

School Catalog



A Guideline to Learning at Mark
Kislingbury Academy of Court Reporting



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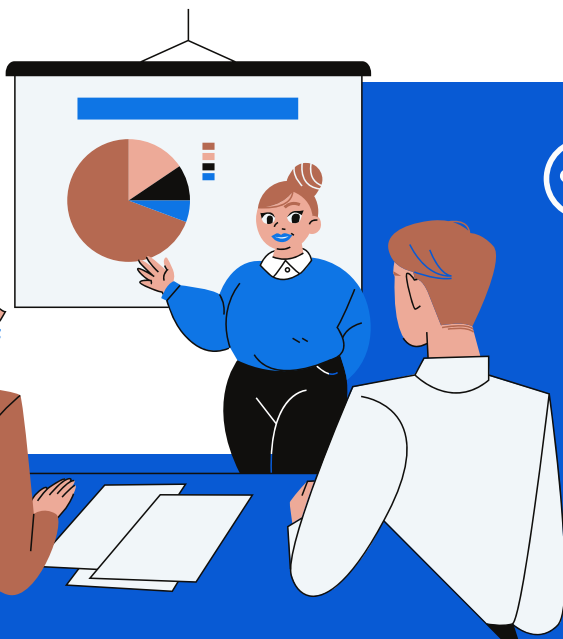




Our History Founded in 2011 by Mark Kislingbury, a world-renowned professional court reporter and captioner, Mark Kislingbury Academy was developed to, unlike most court reporting schools, teach writing that uses as few strokes as possible versus writing out every word phonetically. We believe this teaching method creates a higher student success rate and the opportunity for graduates to pursue excellence in the numerous career opportunities that are available to them, including, but not limited to official court reporting, freelance court reporting, CART providing, broadcast captioning and more.

Our Mission Mark founded Mark Kislingbury Academy of Court Reporting in Houston, Texas, to share his short-writing methods and speed-building techniques with court reporting students who want the absolute best training available anywhere.

Our School Philosophy At Mark Kislingbury Academy of Court Reporting, we institute a two-pillared learning system that is founded on Mr. Kislingbury's Magnum Steno Theory (learning to write short) and Speed building (learning how to practice at high speeds). Through our teaching methods, our goal is to increase the graduation and success rate for professional court reporting students nationwide. Excellence in training and results are the key philosophies Mark Kislingbury Academy of Court Reporting has been founded on.



Mark Kislingbury Academy of Court Reporting is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Curriculum is approved by The State of Texas Court Reporters Certification Board.

Program Description



Welcome to Mark Kislingbury Academy of Court Reporting!

This program will teach students how to become a professional court reporter. It will fully prepare them to pass the state and national tests that may be required in certain venues, such as Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR).

The principal occupational skills that will be taught include using machine shorthand to write literary dictation at speeds up to 180 words per minute, jury charge dictation at speeds up to 200 words per minute, and question-and-answer testimony in legal settings at speeds up to 225 words per minute, all at a minimum of 95% accuracy.

Students will learn how to transcribe dictation using CAT software (computer-assisted translation), how to create and format official court transcripts, how to mark and index exhibits, how to create mini-transcripts, how to connect to other computers for providing realtime and other technologies related to court reporting. They will receive advanced schooling in court reporting English vocabulary and usage, punctuation, proofreading and editing skills, current events, as well as law, legal and medical terminology. Students will receive instruction on court reporting procedures and will complete a practical internship.

Graduates of the program will be thoroughly prepared to immediately obtain employment in both official and freelance court reporting positions. The approximate time required to complete the Court Reporting Program is 24 months.

Please note that while Theory is separated into three quarters, it is one large course with three progress/grade checkpoints to assess student progress and academic standing. If a student withdraws prior to completing all three quarters of Theory, they will have to start over from Theory, Quarter 1 upon re-enrollment.

Shabby

[sha-bee]

(n.) Shabby is the mascot of Mark Kislingbury Academy of Court Reporting and Mark Kislingbury's beloved dog.



