Looking for Something...



Section IX Index

Where to Find Information

Α

Academic Advising 26 12-Credit Limit 26 Advisers Information/Phone Numbers 9.26 Arizona Course Applicability System (CAS) 43 Transfer Assistance 43 You Must Declare a Degree/Major 26 Academic Calendar 19 Acceptance 15 Accounting See Business Studies (BUS) 59, 71 Accreditation 5 Adding, Changing or Dropping Classes 18 Administration & Administrative Staff 171 Administration of Justice Studies (AJS) Course Descriptions 117 Admission 12.26 Acceptance 15 Admission Requirements 14 Former and Continuing Students 15 International Students 15 New Students 14 Nursing Program 110 Students with Disabilities 15 Transfer Students 15 Application 12 Classification Criteria 12 Incoming Credit Acceptance Policy 15 Recruiting and Admissions Office 41 Phone Number 9 Residency Requirements 12, 13 Adult Basic Education 38 Advanced Placement (AP) 26 Affirmative Action & Title IX 176 AGEC Arizona General Education Curriculum 63 AGEC Completion 63 If you don't complete an AGEC block? 63 **Requirements 63** Why complete an AGEC? 63 All-USA & All-Arizona Academic Team 52 Alternative Education Services 26 Alternative Learning 26 Arizona State Prisons 28 Assessment of Military Training 46 Credit by National Examination 27 **Dual Enrollment 28** Evaluation of Prior Learning 26 Individualized Learning Contracts 27 Transfer Course Credit 27 Vocational High School Districts 28 NATIVE 28 NAVIT 28

Looking for something...

American Sign Language (ASL) Course Descriptions 154 Americans with Disabilities Act (ADA) 200 Anthropology (ANT) Course Descriptions 117 Apache County Programs 58 Coordinator's Phone Number 9 Appeal of Grade 55 Applicable Catalog 51 Degree Exclusions and Exceptions 51 Petitions for Exceptions 52 Area Emergency Information 48 Arizona Course Applicability System (CAS) 43 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 32 Arizona State Prisons 28 Art (ART) Course Descriptions 117 Talon Gallerv 7.43 Arts and Sciences Division 58 Assessment 60 Faculty and Student Roles 60 Military Training 46 Associate Degree 50, 59, 61 Electives 62 **General Education Course Options** and Discipline Studies 64 Associate of Applied Science (AAS) 59, 61 Automotive Technology (ATO) 59, 69 **Business Studies (BUS)** Accounting 59, 71 Entrepreneurship 59, 72 Management and Leadership 59, 73 Medical Office Technologies 59, 74 Medical Transcription 59, 75 Modern Office Technologies 59, 76 Computer Information Systems (CIS) Computer Information Systems 59, 77 CIS AAS Required Electives 59, 80 Network and PC Support 59, 78 Web Development and Graphic Design 59, 79 Construction Technology (CON) 59, 82 Cosmetology (COS) 59, 84 Early Childhood Studies (ECD) Early Childhood Management 59, 86 Family Care 59, 88 Infant/Toddler 59, 90 Preschool 59, 92 School Age 59, 94 Emergency Medical Technology (EMT) See Paramedicine Film and Digital Video (FDV) 59.97 Fire Science (FRS) 59, 99

General Education Course Options 59, 64 Graduation Requirements 50 Industrial Maintenance and Operations (IMO) 59.103 Mechatronics (MET) Industrial Electrical, Motors and PLC's 59, 104 Industrial Mechanics and Fluid Power 59, 105 Electrical and Instrumentation 59, 106 Medical Assistant (MDA) 59, 107 Nursing Studies (NUR) CNA to RN 59.111 Paramedic to RN 59, 111 **Registered Nursing (RN) AAS** General Education Requirements 111 Paramedicine (EMT) 59, 112 Residential Child/Youth Care 59, 101 Welding (WLD) 59, 114 Associate of Arts (AA) 59, 61, 65 AGEC-A 63 Graduation Requirements 50 NPC Requirements 65 Associate of Arts in Early Childhood (AAEC) 59, 61, 85 Graduation Requirements 50 NPC Requirements 85 Why Study Early Childhood? 85 Associate of Arts in Elementary Education (AAEE) 59, 61, 95 Graduation Requirements 50 NPC Requirements 95 Associate of Business (ABus) 59, 61, 70 AGEC-B 63 Graduation Requirements 50 NPC Requirements 70 Associate of General Studies (AGS) 59, 61, 66 Graduation Requirements 50 NPC Requirements 66 Associate of Science (AS) 59, 61, 67 AGEC-S 63 Graduation Requirements 50 NPC Requirements 67 Attendance 176 Audit Audit Courses Financial Aid Ineligible 35 Grades ('AU') 52 Automotive Technology (ATO) Associate of Applied Science (AAS) 59, 69 Brake and Transmission Systems (CP) 59, 68 Career Opportunities 69 Certificate of Applied Science (CAS) 59, 68 Cost & Time for Completion 68 **Course Descriptions** 119

