



## **School Catalog**

**Effective January 1, 2017-December 31, 2017**

Maselle Career College, Inc.  
4001 Lakeland Drive; Jackson, MS 39047  
Tel: 601-724-8550

[www.masellecollege.com](http://www.masellecollege.com)  
[www.maselleonline.com](http://www.maselleonline.com)  
[support@masellecollege.com](mailto:support@masellecollege.com)

# TABLE OF CONTENTS

Welcome to Maselle Career College .....	3
<b>Introduction to Maselle Career College .....</b>	<b>4</b>
Approvals and Licenses.....	5
Mission Statement, Goals and Objectives .....	5
Course Delivery Formats .....	5-7
<b>General School Policies.....</b>	<b>8</b>
General Admission Requirements .....	8
How to Apply .....	8
Non-Discrimination Policy .....	8-9
Course Tuition .....	9
Supplemental Fees .....	9
Financial Assistance .....	9
Course Registration .....	9
Adding/Dropping Classes .....	9
Refund and Withdrawal Policies .....	10
Student Services .....	11
Career Services .....	12
Licensing Requirements for Jobs .....	12
Recruiting Policy .....	12
Student Records and Confidentiality.....	12-13
<b>Academic and Attendance Policies.....</b>	<b>14</b>
Academic Appeals Committee .....	14
Attendance Policy.....	14-15
School Standards of Conduct and Safety.....	16
Complaint and Grievance Procedure .....	16-17
Calculation of Classroom Hours.....	17
Grading System .....	17-18
Incompletes and Course Repetition .....	18
Completion Requirements .....	19
Maximum Timeframe .....	19
Probation and Dismissal.....	19
Withdrawal and Termination Policy .....	20
School Closure Policy and Procedures.....	20
<b>Course Listing .....</b>	<b>21</b>
Mississippi Real Estate License Program for Agents and Brokers .....	21
<b>Maselle Staff.....</b>	<b>36</b>
<b>2017 School Calendar.....</b>	<b>37</b>
<b>Contact Information.....</b>	<b>38</b>

## **Welcome to Maselle Career College!**

It is a pleasure to welcome you to Maselle Career College.

Our goal is a simple one. We strive to create a learning environment that will allow every student completing our courses to develop not only a skill-set and base of knowledge in a given area of study, but also to enhance their professional image and credentials. We encourage our students to meet and exceed their goals through a mutual partnership of success.

We are Professionals providing Professionals a real education for the real world.

Sincerely,

Maselle Career College, Inc.

## **MASELLE CAREER COLLEGE: “A REAL EDUCATION FOR A REAL WORLD”**

Maselle Career College, which grew out of Maselle School of Real Estate, is based in the State of Mississippi. Maselle Career College provides quality online courses in real estate licensing and professional continuing education.

The staff at Maselle Career College are a dedicated group composed of practicing professionals who have been chosen for their ability, credentials, field experience, and, most importantly, for their passion and commitment to teaching. Additionally, the Maselle Career College teaching and support staff is trained in using online technology to maximize your online learning experience.

Maselle Career College is strategically positioned to respond to its students' needs with quality results, cost, and learning delivery formats.

Why choose Maselle Career College?

- Instructors with years of industry experience
- Engaging online learning environment
- Flexible study schedule
- Affordable licensing and continuing education courses
- Friendly and prompt customer and technical support

### **Approvals and Licenses**

- Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate #C-641
- Approved by the Association of Real Estate License Law Officials (ARELLO) to offer online Real Estate Pre-License and Post-License Courses
- Approved by the Mississippi Real Estate Commission approved to be a Real Estate Provider for Licensing and Continuing Education Sales Agent and Real Estate Broker Courses.

## **Mission Statement**

Our mission is to provide a "real" education for the "real" world so that our students are both prepared and qualified to achieve success in their chosen field. By employing a qualified staff and faculty, and by leveraging state-of-the-art online learning technology, Maselle Career College is able to deliver a variety of flexible and practical courses that will enable students to be in the position to both "learn" and "earn".

## **Goals**

Our goal is to offer career-oriented, state-of-the-industry courses to meet the diverse needs of the population while promoting excellence in academic success and professional development to meet the challenging demands of an ever-changing economy.

## **Objectives**

The success of our mission is measured by the consistent achievement of the following institutional objectives:

- To provide cost-effective training;
- To make efficient use of the latest learning technologies;
- To enhance the career opportunities of our clients by offering courses that are both practical and in demand;
- To provide responsive, helpful and informed support to our learners and potential learners at all times;
- To ensure learner satisfaction with all courses.

## **Course Delivery Format**

Maselle Career College delivers its courses in an online asynchronous manner.

We know that some of our students may live in the immediate area but work at different times of the day and have scheduling issues to attend a more traditional on-site course. We also have students who live out of the area, for whom attending an on-site course would be impossible. For this reason, our online courses have been designed to allow students complete their training "at your own pace", which is known as "asynchronous" training.

For our asynchronous courses, students are able to access the course 24/7 to create an on-demand learning experience. Unlike synchronous training, students do not need to schedule their time around the predetermined

plan of the instructor. This said, there is an assigned course instructor, but he or she is there to answer questions about content, provide support, resolve any technical issues, and assess the student's progress.

Online learning is not for every student. Below are descriptors of an effective online learner:

-The online learner will tend to be a self-starter, self-directed, and self-motivated.

-The online learner will possess a high degree of self-discipline and organizational skills

-The online learner will take the initiative to contact the course instructor if there are questions about the material.

-The online learner will be technologically proficient.

-The online learner will possess strong reading skills and listening comprehension skills since course material will likely be delivered in a text and audio format.

-The online learner will not miss the face-to-face interaction afforded in the classroom.

If you feel you possess these traits, more than likely our online courses will meet your educational and professional needs.