All student status types (onsite, online-live and online non-live) are required to complete the same courses. The only difference is that online non-live students are afforded 4 months to complete each quarter of Theory.

www.mkcourtreporting.com

Program Outline



Course #	Course Title	Lecture Hours	Lab Hours	Total Hours	Quarterly Credit Hours
THQ1	Theory, Q1	162	91	253	20.75
THQ2	Theory, Q2	162	91	253	20.75
MT	Medical Terminology	44	10	54	5
THQ3	Theory, Q3	162	91	253	20.75
ELT	English and Legal Terminology	44	10	54	5
CRPU	Court Reporting Punctuation	27	10	37	3
CRT	Court Reporting Technologies / C.A.T. Software	27	10	37	3
SB	Speed Building	162	91	253	20.75
CRPR	Court Reporting Procedures	27	10	37	3
INT	Internship	40	50	90	6.5

Total Credits Offered: 857 461 1,321 108.5

Total Credits Required for Graduation: 642 345 990 81



- **THQ1: Theory, Quarter 1 | 162/91/20.75**
 - This course is designed to introduce machine shorthand writing. Students will learn how to use all of the keys and form words, phrases, and punctuation at increasing speeds from live dictation.
 - Prerequisite: none
- **THQ2: Theory, Quarter 2 | 162/91/20.75**
 - This course is designed to complete the basics of machine shorthand writing. Emphasis is on memorization of one-stroke words, dates, numbers, punctuation, prefixes, suffixes and increased vocabulary. Students will apply these skills in increasing speed and accuracy in live dictation.
 - Prerequisite: 80 or above in Theory, Quarter 1
- **MT: Medical Terminology | 44/10/5**
 - Students will learn the meanings and spellings of medical words and combining forms so as to be able to correctly transcribe medical testimony.
 - Prerequisite: none
- **THQ3: Theory, Quarter 3 | 162/91/20.75**
 - Advanced theory principles are completed and include the memorization and use of briefs to increase speed and accuracy. Prerequisite: 80 or above in Theory, Quarter 2
- **ELT: English and Legal Terminology | 44/10/5**
 - In this course, students will learn the basic principles of English structure, grammar and usage with an emphasis on punctuation, spelling and vocabulary, increase their vocabulary in general English with an emphasis on homophones and pseudo-homophones. Law and legal terminology will also be a strong component of this course.
 - Prerequisite: none

Course Descriptions



- **CRPU: Court Reporting Punctuation | 27/10/3**
 - Students will learn how to punctuate spoken English in a judicial environment.
- **CRT: Court Reporting Technologies/C.A.T. Software | 27/10/3**
 - Students will learn how to use DigitalCAT court reporting software, including but not limited to: writing realtime, creating, building, and maintaining, dictionaries, editing, formatting, using keyboard macros, using, making, and launching macros from the steno machine. A basic computer skills review is included in this course.
- **SB: Speed Building | 162/91/20.75**
 - Students will develop machine shorthand skills and increasing speeds in literary, jury charge and testimony transcription. This class involves dictation in literary, jury charge, two-voice and multi-voice testimony, and medical/technical dictation. Students may advance through speeds at their own pace and within multiple quarters. 20.75 quarter credit hours will be earned each quarter until the student passes out of their test out speeds.
 - Prerequisite: 80 or above in Theory, Quarter 3
- **CRPR: Court Reporting Procedures | 27/10/3**
 - This course teaches students in simulated courtroom scenarios how to swear in a witness, mark exhibits, receive evidence, proper courtroom and deposition room etiquette, the professional rules, duties, and ethics pertaining to court reporters and more.
 - Prerequisite: CRT
- **INT: Internship | 40/50/6.5**
 - The Internship shall include a minimum of 40 hours of participation under the supervision of a practicing court reporter using machine shorthand technology, verified by the reporter(s) under whom the internship is being completed and the production of a 40-page salable transcript based on testimony written.
 - Prerequisite: CRPR

Admissions & Payment Policies



Admissions Policy

All applicants must submit an application for admission, pay the non-refundable \$100 registration fee, and complete the MKACR Entrance Exam. This is a 100 question multiple choice, online, proctored test used to determine an applicant's knowledge base in areas of English grammar, punctuation and vocabulary; proofreading; history; and reasoning. In order to be eligible for enrollment, applicants must make a 70% or above on this test.

