



## Catalog

A Division of  
OnLine Training, Inc.  
2669 Forest Hill Blvd., Suite 207  
West Palm Beach, FL 33406  
[www.ReddingCollege.com](http://www.ReddingCollege.com)  
866-357-0841

Volume 3 – effective January, 2012

## Notice

Redding College's online catalog is the official catalog of Redding College. Any printed version is a representation of the online catalog. In the case of any difference between a printed catalog and the online catalog, Redding College officials will be guided by the online catalog.

The College reserves the right to change any policy, requirement, or fee to impose probation; and to require a student to withdraw at any time. Any admission to the College on the basis of false statements or documents is void when the fraud is discovered, and the student is not entitled to any credit for work that may have been done at the College. A copy of the current catalog is on the Redding College website ([www.ReddingCollege.com](http://www.ReddingCollege.com)) and constitutes the official catalog of Redding College.

Students will be notified by email of any changes to the catalog using the email address the student has provided for communicating with them while a student with Redding College.

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## About Redding College

Office Address-

2669 Forest Hill Blvd., Suite 207  
West Palm Beach, FL 33406

Phone: 866-357-0841

Fax: 561-357-4957

Programs Offered:

- Associate of Science in Business Administration and Management
- Associate of Science in Computer Programming and Problem Analysis
- Associate of Science in Hospitality and Casino Management

OnLine Training, Inc, the parent company of Redding College, was established in 1997 to develop and distribute educational products via the Internet. Courses are developed and distributed for K-12 home schooling, GED and high school completion, adult continuing education, educational enrichment, continuing professional education, and pre-licensing for insurance and real estate representatives.

OnLine Training, Inc., is a Florida corporation operating under the laws of the State of Florida. Redding College is a wholly owned subsidiary of OnLine Training, Inc. The Board of Directors of the corporation include the President of Redding College, Richard E. Durr, Ed.D., President of OnLine Training, Inc., Terrence R. Redding, Ph.D., F. Brad Weishaupt, Jack Rotzien, Barbara A. Redding, and Charles Lester. Redding College is registered as a fictitious name in the state of Florida through the Department of State.

Redding College offers for-credit courses to degree seeking students in a completely online environment. Each program of study consists of a total of 60 semester credit hours comprised of three categories of courses to fulfill program requirements: general education, core courses, and electives. Courses are offered every month. All courses consist of three semester credits.

Redding College administrative offices are located in West Palm Beach, FL. The office houses all computer files, data, and software necessary to deliver all courses directly to the student. Student records are maintained in a FileMaker Pro database. A redundant backup server is located in Boca Raton, FL, that provides backup service as well as delivery capability should the primary servers in the West Palm Beach office fail. This provides seamless uninterrupted course access to Redding College students.

Redding College's experienced faculty and staff are available to work with students on any problems that might arise while they complete their coursework. The instructor is available by email, phone, and chat to help students understand concepts in their course of study. The staff is available by email and phone to help with technical difficulties that the students might encounter. With Redding College, students do not just find a virtual course provider, but an educator,

advisor, and mentor willing to go the extra mile to make sure that the students reach their full potential. Redding College will encourage, motivate, and guide all our students to complete their courses. Our commitment to our students is that we will do all we can to eliminate as many barriers as possible that might impede them from succeeding.

## Redding College Mission and Purpose

**Mission:** To provide online educational programs to people around the world that meets the high quality standards expected by learners to meet their educational needs. The philosophy of Redding College is to inspire learning; prepare a diverse population for creative and responsive leadership in a global society; and serve as a catalyst for the intellectual, economic, and cultural enhancement of our global community.

**Purpose:** To be committed to excellence in education so that our program will teach our students the knowledge and skills they need to pursue personal goals and be successful contributors to a global society in the twenty-first century. This will be accomplished through offering various degreed programs geared toward providing essential learning and skills for students entering into various fields of work in the community as new hires, or continuing to advance in their chosen careers.

## Academic Calendar

Students at Redding College will usually participate in one course at a time. Each course runs for four weeks beginning on a Monday (or Tuesday if Monday is a legal holiday) and essentially coincides with the calendar month. Students will take the courses required for the degree. Every course is offered every month so that a student can enroll in Redding College at any time and participate in their first course usually without having to wait more than one month to begin.

Every course in the catalog is offered beginning on the following dates:

### **2012**

January 9  
February 6  
March 5  
April 2  
April 30  
June 4  
July 2  
July 30  
September 4  
October 1  
October 29  
November 26

### **2013**

January 7  
February 4  
March 4  
April 1  
April 29  
June 3  
July 1  
July 29  
September 3  
September 30  
October 28  
November 25

### **2014**

January 6  
February 3  
March 3  
March 31  
April 28  
June 2  
June 30  
July 28  
September 2  
September 29  
October 27  
November 24

# **Collegewide Policies**

## **Programs for Students with Disabilities**

Redding College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in any class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Registrar's Office by email, fax, in writing, or by phone:

**Redding College**  
**(561) 283-0355 Voice**  
**(561) 357-4957 FAX**  
**(866) 357-0841 Toll Free**

## **Religious Observance**

The Redding College policy on observance of religious holy days provides that students shall, upon notifying their instructors, be excused from class to observe religious holy days of their faith. The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any work missed. Students who believe this policy has been improperly applied should address their grievances to the Office of the Provost.