### **Online Course Integrity and Security**

The structure and format of online education presumes a high level of personal and academic integrity. To this end, individuals enrolled in our courses are expected to perform all of the coursework and successfully complete all of the assessments on their own. To ensure this integrity, we have implemented several safeguards:

- 1) The student shall create a username and password which allows only the student to log in with. The student is responsible for safeguarding the username and password.
- 2) Effective 2016, we have migrated our courses to a new learning management system, which has a password check feature. For each course a student takes, the student may be asked to verify his or her password at random points during a course. Should the

student not input the correct password, he or she will not be able to proceed with the rest of the course.

- 3) At the end of each course, the student must complete an affidavit of completion form, in which the student certifies that he or she and nobody else has completed all of the course work and assessments.

## **GENERAL SCHOOL POLICIES**

### **GENERAL ADMISSION REQUIREMENTS**

Maselle Career College is committed to open admissions into its courses and programs. Applicants shall be at least 18 years of age and have successfully completed high school or its equivalent (e.g., GED). For applicants to the Real Estate License Program for Agents and Brokers, the applicant must also be eligible to apply for a Mississippi state real estate license. The Mississippi Real Estate Commission requires the applicant to be a resident of Mississippi without any felony convictions and be a “person of good moral character”.

Maselle Career College complies fully with the nondiscrimination provisions of all state and federal laws and regulations by assuring that students are afforded equal access to regular, career and technology education courses and activities without regard to race, age, religion, color, national origin, veteran status, sex, or handicapping conditions as provided in these laws and regulations.

### **HOW TO APPLY**

To apply, students shall complete an online application for admission. Students who meet the admissions requirements can enroll for courses and, if offered online in asynchronous delivery, may begin the course immediately. Courses delivered online in a synchronous manner will start on a date that corresponds to our academic calendar, which is available on page 37 in this catalog. For online synchronous courses (**currently not offered**), early applications are highly advised due to limited class size (maximum 10 students). Registration is on a first come first served basis.

### **PRIOR CREDIT**

For real estate and mortgage pre-licensing, post-license, and continuing education courses approved by the Mississippi State Real Estate Commission, no prior learning credits shall be granted. Credits earned at other recognized colleges may be granted for certain other courses at the discretion of the Director of Education. For more information about prior learning credit possibilities, please contact us for more information.

### **NON-DISCRIMINATION POLICY**

The policy of Maselle Career College is to comply fully with the nondiscrimination provisions of all state and federal laws and regulations

by assuring that students are afforded equal access to regular, career and technology education courses and activities without regard to race, age, religion, color, national origin, veteran status, sex, or handicapping conditions as provided in these laws and regulations.

### **COURSE TUITION**

Current tuition rates and fees are fixed and can be found in an addendum to this catalog. Current fees can also be found published on our web site at [www.maselleonline.com](http://www.maselleonline.com). The College reserves the right to adjust tuition or fee rates within the scope of the rules and regulations of the Mississippi Commission on Proprietary School and College Registration. Any changes, if any, will be effective the first of the year. Every effort will be made to notify students at least 90 days prior to any annual changes in tuition price.

### **SUPPLEMENTAL FEES**

As courses are offered online, course material is provided in the course, unless otherwise indicated. For live synchronous courses, a course textbook will be provided (and shipped) and is already figured into the course price.

### **FINANCIAL ASSISTANCE**

As we strive to keep our tuition prices as low as possible, no financial assistance is available at this time.

### **COURSE REGISTRATION**

Registration for new students is done as part of the admissions process. School administration is available to consult with prospective students as to the appropriate course he or she will need to reach their educational goals.

### **ADDING OR DROPPING A COURSE**

No part of a course may be added after the course has started. In the 60-hour Real Estate License portion of the course, no absences are permitted.

A student may officially drop a course through the first week without penalty. If the student never attended any class sessions of that course, or, in the case of the asynchronous course offerings, never started the first unit, he/she may receive a refund. See the next section for a full explanation of the policies on refunds and cancellations.

A student who stops attending class without securing official withdrawal approval automatically receives an "F" in the course(s). If the student acquires excessive absences before the official drop or withdrawal, he/she

will receive an "F".

### **REFUND AND WITHDRAWAL POLICIES**

The registration fee, where charged, will be refunded to any applicant who has paid such a fee and is not admitted a course or program for any reason.

Any registration fee charged will be refunded to any applicant who cancels his/her enrollment agreement within five (5) calendar days after the date of signing the enrollment. A student who begins classes and then withdraws prior to the end of any course will be granted a refund according to the schedule below, which is the policy of the Mississippi Commission on Proprietary Schools:

The Mississippi Propriety School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 57-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

**75-60-18.** When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) **Refunds for Classes CANCELLED** by the Institution. If tuition and fees are collected in advance of the stating date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) **Refunds for Students who WITHDRAW** on or before the first day of class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) **Refunds for Students Enrolled Prior to Visiting the Institution.** Students who have not visited the school facility prior to enrollment will have the

opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) **Refunds for Students AFTER Instruction has Begun.** Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending propriety institutions who incur financial obligations for a period of (12) months are less shall be as follows:

(i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;

(ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;

(iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and

(iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

At Maselle Career College your satisfaction with your course(s) is our highest priority. Should you not be satisfied with the course(s) for which you have enrolled for any reason, you can request, and receive, a full refund any time provided you have not completed the course.

### **STUDENT SUPPORT SERVICES**

MCC has knowledgeable staff available to assist students with course selection, as well as follow-up requirements regarding real estate pre-license, post-license, and continuing education. Our staff monitors and encourages students' academic progress, and assists with any academic issues or concerns, or for those who need technical assistance completing their online course. A student having difficulty with a course is encouraged to discuss the matter with our administrative staff. If a problem persists, the student may then address the issue directly with the School Director.

