



Course Catalog 2012

Associate of Science in Exercise Science

Master Trainer™

Elite Trainer™

Certified Fitness Trainer



ISSA College of Exercise Science

StepUP

to an Associate's Degree in Exercise Science with an Emphasis in Personal Training



The information in this catalog is intended for informational purposes only and does not constitute a legal contract between ISSA and any person or entity.

ISSA reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice.

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2012 IMPORTANT DATES AND FEES*

Course Start Dates			Last Day to Drop without "W" Refund available			Final Withdrawal Last day for a partial refund and "W"		
Quarter	Date	Applicable Courses	Quarter	Date	Applicable Courses	Quarter	Date	Applicable Courses
Winter	Jan 9	Quarter-long Courses, Short Session A	Winter	Jan 15	Quarter-long Courses, Short Session A	Winter	Jan 29	Short Session A
	Feb 13	Short Session B		Feb 19	Short Session B		Feb 12	Quarter-long Courses
							Mar 4	Short Session B
Spring	Apr 2	Quarter-long Courses, Short Session A	Spring	Apr 8	Quarter-long Courses, Short Session A	Spring	Apr 22	Short Session A
	May 7	Short Session B		May 13	Short Session B		May 6	Quarter-long Courses
							May 27	Short Session B
Summer	Jun 25	Quarter-long Courses, Short Session A	Summer	Jul 1	Quarter-long Courses, Short Session A	Summer	Jul 15	Short Session A
	July 30	Short Session B		Aug 5	Short Session B		Jul 29	Quarter-long Courses
							Aug 19	Short Session B
Fall	Sep 24	Quarter-long Courses, Short Session A	Fall	Sep 30	Quarter-long Courses, Short Session A	Fall	Oct 14	Short Session A
	Oct 29	Short Session B		Nov 4	Short Session B		Oct 28	Quarter-long Courses
							Nov 18	Short Session B

*Dates and fees subject to change. Be sure you have the most current course catalog and confirm important dates with your Program Advisor before registering.

Fees

Tuition: \$185 per credit

Includes: registration fee, online classroom, educational services, and instruction.

Online Proctoring: \$22.50

Online proctoring for the final examination can be arranged through ProctorU for \$22.50. Students can also arrange for an onsite proctor at their own expense.

Refunds

Refunds are based on course duration. Students who cancel within 5 days of enrollment are entitled to all money paid to the institution.

Short Session Courses (5-week duration)		Quarter-long Courses (10-week duration)	
Week	% of refundable tuition due**	Week	% of refundable tuition due**
1	100%	1	100%
2	75%	2 or 3	75%
3	50%	4 or 5	50%
4	0%	6	0%

**Refundable tuition is the amount of tuition paid to the institution for the course minus the registration fee.





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ABOUT

Mission

Our mission is to inspire students to positively impact the quality of life of each individual with whom they come in contact.

The International Sports Sciences Association believes that the health and fitness of our society can be significantly improved by our students' success as health, sports and fitness professionals. Our efforts to stem the tide of poor health and physical decline are multiplied exponentially as our graduates and members disseminate the ISSA principles and methods to their clients, peers and associates. Together with our members, the ISSA is committed to creating a stronger, healthier world.

ISSA knows that the key to reaching this goal is to provide each student with quality distance-education certification and undergraduate programs for the adult learner in a student-centered academic environment where students can learn from their home, workplace or any location of their choosing.

History of ISSA

In 1988, the most powerful team of fitness experts ever assembled joined together under the leadership of Sal A. Arria, DC, MSS, and Frederick C. Hatfield, PhD, MSS, to stem the tide of physical decline. Culled from the elite ranks of research, coaching, sports medicine, and sports and fitness science, these individuals decided to draw a line in the sand and turn the tide toward a more fit and healthy world.

Together, they formed the International Sports Sciences Association with the mission of transforming fitness, worldwide. Since that initial gathering in 1988, the International Sports Sciences Association has catapulted to the forefront of the fitness community. ISSA is now recognized as the World Leader in Fitness Education and Certification, having educated over 150,000 health and fitness professionals to date. ISSA acts as a teaching institution for fitness trainers, athletic trainers, coaches, physicians, physical therapists, chiropractors, and professionals in every field of health care. We have set new standards in assessment, nutritional planning, fitness instruction, sports medicine practice, and post-rehabilitation training.

This foundation in educational excellence provides the gateway for the ISSA College of Exercise Science to offer an AS in Exercise Science with an Emphasis in Personal Training. By offering an undergraduate degree, our students will have the benefit of the fitness-related training and credentials they need for career advancement, professional development, or personal growth through the convenience and affordability of distance education.

ISSA is dedicated to our student's success. All ISSA students and graduates have access to educational and professional support dedicated to providing each student with the tools they need to succeed in today's competitive job market.



Vision and Institutional Objectives

The International Sports Sciences Association believes that the health and fitness of our society can be significantly improved by our students' success as health, sports and fitness professionals. Our efforts to stem the tide of poor health and physical decline are multiplied exponentially as our graduates and members disseminate the ISSA principles and methods to their clients, peers, and associates.

Now, after two decades of successfully fulfilling our initial mission of setting and developing standards within the fitness industry, our goals currently focus on providing expanded access to the highest quality fitness education and certification programs available.

In view of our leadership role as fitness educators, we are also unconditionally committed to advancing our industry as a whole and to developing greater access to career opportunities for those who share our vision of helping others live a healthier life.

As the world's leader in fitness education and certification, the ISSA delivers comprehensive cognitive and practical distance education for fitness professionals, grounded in industry research, using both traditional and innovative modalities. ISSA upholds Basic Exercise Standards and Guidelines for safe fitness practices.

The Objectives of the ISSA are to:

- Develop programs and certifications beneficial and of interest to the fitness industry;
- Enhance professional development of fitness professionals by facilitating opportunities for learning and individual growth;
- Establish standards and guidelines for the delivery of quality and professional fitness services and business practices, as well as the development of ethics statements for ISSA fitness professionals;
- Collaborate with public and private industries on the development of programs and services to increase the awareness of fitness education and its benefits to individuals and communities;
- Network with other industry organizations to advance the knowledge of fitness education and professional practices by initiating and disseminating research findings.

Program Philosophy

Fundamental to the program is the belief that online course delivery is a highly effective methodology for an Associate's Degree in Exercise Science. Most of the tasks completed involve working with knowledge, information, and digital systems, all of which can be comprehended as a result of properly designed online courses.

Also central to the program is a keen awareness of student need. Because many students face demanding personal schedules, they need to be able to access all course content "on-demand." Consequently, the program strives to provide the flexibility and primary benefits of asynchronous education.



Further principles upon which the program is founded are as follows:

- Course content should be available on-demand and allow students to repeat and review content to reinforce comprehension.
- Technology should maximize the interconnectivity between the digital learning material and the human learner.
- Course content should involve a synergistic approach, incorporating textual, auditory, and visual content to address different learning styles.
- Courses should facilitate community learning as research shows a strong correlation between group participation and course completion.
- Students should be encouraged to engage in thoughtful dialog with other students. Knowledge which is passed along is often retained longer than knowledge which is simply absorbed.
- The courses should allow students to take advantage of the “courage” which relative anonymity provides in an educational context. Educational research has found that this feature is one of the greatest advantages of distance education. Students are much more willing to make a forum post than they would be to vocalize in a physical classroom.
- Students should be in control of their participation. With the ability to thoroughly consider all forum communications before sending, students maximize their ability to participate in group discussions confidently.
- Courses should allow anonymity, when desired. With direct email access to instructional support, privacy can be maximized.
- Course content should be structured to provide direct focus on key job tasks. Information is so readily available that education has become more of a matter of focus and direction than of providing information.
- Course content should be highly practical, as the target student market is specifically focused on acquiring valuable skills.
- Finally, because distance education is a changing field, the uses of technology in online education should continue to develop.

Accreditation and Approval

ISSA is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

Distance Education and Training Council
1601 18th Street, N.W., Suite 2
Washington, D.C. 20009
(202) 234-5100
www.detc.org

ISSA has had continuous accreditation by the DETC since 2009.



ISSA is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by ISSA may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

In addition a student or any member of the public may file a complaint about this institution with the DETC by calling (202) 234-5100 or mailing to Distance Education and Training Council 1601 18th Street, N.W., Suite 2, Washington, D.C. 20009.

KEY STAFF AND FACULTY

Sal A. Arria, President / CEO

Sarah McDonough, CAO

Academic Dean: Mariela Marin, MA

Registrar and Student Affairs: Sabeen Sadiq, JD

HOURS OF OPERATION

8:00 am to 5:00 pm Pacific Time

Monday through Friday

CONTACT INFORMATION

International Sports Sciences Association

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Carpinteria, CA 93013

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1.805.745.8111 (international)

1.805.745.8119 (fax)

admissions@issaonline.edu

www.ISSAonline.edu



ADMISSIONS

Application and Enrollment

ISSA's College of Exercise Science admissions policy is oriented to adult learners, including military members, who typically have previously completed high school or undergraduate-level courses, military training, or earned credit by examination. To be admitted to ISSA CES's degree program, students need to submit evidence of a high school diploma, GED certificate, or an international equivalent.

ISSA does not discriminate against and provides equal opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability and veteran status.

U.S. Residents

Step 1: Apply Online

Prospective undergraduate students complete an online application that can be accessed from the website, www.ISSAonline.edu. Applicants indicate whether they will pursue a Certificate, an Associate's Degree in Exercise Science with an Emphasis in Personal Training, or are enrolling for personal enrichment.

Step 2: Admissions Process

ISSA's Admissions Team reviews an applicant's expressed goals and assists the applicant with submission of any required documentation, including official transcripts.

Step 3: Transfer Credit Evaluation

Transfer credit is welcome and encouraged. Students who have completed past coursework are invited to have official transcripts, AARTS, and SMART sent to the Office of the Registrar for evaluation. Transfer Credit Evaluation is used to generate a personalized Degree Plan.

Step 4: Creation of the Degree Plan

After transcripts are evaluated, a personalized degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant.

Step 5: Getting Started

Once the Degree Plan is accepted and all required documents are submitted, the student can register for classes.



International Students

Students who are not citizens or permanent residents of the United States are considered for admission to ISSA College of Exercise Science on the basis of academic preparation and personal qualifications.

Step 1: Apply online

Prospective undergraduate students complete an online application that can be accessed from the website, www.ISSAonline.edu. Applicants indicate whether they will pursue a Certificate, an Associate's Degree in Exercise Science with an Emphasis in Personal Training, or are enrolling for personal enrichment.

Step 2: Submit academic documentation

Prospective ISSA CES students send official copies of transcripts from secondary schools and colleges and universities to ISSA CES. Transcripts in languages other than English must be accompanied by a certified translation.

Foreign Transcript Evaluation:

Transcripts for comparable ISSA CES-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to ISSA CES. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services.

Step 3: Submit TOEFL/IELTS scores

All instruction is in English. ISSA does not provide English language services. International applicants whose native language is not English must submit evidence of English proficiency through one of the following exams:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT (Paper Based Test) or
- A minimum score of 61 on the TOEFL iBT (Internet Based Test)
- International English Test (IELTS) exam is also acceptable with a minimum score of 6.0

International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or ISSA CES do not need to submit TOEFL or IELTS scores.

ISSA programs are 100% distance education with no residency requirements. No visa services are offered and ISSA cannot vouch for student residency status.

Non-Degree Seeking Students

ISSA College of Exercise Science (CES) welcomes individuals who are not seeking a degree from the ISSA CES but wish to continue their education for college credit. Non-degree seeking students are individuals who may be taking coursework for personal enrichment, job enhancement, or certification. Non-degree seeking students may either enroll in individual courses or enroll into a certificate program.

Non-degree seeking students must formally apply in order to register for undergraduate coursework.



Certificate Program Options

ISSA offers nine different certificate programs. These certificates can be earned through structured undergraduate classes or through self-paced study. Certificate courses taken as self-paced study satisfy degree requirements, but do not contribute to the 30-credit undergraduate minimum required for associate's degree conferral.

- Master Trainer™
- Elite Trainer™
- Certified Fitness Trainer
- Specialist in Fitness Nutrition
- Specialist in Exercise Therapy
- Specialist in Senior Fitness
- Specialist in Strength and Conditioning
- Youth Fitness Trainer
- Specialist in Sports Nutrition

Please refer to the *ISSA Certificate Programs* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of ISSA.

Degree Option

ISSA offers an Associate's Degree in Exercise Science with an Emphasis in Personal Training.

Please refer to the *Associate's Degree in Exercise Science with an Emphasis in Personal Training* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of ISSA.

ISSA CES Enrollment Calendar

There are 8 start dates during the year beginning on Monday of each 5-week session. Each course is offered within a 10-week or 5-week timeframe, depending on the nature of the course. Each course has a designated start and end date. ISSA College of Exercise Science follows a quarter-based system.

ISSA Holidays

The ISSA is closed on the holidays listed below. Students have access to their online courses seven days a week including holidays.

- | | |
|------------------|------------------|
| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |



ACADEMIC INFORMATION

The Academic Affairs department primarily serves as the institutional voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention, outcomes assessment, and accreditation oversight for ISSA's College of Exercise Science.

Instructional Model

ISSA's College of Exercise Science goal is to provide a high-quality educational experience to both students and faculty through online learning using innovative technologies and teaching techniques. The instructional model for undergraduate classes is a modified open-enrollment, cohort-of-one study track conforming to the following profile:

- A cohort consists of one student.
- Enrollment is offered 8 times per year, beginning Monday of each session.
- Each enrollment has a fixed start date and end date.
- Students are required to submit assignments, discussions, and quizzes at the end of each week. Each course concludes with a final, proctored exam.
- Instructors finalize course grades within seven (7) calendar days of course end date and grades become official within fourteen (14) calendar days of course end date.

Academic Term

An academic term for undergraduate courses is defined as a 10-week quarter. There are two 5-week sessions within each quarter to accommodate short-term courses. Each course is offered within a 10-week or 5-week timeframe, depending on the nature of the course.

Assignments must be turned in according to the established course schedule. The start of an academic term begins on the published start date of the academic quarter. A student's enrollment status is determined by the number of units held in one 10-week quarter.

Course Format and Access

ISSA courses and programs are 100% distance education with no residency requirement. Undergraduate coursework is delivered through our online Learning Management System (LMS), accessible via secured username and password through ISSA's Member Section at www.issatrainee.com. This course delivery platform is designed with an easy-to-use student interface. The LMS is used by students and faculty members for course syllabus, course work, attendance, and grading. Supported by the course instructor and the accompanying textbook, the LMS is the students' online classroom.

Students may begin classroom orientation shortly after registration. Students are required to complete classroom orientation prior to starting their first undergraduate course. The purpose of classroom orientation is to help the student navigate the LMS, understand the process for successfully completing a course, and utilize all helpful student resources.



Faculty and Instruction

Interaction with the course instructor is the front-line of academic support to students in mastering undergraduate course content. The main academic goals include mastery of the course learning objectives and completion of all work within the course timeframe. The instructor's main responsibility is to work closely with the student to ensure the student's learning success. Faculty are responsible for initiating contact with students through email at the start of the quarter and monitoring student interaction throughout the course by email, assignment submission and grading, discussion, student-centered assignment feedback, and the online tutor/chat room.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by ISSA CES faculty and staff.