All applicants must have a high school diploma or the equivalent, such as a General Education Diploma. *Prospective students shall not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status.*

Payment Policy

Tuition is due monthly by the 1st day of each month. If payment is not made by the end of the day on the 5th, there will be a \$75 late fee, and you will not be allowed in class/have access to class videos until tuition and late fee are paid in full. Payment can be made online via QuickBooks invoices that are sent to the student on the 15th of each month for the following month. EFT, credit card, debit card, mailed check, cashiers check or cash is acceptable. It is impossible for the academy to predict how long a student will take to complete the course of study. Tuition is charged as long as regular student enrollment is maintained.

If a student does not pay or communicate about non-payment, by the 10th of the month, it will result in withdrawal from the school with the consequences of forfeiting any progress in incomplete courses and having to re-enroll in the school following the enrollment guidelines and process, including paying the registration fee. Unpaid tuition and late fees will result in the loss of opportunity to graduate, withholding of transcripts and denial of reentry if there is a balance owed to the school.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged. Refunds for any items purchased for the program through outside companies are subject to that specific company's refund policy for purchased items.

Tuition & Fees



Tuition is the same regardless of student status (onsite or online). Tuition also remains the same throughout enrollment, and is paid on a monthly basis (due on the 1st, late after the 5th of each month).

- **Beginning Students:**
 - \$575/month for beginning students new to court reporting and students who have not spent \$10,000 or more at another court reporting program.
- **Transfer Students (spent \$10,000+ at another court reporting school):**
 - \$345/month for students who have attended another court reporting school and have spent at least \$10,000 (you are required to provide documentation to obtain this pricing).
- **Professional Court Reporters:**
 - \$285/month for professional court reporters who would like to relearn Theory *only* using Mr. Kislingbury's method. Student must provide proof of professional status (letter from employer, copy of CSR license, etc.).
- **Auditing Students – Theory Only:**
 - \$175/month for students who would like to audit the Theory course. Auditing means that you will not turn in homework, tests for grading, or be held to an academic standard. You will progress at completely your own pace. You may still do onsite, online-live, or online non-live as an auditing student and you will receive the same study resources. This option is mainly for working court reporters looking to integrate the Magnum Steno Theory with their own.

There is a non-refundable \$100 registration fee.

Payment Options:

Check, Money Order, Cashier's Check and Credit/Debit Card

We don't offer auditing for Speed Building, as Magnum Steno (www.magnumsteno.com) is a speed building resource for those looking to build their speeds at their own pace.

In combination with that, you can also purchase EV360 through the College of Court Reporting (<https://ultimate.ev360es.com/>), which is what our Speed Building students use, to track your speed progression. As an auditing student, EV360 isn't included with enrollment due to not paying for our instructors to grade your tests via the software.

Credit for Previous Education



The Mark Kislingbury Academy of Court Reporting will evaluate the student's previous education, training and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to graduate from the program. Due to the unique theory style taught at the academy, credits from other institutions may not qualify for transfer.

Credits earned at an accredited, post-secondary institution may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" 2.0 GPA or higher will be eligible for transfer. After evaluation, the student may be asked to take a test in order to determine proficiency in a given area prior to receiving a transfer credit. All requests for transfer credits must be requested, evaluated and approved prior to beginning any courses the student is seeking credit for.

If a student attains their CSR state license or passes the RPR prior to completion of Punctuation, Technologies, Procedures or Internship, the Academy reserves the right to consider those courses waived and completed due to the student having met state licensing standards, and the student will attain the status of 'Graduate' and receive a certificate of completion for the program. The student must provide documentation showing proof of passing their state CSR or the RPR for their student file to be eligible for this exception.



Refund Policy



- Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of Absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
- The effective date of termination for refund purposes will be the earliest of the following:
 - The last day of attendance, if the student is terminated by the school;
 - The date of receipt of written notice from the student; or
 - Ten school days following the last date of attendance.
- If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in non-refundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
- If the student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in non-refundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the prorated portion of tuition, fees and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
- Refunds for items of extra expense to the student, such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
- A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

Refund Policy



- A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee is not accepted by the school;
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 - **A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.**
- REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - If tuition and fees are collected in advance of the withdrawal, a prorated refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
 - A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or
 - The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90% of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.