## **CAREER SERVICES**

Maselle Career College, Inc. does NOT offer job placement assistance to either current students or graduates and does NOT use recruiters. New students are informed of the unavailability of job placement service during the course registration process. This said, Maselle Career College and its staff members continually seek opportunities to bring together employers and graduates, and endeavors to keep students updated on field trends and requirements.

Upon successful completion of our courses, you will receive a "certificate of completion" stating that you have completed a course consisting of a specific number of hours. As always, we recommend that all prospective students check with the appropriate agency, commission, current and/or potential employers and all appropriate parties to assure our educational programs will meet his or her needs prior to enrolling. If you have any specific requirements or questions regarding which course is most appropriate for your needs, please don't hesitate to contact us for more specific information about how our courses can benefit you and your professional development.

## **RECRUITING POLICY**

Maselle Career College does not use recruiters.

## **LICENSING REQUIREMENTS FOR JOBS FOR WHICH OUR COURSES PREPARE STUDENTS**

In order to be a licensed real estate agent or broker in the State of Mississippi, for purposes of employment the student must successfully complete ALL State requirements for licensure, including the successful completion of ALL state licensing examples.

Should you be unsure as to which course or program is most suitable to your licensing needs, please contact us for guidance.

For updated real estate licensing information, please go to <http://www.mrec.state.ms.us/>

## **STUDENT RECORDS AND CONFIDENTIALITY**

Student Records are maintained in digital form and backed-up on secure servers for a period of five years. Only authorized staff members are allowed to access records and only on a need-to-know basis.

Information provided to Maselle Career College by students and prospective students is maintained in the strictest confidence. Information is provided only to state regulatory or licensing agencies and other groups to whom this information is reported to confirm completion or registration for programs, as required by state or federal regulations.

We do not sell or share student information with any other organization. Student progress may be reported to any entity funding the course or program of the student, if applicable. In such cases, we will notify the student of such an occurrence.

## **ACADEMIC AND ATTENDANCE POLICIES**

### **ACADEMIC APPEALS COMMITTEE**

MCC provides an appeals process for students who wish to question a grade, attendance issue or their academic suspension due to unsatisfactory academic progress. The Academic Appeals Committee consists of School Director, the Director of Education, and the Registrar.

It is the student's responsibility to contact one of the committee members no later than two weeks after receiving his/her final grades or an academic suspension notice in order to request consideration of an appeal.

### **ATTENDANCE POLICY**

Because of the nature of the course work, Maselle Career College believes that there is a strong correlation between attendance and academic performance. Therefore, students are required to make attendance at all their classes a high priority in their professional lives.

While Maselle Career College offers courses online in primarily an asynchronous ("at your own pace") environment, from time to time, Maselle Career College may offer courses online in a synchronous environment, in which the student's live participation is required. In such cases, the attendance policy is as follows:

In the event that the student finds it necessary to be absent, he/she is responsible for finding out all work missed and making it up in a timeframe given by his/her instructor. If a student misses the equivalent of one week of class, as explained below, the student must schedule an *Attendance Review* with the Director of Education to determine actions to be taken:

- For a class that meets three times a week, one (1) absence equals one week;
- For a class that meets two times a week, one (1) absence equals 1 week;

Both excused and unexcused absences (as defined below) are included in the calculation of the number of absences. The School Director may grant a waiver of this requirement based on extenuating circumstances.

In addition to attendance, being on time for class is considered very important and is strongly urged. See the section on "Tardiness" for further information.

**Attendance Review:** In this review, the Academic Appeals Committee discusses the situation with the student and decides which action to take, including:

- granting the student the opportunity to make up work missed by a certain date
- allowing the student to withdraw from the course with a W/P (passing) grade
- requiring the student to withdraw from the course with an "F" (failing) grade

**Excused Absences:** The school recognizes two types of excused absences: those for personal emergencies and those for official school or work activities. The instructor may excuse student absences for personal emergencies such as illness, death in the immediate family, or other valid, unavoidable circumstances. However, the instructor may require written documentation, such as verification from a physician. Official absences are those resulting from participation in important school, work, or community activities; in such cases, acceptance will be at the discretion of the school. Students with excused absences are allowed to make up work or tests missed.

**Unexcused Absences:** All absences not due to personal emergency or official activities are unexcused. It is up to the instructor as to whether the student is allowed to make up any work or tests missed.

**Tardiness:** For online synchronous courses, failure to be logged in at the start of class will result in a tardy. Three (3) tardies equal one absence. Students who miss, or who are inactive, for more than fifteen (15) minutes of class will be considered absent.

### **Attendance Policy for Students Enrolled in State Real Estate Pre License**

**Courses:** Due to regulations required by the Mississippi Real Estate Commission, all students in the Pre License courses are required to attend **100 percent** of each class in which they are enrolled. For asynchronous online courses, this requirement becomes an hourly completion requirement. For example, as the Real Estate Sales Agent Pre-License course requirement is 60 hours, the student is required to spend 60 hours in the course. Attendance and hour requirements include all commission pre- and post-license courses, as well as continuing education courses. If a student exceeds the allocated absences, they will be required to retake the entire course or courses. For asynchronous online courses, should the student not complete the minimum required number of hours, he or she will not receive credit for successful course completion.

These courses are not eligible for appeal for attendance purposes using the Maselle Career College Appeals Committee. They are strictly mandated by the Mississippi Real Estate Commission Rules and Regulations and we are prohibited from making changes to their requirements.

### **SCHOOL STANDARDS OF CONDUCT AND SECURITY POLICY**

Maselle Career College believes that education is a continuing progression and that through educational training the school will prepare the student to work as a professional. The student STANDARDS OF CONDUCT have been prepared to provide the necessary guidelines for effective student relationships. The STANDARDS OF CONDUCT apply to all students enrolled at the college and each student is expected to know and comply with these standards to maintain a good standing at the College.