Students have the opportunity to evaluate the course and the instructor anonymously at the conclusion of each course.

Full Time Instructors

Cameron Baker, BS, Master Trainer *Personal Training*
BS Kinesiology, Westmont College

Patrick Gamboa, BS, Master Trainer *Personal Training*
BS Kinesiology, California State University, Fullerton

Mariela Marin, MA *Psychology, Sociology, Communications*
MA Clinical Psychology, Antioch University; BA Psychology, University of Notre Dame; BA Spanish, University of Notre Dame

Part Time Instructors

Eric Brody, MA *History and Business*
MS Geography, University of California, Santa Barbara; BA Quantitative Economics Decision Science, University of California, San Diego; BA History, University of California, San Diego; Microsoft Systems Certified Engineer

Sara Flemming *General Education, Biology, Personal Training*
MS in Biochemistry and Molecular Biology, Georgetown University;
BA in Biological Sciences, St. Mary's College of Maryland

Ruth McDonough, MEd *Biology*
MEd Education, emphasis in Technology in Education, Lesley University;
BS Biology, Gonzaga University

Anne Phillips, MEd *General Education, Business, Communications, Personal and Professional Development*
MEd Education, emphasis in Human Resources and Organizational Development University of Georgia, Athens; BA Elementary Education, Carroll College; Designation-Senior professional Human Resources (SPHR); Designation- Human Capital Strategist

Participation

Participation is identified through assignment submission and classroom discussion posts. Assignments must be submitted each week for attendance and participation purposes. When assignments are not submitted by the posted due date, Program Advisors and instructors may contact students by email to check on their status and offer assistance if needed. Instructors assess the quality of the students' contributions during the course by grading each assignment. Assignments include homework, quizzes, discussion, and final exams. Each student is required to submit all assign-



ments, and to take part in answering discussion questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of 2.00 or C grade may contribute to unsatisfactory academic progress that carries various consequences. If a student falls out of good standing, there are three types of academic status: warning, probation and dismissal. (See the Policies section for more information.)

Points for assignments and participation are awarded based on the following criteria.

Student's work should:

- Reflect understanding of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect ideas offered in the assigned course readings and feedback from the instructor
- Show evidence of thorough reading and analysis of the material being studied and discussed
- Show evidence that the student distinguishes among different kinds of data (e.g., facts, opinions, assumptions, inferences, and evaluations)
- Show a willingness to test new ideas
- Reflect a willingness to interact with faculty by asking questions and challenging ideas and conclusions.
- Avoid commentary that does not demonstrate comprehension. Passive comments such as “That’s right” or “I disagree” need to be supported by new evidence.
- Be substantiated and persuasively presented

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both Program Advisors and the instructor.

During the first two modules of a session, participation will be closely monitored. Students who have not participated will be contacted by their Program Advisors and instructors to learn the circumstances. If students are experiencing extraordinary circumstances that prevented assignment submission, Program Advisors will provide assistance as needed and instructors will provide support and guidance on assignment submission.

Program Advisors and instructors will send warning emails to students who fail to submit assignments or participate. The warning email will indicate that the students’ assignment grades and final course grade may fail to meet the minimum academic standard. (See Academic Status section for more details on the minimum academic standard.)

For threaded discussions, instructors contact students with a reminder to contribute to the discussion if the student has not yet participated. When the students’ participation is not meeting the performance criteria noted above, the instructor can provide threaded discussion feedback to encourage a higher level of contribution and contact students individually with a personal coaching message regarding their contribution to date.

Assignment and participation points will be differentially awarded based on how well students have met the performance criteria noted above.



Outcomes Assessment

At the core of the ISSA CES's assessment process are the following principles:

- Identify clearly what the institution is trying to accomplish
- Develop measurable outcomes to determine the degree of institutional success in achieving those outcomes
- Use qualitative and quantitative measures to identify the variables responsible for strengths and weaknesses in the institution or in its programs
- Collect follow-up data to assess the effectiveness of changes made in the process
- Use a broad cross-section of methodologies to ensure that limitations of individual instruments do not distort the measurement of complex attributes or outcomes
- Assessment measures will be selected to represent a range of assessment techniques: quantitative and qualitative, standardized and customized, direct and indirect, internal and external, to ensure a more comprehensive and rigorous assessment process

In order to ensure academic excellence, ISSA CES is committed to establishing a culture of assessment that encourages voluntary self inquiry, promotes innovation and experimentation in assessment methods, and supports efforts to become more reflective and responsive. Assessment provides the data to affirm what the ISSA CES does well and to promote continuous improvement in all other areas.

The standard for assessment focuses on enhancing student learning and providing the appropriate levels of educational and administrative support to fulfill the ISSA CES's mission.

Students with Disabilities

Accommodation may be made for students with learning problems caused by disabilities. Accommodations, when permitted, can apply to the required courses for a major as well as electives. ISSA recognizes that some students with specific disabilities may experience difficulty completing assignments and the ISSA will work with any and all students with documented disabilities.

Policies

Grading Policy

Students are expected to maintain at least minimum grade point averages (GPA). To remain in Good Academic Standing each quarter and to earn a degree, a student must earn an institutional GPA of 2.00 or better.

Faculty members are responsible for grading all students assigned to them. Faculty members will be able to view all of their currently enrolled students' grade reports through the LMS. Faculty will submit assignment grades within seven days of assignment due date and a final grade within seven days of the course completion



date. Grade reports will be made available to students through the LMS on a continual basis throughout the term.

Through the LMS, students can submit their work, take exams, and view their course information. A student who has failed to make payment for tuition or who retains any other indebtedness to the ISSA CES will not receive the grade until payment is made.

If a student is in progress of a course, the faculty member is responsible for working with the student until the course has been completed. High quality faculty-student interaction and high quality student-centered teaching promote course completion in a timely manner.

GPA Type Definitions

Course GPA. GPA calculated from one course.

Term GPA. GPA calculated from on all completed courses associated with one term.

Institutional GPA. GPA calculated from on all completed courses through ISSA CES.

Grading Scale and Equivalents

ISSA CES has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.

Grade	Equivalent	Points	Scale
A+		4.00	97-100
A	Excellent	4.00	94-96
A-		3.67	90-93
B+		3.33	87-89
B	Good	3.00	84-86
B-		2.67	80-83
C+		2.33	77-79
C	Satisfactory	2.00	74-76
C-		1.67	70-73
D+		1.33	67-69
D	Poor	1.00	64-66
D-		0.67	60-63
F	Failure	0.00	Below 60
W	Withdrawal		
AC	Administrative Cancellation		
AW	Administrative Withdrawal		
IP	In Progress		



Grading Criteria

A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good to very good

The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C = Satisfactory

The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average

The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

F = Failing

Quality and quantity of work is unacceptable.

W = Withdrawal

Students who officially withdraw before the final withdrawal deadline will receive a "W." A "W" is not calculated into the GPA. If the student does not withdraw prior to the final withdrawal deadline, his/her grade will be calculated as points earned divided by total course points. This grade is calculated into the GPA.

AC = Administrative Cancellation

Administrative cancellation refers to a student course cancellation which is initiated by the institution. Administrative Cancellations commonly apply to coursework that has not begun. ISSA CES may cancel students from courses for reasons which include but are not limited to:

- Not satisfying a course prerequisite
- Outstanding tuition
- Plagiarism
- Computer tampering

Students who are administratively cancelled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no affect on the student's academic GPA. The student will be notified of the Administrative Course Cancellation to their primary email from the Office of the Registrar.



AW = Administrative Withdrawal

Administrative withdrawal refers to a student course withdrawal which is initiated by the institution. Administrative Withdrawals commonly apply to coursework that has already begun. ISSA CES may withdraw students from courses for reasons which include but are not limited to:

- Failing to participate in classes
- Not satisfying a course prerequisite
- “Dropping out” in the middle of a term
- Plagiarism
- Computer tampering

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no affect on the student’s academic GPA. The student will be notified of the Administrative Course Withdrawal to their primary email from the Office of the Registrar.

IP = In Progress

Coursework will have a designed In Progress status while the course is in progress (during the course start and end dates). No quality points are assigned to In Progress coursework and there is no associated GPA.

I = Incomplete

Coursework will have a designed Incomplete status when the course has ended, but a final grade has not been assigned. No quality points are assigned to Incomplete coursework and there is no associated GPA.

Course grades of “C-” or lower fall below the level for satisfactory academic progress.

Grade Challenges

ISSA College of Exercise Science faculty members are experts within their fields of study and have the final authority for assigning grades with the exception to grades that are found to be a result of arbitrary or capricious grading.

If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade dispute may be made on a final course grade basis. Individual course assessment grades are to be handled between student and faculty while a course is in session. The grade challenge policy governs course final grades.

The following policies and procedures apply to all grade challenges:

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading, the student must discuss the dispute with the faculty member who issued the grade within 7 days of the final grade being posted. The correspondence must be tracked through email. Student is required to “cc” the Program Advisor.
2. If a satisfactory solution cannot be found, the student may request a Grade Challenge form from the Program Advisor to be submitted for review.
3. A Grade Challenge Form must be initiated within 21 days of the final grade posting date.



4. After reviewing the grade challenge form and supporting documentation for completeness, the form will be forwarded to the Academic Dean.
5. The Academic Dean will review the documentation to determine if the request warrants a review or not. If so, the Academic Dean may consult with the faculty member in an attempt to resolve the dispute. In most cases, the faculty member's decision is final unless the Academic Dean determines extenuating circumstances warrant review.*
6. Grade disputes may not be appealed beyond the Academic Dean. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student's responsibility to provide the necessary information to support the challenge. The student's Grade Challenge Form must include all required information within the form and clearly written justification for the Grade Challenge to be considered.

The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: Medical verification if exception is due to illness, copies of any documentation to substantiate the request, etc. If any type of documentation or recommendation is missing, the form will be returned to the student for completion.

* If a conflict of interest exists during the Grade Challenge Process, the Academic Dean may substitute for the Program Advisor and the Chief Academic Officer may substitute for the Academic Dean.

Please Note: Upon submission of a Grade Challenge Form and any supporting documents, faculty may be notified of the challenge and asked for a response.

Attendance Policy

ISSA CES requires that students communicate with their instructors via email should there be any impact on module or course completion.

Attendance requirements include submission of module assignments, completion of course tests and exams, and participation in the module discussion boards. There must be a minimum of one assignment or quiz submitted each week on average to meet the attendance requirements. It is the submission of assignments and participation that constitutes attendance. Failure to keep up with the module requirements may impact a student's individual assignment grade and overall course grade.

All assignments should be submitted through the LMS by the published deadline. Instructors will grade assignments within five business days of the assignment due date. All students are expected to complete the course within the 5-week or 10-week timeframe specified by the ISSA CES.

Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student's ability to master the learning objectives and to complete all work within the session's timeframe.

Leave of Absence

A student who finds it necessary to leave ISSA CES and who plans to return may submit a request for a leave of absence. The student must be in good academic standing to be eligible to request a leave of absence.



Repeated Courses

Any undergraduate course at ISSA may be repeated. The lower grade remains on record with a notation that the course has been repeated. Only the higher grade and quarter credit are calculated into the cumulative grade point average.

Quarter credit is only given once for a repeated course, except in circumstances where noted in the course description. It is recommended that if a student is repeating the course to obtain a higher grade that the course is repeated as soon as possible. Grades earned at ISSA CES remain in the student's grade point average if the coursework is repeated at another institution.

Academic Honesty

Academic honesty is essential. Students must always submit work that represents their original words or ideas. The student must make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

There is a growing concern among academics about violations of academic honesty, particularly among those who facilitate distance education. It is essential that all students produce and submit work that is their own original thoughts and work when completing coursework. This policy on academic honesty is an attempt to discourage students from obtaining or attempting to obtain quarter credit for work through the use of any dishonest, deceptive, fraudulent, or unauthorized means.

Academic honesty includes but is not limited to cheating on assignments and quizzes, plagiarism, and any act that gives an unfair academic advantage to a student. Plagiarism occurs when words and ideas are submitted that have already been published by others or that have been produced by someone other than the student.

Academic honesty can be violated in at least the following ways:

- Using words or ideas that do not represent the student's original work
- Failing to cite all relevant sources used as reference material
- Submitting another person's entire work or work that was produced through collaboration with another student as one's own
- Submitting work done in one course to satisfy the requirements of another unless both instructors agree beforehand to accept such work
- Forging or altering documents. These include transcripts, add/drop forms, or any academic form that has been falsified or on which a professor's signature, or anyone else's signature, has been forged or altered

When instances of academic dishonesty have been detected, faculty members will have a number of options for addressing the incident with the student:

- Resubmission of the assignment (possibly for fewer points)
- Failure on the assignment
- Additional assignment(s)
- Reduction of the final course grade
- Failing grade in the course



When the faculty member has determined that academic dishonesty has occurred and that a disciplinary action is necessary, he or she will initiate the following:

- First, work with the student to determine the circumstances and instructor's alternatives to overcome the deficiency
- If the instructor and student cannot resolve the situation satisfactorily, the instructor submits an academic dishonesty complaint to the Academic Dean.*
- The student will receive a letter that officially notifies him or her of the charge of academic dishonesty
- The student may appeal the allegation

In the case of an appeal, the Academic Dean will submit the allegation to an ethics committee that will consist of selected faculty and the Academic Dean. The ethics committee will determine the appropriate action for the student's violation of the academic honesty policy.

Cases submitted to the Academic Dean will result in the initiation of a formal administrative investigation and review by an ethics committee. The result of that investigation may lead to one of the following actions:

- Removal from class
- Disciplinary action which might include, but is not be limited to, documented counseling by a ISSA CES staff member, loss of quarter credit, or suspension
- Expulsion from the ISSA CES

All actions will be based on the severity of the offense.

* In cases where there may exist a conflict of interest, the Chief Academic Officer will substitute for the Academic Dean.

Preventing Plagiarism

ISSA CES faculty members take these steps to prevent instances of plagiarism in their classes. Faculty of ISSA CES will:

- Set clear expectations for assignments, including format and citation requirements
- Design assignments to fulfill specific objectives which might include personal applications, work experiences, or specialized knowledge that only the student might possess
- Use a plagiarism checker
- Take immediate action when plagiarism is suspected
- Use clear language in the course syllabus that might communicate the definition and consequences of plagiarism and the importance of academic honesty

Conduct Policy

Students shall, at all times when engaged in the online classroom, conduct themselves in an orderly and considerate manner. Violation of this condition is grounds for dismissal.



STUDENT AFFAIRS

The Student Affairs department is responsible for providing personalized, proactive, responsive service to enhance student engagement within the ISSA CES distance learning environment. The various sections of the department, including the registrar, credit evaluation, Program Advisors, and student service representatives form the nucleus of the student support teams.

Registrar

The Office of the Registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the Registrar include:

- Management of student academic records
- Determination of transferability of courses
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts
- Assessment and conferral of degrees
- Consulting on academic policies and procedures
- Informing students, faculty members, and staff of their rights and responsibilities for their educational records, access, and privacy

Student Records

The following describes the retention and maintenance of student records.