Requirements for Acceptance

Prospective students must have a high school diploma or equivalent (G.E.D., homeschool completion certificate, etc.), meet all enrollment deadlines, earn a 70% or above on the entrance exam, and pay the \$100 non-refundable registration fee in full in order to be eligible for acceptance and enrollment.

Prospective students who are starting in Theory may enroll for Onsite or Online-Live status for the Fall Quarter *only*.

All other students (Speed Building – onsite/online-live/online non-live, Theory – online non-live) may enroll for a start at any quarter (Fall, Winter, Spring, Summer).

Auditing Theory or Academic Courses

As an auditor, the student enrolls in, pays tuition for, and attends classes but does not complete assignments or take examinations. The student receives no credit for the class, but the class will be placed on the student’s transcript with the symbol “AU” to indicate their special registration status. The tuition for auditing classes is \$175 per month. We do not provide an auditing option for the Speed Building portion of the program.





Students do not purchase textbooks or required equipment from the academy. The cost of textbooks and equipment can vary depending on if the student decides to purchase new or used, which retailer, etc.

- **Books:**

- *Magnum Steno Theory* (**most current edition**)
- *Medical Terminology: A Short Course by Davi-Ellen Chabner* (**5th edition**)
- *Optional* *How to Say It and Write It Correctly NOW* by Dr. Santo J. Aurelio (**2nd Edition**)

- **Equipment:**

- Laptop:
 - Must NOT be a MacBook or netbook. MUST run on Windows, Vista, 8, 10, or 11
 - Should have at least one USB port, 8 GB or more of RAM, at least a 256 GB SSD drive, and a 2.0+ GHz processor
- Microsoft Office and PDF reader required
- CAT Software:
 - DigitalCAT student software can be purchased at www.stenovations.com
- Writer (any make/model with the below required features):
 - Extended asterisk key to the right
 - Extended -DZ keys
 - Realtime cable

Recommended Writer Models:

- Luminex/Luminex CSE
- Wave
- Diamante
- NexGen
- LightSpeed Classic

Recommended Purchasing Sites:

- www.stenograph.com
- www.acculaw.com
- www.stenoworks.com
- Kimi's Court Reporter Thrift Shop – Facebook Group



Theory and Academic classes will be graded on a numerical system.

Speed Building is graded on a Pass/Fail basis based upon the professional standard in court reporting of speed and accuracy.

Letter Code	Numerical Number	Description	Included in CGPA	Grade Points
A	90-100	Excellent	Yes	4.0
B	80-89	Above Average	Yes	3.0
C	70-79	Average	Yes	2.0
D	60-69	Below Average	Yes	1.0
F	0-59	Failing	Yes	0.0
P	-	Pass	Yes	4.0
I	-	Incomplete	No	N/A
IP	-	In Progress	No	N/A
TR	-	Transfer Credit	No	N/A



Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade the CGPA will be adjusted accordingly. The failure will remain on the transcript.

Pass

A Pass (P) grade is used in Speed Building courses to indicate a student has successfully passed the requirements for that course and will receive 4.0 grade points for the class.

Incomplete

An Incomplete (I) indicates that the student did not complete the course work during the normal quarter. The student must complete the course work by a predetermined date arranged by the instructor. The use of Incomplete is only used in circumstances where the student is making satisfactory progress in the course but is not able to complete the course work due to an unusual circumstance deemed acceptable by the instructor.

In Progress

An In Progress (IP) grade is used in courses to indicate “in progress” at the time of a transcript request.

Grade Point Averages

A student’s grade point average (GPA) is computed by first multiplying the grade point given by the number of quarter credits earned for each course. These points are added together and then divided by the number of credit hours for which grades were awarded. The cumulative grade point average (CGPA) is based on all grades and credit hours earned to date.

The CGPA helps determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.0 through 4.0.

