

GENERAL INFORMATION

Pg. 5 **Primary Sources of Financial Aid**

Under Gift Aid, add the following:

Program	North Dakota State Student Incentive Grant
Type of Award	Grant based on financial need and eligibility requirements, including North Dakota state residency, full- time attendance for each term, and making satisfactory academic progress. Eligibility and notification determined by the state and funds distributed by the institution.
Amount Per Year	\$1,200
Application	Free Application for Federal Student Aid

This program is available only to students at the Bismarck campus and Fargo site.

PROGRAMS

Pg. 7 **Exercise Science AAS Degree**

Remove:

- ES230 Event Training Techniques
- ES205 Nutrition for Exercise Science
- ES225 Musculoskeletal Injuries

Add to Major/Core Courses:

- ES235 Group Fitness 3

Electives header should read:

Electives (Choose two, for a minimum of 7 credits)

Total credits should read:

Total degree credits 99*

Pg. 8 **Health Information Technician AAS Degree**

Copy below “Total Degree Credits” should read:

This program is available only at the Bismarck campus and the Moorhead site. This Degree Program is also offered online.

Pg. 10 **Medical Laboratory Technician AAS Degree**

Accreditation language should read:

The Medical Laboratory Technician Program offered at the Bismarck Campus has been accredited by:

The National Accrediting Agency for Clinical Laboratory Sciences
 5600 N River Road
 Rosemont, IL 60018-5119
 Phone: 773-714-8880
 Fax: 773-714-8886

Pg. 14 **Business Management BS Degree**

Total upper division major/core credits should read:

Total upper division major/core credits 63

Pg. 19 **Early Childhood Education AAS Degree**

This program has been revised. See pages 13 and 14 of Addendum for more information on the following specializations:

- Child and Family Studies Specialization**
- Child Development Specialization**
- English Language Learner Specialization**
- Special Needs Specialization**

Pg. 19 **Early Childhood Education Certificate**

Remove the Early Childhood Education Certificate; it is no longer offered.

Pg. 21 **Criminal Justice AAS Degree**

Law Enforcement specialization should read:

This specialization is available only at the Bismarck campus and Fargo site.

Pg. 21 **Criminal Justice AAS Degree**

There is now a Psychology specialization as well. See page 19 of addendum for further details.

Pg. 27 **Information Systems Management AAS Degree**

N271, N272, W122, and W222 should read:

- N274 SQL Server Administration 3
- N275 SQL Server Development 3
- W125 Introduction to Visual Basic 3
- W201 Advanced Visual Basic 3

COURSE DESCRIPTIONS

REMOVE FROM “COURSE DESCRIPTIONS”**SECTION:**

CC151A Foundations of Child Development (pg. 33)

CC152 Early Childhood Education Curriculum and Instruction (pg. XX)

CC153A Health, Safety, and Nutrition (pg. 33)

CC154A Observing and Promoting Development in the Early Childhood Classroom (pg. XX)

CC155 Creating a Learning Environment (pg. 33)

CC156 Implementing Curriculum in the Early Childhood Classroom (pg. 33)

CC258A Infant and Toddler Development (pg. 33)

CC259 Dynamics of the Family (pg. 33)

CC260A The Exceptional Child (pg. 33)

CC261A Emerging Literacy Through Children’s Literature (pg. 33)

CHANGE “COURSE DESCRIPTIONS” SECTION TO READ:

G221 Introduction to Statistics (pg. 34)

Course description should read:

The general education statistics course provides students with an opportunity to acquire a reasonable level of statistical literacy and thus expand their base for understanding a variety of work-related, societal, and personal problems and statistical approaches to solutions of these problems. The main objective of the course is the development of statistical reasoning. Detailed techniques of statistical analysis and the mathematical development of statistical procedures are not emphasized.