- Admissions documents for applicants who do not enter (whether accepted or rejected): 1 year after application
- Admissions documents for applicants who enroll: 5 years after graduation or date of last attendance
- Academic records: permanent

Transfer and Award of Academic Credit

College transfer credits are determined by the receiving institution. Each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. It is the receiving institution's responsibility to provide reasonable and definitive policies and procedures for determining a student's knowledge in required subject areas. ISSA will furnish transcripts and other documents necessary for a receiving institution to judge the quality and quantity of the work completed by its students. Be advised that the work reflected on the transcript may or may not be accepted by a receiving institution.



Interinstitutional Transfer of Credit

Credit transfer depends on:

1. The educational quality of the institution from which the student transfers.
2. The comparability of the nature, content, and level of credit earned.
3. The appropriateness and applicability of the credit earned to the programs offered by the receiving institution, in light of the student's educational goals.

Accreditation: Accreditation speaks primarily to the first of these considerations, serving as the basic indicator that an institution meets certain minimum standards. ISSA gives careful attention to the accreditation conferred by accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA and/or the U.S. Department of Education (USDE). CHEA is a non-profit organization of colleges and universities that has a formal process of recognition that requires recognized accrediting bodies to meet the same, generally accepted minimum standards for accreditation. USDE has a governmental process of recognition that requires recognized accrediting bodies to meet federal standards ensuring that education provided by accredited institutions of higher education meets acceptable levels of quality.

Comparability and Applicability: Comparability of the nature, content, and level of transfer credit and the appropriateness and applicability of the credit earned in programs offered by the receiving institution are important in the evaluation process. This information is obtained from catalogs and other materials and from direct contact between staff at both the receiving and sending institutions.

Admissions and Degree Purposes: There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. A receiving institution may accept previous work, place a credit value on it, and enter it on the transcript. However, that previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student.

Unaccredited Institutions: Institutions of postsecondary education that are not accredited by CHEA-recognized accrediting bodies may lack that status for reasons unrelated to questions of quality. Such institutions, however, cannot provide a reliable, third-party assurance that they meet or exceed minimum standards. That being the case, students transferring from such institutions may encounter special problems in gaining admission and in transferring credits to accredited institutions.

Foreign Institutions: In most cases, foreign institutions are chartered and authorized by their national governments, usually through a ministry of education. Although this provides for standardization within a country, it does not produce useful information about comparability from one country to another. The Council on International Education Exchange, Council on Evaluation of Foreign Credentials, National Liaison Committee on Foreign Student Admissions, and National Association of Foreign Student Affairs can assist with information or guidelines on admission and course place-



ment of foreign students. Equivalency or placement recommendations are evaluated in terms of programs and policies of the individual receiving institution.

Validation of Extra-Institutional and Experiential Learning for Transfer Purposes:

Transfer-of-credit policies encompass educational accomplishment attained in extra-institutional settings as well as at accredited postsecondary institutions. Recommendations provided by the American Council on Education's Office, credit-by-examination programs, and the Council for Adult and Experiential Learning help to determine credit equivalencies for various modes of extra-institutional learning.

What this means to you

ISSA accepts previous general education and elective coursework from an institution that is (or was at the time the course was completed) accredited by an organization recognized by either the U.S. Department of Education or CHEA. Transfer credit is only applied to the Associate's Degree program and is not accepted for certificate completion. The required major courses for the Associate's Degree program must be completed through ISSA and cannot be transferred in.

Transferrable coursework from outside institutions must be:

- Relevant (a logical addition to your course of study)
- Reliable (accredited institution, military education, CLEP, AP, etc.)
- Verifiable (via official transcripts)
- General education or electives
- Completed with a grade of C- or higher

Here are the types of credit accepted:

- Relevant undergraduate general education or electives with a C- or higher from an institution accredited by an organization recognized by either the U.S. Department of Education or CHEA
- Credit by Examination including:
 - *Chauncey Group International - DSST Program (formerly DANTES Subject Standardized Tests)*
 - *College-Level Examination Program (CLEP)*
 - *Excelsior College Exams (formerly ACT-PEP, formerly Regents College Exams)*
 - *College Board Advanced Placement (AP) Program*
- Professional Military Education (non-academic experience and training) evaluated by the American Council on Education (ACE) as academic credit.
- Civilian, corporate, and government training evaluated by the American Council on Education (ACE) for undergraduate credit



Credit earned in repeatable required courses may be applied only once to the degree requirements.

Some study abroad programs, upon approval, may satisfy some ISSA general education and/or elective requirements.

Experiential learning as gained through the military can satisfy some ISSA elective requirements. Official Military Transcripts are required.

Articulation Agreements

ISSA holds articulation agreements with:

- American College of Healthcare Sciences USA (ACHS), Portland, OR and
- Waldorf College, Forest City, IA

American College of Healthcare Sciences USA (ACHS)

ACHS accepts ISSA certification courses (PTR) with a grade of B or higher for transfer credit. The student must successfully complete all admission requirements and enroll as a new student at ACHS within five years following completion at ISSA to receive transfer credit under this agreement. Upon enrolling at ACHS and submitting official ISSA transcripts, the ACHS Registrar will note the appropriate award of credit to the student's transcript without additional charge. This credit will be recorded as "Transfer Credit" on the academic transcript and will be excluded when calculating the student's grade point average. There will be no cost to the student for Transfer Credit obtained in this manner. Please be aware that the administrative fee structure at ACHS is subject to change.

Waldorf College

Waldorf will evaluate the ISSA's courses submitted by applicants for credit transfer consideration. A maximum of 32 semester hours in the Associate's Degree program, or 84 semester hours in the Bachelor's Degree programs may be transferred into Waldorf, providing they are relevant and in alignment with the applicable degree program. Acceptance of courses and credits from the ISSA and other accredited institutions are evaluated by the Registrar according to the nature and quality of the coursework. A minimum GPA of 2.0 from the transferring institution is required for admission into Waldorf.

Under this agreement, students of the ISSA entering Waldorf's On Campus programs will have the standard application fee waived and receive a \$500 scholarship toward the first year's tuition.

Students entering Waldorf's On Campus Programs with less than 50 semester hours of credit transfer will be required to reside on campus.

Articulation agreements are subject to change. Confirm the terms of these agreements with the articulating institution before you enroll.



Transfer Credit Evaluation

Official transcripts from the conferring institution are required to facilitate credit evaluation. Transcripts for comparable ISSA undergraduate courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to ISSA College. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services. Transcripts in languages other than English must be accompanied by a certified translation.

ISSA College of Exercise Science (ISSA CES) operates on a quarter system and courses are awarded quarter credit. If a student transfers over credit taken at a semester based institution, the credit is converted to the quarter equivalent. One quarter credit is equivalent to two-thirds of a semester credit.

Any course or credit recommendation (institutional or non-institutional) approved to transfer to ISSA CES degree requirements is evaluated on the quarter credit worth in addition to standards of educational quality to determine the applicability to ISSA CES degree requirements.

Credits applied towards degree requirements are recognized only for the quarter credit required for that specific degree requirement. No additional credit will be awarded beyond the quarter credits required.

Quarter Credit	Semester Credit
6	4
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67
Quarter Credit	Clock Hours
1	30

The prospective student must provide the following documentation:

- Official college transcripts (must come from conferring institution)
- Course outlines and/or catalog from awarding institution
- Military-earned credit:
 - o *Army American Council on Education Registry Transcript (AARTS)*
 - o *Coast Guard Institute (CGI)*
 - o *Community College of the Air Force Transcript (CCAF)*
 - o *Sailor/Marine American Council of Education Registry Transcript (SMART)*
- Official standardized examination results:
 - o *Award of academic credit toward the degree program of enrollment is assessed on the basis of test scores and the appropriate subject area*
 - o *ISSA College will award transfer credits for exams that are associated with the current ISSA College curriculum*

Once the Transfer Credit Evaluation is complete, accepted transfer credit is applied to the degree plan and supplied to the applicant.



Notice Concerning Transferability of Credits and Credentials Earned at ISSA

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn from ISSA is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn from ISSA are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should **make certain that your attendance at ISSA will meet all of your future educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your credits, degree, diploma, or certificate will transfer.**

Academic Progress and Attendance Support

Each student is assigned to one Program Advisor (PA) who is the personal point of contact for support and service issues. The PA stays in touch with the student from the date of enrollment through graduation. The importance of the PA's efforts toward student retention is second only to the influence of the course instructor and the quality of the course materials.

Through email and phone calls, the Program Advisor is always there to provide support in areas that include:

- Monitoring attendance and motivating the student to stay on track to complete on time
- Answering procedural questions such as grading and scheduling
- Assisting with proctored exam scheduling
- Assisting students in selecting their next courses and the processing of enrollment for the next term
- Processing graduation requirements

A student's Program Advisor is the key point of contact during a student's entire degree program. Academic Program Advisors are required to respond to all student inquiries within 48 hours, the equivalent of two business days. The support relationship can include phone calls and emails.

Students who encounter any problems sending assignments through the LMS or other technical issues should contact the Technical Support staff listed in the LMS for assistance. All requests for technical support are responded to within 24 hours, the equivalent of one business day.



Add/Drop

Students may drop a course if an alternative course is added to their academic schedule by requesting and submitting an Add/Drop Form by the end of the first week of their course. Students joining a course after the official start date will still be expected to finish assignments by published dates. Courses dropped during the add/drop period will not have a record of enrollment on the student's academic transcript. A new Enrollment Agreement will be processed for the added course and the student will be responsible for the tuition based on the new dates. If the course dropped is of a greater credit value than the course added, students may request tuition reimbursement for the difference. The terms outlined in the Cancellation Policy shall apply.

You can request cancellation in any manner, but we recommend you make your request in writing. A Cancellation and Course Material Return Form can help you document your request. Remit your cancellation request along with textbooks received under the ISSA Undergraduate Course Materials Grant to: ISSA, Attn: Cancellation, 1015 Mark Ave., Carpinteria, CA 93013.

Extensions

If circumstances prevent students from completing a course within the prescribed timeframe, an extension time period can be requested and the course will remain in progress until the designated course end date. An extension is two weeks beyond the end date of a 5-week course and five weeks beyond the end date of a 10-week course.

A student must submit a Request for Extension form after the third week and prior to the end of the session. Factors such as reason for an extension and academic progress within the course will be evaluated to determine approval of an extension. The Office of the Registrar will notify the student of the status of their request for extension. This communication will be saved to the student's permanent record.

If the request is approved, the course will remain in progress for the duration of the extension or until all work has been submitted, graded, and a final grade awarded. If the request is denied by the Registrar, the student may write a letter and contact the Academic Dean for further review and status determination.

During the time of extension, the course will be marked as "Incomplete" and the grade on record will be an "I." If work is not completed by the extension deadline, the grade will be calculated according to the points complete out of total points.

The removal of an incomplete should be the student's first priority. Extensions beyond the specified time limit are rarely approved; however, under extenuating circumstances, a student may request an additional extension within the last week of the first extension and prior to the last day. Documentation may be required. All work must be complete by the close of the subsequent quarter. Registration for future quarters may be prohibited until the incomplete is removed.

A maximum of 4 incompletes are allowed within a 12-month period. If the student reaches the maximum allowed incompletes or if the student acquires incompletes in two consecutive terms, registration for future quarters may be prohibited until the incomplete is removed.



Academic Status

If a student falls out of good standing, there are three types of academic status: Warning, probation and dismissal.

Warning: Any student who earns a course GPA below 2.00 through ISSA CES will receive an email letter of Academic Warning. The warning notice reminds students that a cumulative GPA 2.0 minimum is required for graduation and advises students to seek advice from their Program Advisor regarding satisfactory academic progress.

Probation: Any student who earns an institutional GPA below 2.00 or completes quarter credits less than the established standards will be placed on academic probation status based on approval by the academic dean. No more than two terms on academic probation will be permitted.

Students are eligible to be removed from academic probation if they are able to meet the minimum GPA and term credit completion.

Dismissal: Any student who does not earn the minimum institutional GPA or satisfy the minimum quarter credits earned while on academic probation is subject to academic dismissal from the ISSA CES.

The academic dean will notify the Registrar's Office of students eligible for dismissal. Students will receive a letter from the Registrar's Office informing them of their status and a copy of the letter will go into the student's permanent record.

ISSA will notify the VA Office of students whose enrollment status changes from enrolled to dismissed.

A student who is academically dismissed is ineligible to continue enrollment and may not be readmitted before the lapse of at least 5 weeks. Upon return, the student will be permitted to take courses on academic probation and will be required to repeat courses that can raise cumulative GPA.

Any students notified of academic dismissal may appeal the decision based on mitigating circumstances that explain the unsatisfactory academic performance and a likelihood of success if allowed to continue at ISSA College of Exercise Science. To appeal an academic dismissal, students must submit a typed petition to the Registrar within ten business days of notification of dismissal. The appeal should be a concise narrative with supporting documents. During an appeal, the student's status remains as academically dismissed.

The appeal will be forwarded to the Student Standards Committee for consideration. The committee will recommend a decision to the Registrar's Office. Students will be notified in writing of the decision by the Registrar's Office within ten business days of receiving the student's appeal. All decisions by the committee are final.

If the appeal for academic dismissal is approved the student will be permitted to continue coursework at ISSA College of Exercise Science under academic probation status. If the appeal is not approved the student remains academically dismissed, is ineligible to continue enrollment, and may not be readmitted subject to committee recommendations.

Upon return the student will be permitted to take courses under academic probation status and according to the Academic Dean's recommendations.

Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment will be established by the Student Standards Committee on an individual basis and will be provided to the student upon notification of their dismissal.



VA Notification

ISSA will notify the VA Office of the following changes in student status. Students using veteran benefits to assist with tuition are advised to contact their VA Office to determine if changes in student status will affect their benefits.

- Initial enrollment
- Dropped course
- Extension
- Leave of absence
- Additional enrollment
- Course or program withdrawal
- Course or program dismissal

Tuition Assistance Grade Reporting

ISSA will report grades as required by military branches that issue tuition assistance. Students using Military Tuition Assistance and Military Spouse Financial Assistance to assist with tuition are advised to contact their Education Office to determine the grading standards required to maintain assistance. Standards may include maintaining a specified GPA, receiving a grade within a specified time period following the end of the course, removing incomplete grades within a specified time, or limits on allowed incompletes.

Proctored Examinations

All undergraduate courses end with a closed-book, one-hour, timed, proctored examination. The student has two options to complete the final examination and is required to make the necessary arrangements ahead of time.

Option I: Online Webcam Proctoring through ProctorU

Students can take a proctored examination without ever leaving their work station via webcam! Online proctor fees through ProctorU are only \$22.50. The fee is not paid to ISSA and it is not included in tuition.

1. **Get a webcam.**
2. **Make sure that your webcam is properly installed.**
3. **Check the technical specifications** at to make sure your computer and webcam meet the requirements.
4. **Schedule an exam** by visiting www.proctoru.com/schedule. Create an account by clicking on “New Users: Request Login ID” (valid email address and a phone number required).
5. **At the time of your exam, return to www.proctoru.com/schedule. Click on the blinking button saying “You have an exam. Click here to begin.”**



Option 2: Live Third-Party Proctoring

Students who do not have the necessary technical specifications to utilize online proctoring must make arrangements for a live proctor. Students are responsible for all fees charged by the chosen proctor.

