Find Your Future

ORIENTATION PACKET

ecpi UNIVERSITY

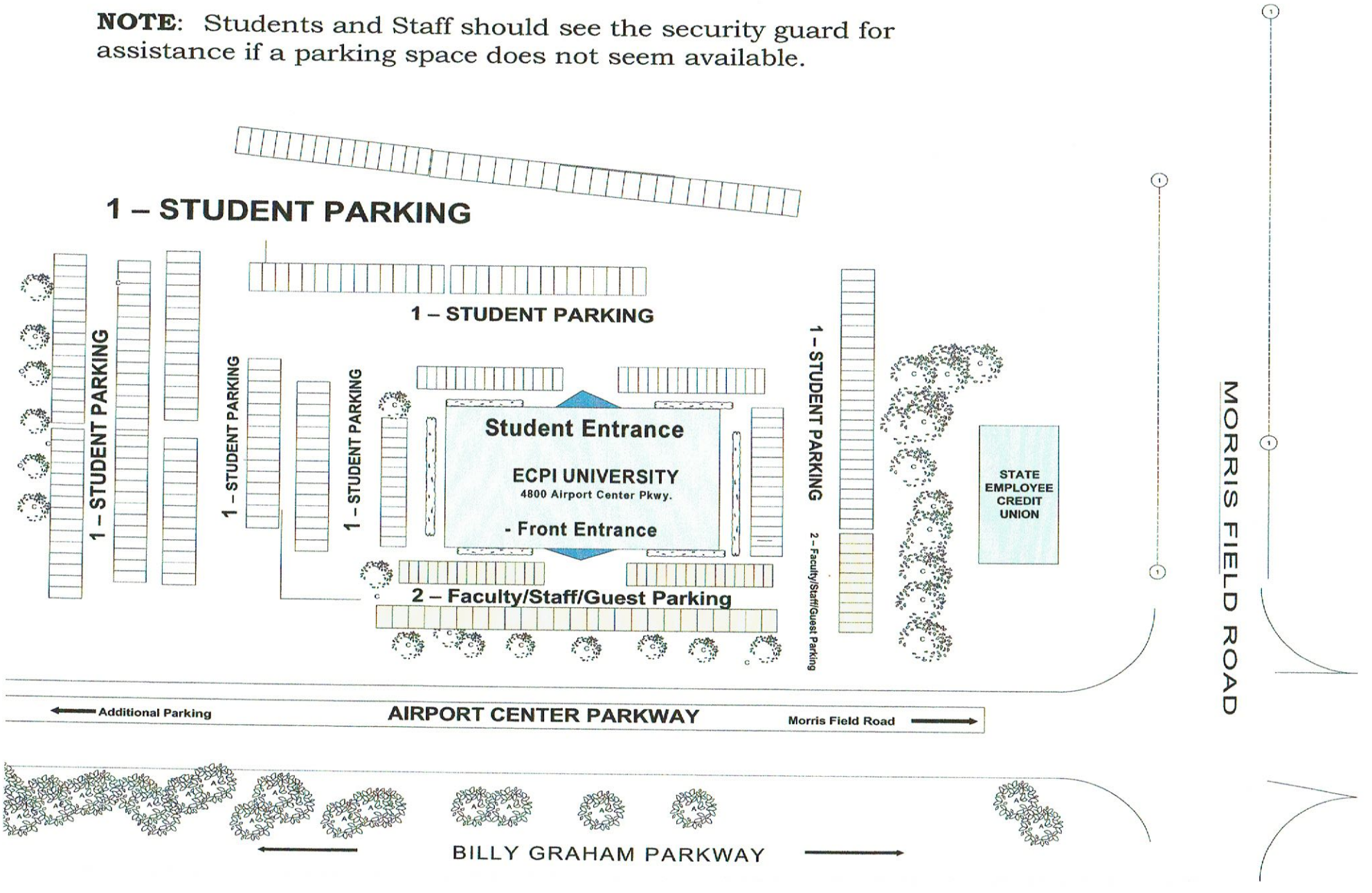
ECPI UNIVERSITY

1 - STUDENT PARKING

2 – Faculty/Staff/Guest Parking

(See back page for additional parking)

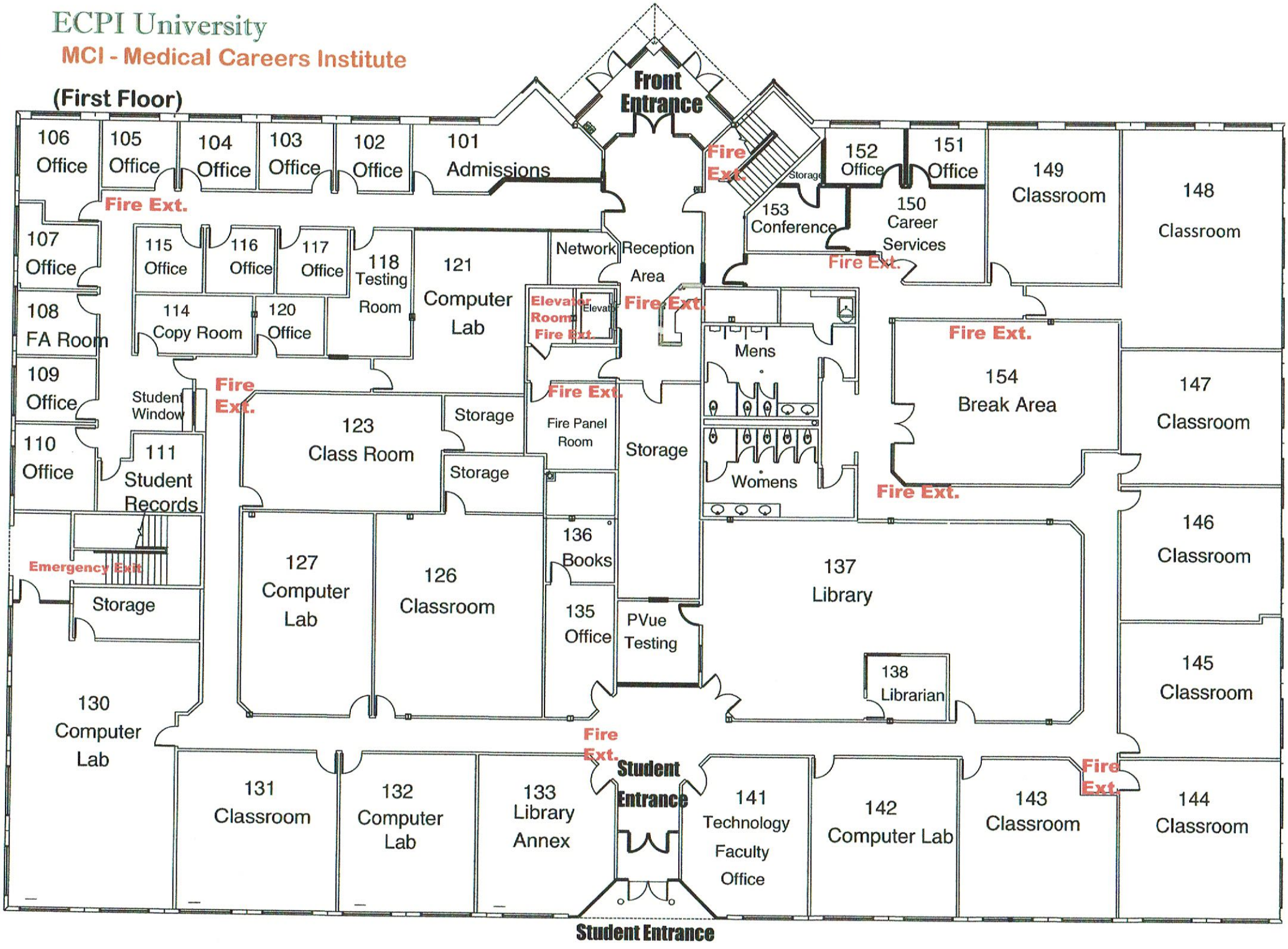
NOTE: Students and Staff should see the security guard for assistance if a parking space does not seem available.



ECPI University

MCI - Medical Careers Institute

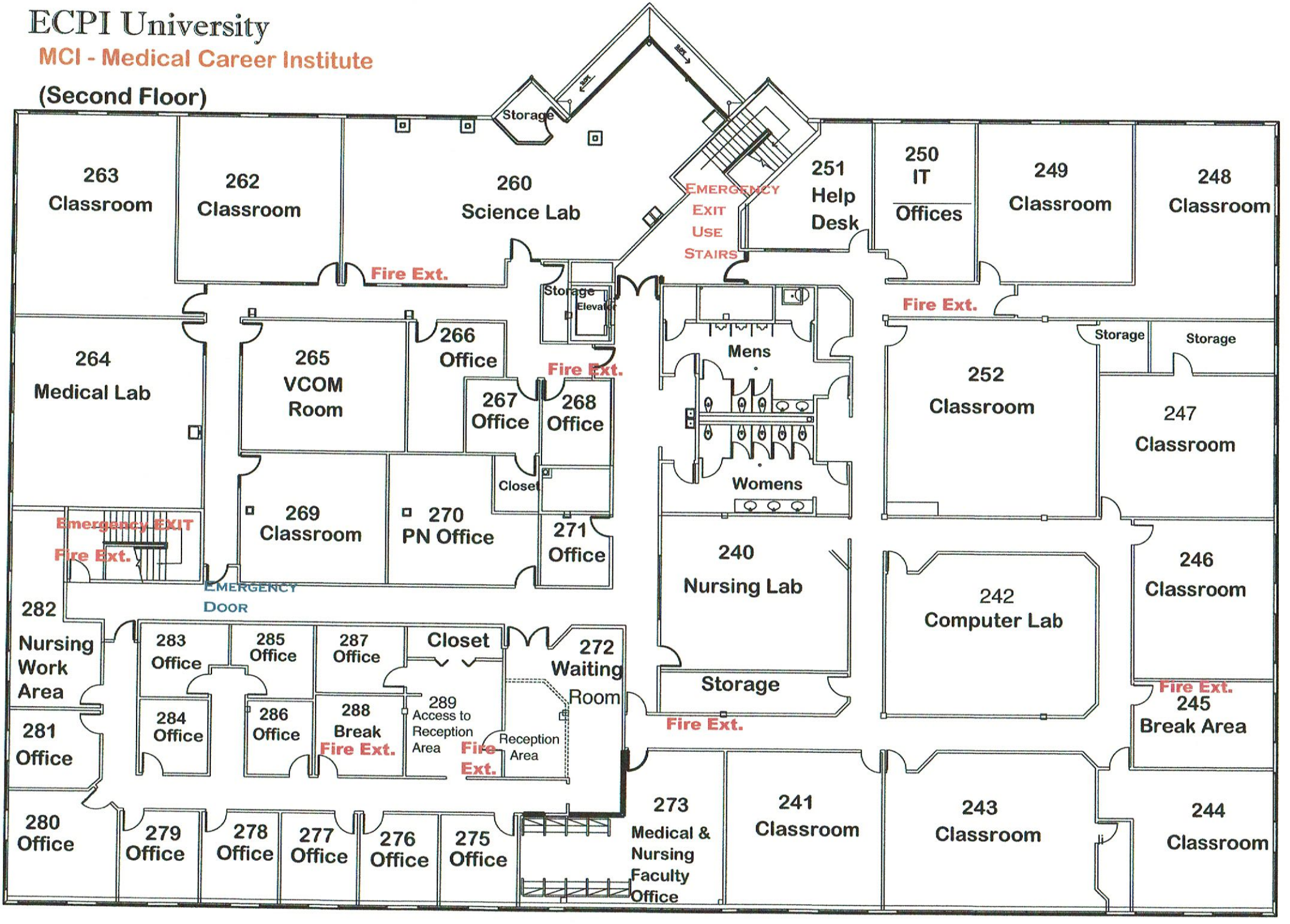
(First Floor)