Northland Pioneer College 2016 – 2017 Catalog Also available online at www.npc.edu/college-catalog

Drive Train, Suspension and Steering, HVAC (CP) 59, 68 Electrical and Electronics Systems (CP) 59, 68 Engine Performance (CP) 59, 68 Engine Repair (CP) 59, 68 Why Study Automotive Technology? 69

В

Biology (BIO) **Course Descriptions** 120 Bookstore Phone Number 9 Also see Textbook Information 42 Brake and Transmission Systems See Automotive Technology (ATO) 68 Business and Community Services 7 Community and Corporate Learning 7 Kid's College 7 Noncredit Classes 18 Phone Number 9 Public Access to Computers & Network 8 Small Business Development Center 8 Phone Number 9 Talon Gallery 7 **Business Office** Phone Number 9 **Business Studies (BUS)** Accounting 59, 71 **Course Descriptions 120** Entrepreneurship 59, 72 Management and Leadership 59, 73 Medical Office Technologies 59, 74 Medical Transcription 59, 75 Modern Office Technologies 59, 76

С

Calendar Academic Calendar 19 Financial Aid Calendar 30 Campus Security 48 **Campus Sexual Violence Elimination** (SaVE) Act 177 Canceled Course 35 Career and Technical Education Division 58 Career Services 28 Career Assessment 28 Internships 28 **On-Campus Student Employment 28** Phone Number 9 Catalog Not a Contract 200 **Revisions 200** Certificate of Applied Science (CAS) 50, 59, 61 Automotive Technology (ATO) 59, 68 **Business Studies (BUS)** Accounting 59, 71

Entrepreneurship 59, 72 Management and Leadership 59, 73 Medical Office Technologies 59, 74 Medical Transcription 59.75 Modern Office Technologies 59, 76 Construction Technology (CON) 81 Cosmetology (COS) 59, 84 Early Childhood Studies (ECD) Early Childhood Management 59, 86 Family Care 59, 88 Infant/Toddler 59,89 Preschool 59.91 School Age 59, 93 Fire Science (FRS) 98 Graduation Requirements 50 Industrial Maintenance and Operations (IMO) Electrical 59.103 Industrial Plant Operations 59, 103 Instrumentation 59.103 Mechanical Maintenance 59, 103 Operations/Maintenance 59, 103 Medical Assistant (MDA) 59, 107 Nursing Studies (NUR) 59, 109 Paramedicine (EMT) 59. 112 Practical Nursing (LPN) 59, 111 Residential Child/Youth Care 59, 100 Welding (WLD) 59, 114 Certificate of Proficiency (CP) 51, 59, 61 Automotive Technology (ATO) Brake and Transmission Systems 59, 68 Drive Train, Suspension and Steering, HVAC 59.68 Electrical and Electronic Systems 59, 68 Engine Performance 59, 68 Engine Repair 59, 68 **Business Studies (BUS)** Accounting 59.71 Entrepreneurship 59, 72 Management and Leadership 59, 73 Medical Office Technologies 59, 74 Modern Office Technologies 59, 76 Computer Information Systems (CIS) Commercial Graphics Fundamentals 59, 78 Graphic Design 59, 79 Network and PC Support 59, 78 Web Development 59, 79 Construction Technology (CON) Construction Technology 59, 81 Drafting 59, 81 Cosmetology (COS) Cosmetology 59, 84 Cosmetology Instructor 59, 83 Nail Technician 59, 83 Early Childhood Studies (ECD) Family Care 59, 87 Infant/Toddler 59, 89 Preschool 59, 91 School Age 59, 93

Education Studies (EDU) Education Professions 59, 96 Fire Science (FRS) Driver/Operator 59, 98 Firefighter 59, 98 Leadership 59, 98 Graduation Requirements 51 Industrial Maintenance & Operations (IMO) Electrical 59, 102 Industrial Plant Operations 59, 102 Instrumentation 59, 102 Mechanical Maintenance 59, 102 Operations/Maintenance 59, 102 Wastewater Collection and Treatment 59, 102 Water Supply Treatment 59, 102 Nursing Assistant (NAT) 59, 108 Paramedicine (EMT) 59, 112 Residential Child/Youth Care 59, 100 Welding (WLD) Level I - Entry-Level Welder 59, 113 Level II - Intermediate Welder 59, 113 Level III - Advanced Welder 59, 113 **Certificate Programs** See also specific program area Certificate of Applied Science (CAS) 59, 61 Certificate of Completion (CRT) 59, 61 Certificate of Proficiency (CP) 59, 61 Degrees & Certificates Offered 59, 61 Chemistry (CHM) **Course Descriptions** 124 **Classification Criteria Regular Students** 12 Special Status 12 Under 18 Years of Age 12 **Tuition Purposes** 13 Closures **Class Cancellation 48** CNA to RN See Nursing Studies (NUR) 109 Collection Fees 22 College and Career Preparation (CCP) 29 Adult Basic Education 38 **Course Descriptions** 124 Division 58 Phone 29 Student Writing Center 42 Tuition 20 Tutoring 43 College District 5 College Level Examination (CLEP) 27 College Visitation 5 **Commercial Graphics Fundamentals** See Computer Information Systems (CIS) 78 Communicable Diseases 176