- For online synchronous learning, students must log in to courses as scheduled and certify that he and she alone is performing all of the course work and taking all assessments without assistance;
- Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance will be asked to leave the course or virtual online environment if a synchronous class is in progress.
- Willful destruction of school property is prohibited; this includes any online learning features, such as message boards or class forums.
- Cheating, dishonest, falsification of records or theft is not permitted;
- The school accepts no responsibility for a student's personal equipment or property;
- The school prohibits harassment and threats of any kind;
- Good manners, good judgment, common sense, and respect for others are expected;
- Participation in cheating of any kind on any course requirement is prohibited, including gaming the online assessments or course time tracker.
- Using cell phones or text messaging while logged to a synchronous course is prohibited.

Students failing to conduct themselves according to the above standards may be suspended or terminated from their course. Any and all actions relative to the policies outlined above are subject to a review process. The review committee is made up of the School Director, the Director of Education, and the relevant instructor.

### **COMPLAINT/GRIEVANCE PROCEDURE**

Maselle Career College has implemented the following grievance procedure to handle any complaint or grievance other than final grades

or academic suspension that a student may have against MCC. For complaints about final grades or enrollment termination, please refer to the section on the "Academic Appeals Committee" (p. 14).

- First, the student should attempt to resolve the issue with the instructor involved or, for an asynchronous course, with the Registrar.
- Second, if the matter is not resolved, either person may bring it to the attention of the School Director.
- Third, if need be, the State of Mississippi Commission on Proprietary School and College Registration may be contacted at 3825 Ridgewood Road, Jackson, MS 39211, (601) 432-6518.

### **CALCULATION OF CLASSROOM HOURS**

Maselle Career College uses "clock hours" to measure amounts of study. Classroom hours are based on number of actual classroom hours of contact with instructors in the classroom. For the purposes of calculation of hours of contact, fifty (50) minutes is considered one hour, allowing for ten-minute breaks between classes. For live online instruction, then, there shall be a ten-minute break scheduled for every 50 minutes of instruction. For asynchronous courses, all courses are timed to last for the duration of the number of hours listed for the course.

### **FINAL EXAMS**

Students are required to take examinations at the time designated by the course if the course is offered in a synchronous online environment. For asynchronous courses, the final exam, summative in nature, will appear at the end of the course and must be completed and passed before the student received his or her course certificate of completion. A student who is absent from a final exam given during the synchronous class and who has made no report of personal illness or other emergency to the Director will not be permitted to take the examination at a later date. A student who reports a personal illness or an emergency to the Director before a scheduled examination must take the final exam and complete all work within one week after the end of the course. Students who are absent from a final examination without the approval of the Director will receive an exam grade of zero (0), and the final grade will be averaged accordingly.

### **GRADING SYSTEM**

The following grading system is used:

<b>A</b>	Excellent	90 - 100
----------	-----------	----------

<b>B</b>	Good	80 - 89
<b>C</b>	Satisfactory	70 - 79
<b>D</b>	Unsatisfactory	60-69
<b>F</b>	Failing	0 - 50
<b>W/P</b>	Withdraw passing, no record	
<b>W/F</b>	Withdraw failing	

Assessment occurs regularly throughout the course. For online courses, students can track their progress at any time in the student grade section. End-of-Course grades are e-mailed directly to the student upon course completion.

**Note:** To successfully complete all real estate pre- and post-license courses (portions that are applicable to state licensing requirements), the student must achieve at least a 70 percent average ("C") for the course. For real estate continuing education courses, the student must achieve at least an 80 percent average ("B") for the course.

If a student has not earned an overall GPA of a "C" in each course in his/her course by the scheduled graduation date, he/she must repeat classes until the GPA and grade standards are met or the maximum number of course repeats has been reached. Please see the section "Incompletes and Course Repetition" below for further information.

The student is responsible for planning courses of study to meet certificate requirements, with the assistance of the Director of Education.

Academic advising is available to students having difficulties meeting graduation requirements.

Unless otherwise specified, students must achieve at least a grade of "C" (70-point average) in all courses in field of study or they will be required to repeat that class.

A student has the opportunity to repeat a failed class two times. Failure to successfully pass all classes will result in the student forfeiting his/her right to earn a certificate for the course. If a student fails a class, the "F" grade will remain on the student's transcript; it is not removed or averaged with a subsequent passing grade.

### **INCOMPLETES AND COURSE REPETITION**

The College does not allow incomplete grades. All course work must be completed by the end of the course.

## **COMPLETION REQUIREMENTS**

To qualify for graduation in the certificate programs, students must have successfully completed all program requirements that were in effect when the student first enrolled for a course of study. Successful completion includes the following:

- **All courses must be completed within 12 months.**

If a student is a licensed real estate agent or has completed the 60 hours of principles and has an approved school completion certificate, then the 60 hours of principles of real estate shall be credited as taken.

Continuing education and post-license real estate certificate courses have their own deadlines, so please consult the course listings in this catalog for specific time limitations.

## **MAKE-UP WORK**

For synchronous online courses, where offered, students will be allowed and expected to make up work missed during an excused absence in a time frame determined by the instructor. The instructor will determine whether or not work and tests missed during an unexcused absence may be made up.

## **MAXIMUM TIMEFRAME**

All programs of study offered at Maselle Career College must be completed within the course period so enrolled. Course periods are set forth in the section on programs and courses.

Students should contact the Director of Education if they are nearing the maximum time frame allowed and feel that they cannot timely complete the course or courses for which they have enrolled.