- 1. Obtain a proctor.** The proctor must be a disinterested third party authorized by the ISSA.
 - a. Member of the clergy or religious leader*
 - b. Librarian*
 - c. High-school teacher*
 - d. Community college proctor*
 - e. Other official proctor*
- 2. Schedule an exam time with your proctor.** The exam time must be during the final week of the course. Your proctor will need to be with you for the duration of the exam.
- 3. Obtain a Third-party Proctor Form** from your Program Advisor to give to your proctor prior to your scheduled exam.
- 4. The proctor contacts ISSA** by phone or email for a passcode between 9a and 4p Pacific, M-F prior to your scheduled exam.
- At the time of the exam, the **proctor confirms your identity** through photo identification and completes the proctor form.
- You log in to your course and open your final exam.
- Your proctor unlocks your exam** with the passcode provided by ISSA.
- You have one hour to complete the final** in a closed book, closed note, proctored setting.
- Your proctor monitors completion for the duration of the exam** and notes the time you finish on the proctor form.
- You submit the proctor form** to your Program Advisor to receive your final grade. (The form will contain these instructions.)

Graduation

To receive an Associate's Degree, a student must satisfy requirements related to quarter credits, grade point average, program of study and courses. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner. To assist students in this process, ISSA CES provides support through Program Advisors.

Once a student has determined that all requirements have been met, the student submits a graduation application to the Office of the Registrar.

For an Associate's Degree, a student must complete the following:

- Earn a minimum of 90 quarter credits of which 30 credits are general education, 30 credits are core courses, and 30 credits are electives. At least 30 credits must be earned as undergraduate college courses through the ISSA College of Exercise Science.
- Maintain an institutional GPA of 2.00 (on a 4.00 system) overall in core coursework.
- Fulfill the academic requirements as directed by the degree program.



Degrees with ISSA CES are conferred on a quarterly basis. The conferral date is defined as the date on which a student's degree is officially awarded. After completing all courses and submitting a completed graduation application, graduating students must resolve any outstanding financial obligations. After all academic and administrative requirements have been met, students will receive their diploma.

Delta Epsilon Tau Honors Society

ISSA College of Exercise Science recognizes the academic achievements of students with the establishment of the ISSA Omega of California Chapter of the Delta Epsilon Tau (DET) International Honor Society.

Students who have earned an Associate's Degree with an institutional GPA of 3.75 or higher at ISSA College of Exercise Science are eligible for recognition. A committee comprised of ISSA CES faculty and administration review eligible candidates.

Delta Epsilon Tau Honors Society is chartered and accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

Library Resources

The Library and Information Resources Network, Inc., a 501(c)(3) nonprofit corporation founded in 1996, is a consortium of educational institutions which have joined to share access to information resources. LIRN grew out of a project of the Advisory Council of the (Florida) State Board of Independent Colleges and Universities and is now an independent organization. LIRN provides group purchasing and centralized management of electronic information resources for its members, and operates a validation server which is a single login gateway to vendor services.

LIRN is a multi-location, virtual organization, with business offices in Largo, Florida, and officers, trustees, and technical staff at various locations around the U.S. Phone numbers and addresses are available on the Board and Officers page of our website. The LIRN gateway server is housed in the state of the art commercial data center of Peak 10 Data Center Solutions in Tampa, Florida. It features complete articles full text articles, books and photographs. Since these programs will be taught online, students will be given an account with LIRN and will have unlimited access to the system.



Technology Requirements

Students are expected to have access to the technology requirements as ISSA CES is not obligated to supply the needed technologies including software and hardware. If a student does not have word processing software, www.OpenOffice.org offers free, fully functional software for download. The following chart lists the minimum and recommended hardware and software requirements a student will need to successfully access ISSA CES's online courses.

PC	Minimum	Recommended
System	Microsoft Windows XP	Microsoft Windows 7
Processor	1 GHz	Intel/Pentium/Celeron family AMD K6/Athlon/Duron family
Memory	512 MB	1024 MB or greater
Display	Super VGA (1024 × 768) resolution video adapter and monitor	SVGA Monitor True color (32 bit) 1280 x 1024 Resolution or higher
Connection	56k (Dial-up)	Broadband (Cable / DSL / T1)
Browsers	Internet Explorer 7 or Firefox 2.0	Internet Explorer 8 or Firefox 3.5
Software	Windows Media Player 9.0 Adobe Flash Player 9.x OpenOffice (free at openoffice.org) -or-Microsoft Office XP	Windows Media Player 11.0 Adobe Flash Player 10.x OpenOffice (free at openoffice.org) -or-Microsoft Office Suite
Hardware	20 GB Hard Drive CD-ROM Speakers Black & White Printer	40 GB Hard Drive or better CD-ROM Stereo Speakers Color Jet Printer
Macintosh	Minimum	Recommended
System	OS X 10	OS X 10.4 or later (Leopard)
Processor	1 GHz	2.4 GHz or greater
Memory	512 MB	1024 MB or greater
Display	Super VGA (1024 × 768) resolution video adapter and monitor	SVGA Monitor True color (32 bit) 1280 x 1024 Resolution or higher
Connection	56k (Dial-up)	Broadband (Cable / DSL / T1)
Browser	Firefox 3.0 or Safari	Firefox 3.5 or Safari 5
Software	Quicktime Adobe Flash Player 9.x OpenOffice (free at openoffice.org) -or-Office version X	Quicktime Adobe Flash Player 10.x OpenOffice (free at openoffice.org) -or-Microsoft Office Student & Teacher
Hardware	20 GB Hard Drive CD-ROM Speakers Black & White Printer	40 GB Hard Drive or better CD-ROM Stereo Speakers Color Jet Printer
Proctoring	Minimum	Recommended
All students	ISSA approved third-party proctor	Webcam (640x480 resolution) Headphones or speakers Microphone Web browser with Adobe Flash 10 High-speed internet Ability to allow VNC connections



Student Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. ISSA may not disclose personally identifiable information about students or allow inspection of their education records without written permission unless such action is covered by certain exceptions permitted by the act.

Once a student has registered for courses at ISSA, all rights provided by FERPA rest with the student even if the student is younger than 18 years old. This applies regardless of country of residence or citizenship.

FERPA grants five basic rights to you as a student:

- To inspect and review the information maintained in your student record.
- To seek amendment to your records and in certain cases add a statement to the record.
- To consent to disclosure of his/her records (with exceptions).
- To file a complaint with the DOE Office in Washington, D.C.
- To obtain a copy of the institution's policy.

Directory Information

Directory Information may be released without written authorization. FERPA defines Directory Information as being information not generally considered harmful such as name, address, enrollment status, telephone, e-mail, place of birth, degree and awards, etc. HOWEVER, FERPA leaves it up to the institution to decide what it considers Directory Information.

If you decide to request that your directory information not be disclosed, please send a request for a Directory Information Block via email to your Program Advisor. The request must come from the email address in your student record and must include your student ID for us to process it.

Non-Directory Information

Non-Directory Information may only be released to third parties (including parents, spouses, and siblings) with written authorization. If a third-party tuition assistance agreement requires ISSA to report grades or academic status, only the information required by the agreement will be reported (e.g., Military Tuition Assistance, VA benefits).

Some examples of non-directory information are:

- Race, ethnicity, and citizenship
- Grades, GPA, course schedule
- Documents required for admission
- Billing or Financial Aid Information

Giving Access to a Third-Party

You may sign a FERPA Release Student Authorization Form to allow information to be released to a third party. To request the form, email your Program Advisor. The request must come from the email address in your student record and must include your student ID for us to process it.



TUITION AND FEES

Tuition is set by the Office of the President of the ISSA College of Exercise Science. ISSA CES reserves the right to change its charges and policies at any time.

ISSA CES courses are designed to provide excellence in education and student services. We believe that quality education is an investment in your future and all of our services are designed to support the student in every stage of the educational process.

\$185/credit includes:

- All instruction and evaluation
- Full student services and support during your program, including unlimited online classroom access, email and telephone support
- Online interaction and support
- Course exams (proctoring not included)

Your tuition includes a wide range of student services including but not limited to:

- Online virtual classrooms offering a rich interactive learning environment with fellow students and faculty
- A virtual library to assist you with research including access to two research database libraries

Estimated Total Annual Expense

Tuition is due on a quarterly basis. Based on the tuition rate of \$185 per credit, quarterly tuition for a full-time student enrolled in 15 credits is \$2775. The estimated total annual expense is \$8,510 (46 quarter credits completed per year). The estimated maximum total expense for tuition in the Associate's Degree in Exercise Science with an Emphasis in Personal Training program is (varies depending on electives chosen) \$17,297.50 based on tuition rate of \$185 per credit hour (93.5 total quarter credits completed).

Remember, ISSA accepts up to 60 of the 90 required credits as transfer credit. **Qualified transfer credit will greatly reduce your total tuition expenditure and is highly recommended.** See "Transfer and Award of Academic Credit" in the Student Affairs section or contact the Registrar for information. 1.800.892.4772 (toll-free), 1.805.745.8111 (international), registrar@issaonline.edu

Course Materials & Textbooks

All students taking undergraduate courses for credit are automatically included in the ISSA Undergraduate Course Materials Grant. The grant covers the cost of textbooks as well as shipping and handling for continental US and APO addresses.

Students outside the continental US are responsible for shipping & handling and applicable customs, duties, tariffs, import fees, and difference in exchange rates.

ISSA supports the use of electronic course material, so many courses will not have physical textbooks.

In an effort to reduce our environmental impact, ISSA is proud to sponsor a used books program. Books are examined for quality and re-circulated to enrolled students.



Proctored Examinations (one per course)

Students may utilize online proctoring for \$22.50 or obtain another approved third-party proctor at their own expense. Proctoring costs are *not* included with tuition.

Tuition Payment Options

We accept payments by:

- Check, cash, money order, credit/debit card (Visa, MasterCard, American Express, Discover).
- Tuition Assistance (military, VA and employer)

Enrollment cannot be processed until payment is received.

Third Party Billing Agreements

ISSA CES will bill employers who pay tuition for their employees.

The employer is required to pay tuition each term, in full, prior to the published start date of the course(s).

Financial Hardship

If you anticipate being late with a payment, please contact us to arrange for an extension. Continued failure to meet your financial obligations may result in suspension of your student status.

Late Fees and Returned Checks

Returned-check fee is \$25.

Continued failure to meet your financial obligations may result in suspension of your student status and/or transfer of your account to collections.

When students register for classes, they incur tuition charges and are responsible for payment of these charges whether or not they attend classes. Admission to or continued registration with ISSA CES, conferring of degrees, and issuance of academic transcripts may be withheld for failure to meet financial obligations to the ISSA CES.

Financial Aid

ISSA CES is approved for students to receive funding from:

- Tuition Assistance (military and employer)
- VA (Institution of Higher Learning)
- Workforce Investment Act (WIA) funds (ISSA CES is on the Eligible Training Provider List (ETPL) for California)

In addition, many corporations and private organizations offer scholarships and funding for education at an accredited college.

Reporting of grades or student status may be required by third-party tuition assistance agreements (e.g., Military Tuition Assistance, VA benefits).

As of the printing of this catalog, ISSA CES does not participate in federal or state financial aid programs.



ISSA does not assist students in securing private loans. If a student obtains a private loan on his or her own, the student must be aware that he or she will have to repay the full amount of the loan plus interest, less the amount of any refund.

ISSA CES Refund Policy

Dropping or Withdrawing from a Course

Students are asked to contact their Program Advisor to discuss dropping a course. A student may drop a course without receiving a “W” up to 1 week following the start date of the course.

The final withdrawal deadline is 3 weeks following the start date of a session-long (5-week) course and 5 weeks following the start of a quarter-long (10-week) course. Students who officially withdraw before the final withdrawal deadline will receive a “W.” Beyond the final withdrawal deadline, grades will be calculated as points earned, divided by the total course points. For veteran students, the VA Office will be notified of all dropped courses or withdrawals.

Cancellation Policy

Refunds, if applicable and requested, will be made within 30 days of the request via the original payment method.

1. If withdrawal occurs at any time within five (5) calendar days after the institution accepts enrollment, the student may request a refund of all money paid to the institution.
2. If withdrawal occurs more than five (5) calendar days after the institution accepts enrollment, the institution will refund tuition according to the schedule provided. The institution may withhold a minimum of \$75 but no more than \$200 or 20 percent of the tuition as a registration fee. Refundable tuition is the total tuition less the student portion based on published course duration (according to the schedule below).

Short Session Courses (5-week duration)		Quarter-long Courses (10-week duration)	
Week	Percent of refundable tuition* due	Week	Percent of refundable tuition* due
1	100%	1	100%
2	75%	2 or 3	75%
3	50%	4 or 5	50%
4	0%	6	0%

*Refundable tuition is the amount of tuition paid to the institution minus the registration fee and applicable S&H.

Students who enroll after the course start date will remain eligible for 100% refundable tuition for seven (7) days following enrollment. Following the seventh day, the published refund schedule shall apply.

You can request cancellation in any manner, but we recommend you make your request in writing. A Cancellation and Course Material Return Form can help you document your request. Remit your cancellation request along with textbooks to: ISSA, Attn: Cancellation, 1015 Mark Ave., Carpinteria, CA 93013.



State of California Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You *must pay* the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are *not eligible* for protection from the STRF and you are *not required to pay* the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Claims require a social security number or a taxpayer identification number



ASSOCIATE OF SCIENCE IN EXERCISE SCIENCE WITH AN EMPHASIS IN PERSONAL TRAINING

Length: 93.5 credits (6 full-time quarters)

Program Description

A student must complete all general education and core requirements, which constitute the ISSA required curriculum, along with electives of their choice to equal the 90 units necessary to earn an Associate's Degree in Exercise Science with an Emphasis in Personal Training. A minimum of 30 units must be earned as structured undergraduate courses through the College of Exercise Science. All core requirements must be earned through ISSA.

The ISSA's educational focus is to provide programs that stimulate critical analysis, develop clear and effective communication, stimulate a creative approach to training program design, and serve as a foundational base in the pursuit of higher education or professional vocation in the field of Exercise Science with an Emphasis in Personal Training. ISSA has developed curriculum to enable students to reach their professional potential and to compete more successfully in the rapidly changing fitness industry.

The goals of the required curriculum are to provide students with the opportunity to develop their intellectual potential. Required courses will allow students to:

1. Think, speak, and write effectively, and evaluate the oral and written expression of others.
2. Develop learning objectives and the means to reach them, thus developing lifelong patterns of behavior, which increase the potential to adapt to and create change.
3. Exercise and expand intellectual curiosity to potentially go beyond an Associate's Degree into higher education.
4. Think across areas of specialization and integrate ideas in communication, motivation, and exercise science accordingly.
5. Use analysis, critical thinking, creativity, strategies, and techniques to design fitness programs that produce intended results.
6. Demonstrate a foundation of fitness knowledge and technical skills that support and facilitates lifelong professional development.
7. Develop a critical appreciation of the ways in which we gain and apply knowledge and understanding of science, society, and ourselves.
8. Understand the experimental methods of the sciences as well as the creative approaches to business.

Credit Policies

1. Advanced Placement credits, if equivalent to ISSA courses, can be used to fulfill general education and/or elective requirements.
2. Credit earned in repeatable required courses may be applied only once to the requirements of the major.
3. Professional Military Education (non-academic experience and training) evaluated by the American Council on Education (ACE) can be used to fulfill elective requirements.