## **Course Cancellation**

Sometimes a course that has been scheduled must be canceled due to unforeseen circumstances. A director will notify the instructor if a course must be canceled and any students registered for a course that is cancelled will be notified by a director or their faculty advisor to arrange for enrollment in another course. If another course substitution cannot be arranged, the student will be refunded full tuition of the course. If the course is a general education or core course required to complete the program, the course will be offered at a later time.

## **Academic Honesty/Cheating/Plagiarism**

In meeting one of the major objectives of higher education, which is to develop self-reliance, it is expected that students will be responsible for the completion of their own academic work. Exceptions are formal group work or teamwork. The use of literature, notes, aids, or assistance from other sources should be clearly identified with respect to all course assignments and exams. Students are expected to use all resources, including books, journals, and computers only in legal and authorized ways. They should refrain from falsification of information and participate in the educational process without disrupting the orderly processes and functions of the college.

**Instructor**

The Instructor is always ready to provide assistance to the student. The instructor can be reached by email, online through their course, or by phone as posted by the instructor in the syllabus within the hours specified there. The instructor is responsible for processing class assignments on a semester-by-semester basis. Every attempt will be made to give as much advanced notice on class assignments as possible. Any problems relating to instruction should be referred to the instructor.

**Help Desk**

The college provides help desk service for all Redding College students, faculty, and staff. The Help Desk can be reached by phone at 561-283-0333 or by e-mail at [support.oltraining.com](mailto:support.oltraining.com). The Help Desk will attempt to resolve issues with online courses, desktop PC and other limited technology problems immediately.

**Course Withdrawal Policy**

A student can withdraw without academic penalty from any course by the end of the first week of the course. Withdrawals after that may be granted only through established institutional procedures. In order to withdraw from a course or courses, the student must complete a request to withdraw from a course by completing the online course withdrawal form. Students who officially withdraw from a course any time prior to the date listed in the college calendar will receive a grade of W. A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course as determined by the instructor. Upon finalization of withdrawal from a course, the refund policy will be applied as described in the Refund Policy section of this catalog.

## Academic Support Programs

### Virtual Classroom

A virtual classroom provides an educational and training environment that is comparable to the traditional classroom. However, in a virtual classroom, students can learn at their own pace and have individualized instruction from their instructor.

### Benefits of Online Learning

Research supports this method of learning delivery. In a comparative study, online students learned better than classroom students.<sup>1</sup> The classroom student grade point average was 81%, while the online student grade point average was 92%. The online student's learning was also more consistent.

### The Instructor

In the traditional classroom there is one instructor and many students. In Redding College's virtual classroom there is an instructional design team and subject matter experts that focus on delivering instruction to each student. Interaction between the instructor and the student can be as often and structured as needed.

### Enrolling

Students can register and self enroll in Redding College courses through an online form located at <http://www.ReddingCollege.com> or via the phone (toll free at 866-357-0841) or through email ([registrar@oltraining.com](mailto:registrar@oltraining.com)) or by mail by completing and printing the online Application and Enrollment Agreement.

### Transfer Credits

Most college credits you received prior to enrolling in Redding College are transferable to Redding. To determine how many credits you will be able to transfer, contact an advisor at [advisor@oltraining.com](mailto:advisor@oltraining.com).

### Attendance and Progress

In the traditional classroom we can know who is present, but it is difficult to know whether all the students are paying attention or learning. The Redding College virtual classrooms are password protected and Redding College can monitor the students access in the course along with their test scores. The instructor has the capability of publishing reports for students to determine their progress in their coursework.

### Library Services

Redding College has a library services professional available to assist students in any aspect of research, or document access required to advance their academic studies. Also available online is a wide range of internet services that provide students online access to thousands of online books, journals, periodicals, newspapers, and information. Students will be provided an e-Library account that provides access to hundreds of newspapers, journals, and e-books for their course research and study.

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<sup>1</sup> Redding, T. R. and Rotzien, J. (2000). A Comparative Analysis of SDL Online Learning with Traditional Classroom Learning. Retrieved from [http://olt.net/Focus\\_71.pdf](http://olt.net/Focus_71.pdf)



## Academic Programs

Redding College offers three degree programs which provide a diverse range of career options for the student.

### **Associate of Science degree in Business Administration and Management**

This program is designed to provide a broad foundation of knowledge and skills necessary for students seeking entry-level employment in various business fields, and for those presently employed in business and desiring advancement. The degree consists of 21 hours of general education requirements, 30 hours of degree requirements, and 9 hours of business or related subject electives, totaling 60 credit hours.