Prerequisite should read:

Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

J100 Introduction to Criminal Justice (pg. 35)

Prerequisite should read:

Prerequisite: none

J116 Case Management (pg. 35)

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J205 Juvenile Justice (pg. 36)

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J211 Counseling Clients (pg. 36)

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J365 Research Methods in Criminal Justice (pg. 37)

Prerequisite should read:

Prerequisite: Statistics in Criminal Justice

N271 SQL Server 2005 Administration (pg. 41)

Course number and title should read:

N274 SQL Server Administration

N272 SQL Server 2005 Development (pg. 41)

Course number, title, and prerequisite should read:

N275 SQL Server Development

Prerequisite: SQL Server Administration

N273 Business Intelligence Reporting (pg. 41)

Prerequisite should read:

Prerequisite: SQL Server Administration

NM211 Introduction to Computer Graphics (pg. 41)

Change spelling error in first sentence to read:

This course gives students an overview . . .

PL110 Introduction to Legal Research (pg. 42)

Prerequisite should read:

Co-requisite: Introduction to Law and the Legal System

PL219 Law Office Technology (pg. 42)

Prerequisite should read:

Prerequisite: Introduction to Law and the Legal System

ST105 Introduction to Surgical Technology (pg. 43)

Prerequisite information should read:

Prerequisite: Medical Terminology

Co-requisite: Anatomy and Physiology I

ST112 Surgical Procedures I (pg. 43)

Prerequisite information should read:

Prerequisites: Introduction to Surgical Technology, Anatomy and Physiology I

W122 Introduction to Visual Basic 2005 (pg. 44)

Course number and title should read:

W125 Introduction to Visual Basic**W222 Visual Basic 2005 Advanced (pg. 44)**

Course number, title, and prerequisite should read:

W201 Advanced Visual Basic

Prerequisite: Introduction to Visual Basic

ADD TO “COURSE DESCRIPTIONS” SECTION:**EC100 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.

Prerequisite: none

EC110 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.

Prerequisite: none

EC120 Health, Safety, and Nutrition

40 hours, 4 credits

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and

responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.

Prerequisite: none

**EC170 Early Childhood Education Externship
180 hours, 6 credits**

Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and families.

Prerequisite: none

**EC171 Early Childhood Education Externship II
180 hours, 6 credits**

Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Early Childhood Education Externship

**EC172 Early Childhood Education Externship III
180 hours, 6 credits**

Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Early Childhood Education Externship II

**EC200 Observation and Assessment in Early
Childhood Education**

40 hours, 4 credits

Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.

Prerequisite: Early Childhood Education Externship III

**EC210 Infant and Toddler Development
40 hours, 4 credits**

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

Prerequisite: none

EC211 Dynamics of the Family
40 hours, 4 credits

This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisite: none

EC212 Emerging Literacy Through Children's Literature
40 hours, 4 credits

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.

Prerequisite: none

EC230 Guiding Children's Behavior
40 hours, 4 credits

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

Prerequisite: Early Childhood Education Externship III

EC231 Family Resource Management
40 hours, 4 credits

Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.

Prerequisite: Early Childhood Education Externship III

EC232 Child and Family Advocacy
40 hours, 4 credits

Students will explore and develop skills to advocate for children and families. They will review legislation, social

policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

Prerequisite: Early Childhood Education Externship III

EC240 Introduction to English Language Learners
40 hours, 4 credits

Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

Prerequisite: Early Childhood Education Externship III

EC241 Language and Literacy Acquisition
40 hours, 4 credits

Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children's home languages, and explore how to create an environment that sustains English Language Learners.

Prerequisite: Early Childhood Education Externship III

EC242 Involving Parents of English Language Learners
40 hours, 4 credits

Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

Prerequisite: Early Childhood Education Externship III

EC243 Curriculum and Instruction for English Language Learners
40 hours, 4 credits

Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.

Prerequisite: Early Childhood Education Externship III

EC250 Advocating for Special Needs Children
40 hours, 4 credits

Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.