Grading Standards

College-level competence in all areas of the required curriculum is necessary for adequate performance in the program and beyond. A grade of C or better is required in all ISSA required courses.

Plan of Study

The table below includes all courses offered. The diagram on the following page illustrates a typical Degree Plan for completion of ISSA CES's Associate's Degree in Exercise Science with an Emphasis in Personal Training. The recommended plan is based on a duration of 6 quarters over a 2-year period, maintaining an average of 15 units per quarter.

	Course	Course #	Credit Value		
Required Courses	General Education	Anatomy and Physiology	BIO105	4	Can transfer in, subject to Registrar Approval
		English Composition	ENG110	6	
		College Math	MATH102	6	
		General Psychology	PSY102	4	
		Introduction to Sociology	SOC101	4.5	
		US History	HIST102	6	
	Core	Certified Fitness Trainer	PTR251	5	Must be completed through ISSA
		Specialist in Fitness Nutrition	PTR259	5	
		Specialist in Exercise Therapy	PTR253	5	
		Specialist in Senior Fitness	PTR256	5	
		Specialist in Strength and Conditioning	PTR255	5	
Youth Fitness Trainer		PTR254	5		
Electives	Recommended	Effective Communication	COMM102	6	Can transfer in, subject to Registrar Approval
		Interpersonal Relations	COMM121	3	
		Business Communications	COMM161	2	
		Customer Service Principles	COMM203	3	
		Medical Terminology	HIT135	3	
		Business and Management Principles	BUS204	4	
		Entrepreneurship	BUS207	4	
		Business Ethics and Law	BUS210	4	
		Personal Development	PD102	2	
		Professional and Career Development	PD103	2	
	Other	Introduction to Marketing	BUS115	4	
		Motivating for Performance	BUS117	6	
		Computer Fundamental Concepts	COMP102	2	
		Word Processing	COMP106	4.5	



Associate Degree in Exercise Science with an Emphasis in Personal Training

Typical Degree Plan

Year One

Year Two

QTR 1

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Medical Terminology (3 credits)	Session A				
			Personal Development (2 credits)			
				Anatomy and Physiology (4 credits)	Session B	
						College Math (6 credits)

QTR 1 = 15 credits

QTR 4

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Specialist in Exercise Therapy (5 credits)	Session A				
			Business Communications (2 credits)			
				Specialist in Senior Fitness (5 credits)	Session B	
						Business and Management Principles (4 credits)

QTR 4 = 16 credits

QTR 2

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Certified Fitness Trainer (5 credits)	Session A			
			English Composition (6 credits)		
				General Psychology (4 credits)	Session B

QTR 2 = 15 credits

QTR 5

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Specialist in Strength and Conditioning (5 credits)	Session A				
			Entrepreneurship (4 credits)			
				Interpersonal Relations (3 credits)	Session B	
						Business Ethics and Law (4 credits)

QTR 5 = 16 credits

QTR 3

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Specialist in Fitness Nutrition (5 credits)	Session A			
			Intro to Sociology (4.5 credits)		
				U.S. History (6 credits)	Session B

QTR 3 = 15.5 credits

QTR 6

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Youth Fitness Trainer (5 credits)	Session A				
			Customer Service Principles (3 credits)			
				Professional and Career Development (2 credits)	Session B	
						Effective Communication (6 credits)

QTR 6 = 16 credits

break

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Traditional schedule would include one quarter off per year. Students can choose to attend year-round to expedite degree.	Session A	
			Session B

break

w1 w2 w3 w4 w5 w6 w7 w8 w9 w10	Traditional schedule would include one quarter off per year. Students can choose to attend year-round to expedite degree.	Session A	
			Session B

*For those students who do not have basic computer skills, we recommend Computer Fundamental Concepts and Word Processing before starting any other class. Work with your Progress Advisor to incorporate these courses into your Degree Plan.

Bold-face courses are required for the major. Personal Training courses (PTR) are 10 weeks and start dates only occur during "A" Sessions. All other course offerings are short-session classes (5 weeks). Full-time status is determined by the number of units held in the entire 10-week quarter.

Associates of Science Degree Courses (alphabetical by subject)

Biology

BIO105	Anatomy and Physiology	4 credits
This course provides a basic understanding of the organization of the human body with emphasis on the clinical and pathological conditions of all body systems. Special emphasis will be placed on adding to the vocabulary of medical terminology and the dialogue with the doctor and other medical staff. This course will be organized systematically and approach the subject via organ systems.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Overview and Sensory Organs Week 2: Bones, Muscles and Nerves Week 3: Endocrine and Immune Systems / Blood and Blood Circulation Week 4: Cardiac and Respiratory Systems Week 5: Digestive, Urinary and Reproductive Systems		
Objectives: <ul style="list-style-type: none"> • Know how the body as a whole is organized • Understand the function of the nervous system • Have an idea of how the sensory organs of the body work • Name bones and muscles in the body • Know the pattern of cardiac and circulatory functioning • Know about the digestive, urinary, and reproductive systems 		
Degree Plan Category: General Ed		

Business

BUS115	Introduction to Marketing	4 credits
This course introduces key concepts related to marketing functions, the management of these functions, and how each function affects other functions within the marketing domain. The major functions are marketing management, marketing research, product planning, distribution channels, and pricing and promotion. The course will provide an understanding of marketing from the perspective of the manufacturer, marketing company, and consumer.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Major functions/purpose of marketing, customer value and relationships Week 2: Marketing and business ethics, consumer behavior, the global market Week 3: Conducting market research, new product development, new product success/failure Week 4: Product life cycle, branding, pricing Week 5: Advertising, public relations, creating a marketing program		
Objectives: <ul style="list-style-type: none"> • Gain a basic understanding of inherited marketing terms, which include B2B, B2C, CPM, market sectors, demographics, and branding • Gain a basic understanding of ethical business practices as it relates to marketing and advertising • Understand market research and the implications of it upon market sectors • Understand the concepts of lead generation as they relate to B2B world as opposed to B2C world • Understand the concepts of affiliate marketing versus search marketing, including monetization, data feeds, SEO and SEM 		
Degree Plan Category: Elective		



Business, continued

BUS117	Motivating for Performance	6 credits
This course introduces key concepts related to the kinds of behaviors managers need to motivate people to perform. It looks at the ways to set challenging, motivating goals, how to reward good performance and how to determine people's key beliefs and individual needs that affect their motivation. The course also shows managers how to assess people fairly so they stay motivated and the causes and consequences of developing a satisfied workforce.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Motivation as a Function of Management and Understanding Human Needs Week 2: Action, Energy, Results, Evaluations, and Outcomes Week 3: Plans for Improving Motivation & The Actions to Need Connection Week 4: Results to Evaluations, Evaluation to Outcome, and Outcome to Need Satisfaction Week 5: Improving Motivation and Predicting the Effects of Change		
Objectives: <ul style="list-style-type: none"> • Understand key concepts of professional motivation • Effectively manage office behavioral dynamics • Learn goal setting techniques and reward system methodologies • Implement effective procedures which promote productivity while maintaining a satisfied workforce 		
Degree Plan Category: Elective		

BUS204	Business and Management Principles	4 credits
This course introduces American business with an overview of various terms and concepts that provide a framework for understanding business. Topics include: business operational environments; organizational structures; management roles and functions; and the complexities involved with managing marketing, operations, information technology, finance, and human resources.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Principles of Management Week 2: The Outside Environment Week 3: Organizational Techniques Week 4: Human Resource Management Week 5: Technology Management		
Objectives: <ul style="list-style-type: none"> • Be aware of the challenges facing today's businesses and managers • Understand the relationship between internal and external aspects of the business environment • Know the difference between vertical and horizontal corporate structures and how to maximize effectiveness • Learn the fundamentals of human resource management • See the interplay between technological change and management of a business 		
Degree Plan Category: Recommended Elective		



Business, continued

BUS207	Entrepreneurship	4 credits
This course introduces key principles involved in the planning and management of business enterprises, especially at the level of small businesses. Students will develop a business plan, and discover aspects of small business finance, sales and marketing, and infrastructure development. Students will collaborate in the analysis of business plans. Issues related to legalities, record keeping, and governmental assistance will be covered.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Dynamic Role of the Small Business Week 2: Planning and Organizing a Business Week 3: Marketing Your Goods or Services Week 4: Managing Your Business Week 5: Operating Your Business, Basic Financial Planning		
Objectives: <ul style="list-style-type: none"> • Demonstrate knowledge of key concepts in business planning and management • Develop a simulated business plan • Understand basic concepts of small business finance, sales and marketing • Demonstrate familiarity with governmental assistance programs 		
Degree Plan Category: Recommended Elective		

BUS210	Business Ethics and Law	4 credits
This course provides a study of the American legal system with an emphasis on how business organizations operate within that system, as well as an overview of the ethical issues and considerations that businesses encounter. Students learn about business law and ethics, contracts and sales, consumer protection issues and laws, agency and employment issues and laws, computer privacy issues, real property issues, and other relevant topics.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Legal System Week 2: Contracts Commenced Week 3: Contracts Concluded Week 4: Sales, Agency and Consumer Protection Week 5: Real Estate Law		
Objectives: <ul style="list-style-type: none"> • Have a working knowledge of the present legal system's structure and origins • Know some common types of contracts, their forms, and the language used • Know who is eligible to enter contracts and how to exit them legally • Be aware of legal issues around sales, agency, consumer protection, and technology • Have a beginning background in real estate and related law 		
Degree Plan Category: Recommended Elective		



Communications

COMM102	Effective Communication	6 credits
Communication skills are developed through the use of effective listening, speaking and writing skills. The student will develop the ability to speak clearly and effectively by learning to plan, compose and deliver ideas. Emphasis is on the global, ethical, technological and customer service aspects of communication.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: What is communication? Week 2: Writing Process Week 3: Speaking in Public Week 4: Writing/Speaking Recap Week 5: Dyadic Communication for Life		
Objectives: <ul style="list-style-type: none"> • Organize a written document • Prepare and deliver a speech • Understand logical fallacies and use critical thinking to spot them • Develop a written document or speech for an informative, persuasive or entertaining setting • Effectively negotiate in professional scenarios • Demonstrate knowledge of cover letters, resumes and interview techniques 		
Degree Plan Category: Recommended Elective		

COMM121	Interpersonal Relations	3 credits
Students will gain the ability to work effectively through and with other people. Students will gain an understanding of how people work together in groups. Topics covered include: human relations skills; communication and miscommunication; groups; team building; transactional analysis; organizational change; creativity; stress; and managing diversity.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Nature of Interpersonal Communication Week 2: Different Techniques for Verbal and Nonverbal Communication Week 3: Group Formation and Relationship Communication Week 4: Groups, Intercultural Communication, and Relationship Lifecycles Week 5: Teams, Teamwork, Conflict and Crisis Communication		
Objectives: <ul style="list-style-type: none"> • Understand the multifaceted nature of communication • Use verbal and non- verbal communication techniques more consciously • Be aware of the processes of group formation and decision- making • Notice social influences on the group • See groups in the context of a networked society 		
Degree Plan Category: Recommended Elective		



Communications, continued

COMM161	Business Communications	2 credits
<p>This course explores the principles and techniques of effective written business communications. Students will discuss, critique, and practice business-writing strategies to produce email messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global business environment is also emphasized.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Introduction of Communication Techniques Week 2: Persuasion Week 3: Negotiation Week 4: Managing Teams Week 5: Overview and Conclusions		
Objectives: <ul style="list-style-type: none"> • See the importance of proper grammar and sentence structure in business communications • Know how to write a proper memo • Know how to prepare a good presentation • Attain skills to move beyond fear and connect with an audience when giving a presentation • Gain skills to be better one-on-one communicators 		
Degree Plan Category: Recommended Elective		

COMM203	Customer Service Principles	3 credits
<p>This course introduces and reinforces basic service principles and helps students develop professional customer handling, telephone, and communication skills. Students practice listening and questioning techniques, call control and empathy. Difficult situations are covered, with an emphasis on problem solving and assertive communication.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Defining and Understanding Customer Service Week 2: Learning to Listen Week 3: Behavioral Styles and Relationship Building Week 4: Diversity and Technology in Customer Service Week 5: Trust and Loyalty in Customer Relationship Management		
Objectives: <ul style="list-style-type: none"> • Demonstrate knowledge of key customer service concepts • Demonstrate understanding of effective listening skills to be used in customer service settings • Apply their understanding of behavioral styles to customer service interactions • Understand techniques for approaching challenging customers • Demonstrate understanding of ways to approach customers from diverse cultural backgrounds • Understand the impact of technology in customer service • Understand the importance of customer-centric policies, trust, and loyalty in customer relationship management • Use professional techniques to establish business relationships • Understand current trends in customer service methodology 		
Degree Plan Category: Recommended Elective		



Computer Skills

COMP102	Computer Fundamental Concepts	2 credits
Basic principles of computer terminology, file management, email, Internet, basic word processing and spreadsheets will be explored. Fundamentals of computer literacy will be addressed, including reviewing the main elements of computer hardware and peripherals.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Computer terminology Week 2: Using Windows XP Week 3: Word Processing and Spreadsheets Week 4: File Management Week 5: Internet and email		
Objectives: <ul style="list-style-type: none"> • Know computer terminology • Use Windows XP effectively • Use word processing and spreadsheet programs • Manage files efficiently • Use the internet and email well 		
Degree Plan Category: Elective		

COMP106	Word Processing	4.5 credits
Students will learn basic to intermediate document creation, editing, formatting, table creation, graphics insertion, printing and file management, intermediate formatting paragraph techniques, document and table design, graphic features, mail merge, form development, macros, and collaborating with Workgroups. Students will practice creating newsletter layout, indexes, hyperlinks, calendars, tables, and web pages.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Working with Documents Week 2: Editing and Proofreading Documents Week 3: Changing the Appearance of Your Document Week 4: Changing the Appearance of Your Document continued Week 5: Presenting Information in Tables and Columns		
Objectives: <ul style="list-style-type: none"> • Create documents • Edit and proofread documents • Change the visual appearance of documents • Insert tables and columns to enhance documents 		
Degree Plan Category: Elective		



English

ENG110	English Composition	6 credits
Principles of English composition are introduced and applied. Students develop clear and effective writing skills through the application of proper grammatical usage, paragraph development, and essay writing assignments.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Introducing the Writing Process, Prewriting, Researching, and Formatting Week 2: Thesis Statements, Organization, Introductory Statements and Conclusions, Titles, Subjects and Verbs, Fragments and Run-Ons, Comma Splices, Homonyms and Synonyms Week 3: Verb Types, Forms, and Agreement; Prepositions; Prepositional Phrases; Pronouns; Capitalization; and Essay Development Techniques Week 4: Essay Development Techniques, Abbreviations, Pronouns, Adjectives, Adverbs, Punctuation and Numbers Week 5: Modifiers, Quotation Marks, Types of Punctuation, Revising and Editing		
Objectives: <ul style="list-style-type: none"> • Apply English grammar rules in written and verbal communication. • Identify and efficiently use reference sources. • Prepare a research paper using at least 3 magazine articles. • Identify and apply the principles of essay development. • Discuss using writing as a way of clarifying thinking. • Apply teamwork skills to work cooperatively with others in writing assignments. • Apply critical thinking skills in writing, proofreading and communication • Identify and incorporate appropriate resource materials (i.e. library, electronic databases, Internet) that enhance the listed course objectives. 		
Degree Plan Category: General Ed		