**PROGRAM PREREQUISITES: NONE**

#### **COURSE REQUIREMENTS:**

##### **21 Credit Hours - GENERAL EDUCATION COURSES** (Each course = 3 credit hours)

- SL 101 Success Strategies for College and Life
- EN 101 Communications I
- EN 102 Communications II
- MT 105 College Algebra
- HU 102 Humanities
- SP 100 Fundamentals of Speech Communication
- EC 201 Principles of Economics

##### **30 Credit Hours of CORE COURSES** (Each course = 3 credit hours)

- MA 201 Business Management Principles
- AC 101 Financial Accounting
- CG 200 Microcomputer Applications
- GE 101 Introduction to Business
- AC 102 Microcomputer Accounting Applications
- MT 103 Business Mathematics
- FI 200 Personal Finance
- SL 131 Personal Business Skills
- MK 201 Marketing Principles
- BU 241 Business Law

##### **9 Credit Hours of ELECTIVES** (Each course = 3 credit hours)

- AC 202 Managerial Accounting
- AC 210 Intermediate Accounting
- CO 200 Java Programming
- GE 230 Ethics and Social Responsibility
- CO 132 Visual Basic Programming
- CG 232 Intro to Relat. Datab. w/MS Access
- MA 202 Human Resource Management
- PM 100 Project Management

## **Associate of Science degree in Computer Programming and Problem Analysis**

This program is designed to provide a broad foundation of knowledge and skills necessary for students seeking entry-level employment in the various fields requiring computer programming. The degree consists of 21 hours of general education requirements, 30 hours of degree requirements, and 9 hours of business or related subject electives, totaling 60 credit hours.

**PROGRAM PREREQUISITES:** NONE

### **COURSE REQUIREMENTS:**

#### **21 Credit Hours - GENERAL EDUCATION COURSES** (Each course = 3 credit hours)

- SL 101 Success Strategies for College and Life
- EN 101 Communications I
- EN 102 Communications II
- MT 105 College Algebra
- HU 102 Humanities
- SP 100 Fundamentals of Speech Communication
- EC 201 Principles of Economics

#### **30 Credit Hours of CORE COURSES** (Each course = 3 credit hours)

- AC 101 Financial Accounting
- CG 100 Networking Essentials
- CG 200 Microcomputer Applications
- GE 101 Introduction to Business
- AC 102 Microcomputer Accounting Applications
- MT 103 Business Mathematics
- CO 200 Java Programming
- CO 201 Programming with C++
- CO 132 Visual Basic Programming
- CG 232 Intro to Relat. Datab. w/MS Access

#### **9 Credit Hours of ELECTIVES** (Each course = 3 credit hours)

- AC 202 Managerial Accounting
- AC 210 Intermediate Accounting
- GE 230 Ethics and Social Responsibility
- MA 201 Business Management Principles
- MA 202 Human Resource Management
- MK 201 Marketing Principles
- PM 100 Project Management
- SL 131 Personal Business Skills

## **Associate of Science degree in Hospitality and Casino Management**

This program is designed to provide a broad foundation of knowledge and skills necessary for students seeking entry-level employment in the hospitality industry including hotel, motel, food service, and convention management with an emphasis on the casino industry. The degree consists of 21 hours of general education requirements, 33 hours of degree requirements, and 6 hours of business or related subject electives, totaling 60 credit hours.

**PROGRAM PREREQUISITES:** NONE

### **COURSE REQUIREMENTS:**

#### **21 Credit Hours - GENERAL EDUCATION COURSES** (Each course = 3 credit hours)

- SL 101 Success Strategies for College and Life
- EN 101 Communications I
- EN 102 Communications II
- MT 105 College Algebra
- HU 102 Humanities
- SP 100 Fundamentals of Speech Communication
- EC 201 Principles of Economics

#### **33 Credit Hours of CORE COURSES** (Each course = 3 credit hours)

- MA 201 Business Management Principles
- AC 101 Financial Accounting
- CG 200 Microcomputer Applications
- HM 100 Hospitality Industry Introduction
- HM 125 Introduction to Casino Management
- HM 150 Hospitality Managerial Accounting
- HM 280 Casino Cage Accounting
- HM 210 Hospitality Sales and Marketing
- HM 230 Hospitality Supervision
- BU 243 Hospitality Law
- HM 290 Hospitality Internship

#### **6 Credit Hours of ELECTIVES** (Each course = 3 credit hours)

- HM 250 Convention Management Services
- HM 270 Tourism
- GE 230 Ethics and Social Responsibility
- MA 202 Human Resource Management
- MA 201 Business Management Principles

## Course Descriptions and Numbering System

Course numbers were derived by creating two letter acronyms for the topic of the course and a three digit number for the course level. Level 100 represent lowest level courses and level 200 are the next higher level. Redding College does not participate in the Florida Common Course Numbering System.

**AC 101 Financial Accounting Credits: 3**  
Introduction to the accounting cycle and financial statements including accounting for cash, receivables, inventories, plant assets, stocks and bonds.

**AC 102 Microcomputer Accounting Applications Credits: 3**  
The accounting applications of electronic data processing, including the preparation, interpretation, and use of computer information in financial decision making.

**AC 202 Managerial Accounting Credits: 3**  
Prerequisite: AC 101. Accounting as it applies to managerial theory and practice; cost accounting concepts and relationships; forecasting and budgeting; business information requirements.

**AC 210 Intermediate Accounting Credits: 3**  
Prerequisite: AC 101. A review of the Accounting Cycle and advanced work in the areas of temporary investments, receivables, inventories, plant assets, and investments in stocks and bonds.

**BU 241 Business Law Credits: 3**  
A study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts as set forth in the Uniform Commercial Code (UCC).

**BU 243 Hospitality Law Credits: 3**  
An analysis of the legal aspects of operating all types of hospitality activities. The course explains precedents of common law statutes relating to responsibility for guests, employees and property; limitation of liability; negligence; and other legal relationships for hotels, motels, restaurants, clubs, and casinos.

**CG 100 Networking Essentials Credits: 3**  
The course provides networking information and skills in the area of media and topologies, protocols and standards, network implementation and network support.

