



## Student Catalog Addendum

This catalog addendum updates the information as stated below in the program descriptions for the following programs and in the Make-Up Hours Policy in the 2021 Student Catalog.

### Medical Biller and Coder/Office Specialist Program

The following Hybrid Online Time Commitment subsection consolidates and replaces the Hybrid Online Commitment and Traditional In-Classroom Commitment subsections in the Medical Biller and Coder/Office Specialist program description in the catalog:

**Hybrid Online Time Commitment:** Students should assume a weekly online time commitment of 20 hours of lecture, lab, and related activities, including eight hours of scheduled live online lectures. Additionally, students are required to attend one traditional in-classroom class session per module at the IBT campus. In-classroom sessions are held on the first Saturday of each module from 10am to 1pm, or as scheduled by the instructor. The course outline for each module will explain the specific lab and lecture schedule for that module. **Note:** Watching a recorded lecture can only be counted as make-up work, not as actual attendance, because a student watching a video is unable to participate in discussions or ask questions.

### Cloud Computing & Cybersecurity Associate Program

The following Hybrid Online Time Commitment subsection updates and replaces the Hybrid Online Time Commitment subsection in the Cloud Computing & Cybersecurity Associate program description in the catalog:

**Hybrid Online Time Commitment:** Students should assume a weekly time commitment of 20 hours, including 10 hours of scheduled live online lectures. The lecture portion of the 12 technical modules is delivered live online, with a traditional on-campus requirement for the lab portion. Lab work requires students to be on campus three times per module, on Saturdays 11am to 4pm, or as scheduled by the instructor. The four general education courses are delivered fully online with no on-campus requirement. The syllabus for each course will explain the specific lab and lecture schedule for that course. **Note:** Watching a recorded lecture can only be counted as make-up work, not as actual attendance, because a student watching a video is unable to participate in discussions or ask questions.

### Make-Up Hours

This addendum adds the following information to the Make-Up Hours subsection of the Attendance Policy in the catalog:

Hybrid online students may be able to make up missed lectures by watching the lecture recording online. In all cases, students requiring make-up work must consult their instructors for details and permission. **Note:** Watching a recorded lecture can only be counted as make-up work, not as actual attendance, because a student watching a video is unable to participate in discussions or ask questions.