History

HIST102	US History (1607–1877)	6 credits
This course surveys the social, political, cultural, and economic development of North America, the British Colonies, and the United States. The course provides a broad-base history of the United States from before the arrival of Europeans to 1877. Migration, colonial and revolutionary periods, the development of the Republic, and the Civil War are covered.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Confronting Spanish power, settling North America Week 2: Taxation without representation and the Revolutionary war Week 3: Transforming North America, economics and innovations in the south Week 4: Political parties, forming a nation, expanding continents, Manifest Destiny Week 5: Legislating and slavery, the Civil War, Reconstruction		
Objectives: <ul style="list-style-type: none"> • Describe the events leading to the founding of the original thirteen colonies • Name the causes of the French and Indian War • Understand the goal of the Declaration of Independence and why it was created • Define federalism and how the design of the U.S. Constitution makes it work • Trace the emergence of “American ideals” and understand their impact on the nation’s development • List the causes of the Civil War regarding slavery and states’ rights and the impact of Abraham Lincoln’s belief systems • Understand the westward migration and how it affected political and social issues • Learn about Washington, Jefferson, and Adams • Describe the Age of Exploration, the impact of colonial expansion in the New World, and understand the effect on Native Americans 		
Degree Plan Category: General Ed		



Health Information Technology

HIT135	Medical Terminology	3 credits
<p>This course will provide students with a foundation to recognize medical terms using the four word part approach (prefixes, word roots, suffixes, and combining vowels) in order to prepare the student to better understand and master the terminology common to the health care field. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. Pronunciation, identification, and spelling are stressed. Simulations will provide students with the opportunity to practice creating billing and coding records. Students will learn how to apply knowledge of medical terminology and anatomy to code medical procedures and diagnoses. This course will help students understand and utilize insurance and medical terminology.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Four Part Method Week 2: Anatomical and Physiological Terminology Week 3: Suffixes Week 4: Prefixes Week 5: Medical Specialists		
Objectives: <ul style="list-style-type: none"> • Have the tools to understand medical terminology methodically • Know the roots, suffixes, and prefixes commonly used to form medical terms • Name and understand terms used to describe medical specialists 		
Degree Plan Category: Recommended Elective		

Mathematics

MATH102	College Math	6 credits
<p>In this course the student will develop necessary mathematical skills required for the college level. Topics covered include percent, measurement, ratio, proportion, charts, tables, and graphs. The use of variables will be emphasized to build comfort with solving for the unknown. This course provides an excellent transition from computational mathematics to applied mathematics.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Problem solving, number systems, notation Week 2: Fractions and algebra Week 3: Graphing, calculating slope, reading graphs Week 4: Metric system and geometry Week 5: Math principles for consumers		
Objectives: <ul style="list-style-type: none"> • Demonstrate knowledge of fractions and algebra • Understand techniques of graphic representation for numerical values • Demonstrate familiarity with the metric system • Understand basic concepts and applications in geometry • Comprehend basic consumer math uses, functions, equations and applications 		
Degree Plan Category: General Ed		



Personal Development

PD102	Personal Development	2 credits
<p>In this course, students will learn to take ownership of his/her life and educational goals by learning to attain his/her wants and aspirations without the fear of failure. Each student will analyze their personal values and marketable strengths in order to develop a belief in oneself and in others. Through this analysis, students will be better able to build and maintain positive relationships. This course will also assist the student in improving listening, reading, and study skills. Time management and prioritization will be discussed to better enable a school/work/life balance.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
<p>Week 1: Setting goals, establishing a plan, and learning from mistakes. Week 2: Strategies for implementing daily changes & time management Week 3: Reflecting on development & the basics of careful listening and thinking Week 4: Learning from others & careful reading Week 5: Maintaining work ethic, study skills & plagiarism</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Develop goals and a plan to achieve those goals • Learn strategies to help manage time and take small regular steps toward achievement • Learn to recognize and overcome common barriers to development • Know how to receive and utilize feedback • Understand fundamental study skills including critical thinking, listening, note taking, active reading, preparing for college-level exams, and avoiding plagiarism • Understand memory and learning styles • Understand and explore cultural diversity • Identify personality types in themselves and others • Seek and overcome new challenges without fear of failure • Understand self-esteem and self-concept • Develop methods of motivation through use of personal mission statement • Explore conflict resolutions • Recognize common fallacies and errors in judgments • Formulate alternatives to make good decisions in life and career 		
Degree Plan Category: Recommended Elective		

PD103	Professional and Career Development	2 credits
<p>The student will prepare a resume, a cover letter, and a thank-you letter. They will acquire skills necessary to properly prepare typical pre-employment forms. Interviewing techniques are taught and practiced. This class will help to optimize a student's potential for employment by developing skills in communication, business etiquette, problem solving, critical thinking, time management and interpersonal skills.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
<p>Week 1: Getting Started: What Are You and Your Future Employers Looking For? Week 2: The Resume Process Week 3: The Application and the Cover Letter Week 4: How to Get an Interview Week 5: Acing the Interview and Getting the Job!</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Have a finished resume and cover letter • Be prepared to succeed in a job interview • Have the time management and communication skills to make their employment search a success 		
Degree Plan Category: Recommended Elective		



Personal Training

PTR251	Certified Fitness Trainer	5 credits
<p>This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Certified Fitness Trainer certification by the ISSA Professional Division.*</p>		
Prerequisite: none		Corequisite: Basic Adult CPR/AED
Length: 10 weeks		
<p>Week 1: Metabolism, basic anatomy, and physiology Week 2: Muscle anatomy and physiology Week 3: Kinesiology, biomechanics, musculoskeletal deviations, muscle mechanics Week 4: Strength Week 5: Cardiovascular training, flexibility, body composition, program development Week 6: Assessment, training principles, periodization, training loads Week 7: Nutrition Week 8: Special populations Week 9: Sports medicine, first aid Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Understand and describe basic anatomy. • Describe primary functions of muscles and joints during specific exercises. • Describe primary concepts of human physiology at rest and during exercise. • Determine and deploy the appropriate client assessments and interpret the results. • Design and implement an appropriate exercise program for an individual's specific situations and goals. • Describe basic principles of nutrition and how they relate to health and exercise programs. • Apply currently accepted industry standards for exercise safety. • Utilize appropriate communication skills to motivate and coach individuals. • Define and describe the fundamentals of injury prevention. • Define and describe program modifications for special populations. • Differentiate actions within the personal trainer scope of practice. • Define the Trainer Code of Ethics and describe how to apply it to your practice. 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR253	Specialist in Exercise Therapy	5 credits
<p>This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Specialist in Exercise Therapy certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR211, PTR231 or PTR251 Corequisite: Basic Adult CPR/AED</p>		
<p>Length: 10 weeks</p>		
<p>Week 1: Therapeutic exercise, understanding the disabled, exercise as therapy Week 2: Functional fitness, fundamentals of exercise therapy Week 3: Muscles and movement, contraindicated exercises Week 4: Chronic conditions overview, cardiorespiratory conditions, metabolic conditions Week 5: Neurological conditions Week 6: Orthopedic conditions, sensory impairments, other conditions Week 7: Programming for ambulation and aquatics Week 8: Programming for balance, perceptual motor skills, cardiovascular fitness, flexibility, and range of motion Week 9: Programming for muscular strength, muscular endurance, and posture Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Understand the challenges facing clients with chronic conditions and how exercise fits in the continuum of care • Describe the aspects and implementation of functional fitness • Identify important muscle groups and how muscles work together to produce movement • Describe contraindicated exercises and safety considerations for special populations • Gain a basic understanding of cardiovascular, pulmonary, metabolic, neurological, orthopedic, and sensory conditions and how to incorporate exercise for these conditions • Incorporate programming for ambulation, aquatics, balance, motor skills, cardiovascular fitness, flexibility, strength, endurance, and posture 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR254	Youth Fitness Trainer	5 credits
<p>Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Youth Fitness Trainer certification by the ISSA Professional Division.*</p>		
Prerequisite: none		Corequisite: Basic Adult CPR/AED
Length: 10 weeks		
<p>Week 1: Growth, development, and metabolism Week 2: Cardiovascular, pulmonary, and muscular physiology Week 3: Temperature regulation, obesity, and body composition Week 4: Training and adaptation, endurance fitness Week 5: Flexibility, muscle strength Week 6: Plyometrics, power, speed, program structure Week 7: Sports Psychology Week 8: Nutrition Week 9: Injury, assessment Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Understand the changes that occur in children and adolescents as they grow • Identify energy systems and the development of metabolic fitness • Identify physiological similarities and differences between adults and children • Measure and classify body composition for young clients • Master training and adaptation principles and how they apply to youth • Describe exercises intended to increase endurance, flexibility, strength, power, and speed • Design sound exercise programs for youth • Integrate principles of sports psychology for young clients • Acquire basic nutrition knowledge relevant to children and adolescents • Learn how to prevent injury and when to seek medical attention 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR255	Specialist in Strength and Conditioning	5 credits
<p>Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Specialist in Strength and Conditioning certification by the ISSA Professional Division.*</p>		
Prerequisite: none		Corequisite: Basic Adult CPR/AED
Length: 10 weeks		
<p>Week 1: Defining fitness, anatomy Week 2: Metabolism; pulmonary, cardiovascular, and muscle physiology Week 3: Temperature regulation, exercise and the environment, body composition Week 4: Assessment Week 5: Adaptation, endurance, strength, chest, shoulders, and arms Week 6: Abs, back, legs, plyometrics, flexibility, power and speed, program design Week 7: Football, basketball, baseball/softball, swimming, track and field, golf Week 8: Bodybuilding, soccer, weightlifting/powerlifting, nutrition Week 9: Sports psychology, injury Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Describe the components of human tissues including bones, joints, and muscle fibers • Identify specific muscles and their actions • Identify energy systems and which system is activated by particular activities • Discover how the pulmonary, cardiovascular, and musculotory systems respond to exercise • Measure and classify body composition for athletes • Acquire the knowledge to properly assess and evaluate fitness level and progress • Describe exercises intended to increase endurance, flexibility, strength, power, and speed • Design sport-specific exercise programs for athletes • Integrate principles of sports psychology • Acquire basic nutrition and supplementation knowledge relevant to athletes • Learn how to prevent injury and when to seek medical attention 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR256	Specialist in Senior Fitness	5 credits
<p>Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Specialist in Senior Fitness certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR211, PTR231 or PTR251 Corequisite: Basic Adult CPR/AED</p>		
<p>Length: 10 weeks</p>		
<p>Week 1: Fit for life, biomarkers Week 2: Physiology of aging, healthy aging Week 3: Facts and myths, exercises to avoid Week 4: Effective teaching, motivating the older adult Week 5: Basic assessment, cardiovascular fitness for older adults Week 6: Strength training guidelines, flexibility Week 7: Cardiovascular, pulmonary, neurological, and metabolic conditions Week 8: Orthopedic and sensory conditions Week 9: Marketing Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Describe the biomarkers of aging • Identify the physiological changes that accompany aging • Discuss the benefits of exercise to the senior population • Utilize proper assessment techniques for older adults • Identify and define contraindicated exercises for the senior population • Integrate motivation and teaching techniques for older adults • Identify cardiovascular, pulmonary, neurological, metabolic, and sensory conditions and how to integrate exercise into the continuum of care • Design strength, flexibility, and cardiovascular programs for seniors • Integrate business and marketing principles for a senior demographic 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR259	Specialist in Fitness Nutrition	5 credits
<p>Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED card, students will be awarded an ISSA Specialist in Fitness Nutrition certification by the ISSA Professional Division.*</p>		
Prerequisite: none		Corequisite: Basic Adult CPR/AED
Length: 10 weeks		
<p>Week 1: Good nutrition, cell structure and function Week 2: Digestion, absorption, and energy transformation Week 3: Energy balance, aerobic and anaerobic metabolism Week 4: Macronutrients, micronutrients Week 5: Water and fluid balance, special populations Week 6: Preparing for your client, collecting and evaluating client information Week 7: Nutrition strategies, supplementation Week 8: Setting goals, monitoring progress, making adjustments Week 9: Providing continuing education and support Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Identify the components of good nutrition • Understand the anatomy and physiology of digestion • Describe how food becomes energy • Relate the manipulation of energy balance to changes in body composition • Identify which metabolic pathways dominate during designated activities • Describe the structure, metabolism, and dietary sources of carbohydrates, fats, and proteins • Identify dietary sources, functions, the effects of deficiency, and the effects of surplus for various micronutrients • Address nutritional variations for special populations • Understand goal setting and contrast outcome versus behavior goals • Collect and interpret client information • Structure an appropriate eating and supplementation plan based on client level and goals • Identify progress markers and strategies to adjust nutrition plans based on outcomes • Supply clients with practical plans to overcome common challenges 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Psychology

PSY102	General Psychology	4 credits
In this course, the student will examine human behavior, relating experimental studies to practical problems. The course includes topics such as sensation/perception, memory, stress, development, intelligence, personality, psychopathology, and social psychology.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Psychology as a Science and Profession Week 2: Developmental Psychology and Sensation Week 3: Perception, Learning, Consciousness, and Intelligence Week 4: Stress and Personality Week 5: Abnormal and Social Psychology		
Objectives: <ul style="list-style-type: none"> • Know how psychology functions as a science and a profession • Identify patterns and milestones in the course of human development • See the relationship between physiological sensation and psychological perception • Apply cognitive and social psychology to aid in everyday tasks and decisions • Be aware of the effects of stress on health and well-being • Recognize psychological disorders as treatable problems that affect most humans at some point in the lifespan 		
Degree Plan Category: General Ed		

Sociology

SOC101	Introduction to Sociology	4.5 credits
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, inequality, and social change. Students also explore the influence of social class and the family as a social structure.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Sociological Perspective and Development of Sociology Week 2: Sociological Research and Culture and Society Week 3: Socialization and Social Structure Week 4: Social Institutions and Social Stratification Week 5: Social Inequality and Social Change		
Objectives: <ul style="list-style-type: none"> • View behavior from a sociological perspective, discover and apply sociological imagination • Discuss the development of sociology as a science and differentiate it from the other social sciences. • List at least five sociologists and their major contributions to the field. • Describe the three major sociological perspectives—Functionalist, Conflict, and Interactionist—and analyze human behavior applying these perspectives appropriately. • Explain the elements of a culture and how culture is different from society. • Explain the seven steps of the scientific research process and recognize appropriate research procedures in an experiment or an article describing research. • Explain the relationships between social structure, social stratification, and the consequences of social status. • Describe how inequality and other social factors contribute to social change. • Summarize the relationship between socialization and the family. 		
Degree Plan Category: General Ed		