Prerequisite: Early Childhood Education Externship III

EC251 The Inclusive Classroom
40 hours, 4 credits

Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

Prerequisite: Early Childhood Education Externship III

EC252 The Exceptional Child
40 hours, 4 credits

This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisite: none

EC253 Curriculum and Instruction for Special Needs Children
40 hours, 4 credits

Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.

Prerequisite: Early Childhood Education Externship III

EC290 Early Childhood Education Capstone
20 hours, 2 credits

Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.

Prerequisite: Early Childhood Education student in last or second-to-last quarter.

ES235 Group Fitness
40 hours, 3 credits

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role.

Prerequisite: Fitness Theory and Assessment

MA241 Human Anatomy and Physiology I
80 hours, 5 credits

A study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.

Prerequisite: Introduction to Human Biology

MA242 Human Anatomy and Physiology II
80 hours, 5 credits

This course is a continuation of the study of human anatomy and physiology begun in Human Anatomy and Physiology I. The digestive, endocrine, lymphatic and immune digestive, urinary, and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of

anatomical models, and dissection exercises are included in this course.

Prerequisite: Human Anatomy and Physiology I

ACADEMIC INFORMATION AND COLLEGE POLICIES

Add policy:**2+2 Matriculation**

Students who have completed an associate's degree from an accredited institution may enroll in a Rasmussen College bachelor's degree in the same program area (i.e., business degrees are required for business, accounting for accounting, criminal justice / law enforcement for criminal justice) with immediate junior-level standing. A block of 90 quarter credits for graduates from other accredited institutions or the number of credits earned from Rasmussen College graduates—minus any credits needed because of prerequisites or program emphasis that are lacking—will be posted in the student's academic transcript upon enrollment. Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor's degree program.

Pg. 45 **Applying to the Medical Laboratory Technician, Surgical Technologist, and School of Nursing Programs**

Policy should read**Applying to the Medical Laboratory Technician and Surgical Technologist Programs**

Applicants must achieve a score on the STEP placement exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Former or current students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a \$75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve score a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application fee
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health physical will be required and must be completed within the 6 months prior to the internship/practicum.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a \$30 non-refundable re-test fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve the required score as listed above will not be able to repeat the entrance process for 6 months after the date of the second exam. After this period applicants must repeat the entire entrance process before acceptance can be granted. 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 the Evolve A2.

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 via registered 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 class. 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.

Applying to the School of Nursing

Applicants must achieve a score on the STEP exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously

attended program. Former or current students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a \$75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admission, applicants must achieve the following scores in the areas of Math, Vocabulary, Reading, and Grammar (Biology, Chemistry, Anatomy, and Physiology are not required and may be omitted):

- Practical Nursing (PN) 70
- Professional Nursing 80

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application Fee
- Health Evaluation completed by a licensed physician or nurse practitioner. Evaluation must include immunization record.
- Proof of Hepatitis B vaccination or a current titer must be submitted before admission. If not yet administered, the series of Hepatitis B vaccinations (3) must be started before being accepted into the program and completed before the first day of clinical practice
- A TB exam or x-ray must be completed before the first day of clinical practice and annually thereafter
- High school diploma or attestation
- Official college transcripts
- A background evaluation will be performed prior to acceptance into the School of Nursing and possibly again before advancing to clinical practice

Applicants who wish to repeat the Evolve A2 to increase their score must submit a \$30 non-refundable re-test fee. Former Rasmussen College School of Nursing students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment. Current Rasmussen College students not enrolled in the School of Nursing but wishing to apply must follow the Rasmussen College School of Nursing admissions process.

Once the applicant file is complete, the College will schedule an interview between the applicant, the Dean of Nursing, and the Financial Aid and Admissions departments.

Students accepted into the School of Nursing will receive a letter from the College via registered mail. Accepted nursing applicants must attend all orientations scheduled by the School of Nursing and the College. Failure to attend will result in dismissal from the School of Nursing.

Applicants not accepted can reapply the following quarter but must make certain that all date-sensitive documents listed above are current and complete.

