



## Section II

## Academic & Student Services Information

# Enrollment

Prospective students must complete an *Enrollment Form* to take courses at Northland Pioneer College, but the student only needs to submit the form once. *Enrollment Forms* are available at each NPC campus or center location, online at [www.npc.edu](http://www.npc.edu) or by contacting the Records and Registration Office. Northland Pioneer College welcomes all individuals to apply for admission. Inquiries regarding admission should be directed to any campus/center office or the Records and Registration Office, Painted Desert Campus Tawa Center, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7459.

## Admission Classification

Any person meeting one of the following criteria may be granted admission to NPC.

### Admission of Regular Students

1. Graduate of a high school that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency.
2. Recipient of a high school certificate of equivalency (GED).
3. 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Transfer student in good standing from another college or university.

### Admission of Students Under 18 Years of Age

1. Any applicant who is under age 18 and has achieved the following test score:
  - a. SAT (Scholastic Aptitude Test) composite (verbal and math) score of 930; or
  - b. ACT (American College Test) composite score of 22.
  - c. Completion of the college placement test, per Placement Handbook guidelines.
  - d. A passing score on the relevant portions of the high school AIMS test.
2. No student under age 18 with a satisfactory SAT or ACT score shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school.
3. High school students who have not taken the ACT or SAT may enroll in NPC classes with the permission of college officials. High school students are subject to the course entry requirements in the *Northland Pioneer College Catalog*.

4. Applicants only enrolling in Career and Technical Education courses are exempt from providing the required scores listed in 1 (a), (b), (c), or (d).

## Admission of Students in Special Status

Applicants who are younger than high school age will only be admitted under the provisions set forth in the section Admission of Students Under 18 Years of Age, number 1, paragraph (a), (b), (c), or (d), or by special permission of the vice president for learning and student services.

No applicant is automatically guaranteed admission to a specific degree program or to all courses offered by NPC. NPC may limit the number of semester credit hours in which a student may enroll. Federal and Arizona laws, and the policies of the Navajo County Community College District Governing Board govern admission to NPC.

## Admission Requirements

### ■ New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission may be made by fully completing all the required information on an *Enrollment Form*. Students are then admitted as part of the registration process. All applicants will be issued an official letter confirming their admission to NPC. The acceptance letter will contain very important information about decisions and deadlines, and the student must comply with these deadlines.

Effective **Fall 2012** new students must submit their official high school or GED test scores by the end of the semester. New students who have transferred from another college need to submit prior college transcripts. High school transcripts or GED test scores not submitted to the Records and Registration Office by the end of the first semester will result in a registration hold for the following semester.

### ■ Former and Continuing Students

Students should only be admitted once to Northland Pioneer College. All former and continuing students, however, should fully complete the biographical information on the *Registration Form*. Fully completing this form will ensure that the college has a student's most recent personal and contact information.

### ■ Transfer Students

Degree-seeking transfer students should submit official copies of all previous college work to the Records and Registration Office. Evaluated credits will aid advisement prior to enrolling in classes at NPC.

## ■ International Students

Northland Pioneer College meets all federal and state reporting guidelines governing admission of international students who enter the United States on F, J, or M visa type status. International students must meet college admission standards and certify other requirements before registering. International students should apply for admission to NPC at least 90 days prior to the beginning of the term they wish to attend. For questions concerning student rights and obligations, contact the United States Department of Citizenship and Immigration Services. The Citizenship and Immigration Services website is <http://uscis.gov>. To request an International Student Admission Application packet, contact the Records and Registration Office at (800) 266-7845, ext. 7459.

Northland Pioneer College does not serve as legal adviser or representative in lieu of the United States Department of Citizenship and Immigration Services, and cannot be responsible for addressing requests for advice concerning government policy or government policy interpretation. Questions governing visa application and Citizenship and Immigration Services requirements are to be directed to the appropriate governing entity.

## ■ Students with Disabilities

Students requiring accommodations may contact the Disability Resource and Access Coordinator, White Mountain Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, (800) 266-7845, ext. 6178, or for the deaf community only **TDD Service** is available at (928) 537-2030.

## Acceptance

Prior to the registration period, a **Letter of Admission** can be sent upon completion of a *Request for Letter of Admission*. Admission may be denied or revoked and registration canceled if it appears that a student's attendance would not be mutually beneficial to the student and NPC.

## Incoming Credit Acceptance Policy

### Regionally Accredited Institutions

College credits earned at regionally accredited institutions of higher learning are accepted. Credits are not awarded for sectarian courses. Transfer credits are posted to the Northland Pioneer College transcript after an official evaluation is made of each transcript received by the Records and Registration Office. Credits over eight years of age (except when program accreditation agencies limit the life of the course work to less than eight years) are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas.

In most cases, transfer credit will be awarded for each course level 100 or above in which the student received a grade of 'C' or higher.

### Other Credit Sources

Students may receive credit through a variety of other means than regionally accredited institution transferred coursework. The institution to which a student transfers may treat acceptance of such credits upon transfer differently. Details on the district policy for granting such credit is given in this catalog under the heading Alternative Education Services, subheading Alternative Learning, page 26 of this catalog.

## United States Residency Verification

Pursuant to compliance with Arizona law, NPC must verify the U.S. residency status of all students. The verification process must be completed at time of registration and may involve student documentation of residency status. The most commonly used documents to verify U.S. residency are:

- Current valid Arizona Motor Vehicle Department Driver's License/Instruction Permit/ID card issued October 1, 1996 or later.
- Driver's license issued in another state, territory or possession of the U.S., except per Arizona law for the following states that do not verify lawful presence in the U.S.: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah and Washington.
- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA) process.
- BIA or tribal ID card, certificate of birth, or certificate of Indian blood.
- Birth Certificate showing birth in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.

If a student cannot or will not verify their U.S. residency status, they will be charged out-of-state tuition and denied access to all state funds.

**Note:** Although some documents may instruct the holder not to photocopy them, the USCIS has advised the Department of Education that these documents and others may be photocopied if done for lawful purposes, such as documenting citizenship for the purpose of determining eligibility.

Students registering for noncredit classes will not be required to submit residency verification.

For other acceptable documents or the latest information on the U.S. residency verification process at NPC, please visit the NPC Records and Registration Office Web page at [www.npc.edu/student-services/records-registration/residency-proof](http://www.npc.edu/student-services/records-registration/residency-proof).

## Residency Requirements

### *Classification of Students for Tuition Purposes*

#### *Arizona Revised Statutes: Section §15-1801*

#### *Definitions*

In this article, unless the context otherwise requires:

1. "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.
2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or any other intersession beyond the normal academic year in order to maintain continuous attendance.
3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. "Parent" means a person's father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

#### *Arizona Revised Statutes: Section §15-1802*

#### *In-state Student Status*

- A. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person, whose domicile is in this state, is entitled to classification as an in-state student if the person meets one of the following requirements:
  1. The person's parent's domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
  2. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such employee.
  3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the Arizona Board of Education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community

college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
  - (a) An Arizona driver license.
  - (b) Arizona motor vehicle registration.
  - (c) Employment history in Arizona.
  - (d) Arizona voter registration.
  - (e) Transfer of major banking services to Arizona.
  - (f) Change of permanent address on all pertinent records.
  - (g) Other materials of whatever kind or source relevant to domicile or residency status.
  - (h) Filed an Arizona income tax return with the Department of Revenue during the previous tax year.

H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

## Registration Information

### Updating Contact Information

It is very important for students to maintain current contact information while enrolled at NPC. Your contact information is used by NPC to send important student information, such as registration information, refund checks, billing statements, financial aid information, transcripts, faculty communication, mid-term grading, campus/center closures and emergency communication.

NPC requires students to update their address and telephone number at any local campus or center within ten (10) business

days of moving. It is the student's responsibility to provide NPC with the most up-to-date contact information. If the student fails to keep their contact information current, the college has no responsibility for any issues resulting from lack of communication.

Students can also update their address and telephone number on <https://MyNPC.npc.edu.ics> from the Personal Info options. Use the Biographical Info feature to verify and update your postal address and telephone information. Updates submitted are not immediate. Changes will be reviewed through the Records and Registration Office and will appear online within a few days.

## Student Load Classification

### Full-Time Student

A student enrolled for 12 or more credits per semester is considered full-time. Students planning to graduate with an associate degree in two years must enroll in, at least, 16 credits per semester.

### Part-Time Student

A student enrolled for fewer than 12 credits per semester is a part-time student.

## Excess Course Load

Students may not carry more than 18 credits without special permission from the college. Students wishing to carry between 19 to 24 credits must have attained at least a "B" average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 25 or more credits must send a written request to the vice president for learning and student services, who has the sole authority to approve or deny the request.

This restriction does not apply to special contract programs or other concentrated or extended training programs in which the course structure and load requirements are prescribed in advance and worked out for student and client benefit. Admission to these special programs will constitute prior approval.

### Excess Course Load for Summer Sessions

For summer sessions, the maximum course load is 12 credit hours, without receiving authorization from the vice president for learning and student services, who has the sole authority to approve or deny the request.

## Registration

Dates for registration are published in each semester's *NPC Class Schedule*. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled. Students should also familiarize themselves with the telephone registration process as published in the semester's *NPC Class Schedule*.

In addition to campus, center and telephone registration, returning students may register online at <https://mynpc.npc.edu/ics>. Students cannot register online if class prerequisites have not been met or the student is on financial hold.

Academic advisers are available to assist students in planning their program of study.

All college tuition and fees must be paid by the dates listed in that semester's *NPC Class Schedule* or online at [www.npc.edu/admissions/tuition-fees/payment-due-dates](http://www.npc.edu/admissions/tuition-fees/payment-due-dates). A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. Students who have a delinquent account with the college will not be allowed to register until all prior obligations are met.

## Short-Term Courses

### *(Credit and Noncredit)*

Various classes are offered on a short-term schedule. Some are targeted to specific student populations. The Community Education department is responsible for offering many of the newest short-term workshops, seminars or classes as noncredit opportunities. The Business and Industry Training division and the Small Business Development Center offer specialized training for the needs of the business and industry sector. Community Education specializes in avocational classes and workshops (see Business and Community section). Dates are published in the *NPC Class Schedule* each semester or in special booklets or news releases to the public. Registration can take place during regular registration periods or anytime prior to the start of the classes. Contact your local campus or center for additional information about short-term courses.

## Adding, Changing or Dropping Classes

If after completing your class registration you want to add another course, change sections, or drop a class, you must complete a *Course Change Form*, which is available at all campus or center offices and the Records and Registration Office. NPC highly recommends you see an academic adviser to ensure your educational goals are met. A Late Registration fee may be charged.

### Adding

Anytime a course you wish to add is full, you will need both the instructor's and dean's signature to add the class.

**Fall and Spring Semesters:** From the first day through the end of the first week of regular classes, students do **not** need permission to add open courses. Anytime during the second week of classes, students need the instructor's signature to add an open course to their schedule. To add an open course **on or after the third week** of classes, signatures are required from **both** the instructor and the dean.

**Summer sessions:** To add a course on the **second day** of class, an instructor's signature is required. On the **third day** of class, both instructor and dean permission is required. A Late Registration Fee may apply.

### Dropping

If you are dropping a class, you must do so before the 50% Refund Drop Deadline, usually the second week of the semester, or second day of summer sessions. See "Academic Calendar" on page 19.

### Withdrawing

Before withdrawing from class, you should speak with your instructor. If you feel overwhelmed by class work, don't wait until you fall too far behind and there are fewer options available. NPC staff members want you to succeed and will work with you to arrange tutoring or other assistance.

To avoid having a "W" (withdraw) on your transcript, you need to complete the withdrawal process **BEFORE** the Withdrawal Deadline, usually the fourth week of the semester, or fourth summer class-meeting day. It is the **STUDENT'S RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM CLASS IF THEY ARE NO LONGER ATTENDING CLASS**. Not doing so may result in getting a failing grade for the class. An NPC academic adviser can help you through this process.

## Schedule Changes

Any student changing to another section or course must officially add the new section and drop the old section through the submission of a *Course Change Form*, available at all campus/center offices, advisers or the Records and Registration Office.

## Placement Testing

NPC is dedicated to student success. To ensure that students select courses appropriate for their skill level, many students are required to participate in the course placement process. The following conditions define who must take part in the placement process:

- Students enrolling in courses with placement prerequisites who have not previously taken a placement test. Courses that require placement testing include all mathematics, English, and general education courses, as well as some program-specific courses, such as ATO courses, NAT 101 and EMT 132 or EMT 244.
- Students pursuing an NPC associate degree of any type, a Certificate of Applied Science of any type, or the Arizona General Education Curriculum (AGEC).

Students may be exempt from the placement process if they meet one of the following criteria:

- Students providing proof of an accredited associates degree or higher, unless the degree includes no college-level mathematics.

- Students providing ASSET or COMPASS placement scores less than two years old from another institution.
- Students providing official transcripts listing a grade of “C” or better for College Composition I (reading/writing requirement) and/or college-level mathematics (mathematics requirement).
- Students providing ACT or SAT scores that meet NPC placement minimum standards.
- Students taking courses for “Audit” grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Course prerequisites may not be waived by this exemption.

General guidelines for the placement process are as follows:

1. Students should contact the campus or center academic adviser to begin the placement process. NPC uses the COMPASS computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the COMPASS test, students may be given the ASSET placement instrument;
2. A complete battery of COMPASS assessments typically takes three hours. Depending upon the COMPASS results, some students may need additional placement testing in one or more areas;
3. At the conclusion of the COMPASS instrument, the academic adviser will meet with the student to discuss the placement results;
4. Students needing placement testing pay a \$10 annual fee. This fee allows up to three tests within the academic year.
5. Placement test scores, whether from NPC or another institution, are effective for a maximum of two years. If more than two years have elapsed since the testing date, the student must re-test before enrolling in a class.

Placement results will be used to make initial placement for students in mathematics and English courses. Depending upon their placement results, some students may need to enroll in The Learning Cornerstone (TLC) courses to develop the skills needed to succeed in college-level courses.