**CG 200 Microcomputer Applications Credits: 3**  
Introduction to Application Software commercially available for computers. Topics include: word processing, electronic spreadsheets, database management, presentation graphics, electronic mail, Internet access.

**CG 232 Intro to Relational Databases with Microsoft Access Credits: 3**  
The course covers relational database theory and concepts using the Microsoft Access application. The student will use the application to develop and execute individual statements and scripts and will be introduced to many Access specifics.

**CO 132 Visual Basic Programming Credits: 3**  
Prerequisite: Completion of a procedural language or consent of instructor. Introduction to the creation of Microsoft Windows programs using Microsoft Visual BASIC programming language. Topics include properties and controls, mouse and keyboard operations, menus and dialog boxes, graphics methods, file and data operations, debugging, arrays, and multiple document interface.

**CO 200 Java Programming Credits: 3**  
Prerequisite: CO 132. Topics include loops, decision structures, I/O operations. Introduction to Java's object-oriented features including arrays, references, classes, objects, inheritance, and data encapsulation. Introduction to GUI design using Java's AWT package, and Java's predefined packages.

**CO 201 Programming with C++ Credits: 3**  
This is a hands-on course covering computer programming fundamentals for Computer Sciences, Engineering and Information Systems students. The course is technical in nature and uses C++ to cover topics such as creating expressions and decision-making, using looping functions, working with arrays, sorting and searching, using pointers, character strings, and structured data.

**EC 201 Principles of Economics Credits: 3**  
 Introduction to the general theories of economics with practical applications. Topics include determination of price, national income accounting, economic stabilization, growth, money and banking, and monetary policy.

**EN 101 Communications I Credits: 3**  
 This course concentrates on helping students to develop skills in composing college-level expository essays. Learning activities are also included to help students develop competency in information literacy, research and documentation, critical thinking, and critical reading.

**EN 102 Communications II Credits: 3**  
 Prereq.: EN 101. Emphasizes writing literary analyses using different rhetorical strategies. Selections include the short story, essay, novel, poetry, drama, or film which provide the basis for advanced essay writing, research, and practice.

**FI 200 Personal Finance Credits: 3**  
 The student will develop capabilities for managing income and expenditures with emphasis on saving and investment plans, buying/selling a house, acquiring health, auto and life insurance coverage, borrowing money and entering into various contracts.

**GE 101 Introduction to Business Credits: 3**  
 An introductory course in Business activities and operations. Major topics include the evolution of business organizations, entrepreneurship, leadership and management theories, marketing, accounting, finance, as well as current issues in business enterprise.

**GE 230 Ethics and Social Responsibility Credits: 3**  
 This course is designed to assist the students in developing sensitivity and awareness of the ethical and social issues related to the work environment. Topics include employer to employee relationships, the individual needs vs. productivity, economic justices, and social implications of capital investments, consumerism, advertising and product safety as well as other issues.

**HM 100 Hospitality Industry Introduction Credits: 3**  
 Covers the growth and progress of the hospitality industry and how hospitality and tourism businesses are organized, financed, and operated. The industry's opportunities and future trends are stressed.

**HM 125 Casino Management Introduction Credits: 3**  
 A survey of the history, organization structure, and future direction of the hospitality and casino industry.

**HM 150 Hospitality Managerial Accounting Credits: 3**  
 Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control and planning, and cash flow. Incorporates the latest revision to the uniform system of accounts.

**HM 160 Managing Slot Technology Credits: 3**  
 This course is a study in the operations, marketing, management and various aspects of the technology of slot machines. The course includes a review of equipment and safety issues.

**HM 210 Hospitality Sales and Marketing Credits: 3**  
 This course builds upon the fundamental principles of marketing and investigates the differences in application when determining business development strategies that are focused within the casino industry. Includes product design, pricing models, distribution methodologies, promotional programming, personal selling, presentation techniques, and marketing activities.

**HM 230 Hospitality Supervision Credits: 3**  
 A cross-section of supervisory situations that are faced in hospitality management is presented. Emphasis is given to particular situations involving leadership development, ethical behavior, and social responsibility.

**HM 250 Convention Management Services Credits: 3**  
 An investigation of the logistics and managerial considerations involved with the meeting, conference, and convention aspects of hotel and resort operations. Studies are focused on planning, executing, and analyzing the success of events, including on-premise catering and banquets.

**HM 270 Tourism Credits: 3**  
 Current topics and developments relative to the tourism/ hospitality industry with emphasis on the organization, finances, consultation, and logistics of tour planning and travel.

**HM 280 Casino Cage Accounting Credits: 3**

This course is a study in the accounting principles used in casino industry. The course includes a study of the specific legal requirements for accounting to state and federal statutes and the casino patron.

**HM 290 Hospitality Internship Credits: 3**

Includes 150 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals, and faculty conferences.

Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HU 102 Humanities Credits: 3**

General introduction to the humanities. An integrated course designed to assist students in exploring and analyzing their perception of people and their relationships to nature, machines, technology, others, and the divine.

**MA 201 Business Management Principles Credits: 3**

Principles of business administration, problems and practices related to our economy. Management functions of planning, organizing, directing, and controlling as applied to various facets of business are included.