ECPI University

MCI - Medical Career Institute

(Second Floor)



ecpi UNIVERSITY

ACADEMIC CALENDAR
2017
Updated as of 2017 05 28

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2 HOLIDAY
Jan 16 HOLIDAY
Jan 19 Night Orientation
Jan 20 Day Orientation
Jan 22 Term 10 End (wks)
Jan 23 Term 1 Start

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 23 Night Orientation
Feb 24 Day Orientation
Feb 26 Term 1 End
Feb 27 Term 2 Start

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	27	29	30	31	

Mar 30 Night Orientation
Mar 31 Day Orientation

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 2 Term 2 End
Apr 3 Term 3 Start

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 4 Night Orientation
May 5 Day Orientation
May 7 Term 3 End
May 8 Term 4 Start
May 20 M/W Night classes meet*
May 29 HOLIDAY

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jun 8 Night Orientation
Jun 9 Day Orientation
Jun 11 Term 4 End
Jun 12 Term 5 Start
Jun 30 No Weekend Classes

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 1 No Weekend Classes
Jul 3-7 SUMMER BREAK
Jul 20 Night Orientation
Jul 21 Day Orientation
Jul 23 Term 5 End
Jul 24 Term 6 Start

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 24 Night Orientation
Aug 25 Day Orientation
Aug 27 Term 6 End
Aug 28 Term 7 Start

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep 4 HOLIDAY
Sep 16 M/W Night classes meet*
Sep 28 Night Orientation
Sep 29 Day Orientation

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 1 Term 7 End
Oct 2 Term 8 Start

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	F 16	F 17	F 18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 2 Night Orientation
Nov 3 Day Orientation
Nov 5 Term 8 End
Nov 6 Term 9 Start
Nov 16-18 Faculty Conf.
Nov 23 HOLIDAY

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 2 T/TH Night Classes meet*
Dec 7 Night Orientation
Dec 8 Day Orientation
Dec 10 Term 9 End
Dec 11 Term 10 Start
Dec 24-Jan 1 WINTER BREAK
Dec 29-30 No Weekend Classes
(Term 10 ends Jan 21, 2018)

Night Orientation	Day Orientation	End of Term	Term # and Start	Holiday / Break	Evening Supplement*	F Faculty Conference	No Weekend Classes

*Required for night classes that are less than 5 hours in length

Dates subject to change

This calendar is subject to change.

ECPI University Parking Policy

At ECPI we provide parking to our students at no additional cost to the student. We strive also to provide a secure, safe environment for our students and their personal property. As we continue to grow our student body, we must all work together to ensure each individual enjoys equal opportunity for access to our campus.

Please adhere to the following regulations:

1. An ECPI sticker must be displayed prominently at all times while on campus on the left side of your vehicle's rear window.
2. Each vehicle is allotted one parking space. Under no circumstances is a vehicle allowed to park over the boundary lines of each space and prohibit a vehicle from being able to park safely next to it.
3. No vehicle will be permitted to park in a non-designated parking space. This includes sidewalks, medians, designated walking paths, and entrance/exit areas of the parking lot.
4. Only vehicles with proper permitting may park in designated handicapped parking spaces.
5. The spaces located in the parking area on the main-entrance side of the building are designated for staff, faculty, and visitors. Only students with a valid elevator permit are allowed to park in the front spaces and use the front entrance. All other students must park on the side and rear areas.
6. Speeding in the parking lot is not allowed. For everyone's safety, you should not drive at a speed limit exceeding 15 miles per hour while on the premises of ECPI.

Violations of the parking policy will result in the following:

1. First offense will result in a written warning
2. Second offense will result in a $25 fine
3. Third offense will result in permanent removal of parking privileges

Safety Information
June 2, 2016

Fire and Evacuation of the Building

We conduct at least two evacuation drills each year. The evacuation drill is conducted the same way as if a fire or other situation necessitated leaving the building. The fire alarm as a distinctive sound in combination with alarm lights scattered around the building.

- Follow the instructions of your teacher to evacuate the building.
- Walk quickly, but calmly.
- Follow the evacuation route posted in each room.
- Become familiar with the evacuation of each room you use.

Lockdown

In the event a situation necessitates us to shelter in place, an alarm will sound. Follow the directions of your teacher.

- If weather conditions require shelter in place, you may be asked to leave the room and go to the hallway.
- If the lockdown is due to a potential hazard...
    - Stay in the room away from the door, on the floor and out of sight.
    - The teacher should turn off the lights.
    - Do not leave the room until an official indicates it is all clear and you can resume class or gives you directions to leave the room.

ECPI University

Building Policies – Charlotte Campus

The following building policies are designed to maintain the cleanliness, appearance and pre-existing policies of the campus and apply to all students while in attendance.

1) Food and beverages may only be consumed in the break rooms or outside the building.
2) Only spill-proof drinks may leave the break room. The container must have a cap or top that prevents spills in the event it is turned upside down. Fast food type drink cups or opened canned drinks are not allowed out of the break area. No food or drinks can be consumed in hallways, labs or classrooms.
3) Students park in the student parking area, located to the left side (as you face the building) of the campus. Students may not park at the front or right side of the building.
4) Students must use the student entrance at all times. The student entrance provides quick access to the classrooms and labs of the campus. The student entrance opens at 7:30 AM Monday through Friday, and 9:00 AM on Saturday.
5) The campus hours are 7:30 AM to 10:30 PM Monday, Tuesday, Wednesday and Thursday; 7:30 AM to 5:00 PM on Friday and 9:00 AM until 1:00 PM on Saturday.
6) The student window is open 7:30 AM until 9:00 PM Monday through Thursday and7:30 AM until 5:00 PM on Friday.
7) The administrative hours are 7:30 AM until 9:00 PM Monday through Thursday, 7:30 AM until 5:00 PM on Friday and 9:00 AM until 1:00 PM on Saturday.
8) Students in need of tutoring must schedule the tutoring in advance with their instructor or the CDAA. Review the posted tutoring schedule for dates and subjects.
9) No software may be removed, deleted, altered or installed on ECPI systems. Playing games is prohibited.
10) The campus cannot accept emergency calls for students, faculty or staff after 9:00 PM.
11) Only students may attend classes and use the labs. No children, spouses, etc. are allowed on the campus.
12) In order to minimize disruption of classes, cell phone and pager use is prohibited inside the campus. Please see your faculty member for approval of use of these devices in extenuating circumstances. Ringing phones will not be tolerated.
13) Students who wish to bring their personal laptop computers on campus may not use them for games or chat during class.

(Revised 7/13/16)

HOW TO PROTECT YOURSELF FROM CRIME

Random carjackings, rapes and robberies are making people feel more vulnerable these days. And now, with the holiday shopping season coming up, the risk of robbery increases. While the trend is worrisome, police say there are many ways to protect yourself.

HOLIDAY TIPS

- Don't flash your cash.
- If you put packages in the car and want to shop some more, move your car to the other side of the mall. Someone may be watching.
- Shop in the morning.
- Use credit cards, but get carbons back.
- Park close to the mall in a well-lighted spot.
- Give a family member your itinerary.
- Many malls have extra security. If you're afraid, ask for an escort to your car.
- Remember where you park so you're not wondering around the lot.
- When strapping your children in car seats, get in the car with them and lock yourself in; you're vulnerable when leaning over with your back turned.

CARJACKING PRECAUTIONS

- Lock your car when you buckle up.
- Car-pool.
- Keep your car windows up.
- Be observant when stopped at a light or stop sign and leave a car length from the car in front of you for maneuvering room.
- If someone approaches your car, pull carefully through the intersection, but if someone gets in and demands your car, don't resist.
- If you're going to an unfamiliar place, call ahead, get good directions and tell them when you'll be there.
- Carry keys in your strong hand with the door key ready.
- Check the back seat before getting in.
- Keep your car in good running order with at least a quarter-tank of gas.
- Use well-traveled and well-lighted streets.
- If you have car trouble, don't get out. If someone stops to help, ask them to call 911.
- If you're being followed, go to a well-lighted public place and honk your horn to get attention.
- Don't pick up hitchhikers.
- Never park next to a van.