Placement results are also used to determine eligibility for general education courses. Depending upon their placement results, some students wishing to take general education courses may need to co-enroll in a pertinent TLC course.

Certain program-specific courses, such as NAT 101 and EMT 132 or 244, also have required placement minimums. Please contact your academic adviser for more information regarding required placement scores for NPC courses.

Placement testing is available at all campuses and centers during advising office hours. Consult with the campus or center academic adviser to schedule a placement session. Students are strongly encouraged to complete testing prior to the registration period. Early placement testing gives students

the opportunity to retest if needed and gives the academic adviser more time to discuss placement results with the student. Placement testing may be done during registration. Testing is typically available during registration hours, though students should plan to start testing no later than two hours prior to the end of the registration day.



SOAR (Student Orientation Advisement & Registration) sessions that introduce all new NPC students to the college's programs and services begin with fall 2012 early registration. First-time NPC students and returning or transfer students with 12 or fewer credit hours are required to attend a SOAR session. Students taking only noncredit NPC classes are exempt.

SOAR programs are designed to address student questions and concerns about NPC registration, services and educational planning. In addition, following the sessions, students who have not already done so will have an opportunity to meet with advisers and register for classes. SOAR sessions are provided at no cost to students.

Orientation sessions are scheduled at various times at each campus and center during the fall and spring semester registration periods through the second week of classes. New students can register for SOAR at the time they complete an online enrollment form. Returning students must register for SOAR sessions by contacting the campus/center office or NPC Records & Registration Office. A complete listing of the SOAR session locations and times and exempt courses can be found at [www.npc.edu/SOAR](http://www.npc.edu/SOAR).

**Note:** Students who do not complete a SOAR session during their first semester at NPC (or returning students with 12 or fewer credit hours) will be blocked from registering for any more classes until they have completed an orientation session.

Questions concerning SOAR should be directed to the Records and Registration Office at (800) 266-7845, ext. 7459.

## Proof of Computer Competency

Beginning with the Fall 2013 semester, NPC is implementing a program to improve student learning in Internet-based classes. Prior to enrollment in Internet sections (POS 221 & 222 are exempt) students must either demonstrate or develop basic computer skills necessary for online learning.

Students who feel proficient and confident about their abilities can demonstrate this by completing an opt-out test, available at [eresource.npc.edu/distance/ICT/TestOut/testout.html](http://eresource.npc.edu/distance/ICT/TestOut/testout.html). Those who have trouble successfully completing the test, or want to brush up their skills, must enroll in Skills for Online Learning – ICT 095, a half-credit, tuition-free course consisting of four hours of face-to-face contact and four hours of online work.

The online competency testing requirement is explained at [eresource.npc.edu/distance/ICT/Requirement/](http://eresource.npc.edu/distance/ICT/Requirement/).

## Tuition & Fee Schedule

All fees are approved and subject to change by the Navajo County Community College District Governing Board.

A form of personal identification (ID), such as an Arizona Driver’s License, Arizona ID card, check guarantee card or military ID card is required when paying by personal check.

### Estimated Student Costs

The Financial Aid Office develops estimated budgets for students attending NPC. Based on the projected figures, a full-time student (enrolled in 12 credits per semester) living off-campus would need to budget the following amounts for the regular fall/spring academic year:

Tuition. . . . .	\$1,536
Fees . . . . .	\$470
Books & Supplies . . . . .	\$1,400
Off-campus Housing & Meals . . . . .	\$8,076
Personal/miscellaneous . . . . .	\$3,490
Transportation . . . . .	\$2,010
<b>Total. . . . .</b>	<b>\$16,982</b>

Students living with parents, are from out-of-state, or who need other budget information may contact the Financial Aid Office at (800) 266-7845, ext. 7318.

## Tuition

### In-state Resident Tuition

The tuition and fees schedule will be published in the regular semester and summer session *NPC Class Schedule*. Textbooks are not included in tuition.

#### Arizona Resident

Per Credit . . . . .	\$64
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### Non-resident Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the following tuition rate: \$305 per credit hour.

### Senior Citizens

Students 60 years of age and older, who are Arizona residents,

may qualify for a reduced tuition rate at 50 percent of the applicable tuition rate. All other fees will be assessed at the full rate for seniors. The tuition reduction is **NOT** applicable for enrollment in noncredit seminars, classes or programs.

To qualify, a student must meet the appropriate age qualification by the dates listed prior to enrolling:

- May 1** for **summer** session enrollment.
- January 1** for **spring** semester enrollment.
- August 1** for **fall** semester enrollment.

### Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary. Specifics for each term appear in the semester and summer session *NPC Class Schedule*.

### New Mexico Residents

Out-of-state tuition and fees are waived for New Mexico residents taking three to six credit hours or 12 or more credit hours via a reciprocal agreement with the New Mexico Commission of Higher Education. Application for tuition waivers must be submitted to the Records and Registration Office prior to registration for the student to qualify for in-state tuition. Waivers are limited. Reapplication is required each semester.

## Late Registration Fee

**Students registering for classes on or after the first day of the semester (August 19 for fall 2013; January 13 for spring 2014; May 27 for summer 2014) will be charged a \$25 Late Registration Fee, which is non-refundable.**

### Overview

A \$25.00 late registration fee is authorized for all students. The late registration fee is assessed when students register on or after the first day of the semester. Short term classes will also have a late fee assessed according to the start date. For more information, see our website: [www.npc.edu/admissions/tuition-fees/late-registration-fee](http://www.npc.edu/admissions/tuition-fees/late-registration-fee).

### EXCEPTIONS

There are a few exceptions in which the late registration fee will not be applied. Students who meet the following criteria will not be assessed a late registration fee during any point of the semester:

1. Registering only for ECD, COS or POS courses.
2. Registering only for noncredit courses.
3. Registration(s) is to replace a canceled class.
4. Registration if the student is exchanging one previous course registration for another.
5. Registering only for dual enrollment courses.

### Petition to Waive Late Registration Fee

Northland Pioneer College's Dean of Students reserves the right to extend the registration period or waive the late registration fee if circumstances reasonably beyond the control of the student caused the student to be unable to finalize their schedule. All waiver requests must be timely and not more than 10 business days after the start of a semester. Documentation to support the student's claim is required.

#### PROCEDURE

1. The *Petition to Waive Late Registration Fee* is completed by the student.
2. The form will include (but is not limited to) an explanation for the request and the name of the person requesting the waiver as well as the student's name and identification number.
3. Waivers may be issued when:
  - (a) The late registration was the result of an institutional error or;
  - (b) A student was actively engaged in Military Service, Firefighting, Law Enforcement, or other similar public service duties during the registration period and such duties precluded registration; or
  - (c) An unusual circumstance beyond the control of the student caused the student to be unable to finalize registration before the 1st day of class. (Additional Documentation should be provided, *i.e.* supporting documentation of the circumstance, etc.)
4. The completed *Petition to Waive Late Registration Fee* form will be turned in at the campus/center front office and sent to the Records and Registration Office.
5. Dean of Students will review the petition and accompanying documents. A decision will be made to approve or deny the student's petition based upon the facts presented.
6. If approved, the Business Office will waive the late registration fee by crediting the petitioning student's account.
7. The approval form and related documents will be filed in Business Office. A copy will be kept in the Records Office and a copy will be sent to the student.

### Media Fee

**All students enrolling in 3 or more credits are assessed a \$35 per semester Media Fee.**

This fee is used to help offset the cost of media services that are available to ALL NPC students such as computers, audio and video equipment, electronic library resources and Internet.

Please note this is a general fee and additional fees may apply to specific courses offered at NPC.

*\*Summer will be charged as one semester even if more than one session is offered.*

### Instructional Course Fees

Some classes have an additional charge, shown in the course listings as FEES, to cover special supplies, materials or equipment used for instruction. The typical fee is \$15 to \$35. Students may still be responsible for providing other supplies or tools. Other courses require special insurance, national exams, materials, private instruction or travel expenses. These higher-than-usual fees apply to some courses: Administration of Justice Studies (\$500); Computer Information Services (\$200-275); Cosmetology (\$50 per course & ±\$1,000 for kit & equipment); Nursing (\$400); Firefighter I & II (\$225); Heavy Equipment (\$200); Industrial Maintenance & Operations (\$145); Applied Music (\$120); Welding (\$75) and Paramedic Training (\$700). A full list of all course fees is available online at [www.npc.edu/2013-14\\_general\\_fees](http://www.npc.edu/2013-14_general_fees).

All fees are reviewed and set annually by the Navajo County Community College District Governing Board.

### Special Fees

Late Registration Fee . . . . .	\$25
Replacement Diploma or Certificate . . . . .	\$15
Transcript (each) . . . . .	\$10
Transcript On Demand (each) . . . . .	\$15
Transcript Next Day Delivery (each) . . . . .	\$20
	+ USPS Overnight Delivery Postage
NSF Check Collection* . . . . .	\$25
Replacement "Money Card" . . . . . (Active)	\$21
	(Inactive) \$10
GED Test . . . . . (until Dec. 31, 2013)	\$85
GED Retest . . . . . (until Dec. 31, 2013)	\$12
HESI Testing (Nursing Admission) . . . . .	\$38
Compass/Asset (with two Retest) . . . . .	\$10
Credit by Exam . . . . .	.50% In-State Tuition
Credit by Evaluation** . . . . .	.50% In-State Tuition
Credit by Evaluation Fee (non-refundable) . . . . .	\$15

\* NSF checks may be turned over to the Navajo County Attorney for prosecution. State law prescribes a punishment including: \$2,500 fine and a six-month imprisonment.

\*\* Evaluation of Learning Certificates from business, industry, government, military and non-regionally accredited institutions without waiver agreement.

**NOTE:** NPC works closely with local agencies and industries in tailoring training projects to meet local needs. For these special and unique programs, there may be special instructional fees assessed.

## Student Payments

Student payments, third-party payments, and/or scholarships will be applied first to amounts owed the college.

### *Student Responsibilities for Debt*

The tuition and fees charged for the course(s) for which a student registers represent a valid educational debt that the student owes to Navajo County Community College District, doing business as Northland Pioneer College (NPC).

The student agrees to pay any amounts remaining unpaid after the application of financial aid, third-party payments, and/or scholarships, if any. Return of financial aid awards and/or scholarships resulting from the student's withdrawal from one or more courses also represent a valid educational debt the student owes to NPC and agrees to pay.

### *Non-Payment*

A student who fails to pay his or her outstanding obligations to the college may be denied future enrollment until the account is settled in full. **Transcripts and grades will not be released until all financial obligations to the college have been met.**

### *Collection Fees*

Should action be necessary to collect a delinquent account, the student agrees to pay the collection costs, attorney fees and court costs incurred for collection. The student also understands that information regarding a delinquency may be disclosed to credit bureaus and may affect his or her credit rating.

**REGISTRATION FOR FUTURE CLASSES  
WILL NOT BE ALLOWED UNTIL ALL PRIOR  
FINANCIAL OBLIGATIONS ARE MET.**

Northland Pioneer College may charge a collection fee to any student having a delinquent account. The collection fee will equal NPC's cost of collection which is 23 percent of the balance owed and collected in the first year of collection and 28.5 percent of the balance owed and collected in the second year of collection. The fees are effective as of July 1, 2013 and apply to student accounts placed with a collection agent after the Fall 2013 semester.

Students who provide Northland Pioneer College with their cell phone number are agreeing that NPC or its agents may contact them at the current or any future number provided using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

The student's signature on the Registration Form represents understanding and agreement to all NPC's payment and collection fee terms.

### *Payment Plan*

All college tuition and fees must be paid by the dates listed in that semester's *NPC Class Schedule* or online at [www.npc.edu/admissions/tuition-fees/payment-due-dates](http://www.npc.edu/admissions/tuition-fees/payment-due-dates). Students may take advantage of the e-Cashier Payment Plan online via the NPC website. A fee or down payment may be required.

## Refunds

NPC processes student financial aid and other student refunds on a weekly basis during the semesters.

### *Financial Aid Refunds*

A student's financial aid refund is paid through Higher One. Students can select the NPC Money Card, a check or direct deposit into their existing checking accounting.

### *Other Refunds*

All other student refunds are paid by check through NPC. Refunds to students of amounts paid by check will not be processed until the student's check has cleared the bank.

### *Tuition and Fees*

College refund policies vary based on the type of course for which a refund is requested. Course refund policies for courses are as follows and can also be found in the *NPC Class Schedule*:

#### *Regular Semester Course*

Tuition and fees are 100% refundable prior to the first day of the semester; 50% during the first and second weeks of the semester. No refund after the end of the second week of the semester.

#### *Short Term*

100% prior to the first day of session; 50% through the first two days of session.

#### *Summer Sessions*

100% prior to first day of classes; 50% first and second day of classes. No refund after second day.

#### *One and Two-Day Workshops*

100% prior to first day of classes; 50% first day of two-day workshop of classes. No refund on or after second day of two-day workshop. No refund on or after first day of one-day workshop.

#### *Internet Refund*

To receive a 100% refund for an online course, a student must cancel his or her class participation within one week of registration and not have initiated any online course work. A 50% refund is provided if a student cancels his or her class participation within two weeks of registration and has not initiated any online course work.

#### *Media Fee Refund*

Students enrolled in three or more credits, who have been charged the Media Fee and who subsequently drop credits and fall below a three credit total for a given semester will have the Media Fee refunded, **provided they qualify for a tuition refund under the normal college refund process or receive an exception to the refund process from the vice president for learning and student services.**

### Course Change Refund

NPC strives to be fair in the processing of Course Change Forms to determine possible tuition and fees refunds. If a student registers in a course he or she no longer wishes to take, or the schedule changes after the student has enrolled in a course, Student Services must determine if a 100% or 50% tuition and fee refund is warranted to students dropping a class within the first two weeks of the semester. A 100% refund is given only under certain circumstances – such as when the college must change an initial course schedule. Therefore, students should be aware that the amount refunded varies. Refund cases will be reviewed on an individual basis. Students dropping a course from their class schedule after the first two weeks of the semester will be held responsible for full payment of tuition and fees.