## **PROBATION AND DISMISSAL**

If a student has not maintained a 70 cumulative average when evaluated at the end of each session of the course, he/she will be placed on academic probation. Academic probation will be in effect until the conclusion of the next session. The student will be required to bring his/her cumulative average back to or above 70 during the probationary session. If the student fails to raise his/her cumulative average to at least 70 during the probationary period, he/she will be placed on academic probation until the course accumulative average is a 70 accumulative average.

All terms of academic probation, academic suspension, and dismissal will be

maintained in the student's records.

### **WITHDRAWAL AND TERMINATION POLICY**

Students are responsible for withdrawing from courses at Maselle Career College. A student will not be considered officially withdrawn until the proper paperwork has been completed by the administrative staff. If a student withdraws during the first thru the third week of the course, and is passing, the student will receive a W/P (Withdraw/Passing); however, if failing, the student will receive a W/F (Withdraw/Failing). A student withdrawing after the third week of the course will automatically receive a W/F.

When a student fails to officially withdraw from school, the school may terminate the student's enrollment at any time after the maximum number of allowable absences. This termination, if made, will occur not more than sixty (60) days after the student's last day of recorded attendance.

At the discretion of the school, a student's enrollment may be terminated for unsatisfactory progress, nonpayment of tuition, or failure to comply with the school's rules and regulations.

### **SCHOOL CLOSURE POLICY AND PROCEDURES**

Should Maselle Career College cease operations, students will be allowed to complete all courses and programs in which they are currently enrolled. Once the effective date for closure has been determined, students will be both mailed and e-mailed advanced written notice of the school's closure. We will likewise make the announcement orally in any courses currently being offered live. The notice will provide the effective date of the school's closure, our pledge to see students through the completion of the courses for which they are currently enrolled, and the refund provision for students that have paid for any courses or programs scheduled to start after the announced closure date. We will also provide students with the direct contact information of the school official from whom a student can request copies of student records.

# 2017 Course Listing

All courses are offered online, unless otherwise indicated.

## Mississippi Real Estate License Program for Agents and Brokers

The real estate courses described below are designed for Mississippi Real Estate License Law requirements that satisfy the rules and regulations of the Mississippi Real Estate Commission. These courses are approved by the Mississippi Real Estate Commission for Sales agent and Broker Required Courses.

These courses prepare the student to become a Real Estate Sales agent in the State of Mississippi by providing them with training to: (1) qualify for the Mississippi Sales Agent License Exam; (2) meet ongoing continuing education post -licensure and continuing education requirements

- 1) The 60-hour **Principles of Real Estate** Pre-License Course as well as state licensure is mandatory to take all other courses.
- 2) The 30-hour **Post-License** course is a pre-requisite for taking continuing education courses.
- 3) Sixteen (16) hours of continuing education is required every two years, with eight (8) hours consisting of **mandatory** courses and eight (8) hours consisting of **elective** courses, which the student may choose.

<b>Program Courses</b>	<b>Hours</b>	<b>Timeframe</b>
Pre-License Principles of Real Estate Course	60	24 weeks
Post License Sales Agent course	30	16 weeks
Real Estate Continuing Education courses	2-16	8 weeks

## Course Information and Descriptions

### **RE100 Pre-License Principles of Real Estate Course**

**Clock Hours:** 60 hours

**Course Delivery:** Online

**Course Cost:** \$195

**Length of Time to Complete:** 24 weeks

**Course Description:** This pre-license course reviews key concepts in real estate law, finance overview, agency law, lending overview, common law and statutory law, state real estate rules and regulations, providing the student with a full study of the principles of real estate and how to apply these principles as well as the study and application of real estate ethics.

This pre-license course prepares students to become a Real Estate Sales agent in the State of Mississippi and is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi salesperson licensing requirements.

### **Course Outcomes:**

By the end of this course, the student will be able to define key terms associated with real estate; distinguish between real property and personal property; identify methods of describing property; list and compare types of estates and ways of holding title to real property; identify methods of describing property; describe ways real property is transferred and the procedures to do so; define and give examples of encumbrances; compare and contrast various public restrictions on land; discuss the basic elements of contract law; describe and differentiate various types of real estate contracts; list requirements for a valid lease; discuss how agency is created and terminated and give examples of agency law; describe the main principles and organizations related to real estate financing; list the steps required for applying for financing; describe the three methods for appraisal and the properties and situations for which they are most appropriate; list the steps involved with closing real estate transactions, including escrow and tax aspects; indicate the significant characteristics of fair housing regulations; discuss basic real estate ethics; list the actions for which a real estate license is required; discuss Mississippi state law requirements and state law license violations.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and series of unit quizzes. There is also a final cumulative test, which students must pass with at least a 70% grade.

## **RE 200 – Post License Real Estate Sales Agent Course**

**Clock Hours:** 30 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$155

**Length of Time to Complete:** 16 weeks

**Prerequisites:** The student must have successfully completed the 60-hour Principles of Real Estate course.

**Course Description:** This course provides advanced real estate training that must be completed within one year of licensing. The course specifically covers real estate issues that feature prominently in the new realtor's first year of practice and is designed to provide the student with an in-depth knowledge of real estate concepts such as agency, listing, contracts, real estate law, financing, broker and sales agent relationships, and anti-trust issues. The course also explores a range of legal and ethical issues.

This post-license course prepares students for the final requirement to become a Real Estate Sales agent in the State of Mississippi. This course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi salesperson licensing requirements.

### **Course Outcomes:**

By the end of this course, the student will be able to classify agency relationships; identify contracts; define and characterize earnest money; list features of anti-trust and fair housing; define ethics; describe property and condition disclosure; describe key features of Buyer's agency; discuss legal liability and protection of the agent; identify legal issues and features of risk management; characterize agent professionalism; formulate business management and time-planning strategies; define business broker; describe the current state of mortgage lending; identify the features of listings; classify forms and contracts; distinguish features of title insurance; cite Mississippi license law.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and series of unit quizzes. There is also a final cumulative test, which students must pass with at least a 70% grade.