Unit of Credit

One credit is earned by satisfactorily completing the course work included in 10 hours of lecture and 20 hours of lab work depending on the course. www.mkcourtreporting.com



Satisfactory Progress and Academic Standing

Satisfactory progress is defined and evaluated by Grade Point Average and Maximum Time Frame progress. In order to remain in good academic standing in Theory, students must:

- Make an overall average of 80% in the course. If the student does not, they will be placed on academic probation for the next quarter.
- While on academic probation, the student would need to achieve the minimum 80% average for the next quarter of Theory. If the student does not, they will have to re-start at Theory, Quarter 1 (if the student is onsite or online-live, this would change the student status type to online non-live) at the next quarter, or withdraw from the program until the student is ready to re-enroll and start from Theory, Quarter 1.
- If a student does not achieve the overall average of 80% or above in the course after a second start (this being the third time the student would have earned below an 80%) the student would be withdrawn from the program and placed on Academic Suspension for no less than two quarters. After the duration of two quarters (6 months), the student may then re-enroll in the program.
- Students must earn a 70% or above for all academic courses to be considered in good standing.

Once past the Theory portion of the program (Quarters 1-3), students must maintain the minimum hour requirement for the Speed Building course in order to remain in good academic standing. The minimum hour requirement is no less than 75% of hours offered must be attained.

Maximum timeframe progress will be evaluated at the end of every quarter. A student's progress is considered satisfactory if the student is progressing through the program at a rate necessary to complete the program within a maximum timeframe equal to two times the normal program length. The normal program length is 8 quarters; therefore the maximum time frame is 16 quarters.

Theory should be completed within 4 quarters, at the maximum.

Speed Building is a largely individual portion of the program, with students having different physical abilities, they will hit different checkpoints at different times. We'll ensure the student's success by making sure they are following through on the practice and class time necessary to move up through different speeds until they have tested out of the high speed requirements, which are equivalent to the Texas CSR licensing speed and accuracy requirements.

The following are the requirements to be met at each evaluation point:

- End of 1st quarter – complete THQ1
- End of 2nd quarter – complete THQ2, MT
- End of 3rd quarter – complete THQ3, ELT
- End of 4th quarter – complete CRPU, CRT
- End of 11th quarter – complete CRPR
- End of 12th quarter – complete SB, INT

Every effort will be made to help students achieve these evaluation point requirements. A student will be placed on probation if the evaluation point requirements are not met.



Probation

At the end of each quarter, each student's CGPA and term attendance is reviewed. If the student's CGPA or attendance record is not acceptable according to the satisfactory progress and attendance policies, the student will be placed on probation. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their academic monitoring. Notification of academic dismissal will be in writing. As a dismissed student, a tuition refund may be due in accordance with the school's stated refund policy.

Withdrawal

A student who wishes to withdraw from the program must provide a written statement of intent to withdraw that includes: date the withdrawal is effective on (the student may NOT backdate the withdrawal date, it should be either a future date OR the date the withdrawal statement is sent in), the understanding that in order to re-enroll at a later date the student must follow all enrollment policies and guidelines including paying the non-refundable registration and processing fee for each re-enrollment, the understanding that if a student withdraws without completing a course they will start from the beginning of that course upon re-enrollment.

Readmission Policy

A student seeking readmission after an academic dismissal or a non-academic dismissal must wait at least one quarter (3 months) before doing so. At that time, the student will submit in essay form the reasons that they feel they should be readmitted. The school will evaluate the submitted essay, past performance, grades, attendance, and desire to complete the program in order to make a determination. If the student is reinstated, they will need to follow all admission and enrollment guidelines and policies to re-enroll.

Under Title 40, Texas Administrative Code, Section 807.221-224 students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Cheating and Conduct Policy

Cheating, plagiarism, or any form of unethical practices are not condoned or tolerated in the program. If a student is found participating in any of these practices, it is grounds for immediate expulsion without opportunity of future re-admittance.

Faculty & Staff



**Mark Kislingbury, CSR, CRR,
RDR, FAPR**
Founder, Director & Instructor



Madison Johnston
Admissions & Operations



Nadine Morgan
Office Manager



Elyssa Morgan, CSR, RPR
Instructor



Mary Beth Strong, CSR
Instructor

www.mkcourtreporting.com



MARK KISLINGBURY

- Honorary Associate of Business Degree in Court Reporting, AIB College of Business, Des Moines, Iowa
- Certified Realtime Reporter (CRR)
- Registered Merit Reporter (RMR)
- Registered Diplomate Reporter (RDR)
- Renowned author of Magnum Steno: Beginning Theory
- Guinness World Record holder at 370wpm
- TWC Approved Court Reporting Instructor
- Instructor for Theory and Academic Classes