### Cancellations

Students whose class(es) are canceled by the college will receive a full refund of all tuition and fees for the canceled class(es).

## Higher One and NPC Money Card

NPC processes student financial aid refunds through the Higher One system. Students have the option of receiving these refunds through the NPC Money Card, by direct deposit into their existing bank account, or by check. Students who chose to receive their refund via the NPC Money Card are establishing a bank account through One Account.

Questions? Call the Business Office, (800) 266-7845, ext. 7480.

For more information on Higher One please go to [higherone.com](http://higherone.com) and for more information on the OneAccount click on OneAccount on the left side of the Higher One page.

## Academic Calendar

For updates, [www.npc.edu/2013-14\\_academic\\_calendar](http://www.npc.edu/2013-14_academic_calendar)

### Fall Semester 2013

- Last day to make course schedule changes for financial aid purposes . . . . . July 25
- No registration accepted . . . . . July 29 and 30
- Financial aid awards available to students . . . . August 1
- Cosmetology & Automotive classes begin . . . . August 1
- Classes canceled for insufficient enrollment  
Registration resumes at 10 a.m. . . . . August 14
- College Professional Development Day/Convocation (No Classes) . . . . . August 16
- Last day to register online for regular semester classes . . . . . August 18
- Semester classes begin. . . . . August 19
- Late Registration Fee** applies on or after. . . . August 19
- Instructor permission needed to register for regular semester & Internet classes except “Open Entry/Exit” . . . . . August 26

- Labor Day (College Closed/No Classes) . . . September 2
- Dean and instructor approval required for semester course adds . . . . . September 3
- Last day to withdraw without “W” on transcript and instructor signature. . . . . September 13
- Instructor signature required for withdrawals on or after this date . . . . . September 16
- Last day to file for December graduation . . . . October 4
- Veterans Day . . . . . November 11 (College Closed/No Classes)
- Thanksgiving Recess . . . . . November 28 – 30 (College Closed/No Classes)
- Last day of semester . . . . . December 9
- Winter Break . . . . . December 10 – January 13 (Students, No Classes)
- Winter Break . . . . . Dec. 24-26, 31 & Jan. 1 (College Closed/No Classes)

### Spring Semester 2014

- Priority deadline for completing financial aid applications for Spring . . . . . October 15
- Spring registration begins. . . . . December 2
- Last day to make course schedule changes for financial aid purposes . . . . . December 18
- No registration accepted . . . . . December 19 & 20
- Winter Break . . . . . Dec. 24-26, 31 & Jan. 1 (College Closed/No Classes)
- Financial aid awards available to students . . December 27
- Classes canceled for insufficient enrollment  
Registration resumes at 10 a.m. . . . . January 8
- College Professional Development Day/Convocation (No Classes) . . . . . January 10
- Last day to register online for regular semester classes . . . . . January 12
- Semester classes begin. . . . . January 13
- Late Registration Fee** applies on or after. . . . January 13
- Martin Luther King, Jr. Civil Rights Day . . . . January 20 (College Closed/No Classes)
- Instructor permission needed to register for regular semester & Internet classes except “Open Entry/Exit” . . . . . January 21
- Dean and instructor permission required for semester course adds . . . . . January 27
- Last day to withdraw without “W” on transcript and instructor signature. . . . . February 7
- Instructor signature required for withdrawals on or after this date . . . . . February 10
- Presidents’ Day (College OPEN) . . . . . February 17

- Last day to file for May graduation and participate in ceremony . . . . . February 25
- No Registration . . . . . May 12
- Spring Break (College Closed, No Classes) March 24 – 28
- Priority deadline for completing financial aid applications for Fall 2013. . . . . April 15
- Fall 2014 Registration Opens . . . . . April 28
- Last day of semester . . . . . May 10
- 40th Annual Commencement Ceremony . . . . . May 10

## Summer Sessions 2014

- Priority deadline for completing financial aid applications for Summer . . . . . March 15
- Summer registration begins. . . . . April 7
- Last day to make schedule changes for financial aid purposes . . . . . May 9
- No registration accepted . . . . . May 12
- Financial aid awards available to students . . . . . May 14
- Memorial Day (College Closed/No Classes) . . . . . May 26
- Last day to register online for regular semester classes. . . . . May 26
- Summer Session begins . . . . . May 27
- Late Registration Fee** applies on or after . . . . . May 27
- Instructor & dean’s signature needed to register for classes already in session . . . . . May 28
- Classes canceled for insufficient enrollment  
Registration resumes at 10 a.m. . . . . May 29
- Independence Day . . . . . July 4  
(College Closed/No Classes)
- Last day of Summer Session. . . . . July 31

## Course Delivery Methods

As a de-centralized community college serving 21,158 square miles, Northland Pioneer College uses multiple methods for delivering classes.

### Traditional Classroom Learning Environment

NPC offers many classes in a traditional lecture, discussion, and/or laboratory format. These classes are identified as LEC in the class schedule.

### Interactive Video and Multimedia Learning Environments

NPC also offers interactive instructional video and multimedia classes with a number of exciting components that use new digital technologies linking all of our locations. This flexible format allows us to expand our course offerings to provide more educational options closer to your home. An academic adviser can answer questions prior to registering for these classes.

## Multi-Course Learning Environment “Lab” Classes

LAB refers to a multi-course learning environment and should not be confused with laboratory sessions. This type of nontraditional instruction allows a single teacher to instruct 16 to 18 students in several classes at once. In these classes, students work at their own pace with individualized instruction materials. The teacher becomes a facilitator working with each student, one-on-one, as the need arises.

LAB classes allow the teaching of subjects where there are often only one or two students at any given time. At NPC, “labs” are used in education, basic skills, business, computer science and several other subjects.

## Online Classes

A variety of Internet classes are available through NPC. In these classes, students learn course material presented via the Internet. These classes are great for those who have busy schedules or difficulty commuting to an NPC campus or center.

**Requirement:** Prior to enrolling in online classes, students should have access to a computer and should have an email account. (All NPC students are given an email account, which is used to communicate with students.)

Students must also demonstrate computer competency (exempt if enrolling only in POS 221 or 222) through successful completion of an opt-out test or completion of Skills for Online Learning – ICT 095. See Proof of Computer Competency on page 15.

For information on online classes, including course previews, textbook, prerequisites and registration instructions, please visit [www.npc.edu](http://www.npc.edu).

## Alternative Learning

NPC also offers alternative learning methods that allow you to earn course credit. This involves dean-approved learning contracts negotiated with faculty to meet your degree completion requirements.

NPC can also evaluate your prior learning certified through industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program. For more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

**Note:** Additional fees may apply for credit by evaluation. Ask your academic adviser for details.

## Course Offering Limitations

NPC offers courses at a number of locations throughout the district utilizing college-owned or leased facilities. Through its regular offerings and alternative study programs, NPC

attempts to provide as many courses as possible for completion of degrees and certificates at each learning site. However, many vocational programs require specific tools and equipment that may not be available at all locations. Prospective students should check with the academic adviser at the NPC location they plan to attend to determine which programs are available.

# Graduation Requirements

## ■ Associate Degrees

*Associate of Arts (AA)*

*Associate of Arts in Elementary Education (AAEE)*

*Associate of Business (ABus)*

*Associate of Science (AS)*

*Associate of General Studies (AGS)*

*Associate of Applied Science (AAS)*

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file.

To obtain the Associate of Arts, Associate of Arts in Elementary Education, Associate of Business, Associate of Science, Associate of General Studies, or Associate of Applied Science degrees from NPC, the candidate must:

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded;
2. File an *Application for Graduation* by February 25, 2014 with the Records and Registration Office during the academic year in which the student expects to graduate. A student who is late in filing an *Application for Graduation* may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. Students who anticipate completing their degree requirements during the fall semester may apply for graduation by October 4, 2013, and have their degree posted on their transcript at the end of the fall semester. If a student completes requirements for a degree during the summer, he or she must apply for fall graduation;
3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office. No course numbered below the 100 level can be used to satisfy the requirements for any degree;
4. Have a declared degree plan on file, prior to February 25, 2014 in the Records and Registration Office. All petitions for degree requirement waivers must be submitted and

approved prior to February 25, 2014 for the spring semester, or by October 4, 2013 for the fall semester;

5. Have a grade-point average of 2.0 or better in all work to be applied toward graduation. Not more than nine units of 'D' credit will be allowed in the AAS or AGS degrees. For AAS and AGS degrees, 'D' credit will be allowed only in unrestricted electives. No 'D' credit will be allowed in the AA, AAEE, ABus, or AS degrees;
6. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements (except in those program areas where 'P' is the grade most commonly employed). No 'P' credit will be allowed in the AA, AAEE, ABus, or AS degrees;
7. Have a minimum of 12 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see section "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement; and
8. Remove any indebtedness to the college at least 30 days prior to the date of commencement.

## ■ Certificate of Applied Science (CAS)

A Certificate of Applied Science will be awarded to students who have completed an approved vocational program with all courses successfully completed with a grade of 'C' or better to indicate the achievement of technical skills and competence in a specific area of endeavor.

**The candidate for the Certificate of Applied Science must:**

1. Satisfy the certificate requirements as published in the applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded;
2. File an *Application for Graduation* with the Records and Registration Office during the academic year the student expects to graduate. The application fee must be received by February 25, 2014 for the spring semester. A student who is late in making application for graduation may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. The student who anticipates completing his or her certificate requirements during the fall semester may apply for graduation prior to October 4, 2013 and have his or her certificate posted on his or her transcript at the end of the fall semester. If a student completes requirements for a certificate during the summer, he or she must apply for fall graduation;
3. Have a declared certificate plan on file, prior to February 25, 2014 for the spring semester, or by October 4, 2013 for the fall semester, in the Records and Registration Office. All petitions for certificate requirement waivers must be

submitted and approved prior to February 25, 2014 for the spring semester, or by October 4, 2013 for the fall;

4. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see section "Applicable Catalog" for additional details.) Credits obtained by assessment may not be used toward the residency requirement; and
5. Remove any indebtedness to the college at least 30 days prior to the date of commencement.

## ■ Certificate of Proficiency (COP)

Certificates of Proficiency are approved programs that indicate specific vocational competencies. Any number of certificates may be awarded to a student who completes the requirements. A formal certificate will be sent to the applicant once the completion of requirements is certified. Normally these students do not attend graduation ceremonies. An exception is made for those students who complete a Certificate of Proficiency of 32 credits or more in two semesters.

### Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;
2. Files an application with the Records and Registration Office when all courses have been completed;
3. Completes successfully, with a grade of 'C' or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;
4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement; and
5. Removes any indebtedness to the college prior to making application for the Certificate of Proficiency.

## Applicable Catalog

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. A student may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing his or her degrees.

Students transferring among Arizona public higher education institutions must meet the admission, residency and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term\* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

*\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.
4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such course work, reject it or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.
5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes, which are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.
6. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit which was more than eight years old, the university department to which the student transfers has the right and the

obligation to reevaluate any credit which is more than eight years old.

Inquiries about these guidelines should be directed to the student's academic adviser.

## Degree Exclusions and Exceptions

Students who have completed an Associate of Arts degree, Associate of Business degree or Associate of Science degree, or higher degree (BS, BA, etc.), will not be awarded an Associate of General Studies, or a second degree of the same type. Students completing the aforementioned degrees may complete a different transfer degree providing they complete the appropriate Arizona General Education Curriculum (AGEC) courses, the common courses identified for the major they will be pursuing at the university, and applicable language requirements.

1. Students who complete an AAS degree offered by NPC may complete an AA, AAEE, AS, ABus, or AGS degree. For each degree students must complete 12 additional credits transferable to all three Arizona state universities. Students must meet all requirements specific to the degree they wish to earn.
2. A student may earn any number of CAS or AAS degrees; however, students must earn a minimum of nine additional credits that apply to each new area of specialization.
3. Students who completed an AA, AAEE, AS, ABus, or AAS degree or higher degree at NPC or another accredited institution are not required to complete the General Education requirements of a second AAS or CAS to be earned at NPC, unless the NPC degree has specific general educational requirements to meet external certification not previously taken;

Credits over eight years in age are subject to review prior to acceptance toward the prerequisites and/or degree requirements in some NPC programs, except when program accreditation agencies limit the life of course work to less than eight years.

## Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an academic adviser for assistance in completing the petition forms. These forms accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules are forwarded to the dean responsible for the degree program being petitioned. The dean makes a recommendation and forwards the paperwork to the registrar for review, then to the vice president for learning and student services for a final decision and distribution of the copies of the petition form.

## Grades

### Grade Key

- A = Excellent, 4.0 grade points per semester credit
- B = Good, 3.0 grade points per semester credit
- C = Average, 2.0 grade points per semester credit
- D = Unsatisfactory, 1.0 grade points per semester credit
- F = Failure (no credit), 0.0 grade points per semester credit
- I = Incomplete
- IP = In Progress, on transcript for current course until final grade is posted.
- P = Pass (credit awarded), does not affect the Grade Point Average
- W\* = Withdrawal (no credit), does not affect the Grade Point Average
- AU\* = Audit (no credit and no letter grade), does not affect the Grade Point Average

A student with a grade of less than 'C' in any subject should not expect to continue advanced work in that field unless there is other evidence indicating possible success.

\* Veteran benefit recipients are not eligible for a 'W' or 'AU' grade unless they officially withdraw from a class using a *Course Change Form*. This form must be signed by the instructor indicating the last day of attendance. (This procedure complies with the guidelines recommended by the federal Veterans' Administration.)

### Audit ('AU') Grades

A student may choose to register for an Audit grade in a course. The Audit grade allows a student to take a course without affecting the student's grade-point average. A student taking a course for Audit may fully participate in all aspects of the course, but will not be given any graded assignments. The Audit grade does not count for credit and does not factor into a student's grade-point average. Completion of a course with an Audit grade does not count as successful completion of the course for prerequisite purposes. An Audit grade may not be used in any degree or certificate program. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course. Courses taken for an Audit grade do not appear on the official transcript. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Students taking courses for Audit grades pay regular tuition and fees for audited courses.