Pg. 45 **Background Check Policy**

First paragraph of policy should read

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation. The programs that require a background check for admission are the following:

- Health Information Technician AAS
- Massage Therapy AAS
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Medical Office Assistant AAS
- Surgical Technologist AAS
- Early Childhood Education AAS/Certificate
- Criminal Justice BS/AAS
- Human Services AAS
- Law Enforcement AAS
- Law Enforcement Academic and Skills Certificates
- Paralegal AAS/Certificate
- Practical Nursing AAS

Pg. 46 **Developmental Education Continued**

Fifth paragraph should read:

B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement examination are not eligible to enroll in online classes or online programs until the successful completion of B097.

Pg. 46 Grading SystemUnder “Point Scale”:

“WX” grade should read “Foundations Withdrawal”

Pg. 46 Grading SystemUnder “Lab-Intensive Allied Health Programs Grade Scale,” make the following changes:

1. Delete “Lab-Intensive” in section title so new section title reads “Allied Health Programs Grade Scale”
2. Change first sentence below that to read “The following grade scale applies to all ES, MA, ML, MT, PB, PT, ST, and M coursework.”

Pg. 46 Foundations Course Grading ScaleFoundations of Math Grading should read:

SX	60% or more
UX	Below 60%

Pg. 47 Incomplete Grade PolicyFirst line of first paragraph:

“I/In” should read “I/IN”

Pg. 47 Incomplete Policy for Practicums

Delete this entire section.

Pg. 47 Credit by ExaminationSecond paragraph should read:

Program-specific Massage Therapy, Medical Laboratory Technician, Medical Office Assistant, Nursing, and Surgical Technologist courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Introduction to Human Biology courses are not available for credit by examination.

Pg. 47 Course WaiversSecond paragraph should read:

Students with a minimum cumulative GPA of 3.0 in their program major courses and who have significant coding experience may request a waiver for M251 Medical Coding Practicum. Students must complete and submit the required paperwork to their Program Coordinator for approval prior to the start of the quarter of the practicum. Documentation will be required from the student’s employer. The Program

Coordinator will inform the Academic Dean of the result of the evaluation, and if the waiver is granted, the grade posted in the student record will be a “CW.”

Pg. 48 Transfer Credit Policy8g should read:

8g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the time restriction may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

Pg. 48 School of Business Mission StatementAdd the following paragraph before “Graduation Requirements” paragraph:

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to life-long learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

Pg. 49 TranscriptsPolicy should read:

Official transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each official transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Pg. 49 **Attendance**

Add a fourth paragraph that says:

Practicums/Externships in Allied Health programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

Pg. 49 **Academic Misconduct Policy**

Fourth paragraph should read:

The offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner. Instructors and deans should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or incidents in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

Pg. 49 **Early Honors Program | Terms and Conditions**

New policy should read:

Students must meet the following criteria and expectations to participate in the Early Honors Program at Rasmussen College:

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students are required to be a junior or senior, and have a minimum cumulative high school grade point average of 2.25 (out of a possible 4.00). Such GPA must be validated by the High School Counselor or Administrator on the Early Honors High School Approval Form.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00 (out of a possible 4.00).
- Students must score at least a 25 on the writing portion of the Rasmussen College STEP assessment to be accepted and admitted into the Early Honors Program.
- Juniors or seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean of Student Learning before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. *A maximum of 24 credits per student can be taken in the Early Honors Program.*
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet *all course prerequisites* as listed in the catalog. Nursing courses designated with a “PN”, “PRN” or “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each

course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology requirements.