ELYSSA MORGAN

- Mark Kislingbury Academy of Court Reporting Graduate, 2021
- Texas Certified Shorthand Reporter (CSR)
- Registered Professional Reporter (RPR)
- TWC Approved Court Reporting Instructor
- Instructor for Theory and Academic Classes

MARY BETH STRONG

- Associate in Applied Science Degree in Court Reporting, Alvin Community College, Alvin, Texas
- Texas Certified Shorthand Reporter (CSR)
- NCRA Certified Court Reporting Instructor (2013-2016)
- TWC Approved Court Reporting Instructor
- Instructor for Speed Building and Academic Classes



Campus Facilities



School Hours: 7:00am CST to 4:00pm CST, Monday through Friday

Located: 15840 FM 529, Houston, TX 77095 *Suites 201 & 209*

Bathroom Code: 73321

Dress Code: Students are expected to dress in a professional manner that reflects positively on the school and is suitable for an educational setting.



Campus Facilities Use

School facilities are provided for the exclusive use of faculty, students and authorized personnel for conducting school-related activities.

All students are expected to treat company facilities with care and respect, ensuring they are used responsibly and in accordance with school policies. This includes maintaining cleanliness, conserving resources, and adhering to safety guidelines at all times.

Students should promptly report any maintenance issues or safety concerns to the appropriate department for prompt resolution. Unauthorized use of company facilities, including for personal or non-school activities, is strictly prohibited.

By following these guidelines, students contribute to a productive and safe educational environment that supports the school's mission and values.



Fall Quarter

THEORY

SPEED BUILDING

<p>M & T</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p>	<p>M & T</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>
<p>W & H</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p>	<p>W & H</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>
<p>F</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p>	<p>F</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>



NOTE THE DAYS OF THE WEEK CLASSES ARE ON!



Winter Quarter

THEORY & ACADEMICS

SPEED BUILDING & ACADEMICS

<p>M & T</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p> <p>12:00pm CST – 12:50pm CST: Medical Terminology</p>	<p>M & T</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p> <p>2:10pm CST – 3:00pm CST: Court Reporting Procedures</p>
<p>W & H</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p> <p>12:00pm CST – 12:50pm CST: Medical Terminology</p>	<p>W</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p> <p>2:10pm CST – 3:00pm CST: Court Reporting Procedures</p>
<p>F</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p>	<p>H & F</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>



NOTE THE DAYS OF THE WEEK CLASSES ARE ON!

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Spring Quarter

THEORY & ACADEMICS

SPEED BUILDING

<p>M & T</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p> <p>12:00pm CST – 12:50pm CST: English & Legal Terminology</p>	<p>M & T</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>
<p>W & H</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p> <p>12:00pm CST – 12:50pm CST: English & Legal Terminology</p>	<p>W & H</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>
<p>F</p>	<p>8:00am CST – 9:30am CST: Theory, Class 1</p> <p>10:00am CST – 10:50am CST: Theory, Class 2</p> <p>11:00am CST – 11:50am CST: Theory, Class 3</p>	<p>F</p>	<p>8:00am CST – 8:50am CST: High Speed, Low Speed</p> <p>9:00am CST – 9:50am CST: High Speed, Low Speed</p> <p>10:00am CST – 10:50am CST: Live Test / Drills</p>



NOTE THE DAYS OF THE WEEK CLASSES ARE ON!


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Summer Quarter

ACADEMICS

SPEED BUILDING

<p>M & W</p>	<p>8:00am CST – 8:50am CST: Court Reporting Punctuation</p>	<p>M & T</p>	<p>9:00am CST – 9:50am CST: Low Speed, High Speed</p> <p>10:00am CST – 10:50am CST: Low Speed, High Speed</p> <p>11:00am CST - 11:50am CST: High Speed Live Test / Drills, Low Speed</p> <p>12:00pm CST - 12:50pm CST: Tutoring / Office Hours</p>
<p>T & H</p>	<p>8:00am CST – 8:50am CST: Court Reporting Technology / C.A.T. Software</p>	<p>W</p>	<p>9:00am CST – 9:50am CST: Low Speed, High Speed</p> <p>10:00am CST – 10:50am CST: Low Speed, High Speed</p> <p>11:00am CST - 11:50am CST: High Speed Live Test / Drills, Low Speed</p> <p>12:00pm CST - 12:50pm CST: Tutoring / Office Hours</p>
<p>F</p>	<p> NOTE THE DAYS OF THE WEEK CLASSES ARE ON!</p>	<p>H & F</p>	<p>9:00am CST – 9:50am CST: Low Speed, High Speed</p> <p>10:00am CST – 10:50am CST: Low Speed, High Speed</p> <p>11:00am CST - 11:50am CST: High Speed Live Test / Drills, Low Speed</p> <p>12:00pm CST - 12:50pm CST: Tutoring / Office Hours</p>