The Audit grade option is not available for one-day workshops, dual enrollment or The Learning Cornerstone (TLC) courses and all courses offered through Community Services (typically courses with a 099x designation).

To register for an Audit grade for a course, a student must take the following steps:

1. Beginning with the day instructor approval is required for course entry a student must see an academic adviser to obtain a course *Registration Form* and an *Audit Request* form. The student signs the *Audit Request* form indicating that student understands the limitations of auditing a course.
2. The student checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the *Registration Form* and the *Audit Request* form.
3. The student then takes the forms to the campus/center office. The campus/center office makes sure the course has space availability and, if so, registers the student for the course. The student receives a student copy of the *Audit Request* form. The remaining copies of the *Audit Request* form are attached to the *Registration Form* copies and sent to the Records and Registration Office.

### Pass ('P') Grades

In certain classes it is possible to obtain a 'P' or Passing grade. The following information should help the student decide when considering the 'P' option:

- A 'P' grade is **NOT** available in any courses designated as general education courses.
- A 'P' grade **MAY** not be accepted for transfer credit to postsecondary institutions, nor does NPC accept 'P' grades from other institutions for credit at NPC.
- No 'P' credits are allowed for the following degrees: AA, AAEE, ABUS or AS.
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "C" or better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.
- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

### Process

If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request to the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. The request may not later be rescinded.

### Incomplete ('I') Grades

An incomplete grade may be given for reasons deemed legitimate by the instructor but only when a student has satisfactorily met 85 percent or more of the course requirements. A student receiving an incomplete grade has the

responsibility of initiating the procedure for removal of the incomplete grade.

The work to be accomplished for the incomplete to be removed will be submitted by the instructor on an Incomplete Grade Information Sheet to be forwarded with the final grades to the academic dean. If an incomplete is not removed within one semester from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

### Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first four weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the fourth week of the semester. All nonsemester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting the appropriate form and assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be written on the withdrawal form.

### Withdrawal from All Class(es)

Any student wishing to withdraw from classes on or after the first day of class must contact an academic adviser in order to complete the process.

**SPECIAL NOTE:** Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. See page [35](#).

### Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the vice president for learning for further action. Grade changes can be made only by the instructor with approval of the dean and/or the vice president for learning. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process. Students who disagree with a grade may file a grade appeal as outlined in the Student Rights and Responsibilities section of this catalog.

## Raising Grades

The student may repeat a course to raise a grade. The higher grade will be credited and counted in computing the student's grade-point average. The lower grade will not be used, but will still appear on any transcript.

**SPECIAL NOTE:** Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 34, note 4.

## Repeating Courses

You can repeat a course as many times as you wish.\* Each instance will show up on your transcript along with the grade you received, but only the most recent occurrence will be counted toward your grade point average and toward fulfilling credit requirements for a degree or certificate.

**SPECIAL NOTE:** Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 34, note 4.

\*EXCEPTION: Some music performance, art studio or Health and Physical Education courses can only be repeated up to four times for degree or certificate credit. See an academic adviser for specific courses.

## Reporting of Grades

Instructors post final grades after each semester. Students can view their grades and obtain unofficial transcripts by logging-in to their the Student Log-in link on the **MyNPC** website. Grades will only be mailed to students upon special request. Contact the Records and Registration Office for the appropriate form. Transcripts and grades will not be released until all financial obligations to the college have been met.

## Transcripts

No transcript will be released until all financial obligations have been satisfied with the college.

The Records and Registration Office issues all Official NPC transcripts. The following information is needed when requesting a transcript: name, student ID (Social Security Number is acceptable), student's mailing address, complete mailing address where transcript is to be sent, contact phone number, signature, date signed and payment -- \$10 per transcript.

A same-day transcript processing fee is \$15 per transcript. Same day transcript requests can only be processed and picked up at the Records and Registration Office.

Students may request overnight transcript delivery. The overnight transcript delivery processing fee is \$20 per transcript plus the United States Postal Service overnight delivery fee (USPS rates subject to change).

Payment by major credit card (Discover, MasterCard or Visa) is accepted, in addition to cash, check or money order. For credit

card payment, provide account number, expiration date and name as listed on card.

Unofficial transcripts are available at campus and center locations and the Records and Registration Office. Unofficial transcripts are not mailed or faxed; the transcript must be picked up in person. Returning students may access, and print, their unofficial transcripts online using the Student Records log-in found at <https://mynpc.npc.edu/ics>. Students on financial hold will not be able to access their transcript.

Transcripts can be requested by completing a Northland Pioneer College Transcript Request Form at any campus or center location, downloaded from the NPC website or by letter via U.S. mail. The Records and Registration Office should be contacted if there are questions regarding NPC transcript requests, (800) 266-7845, ext. 7459, P.O. Box 610, Holbrook, AZ 86025-0610.

## Scholastic Honors – Graduation

The notation "Graduate with Distinction" or "Graduate with High Distinction" will be placed on the transcript of students who have completed in residence at NPC at least 30 units which are used toward the degree (AA, AAEE, ABus, AS, AGS, or AAS) and meet the cumulative grade-point average (GPA) criteria of 3.5 – 3.89 for Distinction and 3.9 – 4.0 for High Distinction. Students who receive additional degrees or emphasis areas will be required to complete, in residence, a minimum of 16 additional credits toward the subsequent degree or emphasis area in order to have this honor noted on the transcript. (GPA standards remain the same.)

Students who are receiving a Certificate of Applied Science must complete in residence at NPC at least 16 credits which apply to the certificate in order to have "Certificate with Distinction" or "Certificate with High Distinction" noted on the transcript. The cumulative GPA standards outlined above will be used for the Certificate of Applied Science.

## Scholastic Honors – Outstanding Graduates

Each year, NPC selects five (5) students, one (1) from each degree area (AA, ABus, AS, AGS, and AAS) as Outstanding Graduates. The Outstanding Graduates are chosen based on the highest cumulative GPA from students who attended classes that are open to the general student population. In the case of a tie in GPA's, the student with the most credits earned at NPC is awarded the recognition. Students who utilize any transfer credits from other colleges to meet the degree requirements at NPC are not eligible for this recognition.

## Scholastic Honors – President's & Dean's Lists

The President's List recognizes students who achieved a perfect 4.0 grade-point average during a specific semester. The Dean's List honors those with a 3.5 to 3.99 grade-point average during a specific semester. To be eligible for these distinctions, students must have completed 12 or more credits in 100-level

or above courses. Students will receive letters of recognition, and the honor will be noted on their transcripts.

### **Scholastic Honors – All-USA & All-Arizona Academic Team**

Each year, Northland Pioneer College can nominate up to two outstanding students from each campus and center location for the All-USA and All-Arizona Academic Team. Phi Theta Kappa, the American Association of Community Colleges, Arizona Board of Regents, Follet Higher Education Group and *USA Today* help these exceptional students reach their educational goals by awards of scholarships and tuition waivers to any of Arizona's three public universities: Arizona State University, University of Arizona or Northern Arizona University. Students also receive a scholarship from NPC.

Criteria for selection:

- Cumulative GPA of 3.50 or higher (4.0 scale);
- Good academic standing and working toward an associate degree **by the end of the current academic year**; and
- Involvement in campus and community volunteerism.

Membership in Phi Theta Kappa is not required. Fliers announcing the application process are posted at all campus and center locations and on [www.NPC.edu](http://www.NPC.edu) in late September to early October.

## **Student Services**

Northland Pioneer College offers a variety of student-support services designed to assist you in the pursuit of your educational and life goals.

### **Academic Advising**

Academic advisers are available at every campus and center and online to provide valuable guidance on how prospective, current and former students can reach educational and career goals. Advisers can then help you match those goals with program offerings for various career fields or university transfer and develop a degree plan.

Advisers can provide assistance in a variety of areas, including:

- Educational planning, including degree or certificate plans;
- Evaluating results of placement testing;
- Selecting and registering for classes;
- Obtaining forms, including transcript requests and graduation application;
- University transfer assistance;
- Processing petitions and appeals;
- Utilizing alternative learning options;
- Receiving VA benefits;

- Providing information about financial aid, scholarships, and work study opportunities;
- Adult education and GED testing;
- Information about student activities.

Prior to registering for classes, a student should meet with an academic adviser to discuss career and educational goals. Together you'll develop a *Degree Plan*, which lists the courses needed to reach those goals. Your adviser will give you a copy of your plan and degree checksheet, based on your applicable catalog (see page 22). This ensures the classes you complete will apply toward your degree or certificate.

A *Degree Plan* is also needed for financial aid and scholarship applications.

### **You Must Declare a Degree/Major**

Beginning Fall semester 2011, registration will be blocked for students that have earned 32 or more credit hours and have not declared a *Degree Plan*. The purpose is to give students an opportunity to plan classes, ensure students are on the right path toward a major(s), and allow the adviser to check student academic progress. Only after the student has met with their academic adviser will the advisement hold be removed to register for classes.

Students are strongly encouraged to meet with an adviser at the earliest opportunity to avoid registration concerns.

### **Advisers Contact Information/Phone Numbers**

Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, please refer to page 8 of this Catalog, or visit [www.npc.edu/academic-advising](http://www.npc.edu/academic-advising).

## **Admissions**

All new students and those who have not been enrolled in the past three years must submit an *Enrollment Form*. NPC has an open admissions policy. High-school-age students, 14 and above, may enroll in NPC classes. Contact the Records and Registration Office or an academic adviser for details.

Falsification of any admission material or official college records may be cause for denial or cancellation of admission.

The **Records and Registration Office** is responsible for the following areas:

- Admissions (forms and admission letters)
- New Mexico waivers
- International student admissions
- Student records, including transcripts and grades
- Graduation certification
- Transfer student assistance

## Alternative Education Services

Northland Pioneer College seeks to expand the access of its students to a broad array of educational opportunities via the following specialized programs and services.

### Alternative Learning

Students may receive credit through a variety of means other than in-district course completion or transfer of credits from a regionally accredited institution. Those other means include the following, as permitted by the NPC District Governing Board:

- Credit by Evaluation
- National Standardized Examinations
- Departmental Credit by Examination
- Departmental Credit by Evaluation
- Transfer Courses (Nonaccredited Institution)
- Articulated Equivalent Course(s)

Once awarded, the institution to which a student transfers may handle acceptance of such credits upon transfer differently. The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program:

#### 1. EVALUATION OF PRIOR LEARNING

To receive credit for prior learning, the student must provide evidence of the quantity and quality of the learning that has been achieved. The nature of this documentation varies depending on the topic or skill, but generally includes certificates of completion for noncollege courses in the private, government or military sectors. Additionally, the student must provide documentation of course content and classroom hours.

Students interested in the evaluation of their prior learning should first meet with an NPC academic adviser. This is necessary to receive a general overview of the options and processes that may need to be followed for any individual student's situation.

#### 2. COLLEGE LEVEL EXAMINATION (CLEP) and ADVANCED PLACEMENT (AP) TESTING PROGRAM CREDIT

Credits awarded through CLEP/AP may be used at NPC to count toward the student's degree program including general education, major, and elective requirements. The student does not have to take additional courses to replace the credits for which s/he qualified by CLEP/AP examination in order to accumulate 64 hours for graduation.

NPC establishes acceptable test scores for the awarding of credits based on recommendations from American Council on Education (A.C.E.) and/or the state articulation agency for each discipline. Please see an academic adviser for minimum scores.

The acceptance of prior learning credits or CLEP/AP examination credits may be handled differently by the other institution upon transfer. Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

The CLEP/AP examination credits are not used in computing the student's subsequent grade-point average. Credits are posted on the student's transcript. A maximum of 30 semester hours of CLEP/AP credit may be used at NPC toward the associate degree requirements.

Specific information concerning CLEP/AP subject and general exams, equivalent NPC courses, acceptable scores, and the number of credits that NPC awards for each test is available from the alternative learning evaluators. Visit NPC's home page under the Student Services heading and click on Academic Advising to find a list of the alternative learning evaluators.

Credit will not be awarded twice in the event a student has met a specific NPC graduation requirement through NPC course credit or another institution's transferable credit and the student is also eligible for the same credit through CLEP/AP test scores.

Students desiring to use CLEP/AP scores for satisfying requirements at institutions other than NPC are advised to check the CLEP/AP policies of those specific institutions. Each institution reserves the right to set scores for passing, as well as which tests they accept as testing over the equivalents of their courses. It is possible that passing scores may be higher or lower at other institutions. CLEP/AP scores, not necessarily courses, transfer for use between institutions and may be treated differently by the receiving institution.

#### 3. CREDIT BY EXAMINATION

Credit by examination through NPC Departmental Examination will only be available in subjects for which CLEP is not available and for which testing arrangements can be made. Credit by Departmental Examination testing may not be available for all subjects.

An appropriate fee must be paid for the type of credit by examination selected as stated in the tuition and fees schedule included in the *NPC Class Schedule*.

Credit will not be awarded both for credit by examination and equivalent courses taken. In the cases where credit is available for the same course from multiple sources, NPC reserves the right to determine which of the credits will be used toward NPC graduation requirements.

Notification of credit award (or nonaward) by examination will be sent to the Records and Registration Office, and the student.

4. **TRANSFER COURSE CREDIT**

Transfer credit from nonaccredited postsecondary institutions may also be awarded if NPC is satisfied that such credits represent equivalent or higher level work and other measures of the quality of the work completed are evident. This provision includes private-for-profit postsecondary institutions, postsecondary institutions operated under the auspices of an Indian tribe, and credit recommendations from the American Council on Education for noncollege sponsored training and experiences.

5. **INDIVIDUALIZED LEARNING CONTRACTS**

The Individualized Learning Contract provides a method of independent study through learning objectives, individualized activities and appropriate methods of evaluation to verify the objectives have been achieved.

A student completes a Learning Contract Application in consultation with an academic adviser. If approved by the appropriate division dean/director, the division dean/director will develop the course, and arrange for a NPC faculty member to act as a resource person and evaluator, while the student completes the contract.

Credit is awarded for the completion of learning contracts when the instructor has received evidence from the student that learning objectives have been achieved.