- Students will receive college credit toward a Bachelor's or Associate's Degree at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued a transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

Pg. 54 **Authorization**

Add the following before contact information for North Dakota State Board for Career and Technical Education:

- Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567
- State of Wisconsin Education Approval Board
30 West Mifflin Street
Madison, WI 53708-8696
(608) 266-1996

Pg. 55 **Accreditation**

Statement on Health Information Technician accreditation should read:

The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin – is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate's degree offered at the Aurora Campus is in Candidacy Status for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800
(312) 233-1100

Statement on Medical Assisting accreditation should read:

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Statement on Surgical Technologist accreditation should read:

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

Add the following statement on Medical Laboratory Technician accreditation:

The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

- National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Rosemont, IL 60018-5119
Phone: (773) 714-8880
Fax: (773) 714-8886

Pg. 55 Registration

Phone number for Minnesota Office of Higher Education should read:

(651) 642-0533

Back cover

Romeoville/Joliet campus address and phone number should read:

Romeoville/Joliet Campus

1400 West Normantown Road
Romeoville, IL 60446
815-306-2600

Pg. 55 Licensing

Add the following section after the “Registration” section:

Licensing

Rasmussen College’s Moorhead site is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- State of Wisconsin Educational Approval Board
30 West Mifflin Street
Madison, WI 53708-8696
(608) 266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Surgical Technologist AAS and the Law Enforcement AAS degree and certificates.

Back cover

Wausau campus phone number should read:

715-841-8000

Add the following campus locations:

Tampa/Brandon Campus

Highland Oaks IV
4042 Park Oaks Blvd.
4th Floor
Tampa, FL 33610

Blaine Campus

3629 South 95th Ave. NE
Blaine, MN 55014
(763)795-4720

COLLEGE FACULTY AND STAFF

CAMPUS AND ACADEMIC ADMINISTRATION (pg. 56)

<u>Add:</u>		<i>M.S., University of Mary</i>	
Dave Lungren , Senior Dean	Chicago	<i>B.U.S., Dickinson State University</i>	Bismarck
<i>M.S.Ed., Education Media Design & Technology, Full Sail University</i>		<i>B.S., Rasmussen College</i>	Bismarck
<i>B.A., University of Chicago</i>			
<i>B.A., Columbia College</i>			
Renee Weeks	Fargo/Moorhead	Adam Link	Fargo/Moorhead
Dean of Student Learning		Financial Planning Coordinator	
<i>M.B.A., University of Wisconsin – Whitewater</i>		<i>B.S., Minnesota State University – Moorhead</i>	
<i>B.S., University of Wisconsin – Platteville</i>		Jill Stromsborg	Fargo/Moorhead
Nichelle Gauger	Online	Financial Planning Coordinator	
Director of Campus Operations		<i>B.S., North Dakota State University</i>	
<i>B.A., University of Iowa</i>			
Stephen Brown	Twin Cities	<u>The following individuals should read:</u>	
National Director of Corporate Development		Kimberly Burton , Financial Aid Officer	Fargo/Moorhead
<i>B.S., University of Dayton</i>		<i>B.B.A., University of North Dakota</i>	
J. Christopher Phillips	Twin Cities	Melissa Vein , Financial Aid Officer	Fargo/Moorhead
National Director of Admissions		<i>B.A., University of North Dakota</i>	
<i>B.A., University of Wisconsin – Madison</i>			

The following individuals should read:

Brooks Doherty	Brooklyn Park		
Dean of Faculty			
<i>M.A., University College London</i>			
<i>B.A., University of Minnesota</i>			
Tracy Tepley	Eden Prairie		
Dean of Faculty			
<i>M.S, B.S., North Dakota State University</i>			
Timothy Loatman , Dean of Faculty	Fargo/Moorhead		
<i>M.A., Colorado State University</i>			
<i>B.A., Moorhead State University</i>			
Robert Johnston	Fargo/Moorhead		
<i>M.B.A., M.S., University of Mary</i>			
<i>B.A., Mayville State University</i>			

STUDENT FINANCIAL SERVICES (pg. 56)

<u>Remove:</u>			
Beth Mertz	Bismarck		
<u>Add:</u>			
Charmaine Merritt	Twin Cities		
Bench Director of Student Financial Services			
<i>B.A., Metropolitan State University</i>			
Kathy Schneider	Bismarck		
Manager of Student Financial Services			