Attendance Policy



Online Non-Live

Attendance for Online Non-Live Theory students is taken by calculating class video watching hours from the MKA website and daily homework.

Attendance for Online Non-Live Speed Building students is taken by calculating class video watching hours from the MKA website, daily homework, and EV360 hours.

If an online non-live student has completed less than 75% of offered hours in the quarter, their attendance will not be considered in good standing and they'll be put on academic probation for the following quarter.

School Holidays

Mark Kislingbury Academy of Court Reporting observes certain holidays each year, including New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve and Christmas Day.

Onsite & Online-Live

Attendance is taken on class days (excluding holidays and quarter breaks) at the beginning of each class. Students are allotted up to 7 absences per quarter.

If a student misses more than 7 class days in a quarter, it will require a meeting with Admissions & Operations to assess the best course of action moving forward in the student's educational progress, with a large possibility of moving the student to online non-live student status if they wish to continue in the program.

Tardiness | Onsite

Students must be seated and ready to begin class for the time class is scheduled to start. It is up to the student, if they are tardy, to speak with the instructor after class to make sure they were counted present.

If the instructor has marked them absent and the student did not speak with them that day to ensure they were marked as tardy/present, the absence may continue to stand as an absence at the instructor's discretion. Three tardies in a month's time equals an absence.

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LOAs & Quarter Breaks



Leave of Absence (LOA)

A student may request a Leave of Absence that lasts **no longer** than 60 calendar days. Students are granted 60 LOA calendar days per fiscal year, and the days do not roll over or accumulate from year to year.

Leave of Absences are not advised to be taken due to the nature of learning the skills necessary to progress in the program. During an LOA students do not pay tuition, turn in homework or tests, have access to class videos or EV360 if in Speed Building.

Taking an LOA does NOT add extra course time to a class; the student will have the same amount of days as when they started an LOA upon return to finish their course(s).

Quarter Breaks

Onsite and **Online-Live** students will have a 5-10 day break between each quarter end and start, labeled as “quarter break” on the school calendar.

The length of the quarter break can depend on if the school had to take off days due to bad weather or cancel class during the quarter.

Online Non-Live students do not have a quarter break due to the self-guided nature of non-live and the extra time afforded to them to complete courses.



Who to Contact



To ensure your inquiries are handled efficiently and effectively, please direct your questions to the appropriate department.

Teaching Assistants - For questions related to grades, coursework and software or equipment.

Office Manager - For inquiries regarding attendance, course changes and Leaves of Absence (LOAs).

Admissions & Operations - For matters related to tuition, enrollment and withdrawals.

Name	Email
Elyssa Morgan <i>Instructor</i>	elyssamorgan@mkcourtreporting.com
Marybeth Strong <i>Instructor</i>	marybethstrong@mkcourtreporting.com
Madison Johnston <i>Admissions & Operations</i>	director@mkcourtreporting.com
Nadine Morgan <i>Office Manager</i>	info@mkcourtreporting.com
Teaching Assistants	teachingassistant@mkcourtreporting.com



Graduation Requirements



In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses within the maximum timeframe allowed. Additionally, students must pass three 5-minute tests each of Literary at 180wpm, Jury Charge at 200wpm, and Testimony at 225wpm with a 95% accuracy. Students must also have met all attendance requirements and be current on all financial obligations in order to receive final transcripts, and certificate of completion.

Students who complete all the requirements in the Court Reporting program earn a certificate of completion from the Mark Kislingbury Academy of Court Reporting and are prepared to sit for the Texas CSR exam, the RPR or CSR of other states.

The information contained in this catalog is true and correct to the best of my knowledge.

Mark Kislingbury
Founder & Director