Students assigned the 'I,' or "Incomplete," grade at the end of a semester for a learning contract enrollment must complete the learning contract within the initial grade policy time limit. After that time, any 'I' grade will be converted to an 'F.'

6. **DUAL ENROLLMENT**

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for credit by all state community colleges and state universities. For further information about dual enrollment, contact the Special Programs Office at (800) 266-7845, ext. 6272.

7. **VOCATIONAL HIGH SCHOOL DISTRICT**

Northland Pioneer College partners with several area vocational high school districts, including Northern Arizona Vocational Institute of Technology (NAVIT) and Northeast Arizona Technological Institute of Vocational Education (NATIVE) to provide career-training courses. Students earn both high school and community college credits. Contact an NPC academic adviser or area high school counselor for enrollment requirements.

8. **INTERNSHIP EDUCATION**

Internship Education is an option that allows the student to integrate college coursework with work experience in business, government and industry. Through the use of formalized "Learning Objectives" established at the beginning of each semester, the intern student earns college credits that may be applied to degree requirements. Some college departments have mandatory internships with regiments specific to the program.

The career services coordinator helps coordinate the Internship Program. This program is an option for employed adults who wish to gain additional skills for advancement as well as college credits. Internship Education is not a course of study, but rather the laboratory component of various programs offered by NPC.

9. **ARIZONA STATE PRISON COMPLEX**

NPC partners with the Department of Corrections to provide vocational and postsecondary education to inmates of the Arizona State Prisons located in Winslow and Apache County. Most programs are open-entry, enabling continuous student enrollment. Vocational courses are offered throughout the calendar year ensuring students the opportunity to complete their educational or training goals.

## Online Bookstore

NPC has partnered with eCampus, allowing students to purchase their discounted textbooks online 7 days a week, 24 hours a day. The NPC Online Bookstore can be accessed through the NPC website, [www.npc.edu](http://www.npc.edu). Purchases are delivered right to your home. **Shipping may take 4 to 10 business days. NPC encourages students to order textbooks 2 to 3 weeks before classes begin to ensure students have their books prior to the beginning of the semester. If you receive mail at a Post Office Box, your textbooks can only be shipped via USPS. For more information, follow the Online Bookstore link under Student Services on the home page of [www.npc.edu](http://www.npc.edu).**

### Electronic textbooks (eTextbooks):

The NPC Online Bookstore will offer eTextbooks on selected titles. You will have access to one of two forms of eTextbooks, an online version and a downloadable version. The online version can be accessed from any computer connected to the Internet. The downloadable version requires free software to be loaded to a specific computer and will only be accessible from that computer. eTextbook purchases are not eligible for return or refund under any circumstances.

### Rent textbooks:

Students can rent selected textbooks for a semester or set period of time. Additional days can be added to the rental period if needed. At the end of the rental period, log in to your NPC Online Bookstore account, using your username

and password, to print a free postage-paid mailing label.

**Rental books can also be returned at the on-site buyback.**

Book rental can be paid with a major credit card or e-Cashier Payment Plan agreement, but a major credit card **MUST** also be provided. A second email address is required, such as your student email.

**How to place book orders:**

After registering for classes, students can go to the NPC Online Bookstore for their books. First, click "Order Textbooks," then select the semester in which you are enrolled. Select the "Department" for your course, then select your course by its number, e.g., ENL 101. Click "Select." When finished adding all of your courses, click the green box, "View Textbooks." Students may have the option to purchase a new or used textbook. On selected titles an eTextbook or rental option for textbooks may appear. Students will receive a 5% discount on all textbook purchases.

**How to pay for books:**

Students can pay with a major credit or debit card, check, money order, or the deferred e-Cashier Payment Plan. Students who wish to use the e-Cashier Payment Plan can add the cost of textbooks to their agreement. Students may register for classes first then sign up for e-Cashier Payment Plan. Students can also sign up for e-Cashier Payment Plan before registering for classes, for books only or classes and books.

**Don't have access to Internet?:**

Students without Internet access may go to any NPC campus or center during normal business hours to order textbooks using an NPC computer. Students may also call NPC Online Bookstore directly through the toll free number, by mail or send a fax to place an order. Students need to know the specific course number of the classes they are taking when contacting NPC Online Bookstore directly.

Phone: (877) 284-6744

Mailing Address: NPC Online Bookstore  
2373 Palumbo Drive, Lexington, KY 40509

Fax: (859) 414-6814

**Don't have a credit card?:**

Students who do not have a credit card can pay for their books via check, money order, or deferred e-Cashier Payment Plan.

**Book buyback:**

Through the NPC Online Bookstore, students can sell back their textbooks 24 hours a day, 7 days a week. Click the "Sell Your Books" button; enter the ISBN number from the back of the textbook and an instant quote for the textbook will appear. Buyback shipping is **FREE!** Print a postage-paid mailing label, send textbooks to the NPC Online Bookstore and receive a check in the mail!

Students will also be able to receive cash for books during on-site buyback days, which will be held at each of the 4 main

campuses at the end of the fall and spring semesters. Students who sell back books both online and on-site will receive premium buyback prices for any book being reused by NPC the next semester.

**Shipping:**

Textbooks are shipped directly to your home address. Please allow 4 to 10 business days for shipping. *If you receive mail at a Post Office Box, books must be shipped via USPS.*

**Supplies:**

NPC campuses and centers will continue to carry basic supplies for students, including pens, paper, highlighters, flash drives, and basic calculators.

**Career Services**

NPC offers career assessment and information, employment skills preparation, and part-time and full-time job referrals for students and alumni. Students can contact their Career Services adviser for assistance with the following services:

**Career Assessment and Information**

Career assessment for undecided and career transition-seeking students allows students to explore career options, interests, values and skills. Individual assessment, resume writing preparation, jobs search skills assistance consultation available on one to one basis.

**Job Referrals**

Job referrals for part-time, full-time, permanent and temporary positions are available for NPC students and alumni. Opportunities exist with local, county and statewide employers. On-campus (Federal Work-Study) positions are also coordinated in cooperation with the Financial Aid Office.

**Student Employment**

Student employment in the form of part-time, hourly work is available through NPC's Career Services website.

Local employers also contact the Career Services website with employment opportunities in many area communities. Available positions are posted on NPC's campus/center bulletin boards and the online job board, accessible through the NPC website at [www.npc.edu](http://www.npc.edu).

All part-time job opportunities offered through the college are equal opportunity positions, which are available to students without regard to national origin, race, religion, age, gender or political affiliation.

**Other Services**

NPC sponsors annual county-wide job/career fairs. Career information resources, such as labor market information and career profiles, are available in the NPC libraries, Career Services website and the Internet.

## Developmental Services

### The Learning Cornerstone (TLC)

The Learning Cornerstone (TLC) provides students a variety of support services for academic success. Courses are generally offered in a self-paced, independent study format and often include small group instruction. Students attend one or more instructor-supervised labs weekly for each course and are encouraged to attend the lab as frequently as possible for maximum progress.

The following programs are available.

#### ■ NEW READERS PROGRAM

Provides individualized one-on-one instruction for adult new readers. College tutors, under the supervision of The Learning Cornerstone faculty, assist students.

#### ■ BASIC EDUCATION

Provides basic literacy and mathematics instruction for students with limited educational backgrounds.

#### ■ DEVELOPMENTAL LITERACY

Provides (a) continuing literacy and mathematics instruction for students who have completed Basic Education and (b) review and practice for students who wish to enter the GED Preparation program.

#### ■ GED PREPARATION

Provides courses focused on preparing for the GED and a pre-testing orientation, including the Official GED Practice Tests. TLC staff members analyze practice test results and make recommendations for study and/or testing strategy.

#### ■ SKILLS ENRICHMENT

Courses review and develop skills prerequisite to college coursework. They provide a refresher for mature students re-entering the educational system and additional practice for recent high school and/or GED graduates who wish to strengthen their academic skills.

#### ■ COLLEGE SUCCESS

Students develop skills to succeed with college and university learning. Contents include pre-algebra, pre-college writing, pre-college reading, critical reading, vocabulary development and study skills. Reading and study skills courses are especially recommended for students beginning long-term degree programs. (Check with an academic adviser.)

The following support services are available:

#### ■ STUDENT WRITING CENTERS

The Student Writing Center (SWC) is staffed by Learning Assistants who provide free help to NPC students completing writing assignments, research projects and resumes. The SWC

provides access to computers, word processing programs and printers. The Learning Assistants can help you focus on a topic, organize your points and suggest general improvements to your document. Learning Assistants orient you to the SWC's helpful tools and references that enable you to improve and complete your assignment. Contact your campus or center adviser for SWC location and hours of operation.

**Note:** You must complete a brief orientation to use the resources of the Student Writing Center.

#### ■ LEARNING ASSISTANTS

Learning Assistants provide college placement testing and TLC placement. They provide tutoring and learning assistance for TLC students.

TLC courses are aligned to the Arizona Adult Education Standards.

#### ■ ADULT BASIC EDUCATION

The Adult Basic Education Program (ABE) provides ABE Tuition to students who are seeking a GED. The scholarship is designed to provide public access to adult basic education through The Learning Cornerstone (TLC) courses. ABE scholarships pay for tuition and fees for qualifying courses and are offered to students meeting eligibility criteria on a first-come, first-served basis.

For more information, please contact **Developmental Services**, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025; (800) 266-7845, ext. 6536.

## Disability Resource and Access Office

Northland Pioneer College is committed to ensuring that all of its students are provided equal access to a quality education and complies with all federal regulations with regard to nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services.

**Students seeking accommodations are required to contact the office of Disability Resource and Access (DRA) as early in the registration process as possible. Failure to do so may result in a delay or limitation of services.** All accommodations considered will be based upon the documentation provided to the DRA office by the student and will be implemented after consultation with the student on a case-by-case basis. In all cases, it remains the responsibility of the student to provide the DRA office with all necessary and required documentation.

### Disclosure of Required Documentation

Students seeking accommodations must provide the Disability Resource and Access Office with the following:

1. **Proof of Admission** or intent to be admitted to Northland Pioneer College.

2. **Proof of Disability – Physical Disability.**
  - a. Provide an evaluative report describing functional limitations or medical information certifying a qualifying disability.
  - b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination.
3. **Proof of Disability – Cognitive Developmental Disorders.**
  - a. Provide a psycho-educational, psychological, psychiatric or other appropriate evaluation that describes the nature and extent of the disability.
  - b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination within the parameters of the diagnostic criteria for Cognitive Development Disorders established by the DSM-IV.

In accordance with the Americans with Disabilities Act, the accommodations made for the benefit of students with disabilities must, at all times, be reasonable. A “reasonable accommodation” is one which enables access to students with disabilities under the following circumstances:

- The accommodation will not fundamentally alter the program in terms of its educational standards and expectations; and,
- The accommodation will not result in undue instructional, financial or administrative burdens on other students or on the college as a whole.

Disability Resource & Access application forms are available on [www.npc.edu](http://www.npc.edu). Mouse over *Student Services*, then *Disability Resource & Access*, then click on **Application Forms**.

The Disability Resource & Access Office serves the entire college district from offices on the White Mountain Campus in Show Low. The telephone number is (800) 266-7845, ext. 6178. [TDD service for the hearing impaired is (928) 537-2030]; Fax: (928) 532-6199.

## Financial Aid

NPC offers a range of federal, institutional and private financial aid for students who need assistance in meeting the costs associated with a college education. Financial aid is provided in the form of scholarships, grants and employment.

NPC’s *Financial Aid Procedure Manual* serves as the guiding document for the administration of aid. A student has the right to know the information provided in the manual that is available at the Financial Aid Office.

The purpose of financial aid is to assist students and their families who have documented need with educational

expenses, such as tuition and fees, books and supplies, room and board and transportation when their own resources are inadequate to cover such costs. However, the primary responsibility for financing a college education lies with the student and his or her family.

Students are encouraged to apply EARLY for financial aid assistance as it generally takes **six to eight weeks** to review and process financial aid requests. Late applicants are required to make payment arrangements at the time of registration.

### What is a “Priority Deadline”?

A priority deadline is the date by which students need to have submitted their online FAFSA application AND provide any other required documents to the NPC Financial Aid Office. This allows sufficient time to determine your award. Priority deadlines are set for every semester. The submission of a financial aid application does not guarantee the award of financial aid money.

Semester	Priority Deadline
Fall 2013	April 15
Spring 2014	October 15
Summer 2014	March 15

Inquiries regarding financial aid should be directed to the Financial Aid Office, Tawa Center, Painted Desert Campus, 2251 E. Navajo Blvd. in Holbrook or by mail to Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025, phone (800) 266-7845, ext. 7318 or email [financialaid@npc.edu](mailto:financialaid@npc.edu).

## Steps to Apply for Federal Student Aid

### Step 1: Apply for a PIN:

Apply for a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). Your PIN is provided by the U.S. Department of Education. Sign your FAFSA with your PIN. If you are providing your parents’ information, one parent must also apply for a PIN.

### Step 2: Gather the following information:

Your social security number and your parents’ social security numbers (if you are providing your parent information); Alien Registration Number if you are not a U.S. citizen; you and your spouse’s (parents’ if you are providing your parents information) most recent Federal Tax Return Transcript (available at [www.irs.gov](http://www.irs.gov) or by calling (800) 908-9946), and all W-2s, untaxed income, such as child support, living allowances paid to member of the military, clergy, Veteran’s Non-educational Benefits, etc.; information on savings, investments, and business and farm assets.

### How do I know if I’m an independent student?

If you answer Yes to any of the following questions:

- Were you born before January 1, 1990?

- As of today, are you married? (Also answer “Yes” if you are separated but not divorced.)
- At the beginning of the 2013-2014 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

### **Step 3: Begin filling out your FAFSA:**

The Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA (for continuing students), must be completed each school year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). NPC’s school year is Fall 2013, Spring 2014 and Summer session 2014. **NPC’s Federal School Code is 011862.**

### **When will I receive the FAFSA results?**

Results are received in the form of a Student Aid Report (SAR). If you applied online, you should receive this in approximately one week. Keep the SAR for your records and review the information carefully. The Financial Aid office will receive the information electronically at about the same time you receive your SAR.

