ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.3
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(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog.)
## ADDENDUM

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Addendum for Admissions
(Online Orientation and Technical Requirements)
Effective 9.24.18

Pages 36 - 37 (Replacement of “Hardware” and “Software” Sections Only)

ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS
To ensure students’ on-line learning experience is satisfying, Ultimate Medical Academy (UMA) requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
  - Recommended 2.0 GHz frequency or above CPU
  - Mac computer (Intel Processor) with a 1.83 GHz frequency Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 2 GB Memory (RAM) or above
- 1200 X 800 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)
  * Chromebooks and mobile devices such as Tablets and Smart Phones are NOT fully compatible with all features within the online courseroom.

Software:

- Microsoft Office 2013 (Windows) or Microsoft Office 2011 (Macintosh) (most recent versions are recommended)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer*
  *Most current browsers no longer support Flash Player
- Java Plugin** may be needed for some content at java.com/en/download/
  **Certain browsers no longer support Java Plugins
- Some courses (especially computer and technology courses) may require additional software (detailed in each course)

Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective 9.24.18

Pages 75 - 77 (Insertion)

NEBRASKA RESIDENTS
Complaints from Nebraska residents should be directed to the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at:

301 Centennial Mall South
PO. Box 94987
Lincoln NE 68509-4987
402-471-4825
TEXTBOOKS AND SUBSCRIPTION TO DIGITAL CONTENT

The UMA website includes a listing of required textbooks by course which may be found at:

Clearwater: ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf
Online: ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf

For UMA programs, the cost of textbooks and/or a subscription to access enhanced digital learning resources is included in the cost of tuition. Active duty military students are not charged for textbooks or the enhanced digital learning resources subscription.

For courses that utilize the enhanced digital learning resources, digital readings and interactive content is embedded in the course. In addition, textbooks are issued to students in loose leaf format. Students have the ability to access the enhanced digital content continuously throughout their enrollment at UMA. Students enrolled in courses that do not utilize enhanced digital learning resources will receive traditional textbooks rather than loose leaf versions. Traditional and loose leaf textbooks are mailed to online students; Clearwater students receive traditional and loose leaf textbooks at their campus.

Students have the option to opt-out from receiving textbooks and the enhanced digital learning resources subscription and may purchase textbooks on their own. If a student chooses to opt-out, UMA will adjust the tuition for each course based on the UMA price for the textbook and also provide a prorated adjustment for the subscription. To opt-out from receiving textbooks and/or the subscription, a request must be made to UMA’s fulfillment department by emailing fulfillment@ultimatemedical.edu. Some courses require the use of custom textbooks which are only available directly through UMA. Students are not able to opt-out of receiving custom textbooks.

VETERANS’ ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

Clearwater

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. Due to much of the education at UMA’s Clearwater campus being “hands-on,” attendance is critical to master skill sets necessary for employment.

Clearwater students utilizing VA education benefits at UMA must demonstrate consistent classroom attendance. Clearwater students who miss more than five scheduled class days within a grading period are placed on VA eligibility probation for the following grading period.

If at the end of the following grading period, a student has again missed more than five scheduled class days, the student’s VA education benefits are terminated through notification to the Veterans Administration. If a student maintains satisfactory attendance during the VA eligibility probation period, the student is removed from VA eligibility probation.

To regain eligibility for VA education benefits, a Clearwater student must complete a subsequent grading period with no more than five absences. Once the student completes a subsequent grading period with no more than five absences, that student may be recertified for the next grading period.
Online
Regular attendance is expected for students to develop the skills and attitudes required in the workplace. In the online environment, attendance is based on completion of academically-related activities such as discussion boards, submission of assignments and taking tests. Online students utilizing VA education benefits at UMA must participate in class activities on at least a weekly basis.

- A student who does not participate in any of the online events as stated above for any week during a grading period is placed on attendance probation for the remainder of the grading period.
- A student who is on attendance probation who does not participate in any of the online events as stated above for any other week during that grading period will have VA education benefits terminated for unsatisfactory participation effective the last date the student participated in class activities as defined above.
- Students who are enrolled in multiple courses in a grading period must meet the attendance requirements for each course. In the event the student does not maintain satisfactory attendance in a course, the student will be placed on attendance probation. If the student fails to participate for another week in the same course, the student’s VA education benefits will be terminated for that specific course only if all attendance requirements are met for all other courses within the grading period.

Any student utilizing VA education benefits whose benefits have been terminated for unsatisfactory participation may be certified again for the education benefits the next grading period on a probationary status. Should that student not participate in any of the online events, as stated above, for any week during that grading period and for any course in the grading period, that student will again have benefits terminated for all courses in that grading period. This termination is for unsatisfactory participation effective the date the student last participated in a class activity as defined above. That student then must satisfactorily participate for the next grading period (in which that student enrolls) without using VA education benefits. Should that student successfully participate, then (s)he may again be certified for benefits for the next grading period.