<u>Remove:</u>			
Rachelle Johnson	Bismarck		
Holly Volk	Bismarck		
<u>Add:</u>			
Diane Nemitz , College Registrar	Twin Cities		
<i>M.A., Concordia University</i>			
<i>B.A., University of St. Thomas</i>			
Gail Hayes , Administrative Assistant	Fargo/Moorhead		

STUDENT SERVICES (pg. 57)

<u>Remove:</u>			
David MacDonald	Bismarck		
<u>Add:</u>			
Constance Keller	Bismarck		
<i>M.S.N., B.S.N., University of Mary</i>			

SCHOOL OF ALLIED HEALTH (pg. 57)

<u>Remove:</u>			
David MacDonald	Bismarck		
<u>Add:</u>			
Constance Keller	Bismarck		
<i>M.S.N., B.S.N., University of Mary</i>			
<u>The following individuals should read:</u>			
Lorrie Laurin , MT (ASCP)	Twin Cities		
Director, School of Allied Health			
<i>B.A., Carthage College</i>			
Tammy Renner , MS, MT (ASCP)	Twin Cities		
Medical Laboratory Technician Program Director			
<i>M.S., University of North Dakota</i>			

B.S., Minot State University

Crystal Saylor, RHIA Bismarck
Health Information Technician Program Coordinator

B.S., Strayer University

Susan Finneman, MT (ASCP), PB Fargo/Moorhead
Medical Laboratory Technician Program Coordinator

B.S., Northeastern University

SCHOOL OF BUSINESS (pg. 58)

The following individuals should read:

Robert Johnston Fargo/Moorhead

M.B.A., M.S., University of Mary

B.A., Mayville State University

SCHOOL OF NURSING (pg. 58)

Add:

Krystal VanBuren Fargo/Moorhead

M.S.N., Walden University

B.S.N., University of Mary

LIBRARY AND LEARNING CENTER (pg. 58)

Remove:

Beth Marie Gooding Fargo/Moorhead

Add:

Beth Willoughby, Reference Librarian Fargo/Moorhead

M.L.I.S., University of North Texas

B.A.A.S., University of Houston

EARLY CHILDHOOD EDUCATION AAS DEGREE

• 6 Quarters Full-Time • 8 Quarters Part-Time

CAREER OPPORTUNITIES

- Early Childhood Instructor
- Teacher Assistant
- Child Care Director
- Home-School Liaison

OBJECTIVE

Graduates of this program know principles of child development, health and safety, curriculum, and instruction. They understand observation and assessment techniques for young children. They can plan and implement curriculum for early childhood programs and child and family service settings, establish and maintain a safe environment, and guide young children's behavior in the early childhood classroom. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

FOUNDATION COURSES

B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

MAJOR AND CORE COURSES

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
EC100	Foundations of Child Development	4
EC110	Early Childhood Education	
	Curriculum and Instruction	4
EC120	Health, Safety, and Nutrition	4
EC170	Early Childhood Education Externship	6
EC171	Early Childhood Education	
	Externship II	6
EC172	Early Childhood Education	
	Externship III	6
EC200	Observation and Assessment in	
	Early Childhood Education	4
EC290	Early Childhood Education Capstone	2

** Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

**** Introduction to Sociology is required for the Child and Family Studies specialization. Students in that specialization must complete two additional courses from the Social Sciences general-education category.*

GENERAL EDUCATION COURSESEnglish Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
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G226	Speech	4
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Humanities (Select 2 courses)

G125	Humanities	4
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G138	Introduction to Film	4
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G201	Creative Writing	4
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G230	Introduction to Literature	4
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Math (Select 1 course)

G221	Introduction to Statistics	4
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G233	College Algebra	4
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Natural Sciences (Select 1 course)

G150	Structure and Function of the Human Body	4
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G215	Introduction to Human Biology	4
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G239	Introduction to Astronomy	4
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G245	Introduction to Geology	4
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Social Sciences (Select 2 courses***)