### **Step 4: Check your FAFSA status online:**

You may check your status of a submitted FAFSA, make corrections to your FAFSA if needed, or print a signature page if you did not use your PIN. All unsigned FAFSA applications are held by the Federal Processor for 14 days; after 14 days the Financial Aid Office will be notified. An unsigned FAFSA will delay the student’s financial aid process.

### **Assistance with Financial Aid Application**

Assistance in completing the FAFSA form is available from an academic adviser located at each campus/center, or by contacting the Financial Aid Office.

Financial aid forms are available from the Financial Aid Office, at each academic advising office or online at [www.npc.edu](http://www.npc.edu).

### **Federal Student Aid Programs**

NPC participates in the following federal financial aid programs as authorized under Title IV of the Higher Education Act of 1965 as amended:

1. The **Federal Pell Grant** is the foundation of all aid consideration. The grant is designed to assist students with documented need who have not earned a bachelor’s degree. If the student is eligible for a Federal Pell Grant and meets the priority deadline, he or she will be considered for other types of financial assistance. **New Limit on Federal Pell Grant Eligibility.** Effective, July 1, 2012, students are now limited to 12 full-time semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where a student received their first Federal Pell Grant. Students who have received 600% Federal Pell Grant as of 2011-2012 will no longer be eligible to receive a Federal Pell Grant beginning in the Fall 2012 semester and thereafter. You may view your percentage of Federal Pell Grant used by logging into [NSLDS.ed.gov](http://NSLDS.ed.gov). Your “Lifetime Eligibility Used” percentage will be displayed in the “Grants.” Additional information is available online at [www.npc.edu/lifetime-pell](http://www.npc.edu/lifetime-pell).
2. A **Federal Supplemental Educational Opportunity Grant (FSEOG)** is an award designed to assist exceptionally needy students with college education costs. FSEOG recipients are generally Pell eligible students who demonstrate exceptional financial need.
3. The **Federal Work Study (FWS)** program offers students with financial need an opportunity to earn money working on a job at the college or at certain off-campus agencies while attending classes. In addition to earning funds for college costs, FWS offers students the opportunity to gain experience and develop references for future employment.

**Please note that NPC does not participate in any Federal**

student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.

4. The **Arizona Leveraging Educational Assistance Partnership (AzLEAP)** establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6-8.9 credit hours). [Contingent upon Arizona State funding.]

## Student Financial Aid Eligibility

Requests for financial assistance will be based on the following selection criteria:

1. A student must be enrolled in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs approved by the U.S. Department of Education are available from academic advisers, Financial Aid Office or **MyNPC**. Applicants may file a degree plan through their academic adviser; the plan must be on file in the Financial Aid Office;
2. Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for federal aid programs;
3. Preference will be given to applicants whose financial aid file is completed by the priority deadline;
4. Students must possess a high school diploma or certificate of equivalency (GED). Home school students are required to submit their official home school transcript to the Financial Aid Office to determine if requirements are met. Effective with the 2012-2013 award year, students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved “ability-to-benefit” test or by satisfactorily completing at least six credit hours of college work that is applicable to a degree or certificate offered by the student’s postsecondary institution.
5. A student must make Satisfactory Academic Progress (SAP) toward the completion of a NPC degree or certificate;
6. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
7. Must be registered with Selective Service, if required.

## Verification Process

The Financial Aid Office is required to verify that information provided by the student, spouse (and/or parents’) on the FAFSA form is complete and accurate, under the Federal Financial Aid

Program rules (34 CFR, Part 668). Applicants are required to

verify household size, number in college, high school diploma, certificate of equivalency (GED) or home school requirement as well as the following income: tax income, certain types of untaxed income and benefits, such as Social Security benefits, child support, IRA/Keogh deductions, foreign income credit, earned income credit, interest on tax-free bonds.

Students are required to provide all requested documentation to the Financial Aid Office to be considered for financial aid assistance. All requests for information should be supplied before the priority deadline to ensure prompt completion and review of the student’s request for assistance. Individuals who neglect to comply with requests for information will not be considered for financial aid until their file is complete. Students should periodically check with the Financial Aid Office or MyNPC to verify completion of their file and to ensure timely processing of financial aid.

## NPC Scholarships

NPC offers scholarships to help qualified students with college costs. NPC attempts to assist both the academically talented and students emphasizing a particular program.

## Other Scholarships And Criteria

### For Award Amounts

Most private scholarships have specific award amounts stipulated in writing. If not, NPC’s Scholarship Committee will distribute the money in a fair and equitable manner that assists the most students based on limited funds.

### Scholarships Search

NPC scholarships, local and national including merit and non-need based scholarships are listed at the NPC website at [www.npc.edu](http://www.npc.edu). Select the scholarship search link to begin your search. Students should review the application process including deadlines and scholarship requirements before applying. Incomplete applications are not accepted.

## Financial Aid Disbursement

The disbursement of financial aid is approximately two weeks before the first day of classes each semester. Financial aid disbursement dates are available online at [www.npc.edu](http://www.npc.edu). Financial aid disbursement will be delayed for late applicants and for students who register late. Adding a course after the financial aid disbursement date does not increase your financial aid award. Disbursements are made through Higher One. Students may choose to have the disbursement made to their NPC Money Card, direct-deposited to their bank account, or paid to them by check.

## Satisfactory Academic Progress

**Effective July 1, 2011 – Fall 2011 semester:** All students, including those who receive federal financial aid, are required to maintain certain standards of academic performance called Satisfactory Academic Progress (SAP). A student must make

satisfactory academic progress toward the completion of his or her degree or certificate program.

NPC has both a qualitative and quantitative measure of academic progress:

1. **Qualitative Requirement:** Maintain a minimum Cumulative grade-point average of 2.0 or above;
2. **Quantitative Requirements:** Satisfactorily complete at least 67 percent of the courses in which the student is enrolled, based on the following schedule:

*67% Minimum Completion*

<i>Credit Hour Load:</i>	<i>Each Semester:</i>
--------------------------	-----------------------

Full-time (F/T) based on 12 or more credits	= complete 8 cr.
3/4-time (T/T) based on 9 to 11.9 credits	= complete 6 cr.
1/2-time (H/T) based on 6 to 8.9 credits	= complete 4 cr.

Students enrolled for 5.9 (P/T) or fewer credits must complete the number of hours funded (*i.e.*, if a student is funded for four credit hours, the student must complete the four credit hours).

“Satisfactory Completion” means earning a passing grade of A, B, C, D or P. Grades of I, W or F are **not** considered passing grades.

3. **Academic Progress** toward the degree/certificate program will be measured at the end of each semester.

**Maximum Time Frame for Completion of a Degree or Certificate (150% Rule):** Students may be funded up to 150 percent of published program length with financial aid assistance.

This includes all attempted NPC credits, as well as all accepted transfer, CLEP and assessed credits. In addition, this includes all semesters with or without financial assistance.

*NPC Program (examples) Length of Program 150% Rule = Length of Program x 150%*

AA or AAEE 64 credits ... maximum of 96 credits

\*AAS Nursing 72 credits ... maximum of 108 credits

\*Student must be enrolled and accepted into the NPC Nursing Program.

**Transfer students** applying for financial aid should submit official copies of all previous college work to the Records and Registration Office. Students must include and complete the *Request for Evaluation of Transfer Credits* form. This form may be obtained from an academic adviser, or the Records and Registration Office. Evaluated credits will assist advisement prior to enrolling in classes at NPC. Transferred credit hours will be counted as both attempted and completed hours.

4. A full-time (12 or more credit hours) enrolled student may repeat a previously passed course one time only (letter

grade higher than an “F”). Student enrolled less than full-time (T/T, H/T or P/T) may repeat a class four times (if a passing grade is not received) and receive financial aid funding provided all academic progress requirements are met. Also, students may receive funding for a maximum of six repeatable special projects or special classes.

5. Eligibility for federal financial aid is limited for students required to take “pre-college” remedial work at NPC. Students are limited to the equivalent of one year, or 30 credit hours of approved TLC courses. Ineligible TLC (formerly BSK) courses will not be funded and will be counted toward the 30-credit-hour limit.

The following TLC courses are not eligible for funding:

<b>Prefix #</b>	<b>Course Title</b>
TLC 010	New Readers I
TLC 020	New Readers II
TLC 030	New Readers III A
TLC 035	New Readers III B
TLC 040	New Readers IV A
TLC 045	New Readers IV B
TLC 050	Writing Step V
TLC 051	Reading Step V
TLC 056	Math Basics I
TLC 057	Math Basics II
TLC 058	Orientation to GED
TLC 060	Writing Step VI
TLC 061	Reading Step VI
TLC 062	Social Science Reading I
TLC 063	Natural Science Reading I
TLC 064	Literature Reading I
TLC 082	Social Science Reading II
TLC 083	Natural Science Reading II
TLC 084	Reading Literature II
TLC 088	GED Writing Skills
TLC 089	Essay Writing
TLC 099	Any “GED” Courses

The list of ineligible TLC courses is also available online at [www.npc.edu/financial\\_aid\\_award\\_letter](http://www.npc.edu/financial_aid_award_letter).

## Failure to Meet Satisfactory Academic Progress Requirements

Students who do not meet Satisfactory Academic Progress requirements will:

1. First time, student is placed on Financial Aid Warning.
2. Second time, student is placed on Financial Aid Probation
  - Appeal is required.
  - Student must submit a petition for re-instatement.
3. Third time, student is placed on Financial Aid Suspension. **No further appeal is available.**

## Financial Aid Warning

Recipients of Student Financial Assistance will receive a Warning letter after any semester in which their cumulative grade-point average falls below 2.0 or they fail to satisfactorily complete 67 percent of the credit hours in which they are enrolled. The Warning letter serves as a caution to the student that he or she did not maintain satisfactory academic progress during the last semester of attendance at NPC. Students are eligible to continue to receive financial assistance while on warning status if all other eligibility requirements are met.

Students will be removed from the warning status after completing the following semester in good academic standing as defined by NPC's *Satisfactory Academic Progress* procedure.

## Financial Aid Probation

Recipients of financial assistance will be suspended from aid if they fail to meet the 2.0 minimum cumulative grade-point average, or satisfactorily complete 67 percent of their enrollment for two semesters of academic work. A student who has been suspended from financial aid may continue to enroll in classes at NPC without receiving financial aid assistance.

## Appeal is Required if Placed on Financial Aid Probation

Students who are placed on Probation status are required to appeal their eligibility status to the Financial Aid Office and further to the Satisfactory Academic Progress Committee by filing a Petition for Reinstatement. A student may submit a Petition for Reinstatement form for each appeal and should be based on extenuating circumstances as documented by the student. The student must complete the *Petition for Reinstatement* form, submit in writing the reason(s) the student did not meet Satisfactory Academic Progress including how the condition or situation has been resolved thus allowing the student the ability to meet Satisfactory Academic Progress. Students must submit a full degree audit and supporting documentation with their request. Petition for Reinstatement forms are available at the NPC website or by contacting NPC's Financial Aid Office. The outcome for a petition for reinstatement may include approval, warning status, restricted status or suspension status.

There are no further appeals for students who have meet their Federal Pell Grant Lifetime Eligibility Used (LEU).

A student placed on "restricted status" will be placed on an academic plan toward successful completion of degree program. The student will be reviewed at the end of each semester for satisfactory academic progress as well as making progress towards completion of degree program. The student making progress and meets satisfactory academic progress will be considered an eligible student.

A student may continue to receive financial aid assistance only as the result of a successful appeal.

A student may also attend NPC for one semester AND maintain a cumulative 2.0 grade point average AND complete six (6) credit hours at their own expense WITHOUT any third party assistance and meets all Satisfactory Academic Progress requirements could be considered an eligible student.

## Financial Aid Suspension

Recipients of Student Financial Assistance placed on "restricted status" who fails to make satisfactory academic progress after granted an appeal(s) will be DENIED for any further financial aid assistance. There are no further appeals if recipients are place on suspension status.

## Impact of Schedule Changes on Financial Aid

Students who alter their enrollment (drop/add courses) during the course of a semester are subject to having their eligibility for financial assistance reviewed, may require recalculation and could be required to return some, if not all, of their financial assistance.

A student must consult with their instructor(s) and/or an NPC academic adviser and the Financial Aid Office before making any enrollment changes. Please note that students who receive financial assistance are subject to Satisfactory Academic Progress.

The Financial Aid Office is required to perform enrollment verification before the disbursement of financial aid. Financial aid may be reduced or canceled due to changes in a student's enrollment status. Adding a course after the financial aid disbursement date does not necessarily increase your financial aid award.

**NOTE:** Students must start attending classes to establish eligibility for federal financial assistance.

## When Dropping and Adding a Course

Even exchange only applies during the first two weeks of each semester and the first two days of summer session. Students who plan to drop and add a course as even exchange should add a course with equal credits to replace the dropped course to avoid return of "over-awarded funds."

Students adding additional courses after the financial aid disbursement date and during the semester are responsible for payment of tuition, fees and late registration fee.

## Withdrawal Before the First Day of Classes

Students who have received their financial aid refund and withdraw from all courses before the first day of classes are responsible for the return of all "over-awarded funds."

## Non-Attendance or No Show

If a student fails to attend some or all of their courses, their eligibility for federal assistance will be recalculated, excluding any non-attended courses. Students who accept federal funds and never attend any class sessions are responsible for the return of all "over-awarded funds" for any courses not attended.

## Canceled Course

Students who register for courses canceled by NPC are required to return all “over-awarded funds.” A student may register for another course with equal credits to replace the canceled course to avoid a return of “over-awarded funds.”

## Withdrawing Without “W” on Transcript

Students who withdraw on or before the last day to withdraw without a “W” on their transcript (see “Academic Calendar” page 19 in this catalog or online at [www.npc.edu](http://www.npc.edu)) may register for another course with equal credits to avoid return of “over-awarded funds.”

## Noncredit And Audit Courses

The Financial Aid Office will not fund noncredit and audit courses at NPC.

