vee Stores	\$220/\$228.50	Springfield, MO/Online
U.S. Security	\$220/\$228.50	Springfield, MO/Online
Midwest Security	\$220/\$228.50	Springfield, MO/Online
Boomerang Car Wash (Boomerang Holding, LLC)	\$220/\$228.50	Springfield, MO/Online
Prairie Band Potawatomi Nation	\$80	Topeka, KS

Tuition is subject to change at any time without notice.

ANNOUNCEMENT:

External partners recommended by the campus Executive Director and Bryan University employees who enroll in the MBA program for the March 2014 start will be charged a program charge of \$14,822 (\$14,322 tuition and \$500 Fees), plus the cost of the quarterly book fees in lieu of the per credit hour charge outlined in the tuition chart.

All tuition and applicable fees are due and payable in full the day the student transitions to a regular active student. If all financial options, including an alternative loan have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students sign a promissory note to pay the portion of tuition and applicable fees not met. The terms of this promissory note will include a schedule of installment payments. All arrangements for financial assistance should be made in advance of the beginning of the student’s program.

Book and Resource Fees

Books

Students are able to purchase books through Bryan University as a convenience. The University uses a combination of electronic (non-print) books (eBooks) and physical print books for its courses. In instances where an eBook is used for a course, each student must purchase access to the eBook. Long-term access to eBooks varies by publication, but is limited, in some instances, to two years from the time of validation. In instances where physical print books are used for a course, the textbook must be purchased by each student. An up-to-date book list by course is available at:

<http://www.bryanu.edu/consumer-information/>. Bryan University reserves the right to issue used books when deemed necessary.

The following table lists the costs of books per quarter (based upon full-time enrollment):

Program	Level	Per Quarter Book Charge
Security and Investigation	Diploma	\$550.00
Business Administration	Diploma	\$550.00
Computer Networking Specialist	Diploma	\$600.00
Personal Trainer	Diploma	\$485.00
Medical Assistant	Diploma	\$485.00
Medical Office Assistant	Diploma	\$485.00
Criminal Justice	Associate of Applied Science	\$550.00
Business Administration & Management	Associate of Applied Science	\$550.00
Computer Information Systems - Networking	Associate of Applied Science	\$600.00
Exercise Specialist	Associate of Applied Science	\$485.00
Healthcare Administration	Associate of Applied Science	\$485.00
Medical Assistant	Associate of Applied Science	\$485.00
Medical Administrative Specialist	Associate of Applied Science	\$485.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$435.00
Information Systems Security & Assurance	Associate of Applied Science	\$600.00
Bachelor Business Administration	Bachelor of Science	\$600.00
Bachelor Allied Health Management	Bachelor of Science	\$500.00
Master of Business Administration	Master's degree	\$750.00

Resource Fee

Per quarter Resource fee charges vary according to the program of study, as outlined in the table below:

Program	Level	Per Quarter Resource Fee
Security and Investigation	Diploma	\$0
Business Administration	Diploma	\$0
Computer Networking Specialist	Diploma	\$480.00
Personal Trainer (campus-based)	Diploma	\$50.00
Personal Trainer (online)	Diploma	\$35.00
Medical Assistant	Diploma	\$50.00
Medical Office Assistant	Diploma	\$50.00
Criminal Justice	Associate of Applied Science	\$0
Business Administration & Management	Associate of Applied Science	\$0
Computer Information Systems - Networking	Associate of Applied Science	\$210.00
Exercise Specialist	Associate of Applied Science	\$50.00
Healthcare Administration	Associate of Applied Science	\$0
Medical Assistant	Associate of Applied Science	\$50.00
Medical Administrative Specialist	Associate of Applied Science	\$50.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$115.00
Information Systems Security & Assurance	Associate of Applied Science	\$0
Bachelor Business Administration	Bachelor of Science	\$0
Bachelor Allied Health Management	Bachelor of Science	\$0
Master of Business Administration	Master's degree	\$0

Additional Fees

In addition to book and resource fees, the following additional fees are or may be experienced by students depending upon the unique circumstances of their enrollment:

Graduation Fee (mandatory for all students)	\$100.00
Technology Fee (per quarter - Campus Based)	\$215.00
Technology Fee (per quarter - Online Programs)	\$170.00
Technology Device Fee (includes all applicable taxes)	\$600.00
Credit Transfer Fee (per course)	\$100.00
Program Transfer Fee (each occurrence after first quarter)	\$200.00
Program Change Fee (each occurrence after first quarter)	\$200.00
Re-Entry Fee	\$100.00
Application Fee (campus-based applications only)	\$50

The application fee along with all monies paid is refundable within three working days, exclusive of weekends and holidays. Beyond that, books and resource fee charges are non-refundable.

Monthly Payments

Students attending Bryan University may be required to invest financially in their education by contributing a monthly cash payment.

Minimum Wonderlic Scholastic Level Examination (SLE) scores accepted for Admission

Program Name	Degree*	Minimum SLE Score
Business Administration & Management	AAS	15
Computer Information Systems - Networking	AAS	18
Criminal Justice	AAS	15
Exercise Specialist	AAS	15
Medical Assistant	AAS	15
Medical Administrative Specialist	AAS	15
Heating, Ventilation, Air Conditioning and Refrigeration Technology	AAS	15
Healthcare Administration	AAS	15
Information System Security & Assurance	AAS	15

* AAS = Associate of Applied Science degree program