## **RE 300 - SALES AGENT AND BROKER CONTINUING EDUCATION COURSES**

A licensed real estate sales agent and or broker must complete sixteen

(16) hours of continuing education every two (2) years. Eight (8) hours are mandatory courses in Agency, Contract Law and Mississippi License Law and Agency Law. The other eight (8) hours may be selected by the student from the available elective CE courses. - **16 Hours**

Courses that meet this requirement are described below:

### **Continuing Education Individual Certificate Courses:**

#### **300-R1 Agency Law for the Pros\* (required CE) - 4 hours**

**Clock Hours:** 4 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$39.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course satisfies the required for hours of agency law, which is one of the three required course subject areas the Mississippi Real Estate Commission requires that a real estate agent take every two years (the other courses being License Law and Contract Law). This course reviews agency material initially covered in the 60-hour Principles of Real Estate pre-license course, as well as covers both general agency law and agency law specific to the state of Mississippi. The course also covers types of agency, aspects of agency risk-reduction, and issues of liability.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to list agency duties, identify liabilities and classify the different types of agency relationships.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

#### **300-R2 Contract Law \* (required CE) - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course satisfies the required two hours of Contract Law, which is one of the three required course subject areas the Mississippi Real Estate Commission requires that a real estate agent take every two years (the other courses being Agency Law and License Law). This course provides an overview of the principles of contract law initially covered in the 60-hour Principles of Real Estate pre-license course, as well as contract law specific to the state of Mississippi. The course also explores how to identify and create different contracts, draw contract contingencies, and the process of terminating a contract.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to define “contract” and identify essential elements of contract; create a contract with its essential elements; classify different types of contracts; identify what makes a contract valid/invalid and enforceable/unenforceable; describe the process of how to terminate a contract and identify valid grounds; and identify different types of terms and contract clauses, such as contingency clauses, buyer-oriented clauses, and seller-oriented clauses, fair contract clauses for both parties.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-R3 License Law \* (required CE) - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course satisfies the required two hours of License Law, which is one of the three required course subject areas the Mississippi Real Estate Commission requires that a real estate agent take every two years (the other courses being Agency Law and Contract Law). This course reviews the different agencies, rules and regulations related to licensing (Mississippi Licensing Act), as well as recently passed laws, such as the requirement to disclose “stigmas”. The course also provides an in-depth review of errors and omissions insurance.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to describe the law-making framework with respect to real estate regulation and enforcement; identify what Errors and Omissions insurance covers and does not cover; and identify the duties of agents and brokers to the public and consumer.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E1 Risk Reduction I - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course reviews the legal liability of an agent to the public and to educate brokers how to identify and reduce risks for brokers, agents, and the public.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will identify risks and recognize industry-relevant bad business practices.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E2 Risk Reduction II - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course reviews the legal liability of an agent to the public and to educate brokers how they can protect themselves both legally and professionally.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will identify areas of risk; recognize the scope of personal and professional liability; and establish sound professional practices of documenting transactions and negotiations in a manner that can be used in court.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E3 TILA RESPA Disclosure (Disclosure Issues) - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course introduces the agent to the new TILA-RESPA Rules effective October 1, 2015. In addition to providing an explanation and interpretation of the rules and what it means for sales agents and brokers, the course will provide a hands-on discussion of the new forms and procedures now required at the closing table. The course will also contrast new forms and procedures with a discussion of documents and forms that will no longer be valid.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the learner will be able to contextualize the new TILA-RESPA rules in the Real Estate Settlement Procedures Act (RESPA), the Truth in Lending Act (TILA), as well as the enactment of the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank); interpret the primary objectives of the new TILA-RESPA rules, Dodd-Frank and the CRPB created by Dodd-Frank to protect consumers and how agents and brokers can remain in compliance and assist their clients and customers; and identify those documents that have been replaced in accordance with the new rules.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **RE 300-Environmental Law for Realtors (including Stigma) - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 12 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course provides an overview of environmental laws, particularly as they pertain to the purchasing and selling of real estate. The course specifically focuses on a number of environmental issues, laws and agencies that create and enforce laws that can directly impact owners, buyers, and agents.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the learner will be able to describe key concepts of environmental law as it relates to its origins, its influence on state licensing laws, the national economy, the health and welfare of the public and, specifically, how such laws can affect real estate value; identify concepts of land contamination and related issues of sources of contamination, cleanup, public contamination, cleanup funds, and related matters; and describe the effects of environmental issues on the water systems.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E5 Why Title Insurance? - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course is a primer on title insurance law as it applies in the state of Mississippi. The course specifically reviews owner and lender protection, as well as issues of agent awareness.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to distinguish between the types of title insurance coverage available in Mississippi; describe the agent's duties to advise consumers; and define land titles and its relationship to title insurance.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E6 Errors and Omissions - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course reviews error and omissions insurance coverage and exclusions, as well as professional liability in the State of Mississippi.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to indicate the high incidence formal complaints filed against Mississippi realtors; recognize the need for risk and need for errors and omission insurance; interpret the State of Mississippi Errors and Omissions policy; and analyze scenarios that involve coverage issues;

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E7 Buyer's Agency - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course reviews fiduciary and other agent duties and obligations to the buyer and the buyer's agent. The course also reviews other types of agency, as well as how these agencies fit in with buyer agency.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to identify the traditional agencies; list other types of agencies and describe how they operate; indicate how they fit in with agency representation; and compare and contrast the different types of agencies.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E8 NAR Code of Ethics - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course is a primer on ethics, specifically how ethics and ethics presentation has been adopted by the National Association of Realtors. The course also explores areas of procuring cause in relationship to agency and broker monetary liability to other agents.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to define ethics; identify factors that affect ethical standards; describe the purpose of procuring cause; identify procuring cause issues; and describe the history of the Code of Ethics as it relates to its origins, its influence on state licensing laws and its establishment of arbitration as the monetary dispute resolution process between realtors.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E9 Anti-Trust and Fair Housing - 2 hours**