Student Resource Services
24/7 Confidential Support Call 866-640-4777

TIPS ON RAPE PREVENTION

- If you plan to drink, drink moderately.
- Don't let your date coerce you into one more drink.
- Don't give a new acquaintance too much information about yourself.
- If you want to go out with someone again, agree on a public place to meet until you feel comfortable.
- Don't trust men with sad stories or problems.
- Say no if he suggest going to a secluded spot. Avoid detours such as stopping at an apartment or store to pick up something.
- If he picks you up, go directly where you're going and directly home.
- Don't be polite if your instincts tell you he's acting funny. Say goodbye at once without making excuses.

SELF-DEFENSE

- Police advise women not to buy guns unless they're prepared for extensive training. Instead, they offer the following alternatives.
- Carry a Kubotan, a thin metal stick 5 to 6 inches long to use on pressure points.
- Carry a shriek alarm, mace or a loud whistle.
- Be alert.
- Walk with an air of confidence and purpose.
- Keep an escape space around you at all times.
- Be careful of men asking for directions or the time. Refuse and walk away, or keep a good distance.

- If you're with a group, see who's parked closest and get a ride to the other cars.
- Don't walk through a group of men on the street.
- Don't get tunnel vision when the weather is bad.
- Walk in well-traveled and well-lighted areas. Avoid shortcuts.
- Wear unrestrictive clothing and shoes you can run in.
- If you're being followed, cross the street and walk in the other direction

IF YOU ARE RAPED

- Call the police immediately and wait by the phone.
- Don't wash away the attack. It could make it impossible to prosecute the rapist.
- Don't shower
- Don't douche.
- Don't clean or dispose of any clothing.
- Don't clean up the rape scene.
- Don't move the sheets.

ECPI Charlotte Student Inclement Weather Policy

√ ECPI Charlotte reports inclement weather notices that change the university's normal schedule to WSOC-TV, WBT-TV, and WCNC. These stations may or may not list the announcement. We also send an announcement to all students and staff via ECPI email accounts, and the Charlotte Moodle/Canvas site if conditions allow. You do not need to call the campus.

√ Due to the volume of information the media may receive, some delays may occur in their providing our information to the public.

√ If the university opens, students who do not attend are counted absent. Individual circumstances are considered regarding tests and work assigned.

√Conditions around the area may vary greatly. Students should use their own discretion concerning their safety.

√ Weather conditions may change during the day/evening that may result in changes to the previously announced schedule for classes. Stay aware of conditions and announcements.

√Nursing students scheduled for clinical classes should contact their clinical teacher with questions about class hours.

Updated: January 5, 2017

ECPI University Dress Code

It is expected that ECPI students dress in a professional manner at all times. The standards of dress at ECPI are intended to help prepare students for the professional world. Employers expect professional appearance during the job interview process on the job. The time to build a professional wardrobe and to develop individual comfort with professional attire is before the job search begins.

The following methods of dress are ***not allowed*** at ECPI or in many office environments. Students that appear at school with such attire will be reprimanded verbally on the first offense and sent home on their second offense.

*Extremely short skirts – all skirts must reach mid-thigh
*Revealing shirts – includes shirts that have *plunging* necklines or that expose any part of the torso
*Tank tops – all shirts should cover the shoulder completely
*Shirts must be tucked into pants at all times
*Torn or tattered clothing
*No undergarments showing at any time, including undershirts worn as outer wear
*Halter tops, tube tops, strapless tops, spaghetti strap tops, or dresses
*Shorts, capris, or gauchos of any kind
*Clothing with obscene/offensive language or pictures
*Hats, caps, scarves, head coverings
*Bare midriffs – all shirts should overlap the top of pants
*Swimsuits
*Spandex pants
*Hospital gowns
*Cutoffs
*Bare feet
*Flip flops
*Sweat suits – no sweat pants or warm-up suits in any fabric

Day Students Only

A special effort is made on **Wednesdays** to have all students *not* in the Medical Assisting or Nursing programs to dress in attire suitable for a business environment. On Wednesdays, men should wear an appropriate business shirt (tucked in), tie, slacks, and appropriate footwear. Women should wear a blouse, dress, skirt or slacks, and appropriate footwear. Professional Dress for Medical Assisting and Nursing is always scrubs; however, students in these programs may wear scrubs of their choice on Wednesdays.

- **No denim skirts, blue jeans, denim shirts or denim pants of any color are allowed on Professional Dress Day.**
- **Students not in compliance with the dress code on Wednesday will be verbally warned on the first offense and sent home on their second offense.**

Medical and Nursing Students

Medical Assisting, Medical Administration and **Nursing** students are required to wear their ECPI issued scrubs on all class days, regardless of the class type. Medical and Nursing students who have not received their scrubs must follow the general dress code outlined above. Pick your scrubs wear them each day in class and follow the lab policy outlined below. Additional scrubs can be purchased through the student window using the appropriate form.

Laboratory and Clinical Policies for Medical and Nursing Students

* Students must wear appropriate scrubs and name badge.
* Uniforms must be neat, clean, and pressed.
* Clean, all-white shoes with white laces must be worn. No open toe or sling backs, clogs, etc. This is a safety issue.
* Makeup may be worn in moderation.
* No perfume or cologne is allowed. Remember you are working with patients who might be allergic.
* Nails are to be a suitable length to provide safety for the patient and for gloving technique. Length of nails will not be allowed beyond the tip of the finger.
* Nail polish is not allowed. Use of artificial nails/glue on or pressed on nails is prohibited.
* One watch, one pair of stud earrings, and one ring are allowed.
* Nose, tongue and eyebrow earrings are not acceptable.
* Hair shall be clean, neat, off the collar and face, and worn in an appropriate style and color for a health care professional. If hair is longer than collar length, it should be worn up.
*All visible tattoos must be covered.

General Information

- **Mobile phones and/or PDAs may not be used in classrooms, halls, library, labs, on externships or office environments.**
- **Bottled water is permitted in classrooms: No soda, juice, coffee, or other beverages are allowed**
- **All students should represent ECPI University in a professional manner in the classroom as well as outside of the university while in the workplace on externship.**
- **Religious or medical exceptions may be made with advance documentation and approval from administration.**

ECPI University Charlotte
Student Clubs and Organizations

Joining clubs and organizations on campus can help you in many ways including providing work skills like leadership, project management and organization, resume-building activities like community service and technical experience, and educational assistance like tutoring and fellowship with others like you.

Contact the faculty advisor to learn how to become a member.

Honor Societies:

Phi Theta Kappa National Honor Society
Faculty Advisor: Kevin McLean kmclean@ecpi.edu
This chapter of the National PTK organization works to better their community, both within the university and in the community at large. In order to qualify as a member, you must maintain a 3.5 GPA.

Golden Key National Honor Society
http://JoinGoldenKey.org
This is an honor society that is open to Bachelor degree students only. Check out the website listed above for more information.

Career Focused Organizations:

Medical Professionals Club
Advisor: Tabitha Mocilan tmocilan@ecpi.edu
This organization seeks to bring medical assisting and medical administration students together to pursue community service, fellowship and increased skills. In addition to fundraising for charity, this group connects students for peer tutoring, social activities like bowling nights and builds skills by volunteering at community health fairs.

Nursing Professionals Club
Faculty Advisor: Monica Tilley mtilley@ecpi.edu
This organization serves the needs of our nursing students. This club has participated in cancer walkathons, community health fairs, food drives, as well as sponsoring social events like PN and AAS Nursing Pinning events. The students also find fellowship and support in their studies through peer tutoring and support.

PIT Crew—Professional Information Technology Crew
Faculty Advisor: Michael Martin mmartin@ecpi.edu
This organization provides Network Security students the opportunity to work together on learning projects in the field, interact with fellow students, professionals in the field and participate in additional learning opportunities. Additionally, this club will contribute to the local community.

ETA Chapter-Electronics Technicians Association local chapter
Faculty Advisor: John Bowerman jbowerman@ecpi.edu
This organization welcomes all our electronics students to expand their knowledge and experience with electronics, wireless and other technology topics. This club will also provide community service opportunities, field trips and speakers.

ACJA chapter-American Criminal Justice Association
Faculty Advisor: Jimmy Jordan jjordan@ecpi.edu
This organization welcomes all criminal justice and will provide the criminal justice students with opportunities to interface across campuses with others in the field, professionals in the field and opportunities within the field.

Student Veterans Association
Faculty Advisor: Laura Glading lglading@ecpi.edu
This organization creates fellowship, scholarship and support to our students transitioning from military to civilian life and those students still serving in our armed forces.

(Revised July 13, 2016)

ECPI University Contact Sheet

Students who need assistance with any of these issues should contact the appropriate department. For concerns not listed, please see the Campus President.