**MA 202 Human Resource Management Credits: 3**

This course introduces students to all aspects of the challenges and productive opportunities of human resource management. Extensive use of case studies provide students with a practical as well as functional and theoretical basis for understanding how human resource programs affects all employees, the organization, the community and the larger society.

**MK 201 Marketing Principles Credits: 3**

A survey of the activities of product (service) development, pricing, promotion, and physical distribution with emphasis on the systematic coordination of these activities into an integrated marketing strategy for the product (service).

**MT 103 Business Mathematics Credits: 3**

To develop the ability to apply the fundamentals of mathematics to inventory, depreciation, turnover, overhead, taxes, insurance, and other business operations.

**MT 105 College Algebra Credits: 3**

Prerequisite: 2 years high school algebra and appropriate placement test scores. Topics include: functions/functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic functions, their properties and graphs; systems of equations and inequalities; applications.

**PM 100 Project Management Credits: 3**

An introduction to planning, implementing, and managing a project using project management software and organizational techniques to optimize resources in order to complete a project according to schedule.

**SL 101 Success Strategies for College and Life Credits: 3**

This course helps students to be successful in school and life by empowering them to make wise choices. It assists students in developing greater confidence and motivation, focusing on career choice strategies, building business relationships, and effective test taking strategies.

**SL 131 Personal Business Skills Credits: 3**

The theoretical and practical application of skills necessary to be successful in the business world today.

**SP 100 Fundamentals of Speech Communication Credits: 3**

A basic course in effective oral communication concentrating on improvement of speaking and listening through individual and group speech activities.

## **Admissions**

To apply for admission to Redding College, all applicants are required to submit the following to the Office of Admissions:

1. Completed Application (online at [www.ReddingCollege.com](http://www.ReddingCollege.com))
2. Application Fee of \$25.00 USD
3. Official transcripts from any institution from which they have received college credit. To be considered official, transcripts must be received by the College in a sealed, intact envelope.
4. An interview via telephone with an advisor or College official.

The Office of Admissions will contact the student once an application is completed and submitted to the College. The Office of Admissions will review the application materials and inform the applicant in writing as to acceptance into the College and desired program of study. If, for any reason an applicant is not accepted, all monies are refunded with the exception of the application fee.

### **Admissions Procedures for International Students**

All applicants whose native language is not English must receive a TOEFL score of 213 with at least 18 in each section of the exam in addition to the standard admission requirements. For more information, please refer to <http://www.toefl.org>.

International students with non-U.S. educational credentials must first obtain a foreign credentials evaluation from the Educational Credential Evaluators, Inc. (ECE), Post Office Box 92970, Milwaukee, WI 53202-0970, USA, telephone 414-289-3400, fax 414-289-3411, or another independent U.S. evaluation service approved by the College. Request forms and cost information are available at the ECE website, [www.ece.org](http://www.ece.org).

### **Denial of Admission**

An applicant may be denied admission if Redding College determines that the College is unable to meet the educational needs and objectives of the applicant or if the applicant does not meet the published prerequisites of the College. If an applicant is denied admission all monies will be refunded.

### **Auditing Courses**

Auditing of courses is not permitted. If a student has paid in full for a current course, they will retain access to that course until the completion of the term.

## Tuition and Fees

Tuition is set at \$200.00 per credit hour.

Redding College reserves the right to change fees without advance notice. Inquiries related to fees should be directed to the Director of Financial Services by emailing [financial.services@reddingcollege.com](mailto:financial.services@reddingcollege.com) or by calling toll free at 1-866-357-0841.

### Miscellaneous Fees

Registration Fee	\$25.00
Graduation Fee	\$25.00
Returned Check	\$30.00
Transcript Fee	\$5.00
Late Registration Fee	\$25.00

Shipping/Handling Fees for all texts and materials are determined by the College's textbook provider. For specific information or costs students should contact Redding College tollfree at 1-866-357-0841 or going to [www.ReddingCollege.com](http://www.ReddingCollege.com).

### Textbook Costs

The cost of textbooks and materials is not included in the tuition cost. Students are responsible for purchasing their own textbooks for each course. Textbooks can be purchased online when they register for each course or through the Redding College Virtual Bookstore by visiting the College website at [www.ReddingCollege.com](http://www.ReddingCollege.com).

### Billing Error or Dispute

Students should submit billing errors or disputes in writing to the College within 30 days after the postage date of the bill.

The written inquiry must include:

- Student name
- Social Security number
- A description of the presumed error
- The dollar amount of the presumed error

The disputed amount may remain unpaid until a resolution has been reached. All financial obligations not being disputed remain the responsibility of the student and should be paid on time.



Billing inquires should be sent to:  
Redding College  
Office of Financial Services  
2669 Forest Hill Blvd., Suite 207  
West Palm Beach, FL 33406

Or Email: [Financial.Services@reddingcollege.com](mailto:Financial.Services@reddingcollege.com)

### **Late Registration**

There is no late registration, as such. When a student registers, they will be eligible to take the next course in their academic program according to the course requirements listed in the Academic Programs section of this catalog and in accordance with the schedule published in the Academic Calendar section.

## **Student Payment Policies**

Tuition and fees are payable at the time of registration for each course unless specified otherwise in the Student Enrollment Agreement. Students will not receive official grade reports, transcripts, or be awarded a degree until all financial obligations to the College have been met.