G122	World Geography	4
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G123	Principles of Economics	4
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G137	Introduction to Psychology	4
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G142	Introduction to Sociology***	4
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G243	Contemporary U.S. Government	4
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G250	History of the United States in the World	4
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CHILD AND FAMILY STUDIES SPECIALIZATION

EC230	Guiding Children's Behavior	4
EC231	Family Resource Management	4
EC232	Child and Family Advocacy	4
G142	Introduction to Sociology	4
	Total Degree Credits	93*

CHILD DEVELOPMENT SPECIALIZATION

EC210	Infant and Toddler Development	4
EC211	Dynamics of the Family	4
EC212	Emerging Literacy Through Children's Literature	4
EC252	The Exceptional Child	4
	Total Degree Credits	93*

ENGLISH LANGUAGE LEARNER SPECIALIZATION

EC240	Introduction to English Language Learners	4
EC241	Language and Literacy Acquisition	4
EC242	Involving Parents of English Language Learners	4
EC243	Curriculum and Instruction for English Language Learners	4
	Total Degree Credits	93*

SPECIAL NEEDS SPECIALIZATION

EC250	Advocating for Special Needs Children	4
EC251	The Inclusive Classroom	4
EC252	The Exceptional Child	4
EC253	Curriculum and Instruction for Special Needs Children	4
	Total Degree Credits	93*

This program is available only at the Moorhead facility.

CRIMINAL JUSTICE AAS DEGREE

• 6 Quarters Full-Time • 8 Quarters Part-Time

CAREER OPPORTUNITIES

- Corrections Officer
- Probation Support Specialist
- Court Clerk
- Security Professional
- Juvenile Specialist
- Homeland Security
- Peace Officer
- Law Enforcement

OBJECTIVE

Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

FOUNDATION COURSES

B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

GENERAL EDUCATION COURSES

English Composition (Required course)

G124	English Composition	4
------	---------------------	---

Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math (Select 1 course)

G221	Introduction to Statistics	4
G233	College Algebra	4

Natural Sciences (Select 1 course)

G150	Structure and Function of the Human Body	4
G215	Introduction to Human Biology	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

MAJOR AND CORE COURSES

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J102	Criminology	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4

CORRECTIONS SPECIALIZATION

J116	Case Management	4
J211	Counseling Clients	4
J212	Legal Principles in Corrections	4
Total Degree Credits		93*

This Degree Program is also offered online.

CRIME SCENE EVIDENCE SPECIALIZATION

J160	Introduction to Forensic Science	4
J260	Introduction to Investigations	4
J261	Crime Scene Analysis	4
Total Degree Credits		93*

This Degree Program is also offered online.

HOMELAND SECURITY SPECIALIZATION

J130	Introduction to Homeland Security	4
J230	Terrorism	4
J245	Security Challenges	4
Total Degree Credits		93*

This Degree Program is also offered online.

(CONTINUED)

LAW ENFORCEMENT SPECIALIZATION+

J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J222	Practical Psychology for Law Enforcement	4
J226	Legal Code for Law Enforcement	4
	Total Degree Credits	93*

This Degree Program is also offered online.

+This specialization is available only at the Bismarck campus and Fargo site.

PSYCHOLOGY SPECIALIZATION

HS260	Community Psychology	4
HS270	Social Psychology	4
HS280	Abnormal Psychology	4
	Total Degree Credits	93*

This Degree Program is also offered online.

** Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

***Students should review state peace officer requirements prior to enrollment as additional requirements may be needed for licensure as a professional peace officer. Individual law enforcement agencies may require academy training in law enforcement skills along with additional background checks, driving record checks, and medical and/or psychological evaluations.*

****Minnesota students who are seeking licensing as professional peace officers in Minnesota must take the Law Enforcement specialization. In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete skills training. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework.*

This option is available only for students at the Moorhead site who seek licensing as professional peace officers in Minnesota.

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