Absence/Lateness Reporting:	Faculty	Current TeRm Instructor		
Academic Matters:	Faculty	Current TeRm Instructor		
	Campus Director Academic Affairs	Laura Glading	lglading@ecpi.edu	Rm 271
Adding/Dropping Classes:		Laura Glading	lglading@ecpi.edu	Rm 271
	Campus Director Academic Affairs			
Admissions:	Admissions			
Complaints:	See Student Complaint Policy	Victor Riley and	vriley@ecpi.edu	
		MySafeCampus	www.mysafecampus.com	Rm 106
Contact for Questions	Any help	Dawn Hull	dhull@ecpi.edu	Rm 120
Crime Reporting:	Campus President	Victor Riley	vriley@ecpi.edu	Rm 106
Drug Assistance Referral:	Campus President	Victor Riley	vriley@ecpi.edu	Rm 106
E-Mail/Network questions:	IT (Ext. 66411)	Michael Martin	mmartin@ecpi.edu	Rm 250
		Jonathan Marvin	jmarvin@ecpi.edu	Rm 250
		Dwayne Johnson	djohnson@ecpi.edu	Rm 251
Employment				
/Graduate Employment Services:	Career Services Center	Kathy Psaroudis-Medical		
		Admin-Assist/PN	kpsaroudis@ecpi.edu	Rm 150
		Theresa Edwards -		
		Technology	tedwards@ecpi.edu	Rm 150
Fees, Tuition, Refunds:	Account Coordinator, Financial Aid	Jagruti Patel-Day	jpatel@ecpi.edu	Rm 105
		Cherly James-Night	cjames@ecpi.edu	Rm 109
Financial Aid:	Financial Office	Jagruti Patel-Day	jpatel@ecpi.edu	Rm 105
		Cherly James-Night	cjames@ecpi.edu	Rm 109
In-School Payments:	Payments /Financial Aid	Jagruti Patel-Day	jpatel@ecpi.edu	Rm 105
		Cherly James-Night	cjames@ecpi.edu	Rm 109
Leave of Absence:	Campus Director Academic Affairs	Laura Glading	lglading@ecpi.edu	Rm 271
Library:	Librarian	Judy Cousar	jcousar@ecpi.edu	Rm 137
Lost and found:	Student Window			
Military Tuition Assistance:	Campus Veterans Certifying	Jagruti Patel	jpatel@ecpi.edu	Rm 105
Scholarships:	Admissions, Financial Aid			
Scrubs:	Academic Services Assist.	Juanita Leatherwood	jleatherwood@ecpi.edu	Rm 107
Student ID:	Librarian	Judy Cousar	jcousar@ecpi.edu	Rm 137
Students Records:	Student Records Coordinator	Lisa Haverlock	lhaverlock@ecpi.edu	Rm 110
Textbooks:	Night School Manager	James Jordan	Jajordan@ecpi.edu	Rm 135
Transcripts & Diplomas:	Official/Unofficial: Campus	Lisa Haverlock	lhaverlock@ecpi.edu	Rm 110
Graduation Exit Documents:	Official/Unofficial: Campus	Lisa Haverlock	lhaverlock@ecpi.edu	Rm 110
Tutoring:				
	Campus Director Academic			
	Affairs/Academic Program Director	Laura Glading	lglading@ecpi.edu	Rm 271
Veterans' Affairs:	Campus Veterans Certifying			
	Official	Jagruti Patel	jpatel@ecpi.edu	Rm 105
Withdrawal from Class/School:	Campus President	Victor Riley	vriley@ecpi.edu	Rm 106
	Night School Manager	James Jordan	Jajordan@ecpi.edu	Rm 135
	Campus Director Academic Affairs			
	(CPAA)	Laura Glading	lglading@ecpi.edu	Rm 271

WELCOME TO ECPI UNIVERSITY

Charlotte Campus

This document will provide you with a brief overview of Career Services and the role we play in your future success. Remember, looking for a job is a team effort. It is important to be in constant communication with Career Services regarding your job search. We have an open door policy and invite you to stop by and introduce yourself to us.

Career Services Staff

- **Kathy Psaroudis- Career Advisor for: Medical Assisting and Practical Nursing**
  - Email- kpsaroudis@ecpi.edu
    Office hours- Monday-Wednesday 8:45 am to 6:45 pm
    Tuesday-Thursday 8:45 am to 5:45 pm-
    Friday- 8:45 am to 12:45 pm

- **Theresa Edwards- Career Advisor for: Cyber and Network Security, Electronics Engineering Technology, and AASN**
  - Email- tedwards@ecpi.edu
    Office hours- Monday-Wednesday 8:45 am to 5:45 pm
    Tuesday-Thursday 8:45 am to 6:45 pm-
    Friday- 8:45 am to 12:45 pm

Our Responsibilities

- Be available to students for career search assistance (questions, tips, guidelines etc.).
- Aid students in resume preparation.
- Conduct mock interviews with both personal and technical emphasis.
- Make available resources to aid students during their job search.
- Coordinate on campus job fairs.
- Proactively market students and graduates to employers for open positions.
- Actively recruit interviews with employers.
  - We attend monthly networking events in order to market ECPI students and graduates.
  - We will look together as a team to maximize your opportunities, we do not hand you a job – it is a 2-way street; we can only help you if you work with us.

Your Responsibilities

- *Resume* - A current resume is required for consideration for internships or placement assistance, do not wait…be proactive.
- *Externships* - Students need to meet with the Externship Coordinator to sign up for and discuss externship opportunities no later than your 5th or 6th term. Internships must be interviewed for, so prepare early!
- *Graduate Employment Services* – Students need to begin focusing on their job search with their Career Advisor 3 terms before graduating.
- *Participate* – A CTIVELY participate in an effort to secure a position in your field.
- *Communicate* – In order for us to stay on top of your job search progress, you must communicate with us on a regular basis. CHECK YOUR ECPI EMAIL! Many of our job opportunities are sent through student emails, if you do not check your e-mail, you could be missing your ideal position.

Campus Information: Where to find it

Charlotte SharePoint: **Information available on Charlotte SharePoint:**	(http://charlottesp) ECPI announcements, campus calendar, and documents students may need
Facebook: **Information available on Facebook:**	(http://www.facebook.com/ECPIuniversity) Employment news, photos and other information pertaining to students, campus and careers.
Bulletin Boards: **Medical, Nursing & Technology Boards** (Kathy Psaroudis, kpsaroudis@ecpi.edu responsible Theresa Edwards, tedwards@ecpi.edu responsible)	Outside Career Services office (rooms 150) Provides information about career opportunities and part-time job opportunities both in and outside of career
Club News Boards (Laura Glading, lglading@ecpi.edu responsible)	Beside the student entrance Provides up-to-date announcements and information of our many ECPI clubs and events
Medical Resource Board (Tabitha Mocilan, tmocilan@ecpi.edu responsible)	Outside of room 143 Provides information about externship deadlines, required meetings for students going out on externship and MPC information
Medical News Board (Tabitha Mocilan, tmocilan@ecpi.edu responsible)	Outside of room 143. Provides information about the Medical Administration and Medical Assisting career fields and classes
Nursing News Board (Monica Pfeiffer, mpfeiffer@ecpi.edu responsible)	Outside of room 267 Provides information about the Nursing career field, Nursing topics and activities within our Student Nursing community at ECPI
Technology News Board **(Michael Martin, mmartin@ecpi.edu responsible)**	Main hallway of Technology classes upstairs Provides information about the Electronic and Networking career field, technology news and topics and activities within the Technology fields.
Criminal Justice News Board (Laura Glading, lglading@ecpi.edu responsible)	Outside room 127 Provides information about the Criminal Justice career field, news and activities within the Criminal Justice field.
Part-Time Job Opportunity Board (Kathy Psaroudis, kpsaroudis@ecpi.edu responsible Theresa Edwards tedwards@ecpi.edu responsible)	In suite 150 Provides listings for part-time job opportunities in the community to help supplement student income needs.
Campus and Student Information Board (Victor Riley, vriley@ecpi.edu responsible)	Beside the student entrance General campus news, events, activities, schedules and announcements useful to all students.

Updated July 13, 2016

Smoking Policy

Students who wish to smoke must smoke in the designated area located at the back of the campus at the dumpster. Put your cigarettes out in the provided container.