## Complete Withdrawal From All Classes

Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. The Federal Return of Title IV calculation applies only to federal aid and will be returned to the appropriate Federal program(s) in the following order:

Federal Pell Grant

Federal SEOG

NPC does not participate in the following: National SMART Grant, TEACH Grant and Student Loans.

Federal Work-study Program and Arizona Leveraging Educational Assistance Partnership (AZ LEAP) are excluded from calculation.

Federal Return of Title IV calculation consists of the following:

- a. Title IV Aid Disbursed.
- b. Institutional Charges: tuition, fees, etc.
- c. Percentage of Title IV Aid Earned: the withdrawal date is the completed days divided by total days in the semester. Excluding scheduled breaks of five or more days and approved leave of absence.
- d. Amount of Title IV Earned by Student:  
Multiply (a) by (c).
- e. Amount of Title IV to be Disbursed or Returned:  
(a) minus (d).
- f. Amount of Unearned Title IV Aid for Institution to Return: (b) multiplied by (1)  
1 Equals Percentage of Unearned Title IV Aid:  
100 percent minus (c)
- g. Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).

- h. Title IV Aid for Student to Return: (f) minus (2)  
2 Equals Amount of Title IV Grant protection:  
(a) multiplied by 50 percent.

If amount for student to return is \$50.00 or less, the student is not responsible for repayment.

Students may request a copy of their Federal Return of Title IV calculations from the Financial Aid Office.

The number of days completed is determined by the withdrawal date from one of the following:

Withdrawal date provided by NPC’s faculty:

- Attendance record
- Class record

If unable to provide withdrawal date from the above documentation, then the following:

- Date of student’s last attendance at documented academically-related activity, such as attending class, taking an exam, completing tutorial, taking computer-assisted instruction, or turning in an assignment.
- Date of student’s official notification to the institution.
- If student did not begin the withdrawal process or official notification, the midpoint of the enrollment period for which federal financial aid was disbursed or later date documented by NPC. Student would earn 50 percent of federal financial aid.
- If student did not begin the withdrawal process or official notification due to illness, accident, grievous personal loss, or other such circumstances beyond the student’s control, NPC may determine the appropriate withdrawal date.

Students, who withdraw after completing at least 60 percent of the semester, will be considered to have earned 100 percent of their federal assistance.

It is the student’s responsibility to contact NPC’s Business Office to make payment arrangements and to continue to make satisfactory payments. You may make your payment at your NPC campus/center or payment arrangements can also be made at the NPC website through FACTS e-Cashier Payment Plan. If a student neglects to pay or no satisfactory payments are made after 45 days for the “over-awarded funds,” the student will be reported to the Department of Education, which will prevent the student from receiving federal financial aid from any institution.

Students are required to contact the Financial Aid Office once funds are repaid. The Financial Aid Office will notify the Department of Education to update the student’s status to “Repaid” to continue to receive federal financial aid if all requirements are met.

## Student Financial Aid Rights and Responsibilities

1. Students are required to read materials, follow instructions and call the Financial Aid Office regarding their financial aid status. Your status may also be viewed at **MyNPC**.
2. The Family Educational Rights and Privacy Act of 1974 prohibits the release of financial aid information without the student's written consent. All information provided will be kept confidential.
3. The financial aid award year for NPC includes fall semester, spring semester and summer session(s).
4. A student must file a new Free Application for Federal Student Aid (FAFSA) each financial aid award year.
5. A student may only receive Title IV Aid from one institution per semester.
6. The Financial Aid Office must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.
7. If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.
8. Students are required to review the accuracy of information and notify the Financial Aid Office with changes in their financial, academic or personal situation that affects their eligibility. This includes information not reported on the original FAFSA form.
9. If a student is selected for "verification," he or she must provide all requested documentation, including a Federal Tax Return Transcript and all W-2's, report all untaxed income and complete a verification worksheet to the Financial Aid Office.
10. Students are required to pursue an approved degree or certificate program in order to be eligible for Title IV Aid. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or **MyNPC**.
11. Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office.
12. A student has the right to know the types of aid available at NPC, the method and frequency of disbursement, and the terms and conditions of receiving financial aid.
13. The Payroll Office mails checks to Federal Work-Study (FWS) students on the 15th and last day of each month. Students are encouraged to sign up for direct deposit with the NPC Payroll Office.
14. A student is required to register for and attend all classes for which he or she is awarded aid. Any changes in enrollment or a withdrawal from NPC must be reported to the Financial Aid Office. A student must consult with his or her instructor(s) and an academic adviser before making enrollment changes.
15. Financial aid recipients have the right to know the Federal Return of Title IV Aid procedure at NPC. Aid recipients withdrawing from all classes may be required to return a portion of the funds disbursed to them for the semester enrolled. A copy of the Return of Title IV Funds calculation is available upon request from the Financial Aid Office.
16. Courses added after the student has received his or her financial aid "refund" may not result in an increase to his or her award for the semester.
17. A student must verify all tuition and fees, if entitled to a "refund." Students should contact the NPC Business Office regarding discrepancies in their billing charges.
18. A student has a right to know the standards of Satisfactory Academic Progress (SAP), the criteria for continued eligibility and the criteria for reestablishing eligibility.
19. A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance from an academic adviser.
20. A payment arrangement through e-Cashier Payment Plan is not intended to allow financial aid applicants to defer all payments until financial aid is approved. Students who have applied for financial aid, but have not been awarded financial aid, must make the scheduled payments. The student's signature on, or approval of a payment arrangement is an agreement to make payments.
21. NPC does not participate in any Federal Student Loan Programs including Stafford, PLUS, FFELP, Perkins and Direct loans. Students may contact their banking institution for personal loans.
22. If a student has received a student loan from another institution, the student is required to keep the lending agency informed of any change in address, change in enrollment status, withdrawal from school or graduation.
23. Financial aid recipient must be in good standing and not in "default of student loans" and not owing an "overpayment of federal financial aid" to any college/university. Student may call (800) 433-3243 or log on to [studentaid.ed.gov/repay-loans](http://studentaid.ed.gov/repay-loans).
24. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.
25. A student may submit a **Consortium Agreement** form from their parent school to the Financial Aid Office. A **Consortium Agreement** will not be completed unless the student is enrolled at NPC. Student must pay or make

payment arrangements for tuition, fees and book charges at the time of registration. A **Consortium Agreement** does **NOT** defer payments and is not considered a third-party payment.

### Additional Information

Additional information regarding financial aid may be directed to the Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:

8 a.m. to 5 p.m., Monday, Wednesday and Thursday; 8 a.m. to 7 p.m., Tuesday; and 8 a.m. to 4 p.m., Friday. Summer hours may vary.

## GED Testing

Major changes are coming January 2014 for the GED® Test. For the most current information about GED® testing at NPC, visit [www.npc.edu/get-GED](http://www.npc.edu/get-GED).



# Do it now!

## Deadline: Dec. 31, 2013

**IMPORTANT:** The owner of the GED® test is replacing the current test series (2002) with a NEW version of the test starting January 2014. This means that:

- If you do NOT pass all 5 parts of the current GED® test by 12/31/13, you will have to start all over again on all 5 parts in 2014.
- Scores from the current 2002 series test CANNOT be combined with the NEW 2014 test.
- The new 2014 GED® test may cost more.
- The new 2014 GED® test will be computerized (no paper test).

Individuals who want to register for the GED exam at any Northland Pioneer College location or at Chinle High School must first complete an orientation designed to improve their chances of successfully completing the GED exam. The “*Opportunities Through Education (OTE)*” orientation is approximately eight hours long.

This program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program’s purpose is to increase the GED pass rate and to assure that GED candidates are well informed about the GED, including information about agencies that can help pay a portion of their GED test fee, and about opportunities available to them following successful completion of the GED.

These orientation sessions will be offered several times a semester at NPC campuses and periodically at NPC centers to meet local demand.

For available session dates and locations, contact The Learning Cornerstone (TLC) at NPC locations, or check the GED section of the NPC website at [www.npc.edu/get-GED](http://www.npc.edu/get-GED).

Disability related accommodations for taking the GED test must be requested in advance of enrolling in the “*Opportunities Through Education*” class or signing up to take the GED test. You can request accommodations by contacting the Disability Resource and Access Office at (800) 266-7845, ext. 6178. Some accommodation requests can take up to 9 months to receive a decision from state/federal GED officials.

GED candidates and all new adult education students will benefit from “*Opportunities Through Education*,” TLC-099x. This course is required for Adult Basic Education students. Students are introduced to the advantages of education, learn tips for success, set goals and discover services that can support their learning. Students complete the Test of Adult Basic Education (TABE) and prepare a writing sample.

At the end of the orientation, students receive a *GED Test Referral Form* with either a recommendation to sign up for the GED test or to take additional GED preparation classes. A student may choose to take the GED test against the recommendation to take additional classes.

There is an \$85 charge to take the GED exam. Any re-tests are charged \$12 per exam. GED exams are administered monthly in Show Low and Holbrook. Questions about the orientation completion requirements should be directed to GED Chief Examiner, (800) 266-7845, ext. 6142. For questions about adult education courses available through The Learning Cornerstone, please contact Rickey Jackson, director of Developmental Services, (800) 266-7845, ext. 6536.

### Requirements for Testing

**The process for registering and the fees for the GED Test will change on January 1, 2014. Contact TLC advisers or GED Chief Examiner for details.**

1. Pre-register for available testing dates AFTER completing the orientation sessions. Test takers must be in their seats by 7:30 a.m. promptly, before testing begins. Completing the five-part exam takes the entire day, and seating for the exam is limited to 18 persons per test date.
2. Pre-pay for the test at any NPC campus or center location. The test fee is \$85, with each re-test \$12. Cash or money order are the accepted forms of payment. Refunds are not given for no-shows – valid cancellations must be received 48 hours before test time.
3. Meet the minimum age requirement of 16. (16- to 18-year-olds must submit both a NOTARIZED parental consent form AND an official withdrawal letter from last school attended.
4. GED candidates are required to present two forms of ID before admission to the exam classroom. Together the

two IDs must satisfy all GEDTS requirements of identity, which include name, address, date of birth and signature. One of the IDs must also have a photo, and both must be presented at EVERY test center visit. One form of ID must be from the primary ID list at [www.npc.edu/get-GED](http://www.npc.edu/get-GED). The second ID can be from either list.

**Noncitizens Note:** Non-citizens, including refugees, legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED tests if they meet ALL of the requirements for identification and eligibility established by the GED Testing Service and the Arizona Department of Education.

## Library Services

Library services are provided to students, staff and the general public at the four campuses and five centers. A federal document collection is available at the Little Colorado Campus library in Winslow.

The library website at [www.npc.edu/library](http://www.npc.edu/library) provides access to:

- NPC library card catalog
- More than 11 informational databases with mobile apps
- Electronic books
- Online websites, research and writing links
- Access to Federal Documents Collection held at the Winslow Campus Library
- Courier delivery of materials to all NPC libraries
- Online reference assistance through “Ask a Librarian”
- In-Person reference assistance at all NPC libraries.
- Orientation sessions for classroom instruction and community groups
- Distance learning support (for students outside Navajo and Apache counties)
- Computers for research and writing assignments. Wireless access available.

Students should bring their NPC identification card to the library to register for services. Remote access codes for library databases are available through the student’s **MyNPC** account under the **MyCourses** tab. Library materials may be requested from any NPC location. Interlibrary loan service is available for materials not owned by the library system. NPC students taking only Internet courses are also provided a mail delivery service which includes a shipping charge.

## Organizations and Activities

NPC supports a varied program of student activities and organizations. All student activities are sponsored by the college and are subject to district-approved policies and procedures. As a result, the college reserves the right to approve or disapprove any student activity.

NPC’s student activities program invites involvement across a

broad spectrum of sponsored programs to offer opportunities for cultural, social and educational enrichment for students. Available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs.

See *Student Activities Handbook* for information on student activity policies and procedures. *Student Activity Handbooks* are available at each campus and center location or by contacting the student activities coordinator at (800) 266-7845, ext. 6241.

### Student Government Association

The Student Government is both the voice of the student body at NPC and the coordinating organization for student clubs and activities. Student Government members participate in college governance activities, serve on critical college committees and control funding for student organizations and activities.

The Student Government Association holds elections each year. All students are encouraged to participate in SGA and participate in the future of Northland Pioneer College. Students interested in the SGA should contact the student activities coordinator at (800) 266-7845, ext. 6241.

### Study Abroad Opportunity

Spend four weeks immersed in the culture of Costa Rica during the summer, studying Spanish in a study abroad program sponsored by NPC’s Student Government Association (SGA). Open to the general public, the Study Abroad Program offers beginning and advanced Spanish studies at the University of Costa Rica.

Students will earn six credits while attending weekday classes for four weeks. Participants are responsible for obtaining their own passports and the purchase of textbooks.

The SGA Study Abroad Scholarships are designed to recognize students with a desire to travel abroad while taking courses in a foreign language. SGA wants to support and encourage continuing education by providing scholarships to those students who have proven their ability to excel in their studies. Scholarship applicants must be current NPC students, including NAVIT and dual enrollment high school students, enrolled in at least six credits for the spring semester, with a cumulative 2.0 grade point average.

Interested participants should complete the “*Interest Form*” online at [www.npc.edu/costa\\_rica](http://www.npc.edu/costa_rica) or contact the student activities coordinator, (800) 266-7845, ext. 6241.

### Cosmetology Club

The Cosmetology Club provides an outlet for cosmetology students to interact with other cosmetology students and licensed professionals in the trade. Students plan events that showcase their hairstyling, haircutting, and hair coloring skills through arts, debate, and any other media they chose, utilizing their skills within the community.

Students interested in learning more about the Cosmetology Club should contact their cosmetology instructor or the student activities coordinator at (800) 266-7845, ext. 6241.

### **Eagle Club**

The Eagle Club appreciates Native American culture and promotes unity within our Native American communities while exploring other cultural arts, religion and beliefs. The club motivates students to achieve career goals, and empowers them to become positive leaders/role models.

Students interested in learning more about the Eagle Club should contact the student activities coordinator at (800) 266-7845, ext. 6241.