**Clock Hours:** 2 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$29.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course explores anti-trust issues and the concept of fair housing and the Fair Housing Act in relation to federal laws and as they apply to real estate and the industry.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to define anti-trust and fair housing; describe the act's intent and purpose, as well as its effects on the real estate industry; identify fair housing statutes and violations; elaborate on its remedies.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-E10 Mortgage Fraud and Ethics - 4 hours**

**Clock Hours:** 4 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$39.00

**Length of Time to Complete:** 8 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This course examines the area of mortgage fraud, fraud detection and prevention, concepts of ethics both in general and in the mortgage industry. Concepts explored in the course are illustrated more practically through a series of mortgage fraud case studies.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to define fraud and ethics; categorize different types of mortgage fraud; identify the factors and consequences of mortgage fraud; detect fraud in mortgage documents; describe the impact of fraud on the mortgage

industry; identify conflicts of interest; leverage models for solving ethical dilemmas; describe a code of ethics.

**Assessment:** The student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300-MB Mandatory Course CE Bundle - 8 Hours**

**Clock Hours:** 8 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$75.00

**Length of Time to Complete:** 12 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course

**Course Description:** This bundle consists of courses that satisfy the required four hours of agency law, two hours of contract law, and two hours of license law, which are the three required course subject areas the Mississippi Real Estate Commission requires that a real estate agent take every two years. This bundle specifically reviews agency material initially covered in the 60-hour Principles of Real Estate pre-license course, as well as covers both general agency law and agency law specific to the state of Mississippi, specifically, the types of agency, aspects of agency risk-reduction, and issues of liability. These required courses also explore how to identify and create different contracts, draw contract contingencies, and the process of terminating a contract. This bundle also reviews the different agencies, rules and regulations related to licensing (Mississippi Licensing Act), as well as recently passed laws, such as the requirement to disclose “stigmas”. The bundle also includes an in-depth review of errors and omissions insurance.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Outcomes:** By the end of the course, the student will be able to list agency duties, identify liabilities and classify the different types of agency relationships. The student will also be able to define “contract” and identify essential elements of contract; create a contract with its essential elements; classify different types of contracts; identify what makes a contract valid/invalid and enforceable/unenforceable; describe the process of how to terminate a contract and identify valid grounds; and

identify different types of terms and contract clauses, such as contingency clauses, buyer-oriented clauses, and seller-oriented clauses, fair contract clauses for both parties; describe the law-making framework with respect to real estate regulation and enforcement; identify what Errors and Omissions insurance covers and does not cover; and identify the duties of agents and brokers to the public and consumer.

**Assessment:** To ensure mastery of material, the student is required to complete all material, activities and take a final test and pass with a grade of at least 80%.

### **300- EB Elective CE Bundle - 8 Hours**

**Clock Hours:** 8 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$30.00

**Length of Time to Complete:** 12 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course.

**Course Description:** This bundle consists of four (4) courses that satisfy the eight hours of required elective courses that the Mississippi Real Estate Commission requires that a real estate agent take every two years.

This continuing education course is approved by the Mississippi State Real Estate Commission and meets the State of Mississippi for Sales agent license continuing education requirement.

**Course Description:** This bundle combines four non-mandatory CE courses in specific areas. Students may choose from the available courses.

**Course Outcomes:** This bundle combines the outcomes the four non-mandatory CE courses in specific areas. Students may choose from the available courses.

### **300-TB Bundle (Mandatory + Elective CE courses) 16 hours**

**Clock Hours:** 16 hours

**Course Delivery:** Online (Asynchronous)

**Course Cost:** \$105.00

**Length of Time to Complete:** 12 weeks

**Prerequisites:** Student must have successfully completed both the 60-hour Principles of Real Estate course and the 30-hour post-license Real Estate Sales Agent course.

**Course Description:** This bundle combines **300-MB Mandatory Course CE Bundle - 8 Hours** and **300- EB Elective CE Bundle - 8 Hours**

**Course Outcomes:** This course combines the outcomes from **300-MB Mandatory Course CE Bundle - 8 Hours** and **300- EB Elective CE Bundle - 8 Hours**

Sixteen (16) hours of continuing education is required every two years, with eight (8) hours consisting of **mandatory** courses and eight (8) hours consisting of **elective** courses, which the student may choose.

## MASELL CAREER COLLEGE Faculty and Staff



**Dave Davis, J.D., C.R.E.C., School Director/Instructor**

Dave is certified by the Mississippi and Texas Real Estate Commission to teach real estate license Core and Continuing Education courses. He has lectured and taught real estate sales agent and broker licensing courses as well as educational, professional, real estate training and paralegal courses at various real estate institutions including the Texas A & M University Real Estate Institute, and at lectured the University of Houston Law School in areas of real estate law and title law. Most recently, Dave was an adjunct professor in the School of Business at Alcorn State University. Dave received a Doctor of Jurisprudence from Bates School of Law, University of Houston. He is a member of the National Association of Realtors, Mississippi Association of Realtors and the Real Estate Educators Association (REEA) Dave has written numerous real estate education courses and lectured and taught at realtor associations and realtor groups across Mississippi and Texas.



**Nansi A. Swartwout, B.A., M.B.A., Ed.D. Director of Education and Instructor**

Dr. Swartwout holds an MBA from Midwestern State University and a Doctorate in Education from the University of North Texas. Dr. Swartwout has extensive teaching experience in math, Business Information Systems, and Computer Systems and Applications and management at the college and graduate school level. She has also conducted numerous seminars in the area of test taking skills and math learning techniques. Most recently, Nansi was an Assistant Professor in the Business Department of Alcorn State University.