Updated: 7/13/16

Break Schedules

Class Times — Break Times

Day Classes

8:00AM- 8:50AM ---------- 10 Min. Break

9:00AM- 9:50AM ---------- 10 Min. Break

10:00AM-10:50AM ---------- 10 Min. Break

11:00AM- 11:50AM ---------- 10 Min. Break

12:00PM- 1:00PM ---------- CLASSES END

Night Classes

5:30PM- 6:20PM ---------- 10 Min. Break

6:30PM- 7:20PM ---------- 10 Min. Break

7:30PM-8:20PM ---------- 10 Min. Break

8:30PM- 9:20PM ---------- 10 Min. Break

9:30PM- 10:30PM ---------- CLASSES END

Nursing Day

8:00AM-8:50AM ---------- 10 Min. Break

9:00AM- 9:50AM ---------- 10 Min. Break

10:00AM-10:50AM ---------- 10 Min. Break

11:00AM- 11:50AM ---------- 10 Min. Break

11:50AM- 12:30PM ---------- LUNCH

12:30PM-1:20PM ---------- 10 Min. Break

1:30PM-2:20PM ---------- 10 Min. Break

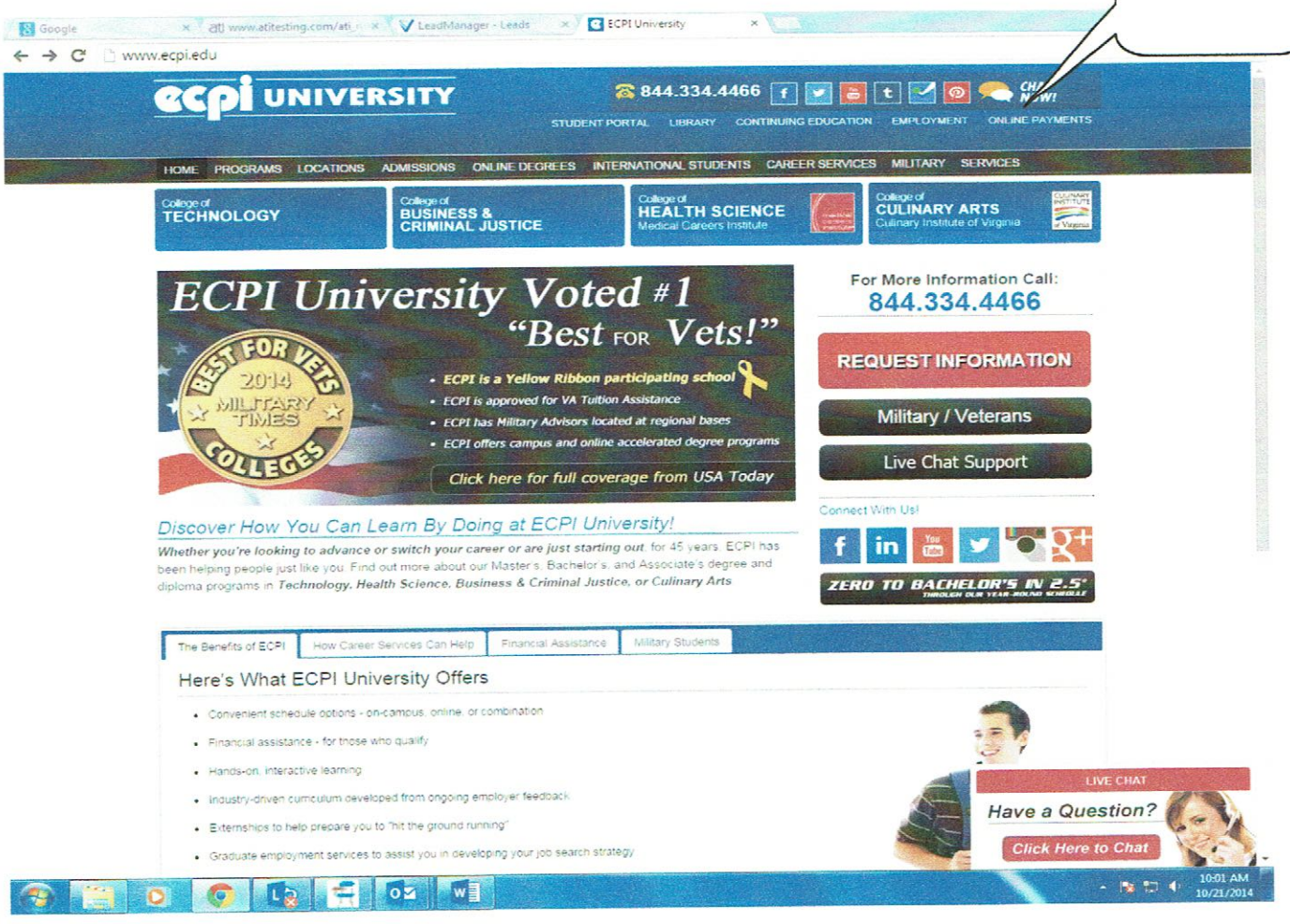
2:30PM-3:20PM ---------- 10 Min. Break

3:30PM-4:20PM ---------- CLASSES END

Directions for Electronic Payments:

Step (1): Go to ECPI University Website (http://ecpi.edu)

Step (2): Select "ONLINE PAYMENTS at the top right corner.



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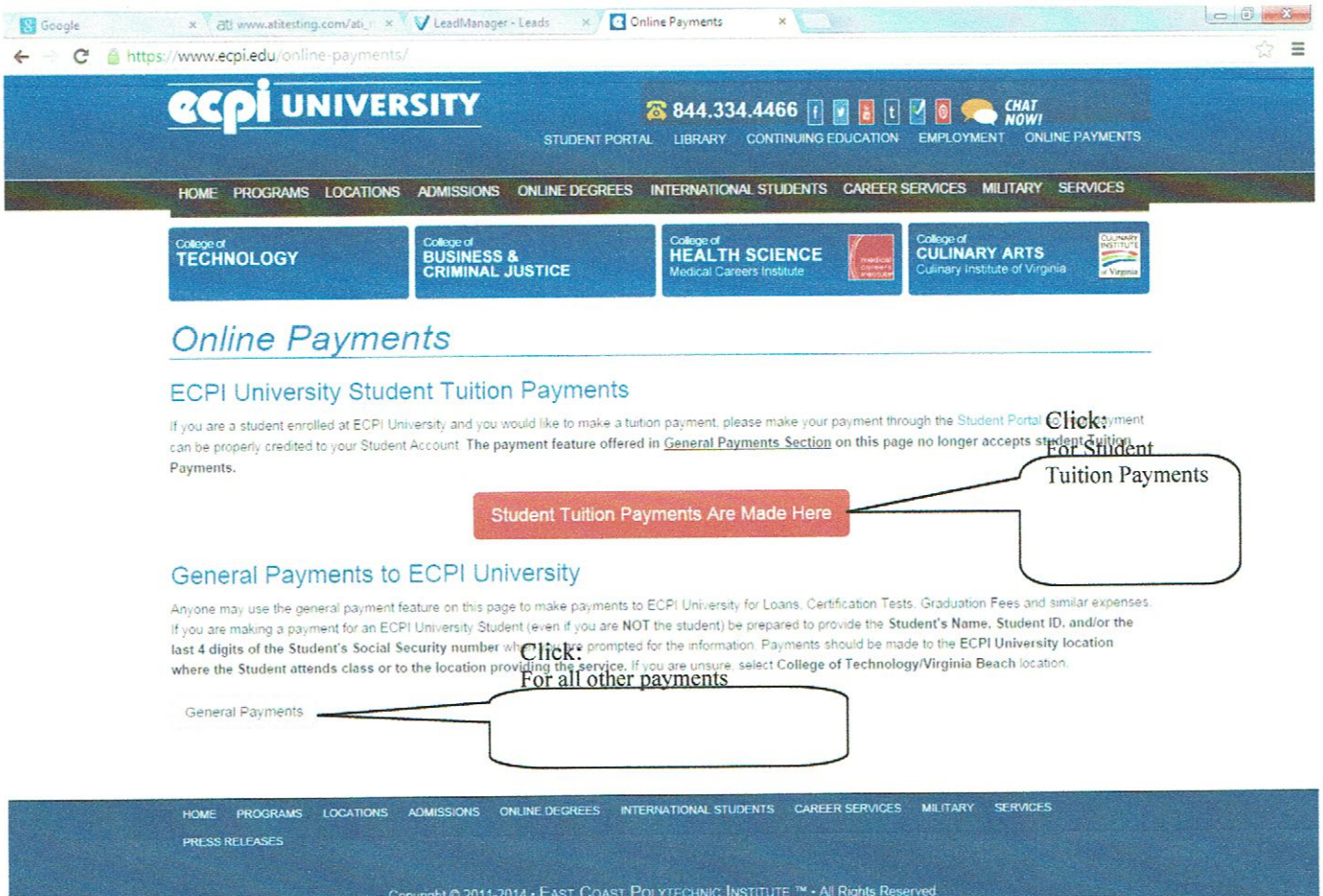
https://www.ecpi.edu/online-payments/
ecpi UNIVERSITY
844.334.4466
CHAT NOW!
STUDENT PORTAL LIBRARY CONTINUING EDUCATION EMPLOYMENT ONLINE PAYMENTS
HOME PROGRAMS LOCATIONS ADMISSIONS ONLINE DEGREES INTERNATIONAL STUDENTS CAREER SERVICES MILITARY SERVICES
College of TECHNOLOGY
College of BUSINESS & CRIMINAL JUSTICE
College of HEALTH SCIENCE Medical Careers Institute
College of CULINARY ARTS Culinary Institute of Virginia
Online Payments
ECPI University Student Tuition Payments
Student Tuition Payments Are Made Here
Click: For Student Tuition Payments
General Payments to ECPI University
General Payments
Click: For all other payments
HOME PROGRAMS LOCATIONS ADMISSIONS ONLINE DEGREES INTERNATIONAL STUDENTS CAREER SERVICES MILITARY SERVICES
PRESS RELEASES
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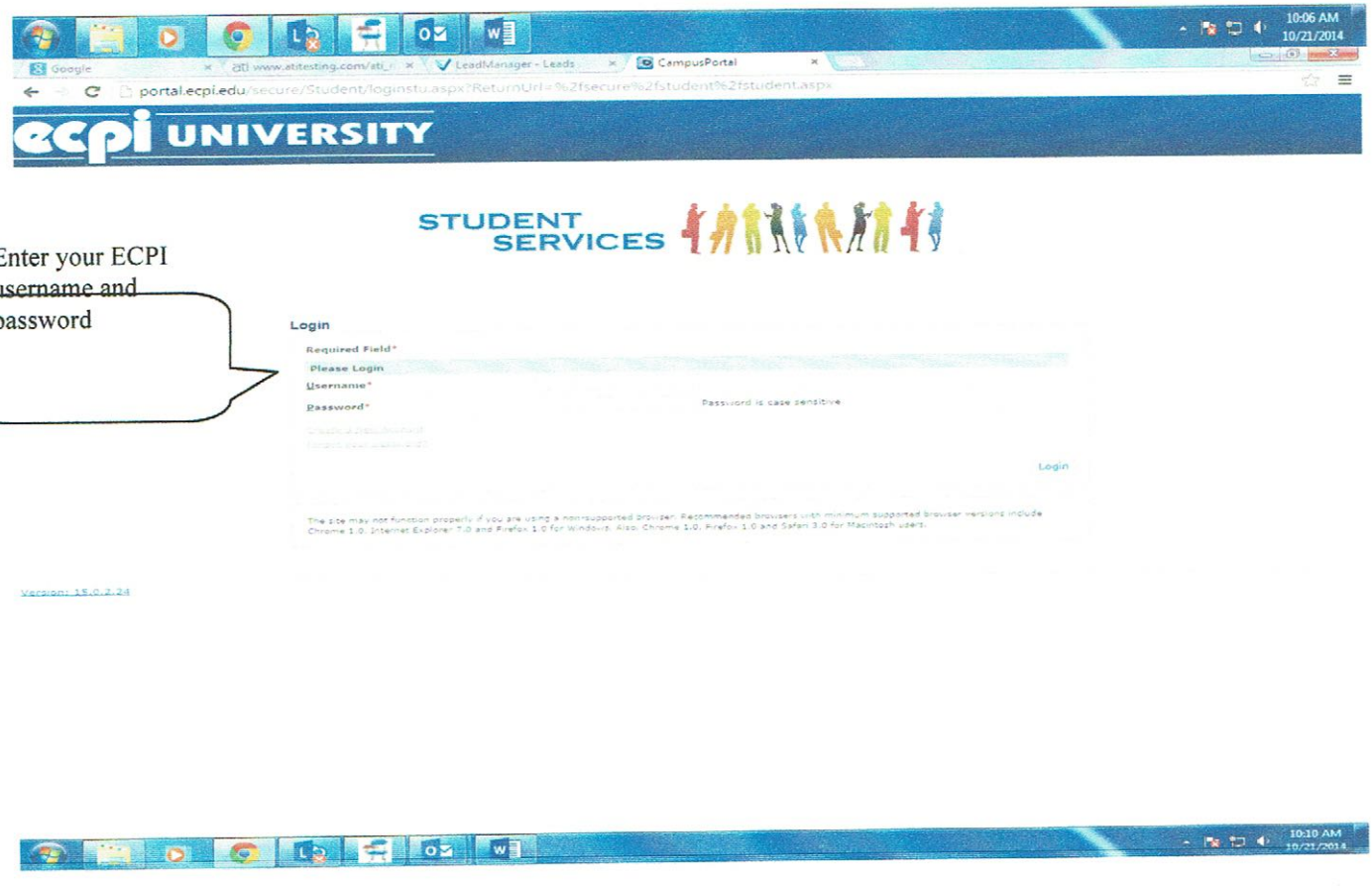
Privacy Policy


portal.ecpi.edu/secure/Student/loginstu.aspx?ReturnUrl=%2fsecure%2fstudent%2fstudent.aspx
ecpi UNIVERSITY
STUDENT SERVICES
Enter your ECPI username and password
Login
Required Field*
Please Login
Username*
Password*
Password is case sensitive
Login