Students who have outstanding financial obligations to the College will not be permitted to register for future courses unless special arrangements have been approved through the Office of Financial Services.

Students may pay by check, money order, wire transfer or credit card (Master Card, Visa, American Express, or Discover). If international students do not pay with U.S. currency a fee will be charged equal to the fee charged by the bank with which Redding College holds an account.

Students whose employers will be invoiced for tuition should submit a billing authorization form during the first week of class in lieu of course payment.

## **Refund Policy**

The College charges tuition by the course. The College has established a drop/add period, that begins with the first day the course starts and extends for 48 hours thereafter. If the student withdraws before the end of the drop/add period, the student will be refunded all tuition and fees (excluding the nonrefundable application fee), as well as any funds paid for supplies or equipment which can be and are returned to the institution. The College permits its students to purchase textbooks on their own but must be the identical author, title, and edition of the text specified in the course syllabus. The decision, therefore, as to whether a student can obtain a refund for books is dependent on arrangements made at the time of purchase between the student and publisher or book vendor. Tuition refunds will be made within thirty (30) days from the date

that the College determines that the student has withdrawn. Students will receive a total refund of tuition and fees, less the nonrefundable application fee if the student cancels his or her enrollment before the course begins, or cancels his or her executed Enrollment Agreement within three (3) business days of signing the agreement.

Furthermore, tuition and fees will also be refunded in full, under the following circumstances:

- Courses or programs are cancelled by the College;
- The student is called to military duty;
- The documented death of the student or member of his or her immediate family, parent, spouse, child, or sibling;
- Illness of the student of such severity or duration, as approved by the College and confirmed in writing by a physician, where completion of the period of enrollment for which the student has been charged is precluded;
- Exceptional circumstances with approval of the President of the College or official designee.

## **Academic Information**

### **Changes in Program Content**

The degree program as outlined in the online Redding College Catalog at the time of the student's enrollment into the program will govern the student's course work. All revised versions of the Catalog will be maintained by Redding College.

### **English Language**

Students must be able to speak, read, and write fluently in English.

### **Computer Access and Requirements**

Students must have access through a computer to the Internet. Redding College uses the Moodle application as the learning management system for all courses and all tuition and fees give the student full access to the courses through Moodle. Word processing software is required to be owned in order for the student to submit all written assignments required in a course. Students will be supplied logon and password information at the time of registration and will be active during the subterm of any given course in which the student is enrolled.

### **APA Style**

APA style and format is the recommended style for all written pieces and assignments. For further information or tips, refer to [www.apastyle.org](http://www.apastyle.org).

### **Rubrics**

Rubrics are designed for each assignment and contain the specific criteria for students to successfully complete the assignment and the total number of points the assignment is worth. Each piece of criteria details how a student should perform to receive given points. Rubrics help student identify what skills will be

assessed and provide a guide for professors when grading each assignment. Rubrics also allow professors the ability to fairly assess qualitative assignment in a quantitative manner.

### **Academic Standards and Grading Policy**

Grades for each course are awarded on a four-point system. One semester credit equals fifteen hours of online class time. Grades are recorded for completed courses only. Student grades will not be disclosed over the phone.

The following grade symbols and grade point weights are used at Redding College:

A	= Excellent	4 points	I	= Incomplete*	0 points
B	= Good	3 points	NR	= Not reported	0 points
C	= Average	2 points	S	= Satisfactory	0 points
D	= Poor	1 point	W	= Withdraw**	0 points
F	= Failure	0 points			

### **Academic Load**

The following criteria constitutes how a student's academic load is designated:

- Full-time credit load: 12 or more credit hours over a three month period
- Part-time credit load: 1-11 credit hours per three month period

### **Grade Point Average**

The academic standing of a student is expressed in terms of a grade point average (GPA). A grade point average is computed by dividing the total number of grade points earned at Redding College by the total number of hours possible.

### **Standards of Academic Progress**

Maintaining high academic standards is a condition for retention in any of the College's programs of study. Students must maintain a minimum cumulative grade point average (GPA) of 2.00 on a 4.00 scale. If a student's cumulative GPA falls below 2.00 in any one semester, the student will be placed on academic probation and given the following semester to increase their GPA to a 2.00. If a student does not achieve a 2.00 cumulative GPA by the end of the following semester, program suspension will occur.

### **Repeating a Course**

A student may repeat a course in which he/she has earned a final grade of "C" or below. Students may only repeat the same course once and are required to pay all applicable tuition and fees for the course. In order to complete a degree program, a minimum final grade point average of 2.0 must be achieved. A final course grade below a "D" must be repeated in order to have the course count toward the degree program.

**Forgiveness Policy**

If a course is repeated, the higher letter grade will prevail and be calculated into the cumulative GPA in place of the lower grade received.

**Faculty Advisors**

Prior to acceptance, the Office of Admissions will review with the applicant the program demands, time commitment, expectations and requirements and other related information. Upon registering for the first course, the student will be assigned a Faculty Advisor. The Faculty Advisor will contact the student in order to provide their contact information and preferred hours of availability. Students should consult with their advisors regarding any specific program questions and/or academic concerns. Each semester it is the students' responsibility to confer with their Faculty Advisor in regard to their registration plans and any updates or changes. While advisors are intended to provide appropriate academic guidance, the ultimate responsibility for understanding degree and course requirements rests with the student.