### **Music/Theatre/Speech**

Students with vocal or instrumental music interests may find a forum to develop their talents by joining the NPC Master Chorale, NPC Soundcheck, NPC Swing Band, White Mountain Symphony Orchestra, High Country Barbershop Chorus, White Mountain Belles or White Mountain Big Band. The choirs and bands perform at many college and community functions throughout the year.

The Theatre Program sponsors productions for students and the community. Auditions for the shows are conducted at the beginning of each semester.

A schedule of major productions is announced at the beginning of each semester. Posters advertising events are posted at all locations and announced in local media and posted at the NPC website at [www.npc.edu](http://www.npc.edu). To request a calendar brochure of Performing Arts events, please contact the PAC Box Office, at (800) 266-7845, ext. 6250.

Student-produced plays and other smaller productions may be offered throughout the year.

### **Rodeo Club**

Students interested in rodeo competition, for both men and women, participate as a club team in the National Intercollegiate Rodeo Association representing NPC. For more information about the NPC Rodeo Club, please contact Coach John Doyle at (928) 521-6005 or the student activities coordinator at (800) 266-7845, ext. 6241.

### **Outdoor Club**

The Outdoor Club coordinates group events for current NPC students, *i.e.* day trips include hiking and snowshoeing. Students interested in the Outdoor Club should contact the student activities coordinator at (800) 266-7845, ext. 6241.

### **Student Ambassador Program**

The NPC Student Ambassador Program is a group of outstanding students who are selected to represent the college to prospective students, their families and the community at large both on- and off-campus. They provide campus tours,

assist new students transition to NPC, promote opportunities to be actively involved on campus and advance the ideals of higher education.

Ambassadors develop valuable leadership and communication skills; make meaningful connections with prospective and new students by sharing their experience and knowledge of NPC; work closely with NPC faculty, staff and administration; enhance their personal resumé; receive ambassador attire; and receive a scholarship (\$200 stipend during regular semester or \$150 during summer).

For additional information and application forms, log-in to <https://mynpc.npc.edu/ics> and click on *NPC\_Life/Student\_Ambassador\_Program.jnz*

### **Phi Theta Kappa**

Phi Theta Kappa is an international honor society for qualified students who are committed to academic excellence. Selected students are invited to apply for membership during the fall semester.

### **President's Scholars Program**

The President's Scholars Program provides educational enrichment opportunities and scholarship incentives for academically advanced students. This excellent opportunity includes a one-credit colloquium each semester. Scholars participate in activities to broaden intellectual horizons, to become more aware of Southwest history and culture and to explore communications skills through interaction with other students. Participants will travel to off-campus locations throughout the Southwest to study subjects of interest and concern. Scholarships, which include tuition, books and travel, are awarded for those who are admitted.

Students may obtain an application packet for the President's Scholars program from the Recruitment Office, or by calling (800) 226-7845, ext. 6271.

### **Plagiarism Traffic School**

The Plagiarism Traffic School is an alternate disciplinary resource for instances of possible plagiarized work instead of the *Student Conduct Code*. Students receive a referral form via email with directions to complete a tutorial and submit paperwork within two (2) weeks. If the deadline is not met, the Vice President for Learning and Student Services will contact the student for a *Student Code of Conduct* violation. The online tutorial program is maintained by VAIL (Virtual Academic Integrity Laboratory) at the University of Maryland's University College. Students may choose to use this resource even if not required by an instructor. You'll find the link under the *MyCourses* tab in your *MyNPC* account.

## Records and Registration

The Records and Registration Office staff members, ext. 7459, are responsible for final grade rosters. After grades are posted, students may view their grades online, utilizing their student log-in (excluding those on financial hold). Students who need a copy of their grades mailed to them must make a special request to the Records and Registration Office on a form provided.

Any changes to existing grades are initiated by the instructor through their division dean/director, who then forwards the change to the Records and Registration Office. Once received and updated, the student is notified of the grade change and the semester transcript shows the change.

Any student who has attended an accredited college may request an official transcript be sent from that college to the NPC Records and Registration Office. Once the evaluation of transfer credit is completed, the accepted transfer credits are posted to the student's transcript and can be used toward an NPC degree/certificate where applicable.

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she submits an application for graduation and nonrefundable application fee. After graduation requirements have been met, diplomas are mailed in mid-June for May graduates or mid-January for December graduates. **Note:** Diplomas are only ordered twice a year.

Official NPC academic transcripts are available to students for \$10 per copy, including those that are mailed. Each copy contains all classes taken at NPC. Transcripts may be ordered by completing a *Transcript Request Form*, or by letter of request. Students may receive their own copies by written request only, with dated signature. For transcripts to be sent to other institutions via telephone requests, payment must be made by major credit card (Discover, MasterCard or VISA). No transcript will be released if payment has not been made or if the student is on financial hold.

Unofficial transcripts are available, at no cost, through academic advisers, the student's online log-in or the Records and Registration Office. Unofficial transcripts can only be released to the student in person; they are not faxed or mailed and cannot be released to a third party.

## Recruitment Office

The Recruitment Office has district-wide duties and is responsible for the following areas:

- Requests for information
- High school activities/career fairs/site visits
- Coordination of on-site visits to NPC (campus/center tours)
- Community presentations
- NPC material requests (banners, tablecloths, mascot costume)

## Student Email

All students enrolled since the fall 2009 semester have been issued an NPC email address. NPC uses this address to deliver official notices, such as closures and alerts and important date reminders. Your instructors may require you to use this address.

Log in to **MyNPC** and go to the MyEmail tab. Follow the links on the left side of the MyEmail page for instructions and FAQs. You must be logged in to see the page and the instructions. It can take as many as two business days for your NPC email account to be established.

Your **MyNPC** and email username are typically your first initial and last name, plus a sequence number if needed to prevent duplicates. Your NPC email address is your *username@mail.npc.edu*. You can also forward your NPC email to another email system of your choice.

### How do I get My Username?

You can obtain your user name from campus or center office personnel or through the Support Center toll-free (800) 266-7845, extension 7447. You will need to provide your student ID# and answer some questions to confirm your identity. Also your username is on your admissions letter and on your Student Data Sheet given to you at registration.

## Student Health and Accident Insurance

NPC offers, through a major insurance company, a group health plan, which has been especially designed for students attending Arizona community colleges. The policy offers protection for illnesses and accidents at reasonable rates. For an application or further information, contact your local academic adviser or the office of the vice president for learning and student services.

In addition, the college provides accident insurance while a student is attending class. If a student gets hurt and needs to file a claim, he or she should contact the campus operations manager or center manager.

## Student Housing

Northland Pioneer College offers financial assistance through the Student Housing Scholarship program to students who must relocate to attend NPC classes. Scholarship amounts vary based on availability and student need, to a maximum of \$1,000 per semester. If you are relocating to a community with an NPC campus or center so you can pursue your educational dreams, talk to an academic adviser to see if you qualify for the Student Housing Scholarship. Housing Assistance Scholarships are limited, so apply early through the Financial Aid Office.

## Talon Gallery

The Talon Gallery, located in the Aspen Center on the Show Low – White Mountain Campus exhibits work by students and regional artists. When classes are in session, the gallery is open to the public, Monday through Thursday, 8 a.m. to 7:30 p.m.; Fridays, 8 a.m. to 4 p.m.

NPC's permanent art collection and other exhibits are displayed in the lobby of the Performing Arts Center on the Snowflake/Taylor – Silver Creek Campus, and other campus or center public areas.

## Transfer Assistance

For students interested in transferring their credits to another Arizona public university, NPC offers online access to the Arizona Course Applicability System (CAS). This system offers a number of helpful features that allow you to:

- See how previous courses will transfer to public universities in Arizona
- Learn what community college courses transfer as specific university equivalents
- View transfer guides that outline university academic programs for community college students
- Research lists of community college courses that apply to university general education equivalents

To access the Arizona Course Applicability System, visit their website at [www.AZTransfer.com](http://www.AZTransfer.com).

If you have any questions or need more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

## Tutoring

NPC provides free tutoring to support academic and personal goals. Students may benefit from these services if they need help in any of the following areas:

- Completing assignments,
- Understanding concepts and ideas,

- Preparing for tests and general studying skills, or
- Keeping pace with your class.

Learn more about NPC tutoring service options online at [www.npc.edu/tutoring](http://www.npc.edu/tutoring).

If a student is having difficulties in a particular course, he or she should complete the online *Request for a Tutor* form ([www.npc.edu/Tutoring\\_Request](http://www.npc.edu/Tutoring_Request)), or contact the Coordinator of Tutoring Services, (800) 266-7845, ext. 7367. The student will be contacted with a schedule of group tutoring sessions.

**EARN MONEY BY TUTORING** – If you would like to be a tutor, complete the online *I Want to be a Tutor* form ([www.npc.edu/Tutor\\_Application](http://www.npc.edu/Tutor_Application)).

## Veteran Services

Northland Pioneer College provides assistance to eligible students applying for educational benefits under the U.S. Department of Veterans Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservists under Title 10 of the U.S. Code. The Veterans Representative is responsible for certifying attendance and reporting changes in enrollment to VA.

### VA Students must:

- Advise immediately of any change in courses adds/drops or degree change.
- Attend class & take final exams
- If in doubt, call/see VA representative!!!
- Keep NPC VA Representative and VA informed of correct address/phone number.

### Educational Programs:

#### **Chapter 30: Montgomery G.I. Bill – Active Duty (MGIB-AD)**

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

1. Entered active duty on or after July 1, 1985,
2. Contributed \$100.00 a month and have an honorable discharge.

#### **Chapter 31: VA Vocational Rehabilitation**

You must have a service connected disability and applied for voc rehab services through the Dept. of Veterans Affairs at (800) 827-1000.

### **Chapter 33: The Post-9/11 GI Bill**

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- Tuition & fees are paid directly to the school not to exceed the maximum in-state tuition and fees at a public institution of higher learning. A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school and an annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.

### **Chapter 35: Survivors' and Dependents Educational Assistance (DEA)**

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

#### **Eligibility**

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A servicemember missing in action or captured in line of duty by a hostile force.
- A servicemember forcibly detained or interned in line of duty by a foreign government or power.
- A servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

### **Chapter 1606: Montgomery G.I. Bill – Selected Reserve (MGIB-SR)**

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training,

apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

1. A selected reservist must be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than 6 years, following the date of such action and this must be completed on or after July 1, 1985.
2. Has completed the requirements of a secondary school diploma.
3. Has completed IDAT.
4. Has enlisted, reenlisted or extended an enlistment.

Students receiving educational benefits from the VA should verify student enrollment status with the College's Veterans Representative at least once at the beginning of each semester. Anytime there is a change in enrollment, program of study change, change of address or other changes that may affect veteran benefits, it is the student's responsibility to report the change to the Veterans Representative.

#### **Rules To Remember**

All students receiving VA educational benefits must file a Degree Intent with the Veterans Representative. Students are required to follow their program of study (degree).

Chapter 33 tuition and fees are paid directly to the college. All other Chapter 33 benefits are paid directly to the student. The processing of benefits for first time students can take 8 to 10 weeks. VA students may utilize VA Promissory Notes to charge tuition and fees. The student will clear those charges when they receive their 1st monthly benefit check.

**The Department of Veterans Affairs requires that all persons using VA educational benefits make SATISFACTORY ACADEMIC PROGRESS.** A student who does not meet the minimum standards (listed below) will be placed on probation for one semester. At the end of the probationary semester, if satisfactory academic progress has not been demonstrated, veteran benefits will be terminated. Benefits may resume if the student raises the cumulative grade point average (GPA) to the required minimum standards.

#### **Academic Progress:**

1. Complete all courses attempted.
2. Maintain a semester and cumulative GPA of 2.0.
3. Finish all incomplete grade (I's) within one semester.
4. If withdrawal from school is necessary, the VA recipient must notify the Veterans Representative within one week of withdrawal and supply a written statement of mitigating circumstance.
5. Maintain regular classroom attendance.
6. Complete courses as required on the student's degree plan.
7. Students receiving VA benefits may not receive a "W" (withdrawal) from their instructor at the end of the term.

## Status

The number of credits enrolled in determines the amount of benefits the VA student will receive. Classification of enrollment:

- 12 credit hours or more . . . . . full time
- 9 to 11 credit hours . . . . . 3/4 time
- 6 to 8 credit hours . . . . . 1/2 time
- 1 to 5 credit hours. . . . . less than 1/2 time

Students enrolled in less than half time will be reimbursed for tuition and fees only. Summer sessions are calculated on an accelerated basis.

## Responsibility

1. Have all appropriate paperwork and transfer evaluations on file with the Veterans Representative.
2. Declare a Program of Study (degree) and file a Degree Intent with the Veterans Representative.
3. Have all transcripts from other postsecondary schools, submitted to Northland for evaluation. Please see your academic adviser.
4. Make satisfactory progress.
5. Attend classes pursuant to college attendance policy.
6. Remain in good standing with the college.
7. Inform the Veterans Representative to changes in enrollment.
8. Withdraw formally from classes and file with the Veterans Representative “mitigating circumstances” statement within one week of withdrawal.

9. Failure to earn the required grade-point average during any semester that the student is on “VA probation” will result in termination of veteran educational benefits.
10. Have all debts with the college cleared by the end of each semester.

## Restricted Status

VA students who accumulate 63 credits will be placed on “Restricted Status” and allowed to register only for course work necessary to complete the degree.

## Assessment of Military Training

Assessment of military training and/or coursework will be evaluated through the Veterans Representative. Please complete and submit a Request for Evaluation of Military Credit to NPC’s VA Representative.

The Records and Registration Office evaluates transcripts from AARTS and /or Community College of the Air Force. Official transcripts from AARTS or Community College of the Air Force must be submitted to that office. Please see your academic adviser for assistance.

## Voter Registration

Voter registration forms are available for all students and the public at all NPC campus/center libraries. For more information contact the Navajo County Recorder’s office at (928) 524-4192.

You can also register to vote online at the Arizona Secretary of State’s website: [www.azsos.gov/election/voterregistration.htm](http://www.azsos.gov/election/voterregistration.htm).