ECPI University
CHARLOTTE, NC

LIBRARY INFORMATION

LIBRARY HOURS

MONDAY	8:45 AM – 9:30 PM
TUESDAY	8:45 AM – 9:30 PM
WEDNESDAY	8:45 AM – 9:30 PM
THURSDAY	8:45 AM – 9:30 PM
FRIDAY	8:45 AM – 2:00 PM

LIBRARY ANNEX HOURS

MONDAY	7:45 AM – 10:20 PM
TUESDAY	7:45 AM – 10:20 PM
WEDNESDAY	7:45 AM – 10:20 PM
THURSDAY	7:45 AM – 10:20 PM
FRIDAY	7:45 AM – 5:00 PM
SATURDAY	9:00 AM – 1:00 PM

LIBRARIAN ON DUTY

MONDAY	8:30 AM – 9:30 PM
TUESDAY	8:30 AM – 9:30 PM
WEDNESDAY	8:30 AM – 9:30 PM
THURSDAY	8:30 AM – 9:30 PM
FRIDAY	8:45 AM – 2:00 PM

SPECIAL FEATURES

- 8 PC's in the Library, 13 PC's in the Library Annex
- Internet and e-mail access
- Electronic magazine & journal databases – Full-text to over 1,000 titles
- Britannica Online
- Over 15,000 e-books via NetLibrary and Safari Online IT & Business collections
- Local and national newspapers
- Photocopier - $.10 a copy
- Copies of class textbooks
- Quiet study area

(Revised 7/13/16)

ecpi UNIVERSITY Libraries http://ecpi.ent.sirsi.net

LOGIN INSTRUCTIONS

The TWO Library Logins: An Overview

Off-Campus Library Log In (Access e-books & databases while using an off-campus Internet connection)

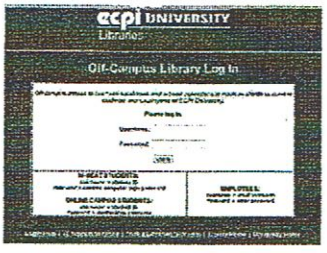
ECPI University Libraries subscribe to research resources such as e-books, article databases & online reference collections for use by current ECPI students & employees only.

ebrary

Academic OneFile

If your computer, laptop or mobile device is connected to the ECPI University network, then you do not have to log in to access these online information sources. HOWEVER, if you are accessing e-books & databases remotely from an off-campus Internet Connection, then YOU MUST LOG IN to proceed.

Off-Campus Library Log In page →



Catalog Log In (Access your library account)

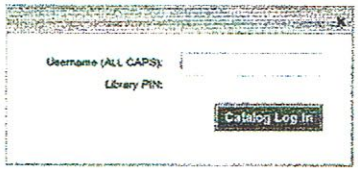
Logging into your Library Catalog allows you to:

- change your PIN
- modify account preferences
- review current checkouts
- renew eligible items
- review the status of holds
- place new holds
- review fines
- access saved lists

One way to log in is by selecting the "Catalog Log In" link from the top right corner of the library website. If you haven't logged in, and you attempt to place a book on hold from within the library catalog, you will be prompted to login prior to placing the hold.

Catalog Log In window →

(Used for accessing your Library Account)



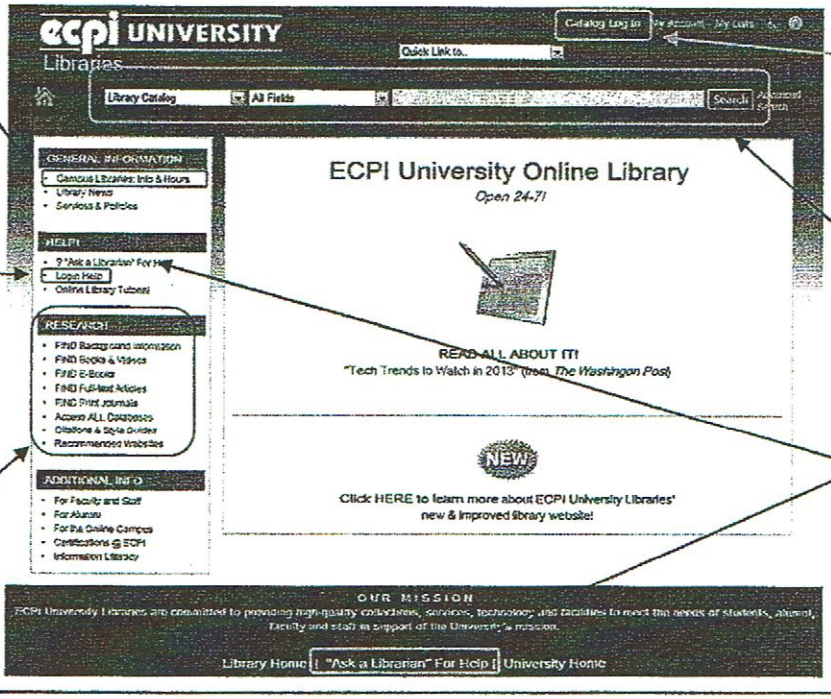
Online Library: Home Page Highlights

Campus Libraries: Info & Hours provides library (and learning resource center) contact information and schedules.

Access **Login Help** information on the TWO forms of library logins:

- Catalog Log In (for access to your Library Account)
- Off-Campus Library Log In (for access to online research resources)

Use the various **RESEARCH** links to access research resources such as: article databases, online reference, e-books, and more.



Click on **Catalog Log In** to access your Library Account so that you can review current checkouts, place holds, renew eligible items, etc.

Search the **Library Catalog** for books, e-books, and DVDs.

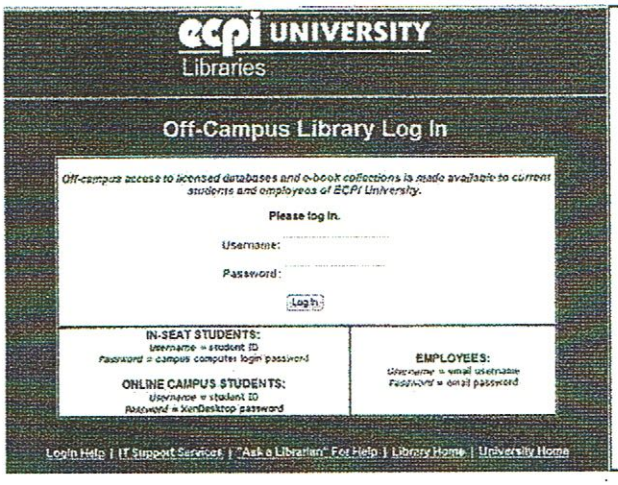
"Ask a Librarian" for Help by submitting questions through an online form.

Updated 1-7-2013

Detailed login instructions →

Off-Campus Library Log In: Username & Password

When logging in to a library research database using an off-campus Internet connection, you will be prompted for a username and password.



IN-SEAT STUDENTS:
Username = student ID
Password = campus computer login password

ONLINE CAMPUS STUDENTS:
Username = student ID
Password = XenDesktop password

EMPLOYEES:
Username = email username
Password = email password

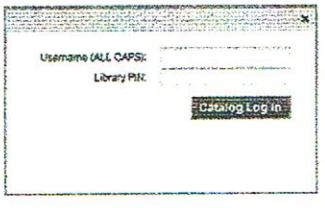
What if I have trouble logging into a database from off-campus?

IT Services can assist!

Please click the "Contact Us" link available at: http://itservices.ecpi.edu.

Catalog Log In: Username & Library PIN

When logging into the Library Catalog (to review checkouts, renew eligible items, place holds, etc.), you will be prompted for a username and Library PIN.



STUDENTS:
Username (ALL CAPS) = student ID [entered in ALL CAPS]
LIBRARY PIN = last four digits of the student's Social Security Number

(***EXCEPTION TO THE LIBRARY PIN RULE:*** If the last four digits of the Social Security Number begin with the number ZERO, the student should change that zero to a ONE. So, if Jane's Doe's SSN is 555-55-0987, her Library PIN is 1987.)

EMPLOYEES:
Username (ALL CAPS) = email username [entered in ALL CAPS]
LIBRARY PIN = number assigned to faculty and staff by librarians at each campus

How can I receive additional help or research assistance?

If you experienced any difficulty using the library website, there are many ways to request assistance. Please use the "Ask a Librarian" online form, telephone your campus library, or come to the campus library to speak directly with library staff. We will be happy to assist you!

Online Orientation Guide - ECPI University - Charlotte Campus

Online classes offer students flexibility that allows them to manage their busy lives. Employers desire candidates who are skilled with computers. Completing online courses demonstrates that you have good computer skills, as well as good time management, initiative, and independent thinking. Many employers utilize online education for employee training on new products or services.

Online courses do require more time, more concentration and more study. You should not take online classes if you do not have the 25-30 hours a week to devote to the class.