ISSA Certificate Programs

Master Trainer Certificate

Master Trainer Certificate	30 Quarter Credits Required
<p>Occupational Objective</p> <p>ISSA's Master Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, clients with chronic conditions, athletes, youth, and seniors.</p>	
<p>Outline</p> <p>General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine</p> <p>Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support</p> <p>Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming</p> <p>Senior Fitness: biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies</p> <p>Strength and Conditioning: foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury</p> <p>Youth Fitness: exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment</p>	
<p>Methods of Study</p> <p>Degree Track: Requirements are completed as undergraduate courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment (if desired).</p> <p>Guided Study: Requirements are completed as independent guided study through the ISSA Vocational Division. Courses are open entry/exit with guided completion. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.</p> <p>Self-Paced Study: Requirements are completed as independent self-paced study through the ISSA Vocational Division. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.</p> <p>* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science.</p>	
<p>Core Requirements (30)</p> <p>Certified Fitness Trainer (5): PTR251, PTR231, or PTR211</p> <p>Specialist in Fitness Nutrition (5): PTR259, PTR239, or PTR219</p> <p>Specialist in Exercise Therapy (5): PTR253, PTR233, or PTR213</p> <p>Specialist in Senior Fitness (5): PTR256, PTR236, or PTR216</p> <p>Specialist in Strength and Conditioning (5): PTR255, PTR235, or PTR215</p> <p>Youth Fitness Trainer (5): PTR254, PTR234, or PTR214</p>	
<p>ISSA Professional Division - ISSA Master Trainer™ Certification</p> <p>In order to obtain the ISSA Master Trainer™ Certification through the ISSA Professional Division, candidates must successfully complete all core requirements† as well as pass Advanced Examination I and Advanced Examination II. Examination fees are included if a student is continuously enrolled in undergraduate courses through the ISSA College of Exercise Science or if tuition for all Master Trainer coursework is paid at once. If enrollment is not continuous, the ISSA Professional Division may charge for Advanced Examinations. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p> <p>† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.</p>	

Certified Fitness Trainer Certificate

Master Trainer Certificate, continued

Master Trainer Certificate — Degree Track							
Requirements are completed as undergraduate courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment (if desired).							
Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR251	Certified Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.							
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED							
PTR259	Specialist in Fitness Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.							
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED							
PTR253	Specialist in Exercise Therapy - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.							
Undergraduate course structure with set start/end dates. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED							
PTR256	Specialist in Senior Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation.							
Undergraduate course structure with set start/end dates. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED							
PTR255	Specialist in Strength and Conditioning - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury.							
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED							
PTR254	Youth Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens.							
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Master Trainer Certificate, continued

Master Trainer Certificate — Guided Study

Requirements are completed as independent guided study through the ISSA Vocational Division. Courses are open entry/exit with guided completion. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR231	Certified Fitness Trainer - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.							
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR239	Specialist in Fitness Nutrition - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.							
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR213	Specialist in Exercise Therapy - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.							
Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR216	Specialist in Senior Fitness - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation.							
Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR235	Specialist in Strength and Conditioning - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury.							
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR234	Youth Fitness Trainer - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens.							
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Master Trainer Certificate, continued

Master Trainer Certificate — Self-Paced

Requirements are completed as independent self-paced study through the ISSA Vocational Division. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR211	Certified Fitness Trainer - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.							
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR219	Specialist in Fitness Nutrition - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.							
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR213	Specialist in Exercise Therapy - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.							
Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR216	Specialist in Senior Fitness - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation.							
Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR215	Specialist in Strength and Conditioning - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury.							
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR214	Youth Fitness Trainer - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens.							
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Elite Trainer Certificate

Elite Trainer Certificate	15 Quarter Credits Required
Occupational Objective ISSA's Elite Trainer™ program is designed to equip graduates with both the science and practice of personal training, fitness nutrition, and exercise therapy. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and clients with chronic conditions.	
Outline General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming	
Methods of Study Degree Track: Requirements are completed as undergraduate courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the respective core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment (if desired). Guided Study: Requirements are completed as independent guided study through the ISSA Vocational Division. Courses are open entry/exit with guided completion. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment. Self-Paced Study: Requirements are completed as independent self-paced study through the ISSA Vocational Division. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment. <p>* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science.</p>	
Core Requirements (15) Certified Fitness Trainer (5): PTR251, PTR231, or PTR211 Specialist in Fitness Nutrition (5): PTR259, PTR239, or PTR219 Specialist in Exercise Therapy (5): PTR253, PTR233, or PTR213	
ISSA Professional Division - ISSA Elite Trainer™ Certification In order to obtain the ISSA Elite Trainer™ Certification through the ISSA Professional Division, candidates must successfully complete all core requirements† as well as pass Advanced Examination I. Examination fees are included if a student is continuously enrolled in undergraduate courses through the ISSA College of Exercise Science or if tuition for all Elite Trainer coursework is paid at once. If enrollment is not continuous, the ISSA Professional Division may charge for Advanced Examinations. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals. † Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.	

Elite Trainer Certificate, continued

Elite Trainer Certificate — Degree Track

Requirements are completed as undergraduate courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment (if desired).

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR251	Certified Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.

Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED

PTR259	Specialist in Fitness Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
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Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.

Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED

PTR253	Specialist in Exercise Therapy - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
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This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Undergraduate course structure with set start/end dates. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Elite Trainer Certificate, continued

Elite Trainer Certificate — Guided Study

Requirements are completed as independent guided study through the ISSA Vocational Division. Courses are open entry/exit with guided completion. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR231	Certified Fitness Trainer - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.

Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

PTR239	Specialist in Fitness Nutrition - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
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Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.

Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

PTR213	Specialist in Exercise Therapy - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
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This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

Elite Trainer Certificate — Self-Paced

Requirements are completed as independent self-paced study through the ISSA Vocational Division. Courses can be applied toward an ISSA Associate's Degree (if desired), but as independent study courses, they do not contribute to the 30-credit undergraduate minimum* needed for Associate's Degree conferment.

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR211	Certified Fitness Trainer - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention.

Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

PTR219	Specialist in Fitness Nutrition - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
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Students learn the science of proper nutrition and the practice of nutrition coaching. Topics include digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges.

Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

PTR213	Specialist in Exercise Therapy - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
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This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Fully self-paced. Pre-requisite: PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Certified Fitness Trainer Certificate

Certified Fitness Trainer Certificate				5 Quarter Credits Required			
Occupational Objective							
The Certified Fitness Trainer program is designed to equip graduates with the practical day-to-day skills necessary, as well as the theoretical knowledge needed to excel as a personal trainer serving the general public. Along with the necessary exercise science foundation, the program covers client assessment, program design, basic nutrition, and sports medicine along with business and marketing skills.							
Outline							
Anatomy and Physiology Kinesiology and Biomechanics Strength Training Cardiovascular Training Flexibility Body Composition Program Development Basic Nutrition Injury and Disease							
ISSA Professional Division - ISSA Certified Fitness Trainer Certification							
Upon successful completion of the course† and submission of Basic Adult CPR/AED card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.							
† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.							
Core Requirements: Certified Fitness Trainer course (5)							
This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the course†, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division.							
Choose ONE of the following methods of study:							
Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR251	Certified Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR231	Certified Fitness Trainer - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR211	Certified Fitness Trainer - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Specialist in Fitness Nutrition Certificate

Specialist in Fitness Nutrition Certificate	5 Quarter Credits Required
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Occupational Objective
 ISSA's Specialist in Fitness Nutrition program blends nutritional science and practice in order to allow program graduates to successfully guide clients toward a better body through proper nutrition. In addition to the fundamentals of nutritional science, the curriculum includes a comprehensive approach to establishing a nutritional practice that includes how to prepare, collect and evaluate preliminary information, offer nutrition and supplement suggestions, set goals, monitor outcomes, make adjustments, and provide continuing ongoing support, all within the professional's defined scope of practice.

Outline
 Scope of Practice
 Good Nutrition
 Cell Structure and Function
 Digestion and Absorption
 Energy Transformation and Balance
 Aerobic and Anaerobic Metabolism
 Macronutrients and Micronutrients
 Water and Fluid Balance
 Special Populations
 Preparing for Your Client
 Collecting and Evaluating Client Information
 Nutrition Strategies
 Supplementation
 Outcome-Based Nutrition Coaching
 Providing Continuing Education and Support

ISSA Professional Division - ISSA Specialist in Fitness Nutrition Certification
 Upon successful completion of the course† and submission of Basic Adult CPR/AED card, students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.
 † Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Fitness Nutrition course (5)

Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the course†, students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR259	Specialist in Fitness Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR239	Specialist in Fitness Nutrition - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR219	Specialist in Fitness Nutrition - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Specialist in Exercise Therapy Certificate

Specialist in Exercise Therapy Certificate	5 Quarter Credits Required
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Occupational Objective
 This program provides graduates with the knowledge necessary to work with clients that need supervised exercise therapy programs specifically designed around chronic conditions. Graduates develop skills necessary to design exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Outline
 Therapeutic Exercise
 Understanding the Disabled
 Functional Fitness
 Exercise Therapy
 Muscles and Movement
 Contraindicated Exercises
 Chronic Conditions
 Programming for Ambulation, Aquatics, Balance, Perceptual Motor Skills, Cardiovascular Fitness, Flexibility, Range of Motion, Muscular Strength, Muscular Endurance, and Posture

ISSA Professional Division - ISSA Specialist in Exercise Therapy Certification
 Upon successful completion of the course[†] and submission of Basic Adult CPR/AED card, students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.
[†] Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Exercise Therapy course (5)

This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the course[†], students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR253	Specialist in Exercise Therapy - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR233	Specialist in Exercise Therapy - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR213	Specialist in Exercise Therapy - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Specialist in Senior Fitness Certificate

Specialist in Senior Fitness Certificate		5 Quarter Credits Required					
Occupational Objective							
Graduates of the Specialist in Senior Fitness program gain the skills and knowledge necessary to plan and implement fitness programs for seniors. Graduates acquire knowledge surrounding aging and exercise, exercise programming for older adults, strength and flexibility, motivation, and exercise considerations for chronic conditions common to the geriatric population.							
Outline							
Biomarkers of Aging Physiology of Aging Chronic Conditions Sensory Disorders Program Design for Older Adults Motivating and Teaching							
ISSA Professional Division - ISSA Specialist in Senior Fitness Certification							
Upon successful completion of the course† and submission of Basic Adult CPR/AED card, students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.							
† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.							
Core Requirements: Specialist in Senior Fitness course (5)							
Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the course‡, students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division.							
Choose ONE of the following methods of study:							
Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR256	Specialist in Senior Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR236	Specialist in Senior Fitness - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR216	Specialist in Senior Fitness - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Specialist in Strength and Conditioning Certificate

Specialist in Strength and Conditioning Certificate 5 Quarter Credits Required

Occupational Objective
 This program is designed to prepare graduates to develop training programs that allow athletes to expand the capacity of their bodies to perform the most difficult athletic feats while remaining strong and free from injury. Along with the scientific foundations of strength conditioning, graduates learn the principles of athletic assessment, programming for specific sports, seasonal periodization, athletic nutrition, and sports psychology.

Outline
 Anatomy
 Physiology
 Assessment
 Principles of Training and Adaptation
 Endurance Training
 Strength Development
 Sport Specific Training
 Nutrition
 Psychology
 Injury

ISSA Professional Division - ISSA Specialist in Strength and Conditioning Certification
 Upon successful completion of the course† and submission of Basic Adult CPR/AED card, students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.
 † Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Strength and Conditioning course (5)

Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the course†, students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR255	Specialist in Strength and Conditioning - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR235	Specialist in Strength and Conditioning - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR215	Specialist in Strength and Conditioning - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624

Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Youth Fitness Trainer Certificate

Youth Fitness Trainer Certificate		5 Quarter Credits Required					
Occupational Objective							
This program provides graduates with the knowledge and skills needed to work with youth in a training capacity. Along with basic pediatric and adolescent exercise science, graduates learn the specific training principles and restrictions appropriate for kids and teens, as well as how to design safe and comprehensive fitness programs for young people.							
Outline							
Exercise Physiology for Children and Teens Designing Training Programs for Children The Psychology of the Young Athlete Sports Nutrition Children and Athletic Injuries Fitness Assessments							
ISSA Professional Division - ISSA Youth Fitness Trainer Certification							
Upon successful completion of the course† and submission of Basic Adult CPR/AED card, students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.							
† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.							
Core Requirements: Youth Fitness Trainer course (5)							
Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the course†, students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division.							
Choose ONE of the following methods of study:							
Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR254	Youth Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR234	Youth Fitness Trainer - Guided Study	5 Quarter	8 Months	\$180	\$900	\$25	\$925
Open entry/exit with guided completion. Co-requisite: Basic Adult CPR/AED. Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							
PTR214	Youth Fitness Trainer - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.

Specialist in Sports Nutrition Certificate

Specialist in Sports Nutrition Certificate		5 Quarter Credits Required					
Occupational Objective							
ISSA's Specialist in Sports Nutrition (SSN) program prepares personal trainers to expand their practices into the specialized area of sports nutrition. Trainers learn how to optimize client performance by combining well-designed training programs with performance nutrition.							
Outline							
Nutrients							
Metabolite and Botanical Ergogenic Supplements							
Food and Sports Supplements							
Cells, Tissues, and Systems							
Digestion and Absorption							
Body Composition and Metabolism							
Fitness and Performance							
Nutrition Approaches							
Athlete's Guide to Fat Loss and Muscle Gain							
Enhancing Performance with Carbohydrate Loading							
Special Concerns of Athletic Females							
Performance Lifestyle							
The Athletic Performance Improvement Formula							
ISSA Professional Division - ISSA Specialist in Sports Nutrition Certification							
Upon successful completion of the course [†] and submission of Basic Adult CPR/AED card, students will earn an ISSA Specialist in Sports Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED card and renewal fee.							
[†] Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.							
Core Requirements: Specialist in Sports Nutrition course (5)							
Students learn the principles of sport nutrition, beginning with macronutrients (carbohydrates, proteins, lipids), micronutrients (vitamins, minerals), water, oxygen, supplements, digestion biology/physiology, body composition, and metabolism. Nutritional approaches address fat loss, muscle gain, carb loading, and nutrition for specific populations. Upon successful completion of the course [†] , students will earn an ISSA Specialist in Performance Nutrition certification through the ISSA Professional Division.							
Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR212	Specialist in Sports Nutrition - Self-Paced	5 Quarter	8 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED, Satisfies 5 credits toward an ISSA associate's degree. Does not contribute to the 30-credit undergraduate minimum* required for associate's degree completion.							

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do **not** wish to pursue an Associate's Degree do **not** need to meet this requirement.



Course Selection, Enrollment Agreement, and Fact Sheet



Applying is easy!

Simply **log on to issaonline.edu/ces to apply** to the College of Exercise Science.

Once you have been accepted, you can use the form below to choose your courses, or simply call ISSA at 1.800.892.4772 (1.804.745.8111 international) to register.

If you wish to choose your courses using this form, fax all four pages to 1.805.745.8119 or mail to ISSA | Attn: CES Course Selection | 1015 Mark Ave | Carpinteria, CA 93013

1. Step One: Complete your Student Record information

Last Name		First Name		Middle Name	
Date of Birth		Name as you would like it to appear on your diploma			
Street Address (Please note: because we ship via FedEx, we cannot ship to a PO Box)					
City			State		ZIP
Phone (day)		Phone (eve)		Email address	

2. Step One: Choose your courses

Program Title _____

List the courses that you wish to take in the coming term. Use the information provided in the program listings to complete the boxes below.