**Probation and Suspension**

Redding College will notify any student placed on probation in writing within five (5) business days of the Registrar receiving the grades for that semester. The student will also be provided information on the appeal process. The College reserves the right to place on probation any student who:

1. Failed to maintain satisfactory academic progress (as outlined on page 17).
2. Failed to meet financial obligations to the College (as outlined on page 16).
3. Violated principles of academic integrity\*.

\*Principles of academic integrity refer to cheating and plagiarism. These violations will merit a 'Failing' grade in the course in which the violation is documented. Plagiarism is defined as passing off the words or phrases of another as one's own. Cheating is defined as practicing dishonesty or misrepresentation of facts. All forms of dishonesty and intent to defraud through falsification are considered cheating.

Redding College also reserves the right to place students on probation due to unprofessional performance or inappropriate behavior.

Once placed on probation, the student must adhere to the guidelines outlined below for a period of six (6) months at which time the student will be reassessed and appropriately reinstated or suspended from the College:

1. The student must submit all course assignments on time.
2. The student must remain in financial good standing.
3. The student must initiate and maintain a constant line of communication with their course professor(s) and Faculty Advisor.

Suspension will follow only if the student is unable to return to good standing

within six (6) months or if the student repeats a violation. Suspended students may reapply for readmission to the College after a period of one calendar year from the official date of suspension and will be subject to all admission requirements. Redding College makes no guarantee of readmission.

### **Dropping or Adding Courses**

Students may drop a course anytime within the first 48 hours the course is held. After the first two days in which the course is scheduled, no other courses may be added. When the student drops a course prior to the end of the first two days of the course, it will not appear on the student's permanent record.

All schedule changes must be submitted via the online Add/Drop form found in the Redding College website – [www.ReddingCollege.com](http://www.ReddingCollege.com). It is the responsibility of the student to contact the Office of the Registrar to confirm the request was received if the College does not send confirmation within 24 hours.

#### **Dropping a Course**

- Students may drop a course anytime prior to the first two days the course is scheduled without financial penalty.
- Students dropping a course after the first two days the course is scheduled will be financially responsible for the course tuition based on the Refund Policy contained in this catalog.

#### **Adding a Course**

- Students may add a course the first two days the course is scheduled based upon the availability of scheduling by the College.

### **Withdrawal from a Course**

Students who wish to withdraw from a course must do so officially by completing the Course Withdrawal Form found in the Redding College website – [www.ReddingCollege.com](http://www.ReddingCollege.com). Failure to officially withdraw from a course will result in an 'F' in the course, which will be computed into the cumulative grade point average. It is the responsibility of the student to contact the Office of the Registrar to confirm the request was received if the College does not send confirmation within 24 hours.

### **Grade Reports and Transcripts**

Grade reports are posted 12 to 14 business days after the last day the course is delivered. Any error in designation, grade appeal from a past course or any omission should be reported to the Office of the Registrar within 10 business days of receipt. Official transcripts bearing the College seal will be made available upon written request by the student. To request transcripts students are required to complete the Transcript Request form available online and pay the \$5.00 transcript fee for each request. Students may not receive official transcripts or grade reports until all financial obligations to the College have been satisfied.

### **Graduation Requirements**

To be eligible for graduation, students must:

1. Complete all program of study requirements.
2. Have a minimum cumulative GPA of 2.0.
3. Complete the program of study within five (5) years after completing the first course. An extension of one year may be granted by the College if the student requests an extension and acknowledgment of extension is received from the College.
4. Meet all the requirements listed in the Catalog at the time of enrollment in their program.
5. Complete and submit the Intent to Graduate Form to the Office of the Registrar by the published deadline.
6. Fulfill all financial obligations to the College prior to graduation unless previous arrangements have been made.
7. Complete and submit program of study Exit Survey.

### **Transfer Credit**

The number of credits acceptable for transfer into a Redding College program of study is not to exceed a total of forty-five (45) credit hours. All transfer credits must be approved by the Admissions Director. To request the transfer of a course, the student must meet the following requirements:

1. Complete and submit the Transfer Credit Form.
2. Submit official transcripts showing award of credit for all courses to be considered for transfer.
3. Submit a course artifact such as a syllabus, course description, project or exam, to demonstrate the course content is compatible with courses offered in the student's program of study.
4. Transfer courses must demonstrate comparable content and rigor to the courses they intend to replace.
5. Only courses for which a grade of 'A', 'B', or 'C' has been awarded will be considered for transfer.
6. Credits are transferred not grades or grade point averages.
7. Credit must originate from an institution that is accredited by an association recognized by the U.S. Department of Education.

Transfer credit approval of Redding College courses to another institution of higher education is at the discretion of that institution. Institutions of higher education vary in the nature and the number of credits that they accept. If a student wishes to transfer credit from Redding College to another institution, it is the responsibility of the student to contact the institution to which he/she is anticipating transfer.

## Additional Policies

### Leave of Absence

A student may request a leave of absence from their program of study for a total of three consecutive semesters. At the end of the predetermined time of leave, the student is expected to register for the upcoming semester. If the student does not return to courses after the leave of absence, he or she will be required to re-apply to Redding College and is subject to all admission requirements in force at the time of readmission. To apply for a leave of absence, the student should follow these guidelines:

1. Leave of absence requests must be completed on the College Leave of Absence form and submitted to the Office of the Registrar. The Leave of Absence form is available in the Redding College website at [www.ReddingCollege.com](http://www.ReddingCollege.com).
2. Before a leave of absence can be granted, the student must satisfy all financial obligations to the College.
3. It is the student's responsibility to notify their Faculty Advisor within five (5) business days once a leave of absence has been granted.