Completing Online Orientation

Step 1 –Meet with James Jordan (Room 135) or Laura Glading (Room 271) who are the Charlotte Campus Online coordinators

- When you meet with an Online Coordinator, you will discuss the impact to your schedule as well as the expectations for taking an online class.
- The meeting needs to be completed as soon as possible when you are contemplating taking an online course but no later than the first part of the term prior to requesting the online class.
- Online classes fill up VERY quickly and it is a first come registration process.
- Your coordinator will direct you how to complete the online orientation so you can be approved to take online classes.

James Jordan at jajordan@ecpi.edu, 704-399-1010 EXT 66242 or Room 133 on campus
Laura Glading at lglading@ecpi.edu, 704-399-1010 EXT 66287 or Room 271 on campus.

Step 2 - Online Orientation

- You must successfully complete the OL Canvas Orientation as outlined below prior to your registering for an online course.
- Please forward the confirmation e-mail you receive when the orientation is completed to James Jordan at jajordan@ecpi.edu.
- Please contact James Jordan or Laura Glading with any questions prior beginning the orientation.
    A. Access the Online Orientation at www.ecpionline.com.
    B. The link to the orientation is beside the blue "Canvas Login" button.

C. Once you click on the Orientation button, log in as directed and you can begin. **Just remember you only have 90 minutes for each of the possible two attempts so prepare accordingly.**
D. This orientation will measure your readiness for online courses, teach you how to navigate the online learning management system, as well as assess your comprehension of the video tutorials.
E. The assessment will take place in segments, so be prepared to alternate between viewing the video tutorials and responding to questions about their content.

Some important notes before beginning the Online Orientation:

- There is a 90-minute time limit to complete the orientation. You cannot pause the timer once you begin.
- You must have a score of 80% or higher in order to successfully complete the orientation. Some questions measure online preparedness and may disqualify you apart from your overall score.
- You have 2 attempts to successfully complete the orientation.
- At the end of the orientation, you will be notified whether you have successfully completed it or not. This notification will also be sent to the email address registered to your account. Remember, please forward the completion email to James Jordan at jajordan@ecpi.edu.

Step 3 – Formally Request the Online Class

- Once you have successfully completed the Online Orientation, you need to formally request the course through an Online Coordinator (James Jordan or Laura Glading).
- This paperwork **MUST** be completed by Thursday of week 4 of the term before you plan to take the class. Registration is on a **first come basis** so plan to get paperwork in early.

Step 4 – Check Your Schedule

- You will need to check your class schedule through Portal three days after Step 3 is completed, to confirm that you have been registered for the class.
- If the class is not on your schedule, **contact an Online Coordinator immediately.**

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Loaner Textbook Disclosure
Loaner Electronic Device Disclosure

LOANER TEXTBOOK DISCLOSURE

Loaner textbooks are issued for a course term and come with the following responsibilities:

1. Loaner textbooks are due on the last day of class. I am responsible for returning loaner textbooks by the due date.
2. If I do not return the loaner textbook within two (2) weeks following the due date, the replacement cost will be added to my student account.
3. Loaner textbooks will not be accepted after the two (2) week due date and the charge on my student account will not be removed. I will be notified to pick up any textbooks dropped off after the two (2) week period or they will be donated or destroyed.
4. I understand that the replacement cost covers the time and resources needed to order replacement textbooks for future classes.

By signing below, I accept these responsibilities as a condition of acceptance into my academic program of study.

LOANER ELECTRONIC DEVICE DISCLOSURE

One Loaner iPad will be issued for a course term or for the duration of active enrollment. Other electronic devices may be issued depending on the program and/or campus. All electronic devices come with the following responsibilities and acknowledgements:

1. I am responsible for returning the device and accessories by the due date as stated on the Loaner Agreement or when I cease attendance whichever comes first.
2. I am granted a one-time repair free of charge.
3. It is my responsibility to immediately report a stolen or lost device.
4. iPads have security software installed which cannot be removed by Apple or by any type of factory reset.
5. If I do not return the loaner device and accessories when due, the replacement cost will be added to my student account as stated on the Loaner Agreement.
6. iPads will be remotely disabled if not returned.
7. I understand that the replacement cost covers the time and resources needed to order a replacement device for future classes.
8. Military students only - If eligible for Veterans Administration tuition and Learning Resource Fee assistance, the device is not covered by these funds.
9. The device is ECPI property and cannot be sold. Unauthorized possession of ECPI property may be punishable under State law.

By signing below, I understand that the device belongs to ECPI and I accept these responsibilities as a condition of acceptance into my academic program of study.

_____
Student Name (Print)

_____ _____
Student signature Date

ecpi UNIVERSITY

Charlotte Campus
iPad Borrower's Agreement for STUDENTS

Student's Name: _____ Student's University ID: _____

Student Responsibilities: By signing below, the Student acknowledges that --

- the iPad was received along with accompanying accessories;
- the iPad is in usable condition and must be returned in usable condition;
- s/he must bring the device (fully charged) to campus each class day;
- "jailbreaking" the iPad is forbidden;
- the iPad and accompanying accessories are the student's responsibility;
- the iPad and accessories must be returned to the Charlotte Campus by the due date listed below or sooner at the request of the designated staff;
- if s/he is unable to remain an active student through a Leave of Absence, suspension, drop, transfer to another campus, or cancel/back out; the iPad and accessories must be returned immediately;
- iPads are subject to recall;
- ECPI University uses Meraki Device Management to manage iPads. Failure to return the iPad may result in the device being locked or disabled within seven days of leaving school;
- a replacement fee will be charged if the iPad and accompanying accessories are not returned in usable condition and/or if the iPad has been "jailbroken";
- iPad settings must be cleared/reset when returned to the <campus location>
- It is a crime to sell your borrowed iPad

EQUIPMENT RECEIVED

iPad Accessories

- ☐ Case *($30 replacement charge)*
- ☐ iPad USB cord *(**$20 replacement charge)*
- ☐ iPad wall charger *(**$20 replacement charge)*

**Subject to change

iPad/iPad mini (check one)

- ☐ iPad 4 *(*$575 replacement charge)*
- ☐ iPad Air *(*$575 replacement charge)*
- ☐ iPad Air 2 *(*$575 replacement charge)*
- ☐ iPad Mini *(*$370 replacement charge)*
- ☐ iPad Mini -Retina *(*$453 replacement charge)*
- ☐ iPad 2017 *(*$299 replacement charge)*

*Includes cost of accessories

iPad Item ID: _____

Date Borrowed: _____ **Date Due:** _____ ***OR*** ☐ **Check if iPad is due by last day of attendance**

Course (if applicable): _____

By signing this form, student acknowledges that s/he has borrowed the aforementioned equipment and agrees to Date Due listed above.

Student Signature: _____ **Date:** _____

One-Time Repair

Staff has verified that the student has been charged the $345 Learning Resource Fee which includes a one-time repair

Date Returned for repair _____ Date Added back to Inventory_____

RETURN

To be completed by staff at time of return.

Staff acknowledges return of the following equipment in acceptable condition:

☐ iPad ☐ Case ☐ iPad USB cord ☐ iPad wall charger

Staff Initials: _____ Date: _____

Staff acknowledges return of the following damaged equipment:

☐ iPad ☐ Case ☐ iPad USB cord ☐ iPad wall charger

Staff Initials: _____ Date: _____

ECPI University List of Approved Certifications

Students are encouraged to contact their campus Program Directors and Career Services for more information.

Certification Exam Series (Delivery)	Corresponding Courses	Certification Exam	Student Cost	Alumni Cost	Exam Approval
COLLEGE OF BUSINESS AND CRIMINAL JUSTICE					
Business Administration					
ExpertRating	BUS328, BUS626	Six Sigma Green Belt	$15.00	$20.00	BUS Program Director
	BUS472, BUS472L	Project Management			
	BUS480, BUS480L, BUS628	Business Analyst			
	BUS211 or P.D. approval	Human Resources			
	Senior status, after externship; all MBA students	Management Skills Test			
PMI (Prometric)	BUS472, BUS472L	CAPM Certified Associate in Project Management. *Please see your campus Program Director for more information.*	$15.00	$20.00	
Criminal Justice					
Free government-sponsored certifications are also available; please consult the campus CJ Program Director.					
CERT Program	CJ200, CJ435	Community Emergency Response Team Training Sequence (CERT)	$15.00	$20.00	CJ Department proctors practical assessment
ABCHS (Pearson VUE)	CJ230, CJ435	CHS-I and CHS-II Certified in Homeland Security	$15.00	$20.00	CJ Program Director
Security Today Academy & STAM	CJ380	Biometric Technology	$15.00	$20.00	CJ Program Director
VA DCJS	Va. Bch, N. News, Richmond	01E DCJS Unarmed Security	$15.00	$20.00	CJ Program Director
	Va. Beach, Newport News	05E DCJS Special Conservator of the Peace			
	Va. Beach, Newport News	06E DCJS Armed Security			
COLLEGE OF TECHNOLOGY					
Electronics Engineering, Network Security, and Cloud Computing/Virtualization					
Microsoft (Pearson VUE)	CIS106, CIS245	70-687: Configuring Windows 8	$15.00	$20.00	CIS Program Director
	CIS245	70-410: Installing and Configuring Windows Server 2012			
		70-411: Administering Windows Server 2012			
		70-646: Windows Server 2008, Server Administration			
		70-680: Windows 7: Configuring			
		70-685: Windows 7: Enterprise Desktop Support Technician			
	CIS251	70-410: Installing and Configuring Windows Server 2012			
		70-411: Administering Windows Server 2012			
	CIS250, CIS435	70-461: Querying Microsoft SQL Server 2012			
		70-462: Administering a Microsoft SQL Server 2012 Database			
	CIS256	70-640: TS: Windows Server 2008 Active Directory, Configuring			
	CIS251, CIS256	70-412: Configuring Advanced Windows Server 2012 Services			
	CIS321	70-410: Installing and Configuring Windows Server 2012			
	CIS435	70-463: Implementing a Data Warehouse with Microsoft SQL Server 2012			
Electronics Technician Association (ETA)	EET110, EET111, EET111L, EET120, EET121, EET130, EET230	Associate CET	$15.00	n/a	EET Program Director
	EET272	FOI Fiber Optics Installer			
	EET272L	FOT Fiber Optics Technician			
	EET280, Faculty assistance	GMDSS - Global Maritime Distress and Safety System Maintainer License FCC Elements 7 & 9			
CompTIA (Pearson VUE)	CIS106, EET250, EET251/L	220-901 A+ and 220-902 A+	$15.00	$20.00	CIS Program Director (CIS Students) EET Program Director (EET Students)
	CIS427	CAS-002 CASP Advanced Security Practitioner			
	CIS150, CIS202, CIS212, CIS225, CIS245	N10-006 Network+			
	CIS142	CV0-001 Cloud+			
	CIS142	CLO-001 Cloud Essentials			