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	S&H**	Total
Total							

3. Step Three: Select your method of payment

Tuition _____ Shipping & Handling _____ Total _____ *	<input type="checkbox"/> Money Order <input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
	Name on card _____
	Credit Card Number _____ Expiration _____
	I authorize ISSA to charge my credit card for the total amount. Signature _____

* Total includes \$95 non-refundable registration fee and STRF fee if student resides in the state of California.

4. Step Four: Review, initial, sign

Review the School Performance Fact Sheet and Enrollment Agreement on the following pages. You will need to initial each page; initial, date, and sign the indicated areas on the Fact Sheet, and sign the Enrollment Agreement. All pages must be returned to ISSA to complete your enrollment.

Enrollment Agreement

Prerequisites: Students enrolling in the Associate's Degree program affirm that they have a high school diploma, GED, or international equivalent. Students enrolling in certificate programs affirm that they are 18 years of age or older and have a functional knowledge of English and arithmetic.

Service: ISSA agrees to provide current, accredited, distance education content and instruction, as well as reasonable educational and student services including, but not limited to: course registration, assessment, maintenance of student records, and transcripts. Instruction provided online through www.issatrainee.com

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by ISSA may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Tuition: Your program tuition includes the registration fee, online learning system access, course content, and instructional support. Students enrolled in self-paced certificate courses can access courses online immediately following enrollment. Hard copy course materials are sent within one business day of accepting enrollment.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assess-

ment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Textbooks: All students taking ISSA structured undergraduate courses for credit through the College of Exercise Science are automatically included in the ISSA Undergraduate Course Materials Grant. The grant covers the cost of textbooks as well as shipping and handling for continental US and APO addresses. Students will assume increased shipping costs incurred for special shipping arrangements, if requested. Students outside the continental US are responsible for shipping and handling as well as applicable customs, duties, tariffs, import fees, and difference in exchange rates.

Textbooks for students enrolled in self-paced certificate courses are included in tuition. Shipping costs for self-paced courses are separate from tuition costs. Shipping and handling fees for the continental United States total \$25. Students will assume increased shipping costs incurred for special shipping arrangements, if requested. Students outside of the continental United States assume payment of applicable custom duties, difference in exchange rates, and increased shipping costs.

Beyond 7 days following enrollment, shipping and handling costs are non-refundable.

Undergraduate Courses, College of Exercise Science —Proctored Final Examination:

Each undergraduate course ends with a closed-book, one-hour, proctored examination. Students can opt for online proctoring through ProctorU at a cost of \$22.50 or they may find an approved third-party proctor at their own expense. These costs are separate from tuition and are not collected by ISSA.

Enrollment Period

Associate's Degree Program: Students enrolled in the Associate's Degree Program must maintain continuous enrollment. A student will be considered enrolled if they are registered for a course or currently active in a course. A student will also be considered to be enrolled if on an approved Leave of Absence or completing a previously "Incomplete" course. Enrollment in the institution will continue for 90 days beyond the end of a course, or the expiration of

a quarter. Any student who goes beyond the 90-day period and fails to enroll in new coursework will be withdrawn from the institution and will need to reapply and pay all applicable fees in order to continue his/her program. The enrollment contract for a student who has been withdrawn according to this policy will be terminated and the student will be subject to all terms and conditions of enrollment at the time of re-enrollment.

Self-paced Certificate Programs: You are allowed up to 8 months from the date of enrollment to complete your program. If you fail to complete your course requirements within 8 months, your student status will become inactive. You may reactivate your studies for up to 2 years from the original enrollment date free of charge. All course requirements must be completed within the 2-year period to avoid further fees. Contact Student Services to reactivate.

If you are unable to finish within the 2-year period, you may petition for up to two 6-month extensions to complete the course requirements. Petitions must be received prior to the expiration of the 2-year period. An extension fee of \$49 shall apply to each extension. If the 2-year period has expired, you may reactivate your student status according to the following: 1) If ISSA has not updated the course materials, you may reactivate by contacting Student Services and remitting a \$199 student reactivation fee. The reactivation grants 8 months to satisfy all course requirements. 2) If the course in which you were enrolled is in the same edition, but has been updated (e.g., you enrolled in edition 8.1, but ISSA has released edition 8.6), you may reactivate your student status by contacting Student Services and remitting a \$199 student reactivation fee. You may access the updated materials online free of charge, or request new materials at a cost of \$99 plus shipping and handling. The reactivation will grant you 8 months to satisfy your course requirements. 3) If the course in which you are enrolled has been upgraded to a new edition (e.g., you enrolled in edition 8 but ISSA has released edition 9), you will be required to re-enroll in the course at the current cost of re-enrollment. (Re-enrollment is normally the current enrollment price minus a Member Discount. Please contact your Enrollment Representative for the current cost of re-enrollment.) You will have 8 months from the time you re-enroll to fulfill the requirements of the new edition of the course.

Course Completion

Undergraduate courses: Students are expected to complete assignments by posted due dates and courses by the published course end date. If circumstances prevent students from completing coursework within the prescribed timeframe, an extension time period can be requested and the course will remain in progress until two weeks beyond the end date of a 5-week course and five weeks beyond the end date of a 10-week course. A student must request extension after the published final withdrawal date for the course and prior to the end of the session. Factors such as reason for an extension and academic progress within the course will be evaluated to determine approval of an extension. A \$50 fee shall apply.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, as well as submit a copy of an Adult CPR Certification and AED card within the defined enrollment period.

Self-paced certificate retesting: There is no limit to the number of times you can retake self-paced course quizzes. Retaking quizzes online is free of charge. If you request additional answer sheets to submit repeated quiz answers by mail, you will be required to pay a non-refundable \$10 administration fee plus shipping and handling costs.

Home Study/Online Examinations: If you fail any portion of your Self-paced Home Study/Online Examination, you will be offered the opportunity to resubmit that portion of the examination, free of charge. (This is known as your second attempt at the examination.) Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a \$50 administrative fee. Self-paced

Seminar Examinations: If you fail your Self-paced Seminar Examination, you may submit the Self-paced Home Study or Online examination one time free of charge. If you wish to retest at a seminar, you may reenroll in another seminar for \$149. Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee. This administrative fee is in addition to seminar fees, if applicable (i.e., if you choose to retest for the third, fourth, fifth time, etc. at another seminar, you will be subject to both the \$50 administrative fee and the \$149 seminar fee).

Enrollment Agreement cont.

STUDENT'S RIGHT TO CANCEL

Refunds, if applicable and requested, will be made within 30 days of the request via the original payment method. If withdrawal occurs at any time within seven (7) calendar days after the institution accepts enrollment, the student may request a refund of all money paid to the institution. If withdrawal occurs more than seven (7) calendar days after the institution accepts enrollment, the institution will refund tuition according to the schedule to follow. The institution may withhold \$95 as a non-refundable registration fee. Refundable tuition is the amount of tuition paid to the institution minus the registration fee and applicable S&H costs.

Lower-level Undergraduate Courses (with published start/end dates)			
5-Week Course		10-Week Course	
Week	% of refundable tuition due*	Week	% of refundable tuition due*
1	100%	1	100%
2	75%	2 or 3	75%
3	50%	4 or 5	50%
4	0%	6	0%

* Refundable tuition is the amount of tuition paid to the institution minus the registration fee and applicable S&H costs.

Students who enroll in lower-level courses after the course start date will remain eligible for 100% refundable tuition for seven (7) days following enrollment. Following the seventh day, the published refund schedule shall apply.

Self-Paced Certificate Courses	
% of quizzes submitted	% of refundable tuition due*
None	100%
1% – 10%	90%
11% – 25%	75%
26% – 50%	50%
51% or more	0%

* Refundable tuition is the amount of tuition paid to the institution minus the registration fee and applicable S&H costs.

Students enrolled in self-paced certificate courses who do not receive their course materials within seven (7) calendar days will remain eligible for a full refund until course materials are received.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion (see Self-Paced Certificate Courses refund schedule).

Beyond the conclusion of the original 8-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

You can request cancellation in any manner, but we recommend you make your request in writing. A Cancellation and Course Material

Return Form can help you document your request. Remit your cancellation request along with textbooks to: ISSA, Attn: Cancellation, 1015 Mark Ave., Carpinteria, CA 93013.

Undergraduate students who drop or withdraw from a lower-level course and do not re-register for the same course within 6 months will need to return all physical textbooks issued through the ISSA Course Materials Grant at the student's expense. If course materials are not returned for cancelled courses, students may not be able to obtain transcripts or complete graduation until materials are returned or Grant reimbursement has been made.

ISSA does not assist students in securing private loans. If a student obtains a private loan on his or her own, the student must be aware that he or she will have to repay the full amount of the loan plus interest, less the amount of any refund.

Lower-level Drop/Add: Students may drop and add lower-level courses during the first week of a session. Students joining a course after the official start date will still be expected to complete assignments by the published due date. If the course dropped is of a greater credit value than the course added, the student may request tuition reimbursement for the difference. The terms outlined in the Cancellation Policy shall apply.

Notice Concerning Transferability of Credits and Credentials Earned at ISSA: The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn from ISSA is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn from ISSA are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at ISSA will meet all of your future educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your credits, degree, diploma, or certificate will transfer.

Graduation: To earn an Associate's Degree, students must complete 90 credit hours of accepted course work. 30 of the 90 credits must be obtained from ISSA in the area of the major. Transferred coursework is evaluated based on education quali-

ty, comparability, and appropriateness and must be approved by the Registrar in order to be accepted. A 2.0 grade point average or above in major coursework is required to earn the degree. All fees must be paid in full. Upon successful completion of your program, remittance of the non-refundable \$100 Graduation Fee, and fulfillment of any other financial obligations, you will be awarded a diploma.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, as well as submit a copy of an Adult CPR Certification and AED card. All fees must be paid in full. Upon successful completion of your program and financial obligation, you will be awarded an authorized certificate. Students who successfully complete the program before reaching 18 years of age will not receive certification until they turn 18. ISSA certification is valid for 2 years and is renewable by completing 20 approved Continuing Education Units (CEUs), and submitting a \$75 processing fee and updated CPR/AED documentation.

Transcripts: Transcripts for ISSA coursework can be requested at any time during enrollment. Outstanding financial obligations must be paid before transcripts are released. A \$10 processing fee shall apply to transcript requests.

Privacy Policy: With discretion, we do make your name available to other organizations whose products and services we think may be of interest to you. For example, ISSA supplies lists of certified trainers to employers who have contacted us with job vacancies. If you wish not to be contacted by these organizations, please send us a note with your name and address to ISSA, 1015 Mark Ave, Carpinteria, CA 93013.

Payment: Any payment that is dishonored (NSF returned checks or check drafts, etc.) will be assessed a \$20.00 fee. If a payment option is established between an ISSA enrollment representative and the student, subsequent monthly payment(s) will be due in 30-day increments after the initial payment has been processed and deducted electronically from the checking/credit card account of record unless other payment arrangements have been made. Payment Plan payments cannot be made by money order. A payment is considered late if not made by the designated due date(s). A \$20 late fee will be assessed for a payment not received or processed within 15 days after the

scheduled due date. If a payment is not received by the 90th day after the scheduled payment due date, the student account will be placed on Default Status and assessed a \$30 default fee. Accounts placed on Default Status may incur the following actions: 1) Denied access to the ISSA Members Website, 2) Denied access to the Learning Management System, 3) Withheld ISSA grades until account is paid in full.

Copyright: Course enrollees agree that all Information within ISSA courses, course texts, accompanying workbooks, and websites, etc. are protected by intellectual property rights, including copyrights, trademarks and other proprietary rights, which rights are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the Information and not to use the Information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search, display, or print the Information contained on ISSA websites for their own personal non-commercial use only, provided the Information is not modified and a copy of this agreement is attached to any copies that are made. Any other use of the Information is strictly prohibited. None of the Information may be otherwise reproduced, republished or re-disseminated in any manner or form without the prior written consent of the ISSA. All rights, including copyright, in any information which are linked to but not hosted on the Site continue to be owned by their respective owners. Note that by using ISSAtrainer.com and ISSAclass.com, you signify your agreement to this and future Copyright Notices. Your continued use of ISSAtrainer.com and ISSAclass.com subsequent to changes to this Copyright Notice will mean that you accept the changes.

All costs and fees described in this agreement are in US dollars.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Enrollment Agreement cont.

School Performance Fact Sheet

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to the state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Distance education completion rates:

Certified Fitness Trainer (CFT) 87%	Specialist in Strength and Conditioning (SSC) 86.3%
Specialist in Fitness Nutrition (SFN) 85%	Youth Fitness Trainer (YFT) 86.9%
Specialist in Exercise Therapy (SET) 85.4%	Specialist in Senior Fitness (SSF) 86.5%

Initial _____
Date _____

Placement rates for students who reported working information:

95% reported that they acquired a job or work related skills 6 months after graduation
40.7% reported that they received a job promotion
45.4% reported that they received a pay increase

Initial _____
Date _____

Licensing:

There is not a license exam for this field; therefore, license exam passage rates are not applicable.

Initial _____
Date _____

Salary and wage information:

US Bureau of Labor Statistics national percentile and mean wage estimates for fitness trainers:

Percentile	10%	25%	50% (Median)	75%	90%	National Mean
Hourly Wage	\$8.21	\$9.55	\$14.95	\$22.18	\$30.48	\$17.27
Annual Wage	\$17,070	\$19,870	\$31,090	\$46,130	\$63,400	\$35,920

ISSA graduates working part-time and full-time report the following earning averages:

3.3% indicated that they earn between \$0 and \$5,000	6.9% indicated that they earn between \$25,001 and \$30,000
3.4% indicated that they earn between \$5,001 and \$10,000	8.5% indicated that they earn between \$35,001 and \$40,000
6.9% indicated that they earn between \$10,001 and \$15,000	17.2% indicated that they earn between \$40,000 and \$45,000
10.3% indicated that they earn between \$15,001 and \$20,000	29.7% indicated that they earn \$50,000 +
13.8% indicated that they earn between \$20,001 and \$25,000	

Initial _____
Date _____

The Associate of Science in Exercise Science degree program is new. Therefore the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but it is not equivalent to actual performance data.

Initial _____
Date _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial _____
Date _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that ISSA's cancellation and refund policies have been clearly explained to me. Contract becomes valid and binding when signed by the student and accepted by ISSA.					
Signature		Last 4 of SSN (four digits only)		Date	
Print Name					
Address		City	State	Zip	Country
Guarantor Agreement (for the enrollment of students under 18 years of age): For good and valuable consideration, I hereby unconditionally guarantee to ISSA the prompt payment when due of all student tuition, fees, and other payments as described in this Enrollment Agreement. I hereby confirm that the student is of mandatory school age and I have established with school authorities that this program will not interfere with any requirements of his or her ability to complete his or her regular schoolwork. I have received, read, understood, and agree to be bound by the terms and conditions on both sides of this agreement.					
Print Name		Signature		Date	

International Sports Sciences Association

Since 1988, ISSA has educated and provided personal training certification to over 180,000 people with the desire to help others feel better, look better, and improve the quality of their lives.

As a distance education institution and certifying agency, ISSA is unconditionally committed to providing the highest quality personal trainer certification programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of creating a stronger, healthier world.



ISSA College of
Exercise Science

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