The student will be notified in writing or by acknowledged email if a leave of absence has been granted by the College within 10 business days of the decision.

### Withdrawal from the College

Redding College will make every effort, where possible, to assist students in continuing their education. Students who find that they must officially withdraw from the College prior to program completion must notify their Faculty Advisor and should request any applicable tuition refund according to the College Refund Policy. To withdraw from the College, students should complete a College Withdrawal Form which is available in the Redding College website, [www.ReddingCollege.com](http://www.ReddingCollege.com).

Students should consider the following when withdrawing from the College:

- Failure to participate in a course or to submit assignments does not constitute withdrawal. Unless you officially withdraw from the College, you will be appropriately graded by your professor(s), which could result in a failing grade.
- If a student fails to participate in a course or to submit assignments and does not initiate the withdrawal process, the College will initiate the withdrawal process.
- Students who have withdrawn and wish to return to the College must officially reapply and meet all College admission requirements.
- If the student withdraws **before** the end of the first week of courses, the student will be refunded all tuition paid for the current semester in which they were registered.
- Students who withdraw **after** the first week of the course will receive reimbursement according to the College Refund Policy and should contact the

College Financial Director for more information.

- Courses will be deleted from the withdrawal-semester record of all students who withdraw **before** the end of the first week of the subterm.
- Courses will appear on the withdrawal-semester record, with grade of “WC” (Withdrew from College), for all students who withdrew **after** the first week of the subterm.
- In **ALL** cases of withdrawal from the College, the official transcript will bear the following statement: “Withdrew from College (Date).”

## Student Complaint and Appeal Procedures

Redding College aims to provide a high quality service to all of its students. The Student Complaint Procedure consists of a straightforward and informal method of resolving student concerns, with an option of a more formal, written procedure in cases where all efforts for resolutions have been attempted.

The following procedures are intended for complaints or appeals about service, support, assistance provided by academic, administrative or support departments, or conflicts and disagreements related to College policies, awarded grades, and/or student violations. Complaints or appeals can address academic matters such as instruction methodology or supervision arrangements or non-academic matters such as IT support, College services, policies, etc. The College’s Complaint and Appeal procedure depends upon the ability to collect appropriate information from all parties involved, therefore anonymous complaints are not normally considered.

### Confidentiality

All information submitted to Redding College while a student complaint or appeal is under investigation shall be treated as confidential and will only be available to the appropriate/involved parties. It is equally important that the student also respect the need for confidentiality throughout the complaint or appeal process. Students who submit a complaint or appeal should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken. Where a complaint or appeal is in reference to a specific individual, the complaint or appeal cannot be investigated if the student does not wish the allegation to be made known to that individual.

### Informal Student Complaint Procedure

1. Students should initially discuss their concern(s) with those directly responsible. If students are not comfortable or willing to approach that person, the student’s Faculty Advisor or appropriate staff member may be approached. When possible, student complaints should be resolved during this initial and informal stage without the need to resort to formal proceedings.
2. If the complaint is in reference to an issue relating to a specific staff or faculty member, the student should raise the concern with that person either orally or in writing.



3. If the student is dissatisfied with an issue that relates to a specific staff member or a policy they are not willing to raise with that person, the student should present his/her concerns orally or in writing to his/her Faculty Advisor or appropriate staff member. At this stage, student complaints will be responded to within five (5) business days.

4. If, after such discussions as noted above, the student believes that the complaint was not resolved to the standard which could reasonably be expected from the College, he/she may opt to proceed to the Student Appeal Procedure.

### **Student Appeal Procedure**

1. When a student believes that a complaint has not been resolved to his/her satisfaction, or if the student wishes to make a formal appeal, the student must submit a completed official Student Appeal Form to the College President. The Student Appeal Form is available online through the College website ([www.ReddingCollege.com](http://www.ReddingCollege.com)).

2. The President will either personally investigate the appeal or formally appoint a designee, who will have no prior involvement in the matter, to undertake the investigation.

3. The President or designee will undertake the investigation with the intention of arriving at a solution that is acceptable to all parties involved. He/she may consult with the student or other persons as appropriate.

4. The student will be advised in writing within 30 days of the receipt of the Student Appeal Form of the outcome of their appeal and of any consequential action to be taken. This will include a summary of the reasons for the decision.

5. A copy of the letter to the student will be kept in a confidential student file to be securely maintained at the College.

6. Students who believe an appeal is unresolved may refer their appeal to: Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (888) 224-6684.

### **Employment Assistance**

The college provides employment placement assistance, consisting of identification of employment opportunities and advisement on appropriate means of attempting to realize these opportunities. The college does not make any guarantees of employment or salary upon graduation.

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## **Licensing and Accreditation**

Redding College is licensed in the state of Florida by the Commission for Independent Education. Licensure requires a rigorous review by the Commission to ensure that independent academic institutions such as Redding College have complied with rules and regulations deemed necessary to constitute an academic institute of quality and organization.

Further information regarding Redding College may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL, 32399-0400, and toll-free at (888) 224-6684.