ECPI University List of Approved Certifications

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Certification Exam Series (Delivery)	Corresponding Courses	Certification Exam	Student Cost	Alumni Cost	EET Program Director
COLLEGE OF TECHNOLOGY					
Electronics Engineering, Network Security, and Cloud Computing/Virtualization					
CompTIA (Pearson VUE)	CIS204, CIS212, CIS256	SY0-401 Security+	$15.00	$20.00	CIS Program Director (CIS Students) EET Program Director (EET Students)
	CIS206, CIS305	LX0-103 Linux+ powered by LPI and LX0-104 Linux+ powered by LPI			
LPI Linux Professional Institute (Pearson VUE)	CIS206	010-150 Linux Essentials	$15.00	$20.00	CIS Program Director
Dell EMC (Pearson VUE)	CIS142, CIS220/L	E05-001 EMC Information Storage and Management v3	$15.00	$20.00	CIS Program Director
Cisco (Pearson VUE)	CIS202, CIS204, CIS207,CIS150, CIS225	ICND1 100-105, ICND2 200-105, or CCNA 200-125 v3.0.	$15.00	$20.00	CIS Program Director (CIS Students) EET Program Director (EET Students)
	CIS204, CIS207,CIS425/L	210-260 CCNA Security Implementing Cisco Network Security (IINS)	$15.00	$20.00	
EC-Council (Pearson VUE)	MSCS639 Required EC-Council Press materials	CHFI V8 Computer Hacking Forensic Investigator	$15.00	$20.00	CIS Program Director
	CIS403, MSCS637 EC-Council Press materials	CEH 312-50 Certified Ethical Hacker Version 9	$15.00	$20.00	CIS Program Director
Microsoft MTA (Pearson VUE)	CIS214	98-361 MTA: Software Development Fundamentals (C#)	$15.00	$20.00	CIS Program Director
	CIS223	98-364 MTA: Database Fundamentals			
	CIS251	98-365 MTA: Windows Server Administration Fundamentals			
	CIS150, CIS212, CIS225	98-366 MTA: Networking Fundamentals			
	CIS212	98-367 MTA: Security Fundamentals			
	CIS332	98-368 MTA: Mobility and Device Fundamentals			
	CIS142	98-369 MTA: Cloud Fundamentals			
	CIS282	98-375 MTA: HTML5 Application Development Fundamentals			
VMware (Pearson VUE)	CIS253, CIS353	2V0-641 VMware Certified Professional 6 - Network Virtualization Exam (vSphere6) *Restrictions Apply. Special Rate for CE Students only.*	n/a	n/a	CIS Program Director
	CIS253, CIS353	VCP-550/550D VMware Certified Professional. *Restrictions Apply. Special Rate for CE Students only.*	n/a	n/a	CIS Program Director
Database Programming and Simulation & Game Programming					
Microsoft (Pearson VUE)	CIS435	70-461: Querying Microsoft SQL Server 2012	$15.00	$20.00	CIS Program Director
	CIS214, CIS317	70-483: Programming in C#			
CompTIA (Pearson VUE)	CIS204,CIS212, CIS256	SY0-401 Security+	$15.00	$20.00	
Oracle (Pearson VUE)	CIS250	1Z0-051 Oracle Database 11g: SQL Fundamentals	$15.00	$20.00	
	CIS218	1Z0-803 Java SE 7 Programmer I			
	CIS218	1Z0-804 Java SE 7 Programmer II			
	CIS346	1Z0-144 Database 11g: Programming with PL/SQL			
Web Development					
CIW Certified Internet Web Professional (Pearson VUE)	CIS126, CIS223, CIS225, CIS282	1D0-610 Web Foundations Associate	$15.00	$20.00	CIS Program Director
	CIS212, CIS311	1D0-571 Web Security Professional Certification			
	CIS311, CIS311L	1D0-520 Web Design Specialist			
	CIS224, CIS367	1D0-635 CIW JavaScript Specialist			
CompTIA (Pearson VUE)	CIS204, CIS212,CIS256	SY0-401 Security+	$15.00	$20.00	
Microsoft (Pearson VUE)	CIS213, CIS282, CIS455	70-480 Programming in HTML5 with JavaScript & CSS3	$15.00	$20.00	

ECPI University List of Approved Certifications

Students are encouraged to contact their campus Program Directors and Career Services for more information.

Certification Exam Series (Delivery)	Corresponding Courses	Certification Exam	Student Cost	Exam Approval
COLLEGE OF HEALTH SCIENCE				
Practical Nursing (Diploma Program)				
Students may take upon completion of program.				
Licensure exam	all courses	National Council Licensure Examination-PN (NCLEX-PN)	VA-$109:NC-$68.75 SC-$67.80	Director of Practical Nursing
Registered Nursing (Associate Degree)				
Students may take upon completion of program.				
Licensure exam	all courses	National Council Licensure Examination-RN (NCLEX-RN)	VA-$109; NC-$113; SC-$70	Director of Registered Nursing
Surgical Technology (Associate Degree)				
Students may take upon completion of program.				
Certification exam	all courses	Certified Surgical Technologist	$45.00	National Board of Surgical Technology and Surgical Assisting (NBSTSA)
Medical Radiography (Associate Degree)				
Students may take upon completion of program.				
State Licensure exam	all courses	Radiologic Technologist	$33.75	American Registry of Radiologic Technologists
Certification exam		Radiography	$50.00	American Registry of Radiologic Technologists
Physical Therapist Assistant (Associate Degree)				
Students may take upon completion of program.				
Licensure exam	all courses	National Physical Therapy Examination for Physical Therapist Assistants	$94.50	Federation of State Boards of Physical Therapy
Medical Assistant (Associate Degree)				
Students may take upon completion of program.		**Preferred for employment.**		
Certification exam	all courses	Certified Medical Assistant (CMA)	$15.00	American Association of Medical Assistants
Registry exam (Pearson VUE)		Registered Medical Assistant (RMA)	$15.00	American Medical Technologists
		Registered Phlebotomy Technician (RPT)	$15.00	American Medical Technologists
National Certification examinations		Certified Phlebotomy Technician (CPT)	$28.75; CCMA exam $38.75	National Healthcareer Association
		Certified Electrocardiography Technician (CET)		
		Certified Clinical Medical Assistant (CCMA)		
		Certified Medical Billing/Coding Specialist (CBCS)		
		Electronic Health Record Specialist (EHRS)		
Dental Assistant (Associate Degree)				
Students may take upon completion of program.		**Preferred for employment.**		
Certification exam	all courses	Registered Dental Assistant (RDA)	$30.00	American Medical Technologists
		Infection Control Examination (ICE)	$62.50	Dental Assistant National Board
		Radiation Health and Safety (RHS)	$62.50	

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Certification Exam Series (Delivery)	Corresponding Courses	Certification Exam	Student Cost	Exam Approval
COLLEGE OF HEALTH SCIENCE				
Massage Therapy (Associate Degree)				
Students may take upon completion of program.				
Federation State Massage Therapy Board	all courses	MBLEx Massage & Bodywork Licensing Exam	$48.75	Director of Massage Therapy Program
Diagnostic Medical Sonography (Associate Degree)				
Students may take upon completion of program.				
National Certification exam	all courses	Certified Sonographer R.T. (S) (ARRT)	$50.00	American Registry of Radiologic Technologists
Students may take upon completion of Ultrasound Physics and Instrumentation exam.				
National SPI Certification exam	DMS105, DMS106	Sonography Principles and Instrumentation (SPI)	$50.00	American Registry of Diagnostic Medical Sonographers
Students may take upon completion of the ARRT Sonography Certification exam.				
National Certification exam	all courses	Registered Diagnostic Medical Sonographer (RDMS)	Two exams $75.00	American Registry of Diagnostic Medical Sonographers
Health Information Management (Associate Degree)				
Students may take upon completion of program.		**Preferred for employment.**		
National Certification Exam	all courses	Certified Professional Coder (CPC)	$87.50 plus AAPC membership $80	AAPC
National Certification Exam	all courses	Certified Inpatient Coder (CIC)	$87.50 plus AAPC membership $80	AAPC
National Certification Exam	all courses	Certified Professional Biller (CPB)	$87.50 plus AAPC membership $80	AAPC
National Certification exam	all courses	Certified Coding Associate (CCA)	AHIMA Member cost $38.75 Non-member cost $46.25	The Commission on Certification for Health Informatics and Information Management
National Certification exam	all courses	Certified Coding Specialist (CCS) * Must have 2 yrs onsite coding experience in order to take exam	AHIMA Member cost $38.75 Non-member cost $46.25	The Commission on Certification for Health Informatics and Information Management
National Certification exam	all courses	Registered Health Information Technician	AHIMA Member $57.25 Non-member $74.75	The Commission on Certification for Health Informatics and Information Management
Healthcare Administration (B. S. Degree)				
Students may take upon completion of program.				
Virginia Board of Long-Term Care Administrators	all courses	Application for Virginia approval to sit for license	$87.50	National Association of LTC Board
National Certification exam		Licensed Nursing Home Administrator	$93.75	
Virginia Board of Long-Term Care Administrators		Application for Virginia approval to sit for license	$87.50	
National Certification exam		Licensed Assisted Living Administrator	$93.75	
ExpertRating	BUS328L	Six Sigma Green Belt	$15.00 $20.00	Faculty and Director
ExpertRating	BUS472L	Project Management		