**David E. Davis (JR), B.A., Student, Administrative and Technical Support, Online course design**

David has ten years of online instructional design and systems support experience. David oversees the school's online curriculum development and design and provides technical support.

## Board of Advisors

### **Doug Maselle, GRI, Broker**

Doug Maselle is the Managing Broker and President of CENTURY 21 Maselle & Associates, the largest Real Estate Company in Mississippi. Doug obtained his Mississippi Salesmen license in 1980 and has held a Mississippi Broker's License since 1994, and is a member of the Jackson Association of Realtors, the Mississippi Association of Realtors, and the National Association of Realtors. His experience includes sales, recruiting, training, and management. He is also a licensed residential contractor, and has been active in the construction business since 1976. Under Doug's leadership and guidance CENTURY 21 Maselle & Associates has become one of the largest real estate companies in Mississippi and one of the top Century 21 firms in the United States.



### **Robert R. Maselle, GRI, CLU, CHFC, Broker**

Robert R. Maselle is a native of Morton, Mississippi. Bob earned a B.S. degree in Psychology from the University of Southern Mississippi. He also did graduate work at Purdue University. Bob taught at Louisiana State University and Southern Methodist University and spent three years teaching internationally. Bob has spent his entire working career in sales, marketing and teaching in the insurance and real estate industries. Presently Bob is a Broker/Associate with CENTURY 21 Maselle and Associates in the Jackson, MS area and a member of the Jackson Association of Realtors, the Mississippi Association of Realtors, and the National Association of Realtors.



### **Janice L. Maselle, GRI. Broker**

Jan has over 30 years experience in the real estate industry. Prior to real estate she was a homemaker and teacher. For the past 20 years, Jan has been helping to build what is now CENTURY 21 Maselle and Associates. She is now a Broker/Associate with that firm and is a member of the Jackson Association of Realtors, the Mississippi Association of Realtors, and the National Association of Realtors. Jan was born and raised in Indiana and is a graduate of Purdue University. She has completed graduate work at University of South Alabama, University of Mississippi and the University of Southern Mississippi.



## 2017 School Schedule and Holidays

The calendar year consists of 4 12-week terms. Each year a specific class schedule is published and printed as an addendum to this catalog.

Students taking courses online in asynchronous mode may start and complete their program at any time during the year and access. The school calendar and holidays listed below will apply to start dates for online synchronous courses, where applicable.

Synchronous online classes will not be held on the following holidays: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, and Independence Day.

### 2017 School Calendar\*

#### Registration for Winter Quarter

Commencement of Instruction for Winter Quarter  
End of Winter Quarter

**January 3, 2017**

January 3, 2017  
March 24, 2017

#### Registration for Spring Quarter

Commencement of Instruction for Spring Quarter  
End of Spring Quarter

**April 3, 2017**

April 3, 2017  
June 23, 2017

#### Registration for Summer Quarter

Commencement of Instruction for Summer Quarter  
End of Summer Quarter

**July 5, 2017**

July 5, 2017  
September 26, 2017

#### Registration for Fall Quarter

Commencement of Instruction for Fall Quarter  
End of Fall Quarter

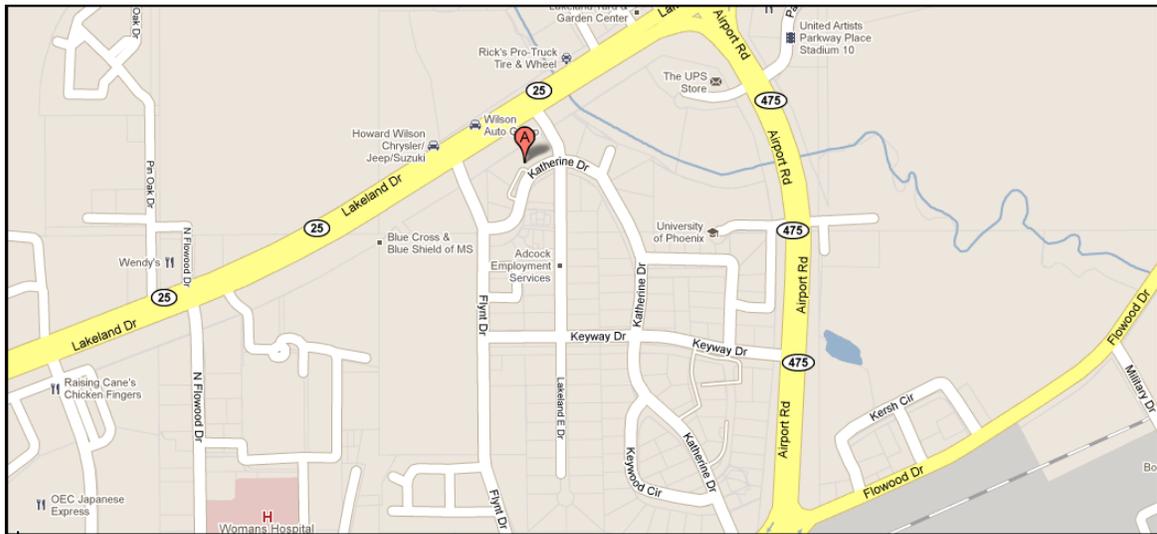
**October 2, 2017**

October 2, 2017  
December 22, 2017

\*At this time, there are no synchronous courses being offered.

## Contact Information

Maselle Career College  
4001 Lakeland Dr.  
Jackson, MS 39047  
Tel: 601-724-8550



[www.masellecollege.com](http://www.masellecollege.com)

[www.masellonline.com](http://www.masellonline.com)

Inquiries: [info@masellecollege.com](mailto:info@masellecollege.com)

Technical Support: [support@masellecollege.com](mailto:support@masellecollege.com)