C (Continued)

Community and Corporate Learning 7 **Corporate Learning** Phone Number 9 Kid's College 7 Noncredit Classes 18 Complete Withdrawal From All Classes 36 CompTia A+, N+, S+ 78 **Computer Competency** 17 Computer Information Systems (CIS) Career Opportunities 77 Commercial Graphics Fundamentals (CP) 59, 77 **Computer Information Systems** Associate of Applied Science (AAS) 59, 77 Certificate of Applied Science (CAS) 59.77 Cost & Time for Completion 77, 78 **Course Descriptions** 125 Network and PC Support Associate of Applied Science (AAS) 59, 78 Certificate of Applied Science (CAS) 59.78 Certificate of Proficiency (CP) 59, 78 CompTia A+, N+, S+ 78 Web Development and Graphic Design Associate of Applied Science (AAS) 59, 79 Certificate of Applied Science (CAS) 59, 79 Graphic Design (CP) 59, 79 Web Development (CP) 59, 79 Construction Technology (CON) Associate of Applied Science (AAS) 59, 82 Career Opportunities 82 Certificate of Applied Science (CAS) 59, 81 Certificate of Proficiency (CP) 59, 81 Cost & Time for Completion 81 **Course Descriptions** 127 Drafting (CP) 59, 81 Why Study Construction Technology? 82 **Corporate Learning** Phone Number 7, 9 Special Fees 22 Cosmetology (COS) Associate of Applied Science (AAS) 59, 84 Career Opportunities 84 Certificate of Applied Science (CAS) 59, 84 Certificate of Proficiency (CP) 84 Cosmetology Instructor (CP) 59, 83 Club 39 Cost & Time for Completion 83 Course Descriptions 129 Nail Technician (CP) 59, 83 Why Study Cosmetology? 83 Course Changes 18 Financial Aid Impact 35 **Course Delivery Methods** Alternative Learning 56 **Connected Classrooms** 56 Course Offering Limitations 56 Multi-Course Learning Environment 56

Online Classes 56 Traditional Classroom 56 **Course Descriptions** Administration of Justice Studies (AJS) 117 Anthropology (ANT) 117 Art (ART) 117 Automotive Technology (ATO) 119 Biology (BIO) 120 Business (BUS) 120 Chemistry (CHM) 124 College and Career Preparation 124 Computer Information Systems (CIS) 125 Construction Technology (CON) 127 Cosmetology (COS) 129 Drafting (DRF) 132 Early Childhood Development (ECD) 133 Economics (ECN) 136 Education (EDU) 136 Emergency Medical Technology (EMT) 139 English (ENL) 140 Film and Digital Video 142 Fire Science (FRS) 142 French (FRE) 143 Geography (GEO) 143 Geology (GLG) 144 German (GER) 144 Health and Physical Education (HPE) 144 Health Sciences (HES) 146 Heavy Equipment Operations (HQO) 146 History (HIS) 148 Home Crafts and Technology (HCT) 148 Honors Colloguia (HON) 149 Human Development (HDE) 149 Humanities (HUM) 150 Human Services (HUS) 149 Index 116 Industrial Arts (INA) 150 Industrial Maintenance & Operations (IMO) 151 Information and Communication Technology (ICT) 154 Languages (LAN) 154 Lecture-Lab Designation 116 Mathematics (MAT) 154 Mechatronics Engineering Technology (MET) 155 Medical Assistant (MDA) 156 Music (MUS) 157 Nursing Assistant Training (NAT) 158 Nursing (NUR) 158 Pharmacy Technician (PHT) 160 Philosophy (PHL) 160 Photography (PHO) 160 Physics (PHY) 161 Political Science (POS) 161 Psychology (PSY) 161 Sociology (SOC) 162 Spanish (SPA) 162 Speech, Theatre and Film (SPT) 162 Welding (WLD) 164

Workshops and Special Project Courses 166 Course Equivalency Guides 61 Course Fees 21 Course Offering Limitations 56 Credit By Examination 27 Credit Evaluation 41 Veterans 46 Crime Awareness and Campus Security Campus Law Enforcement 177 **Campus Sexual Violence Elimination** (SaVE) Act 177 College Community Notification Process 178 Crime Prevention Awareness and Education 177 Drug-Free Workplace 181 Reporting Crimes and Emergencies 176 **Reporting Emergencies** 186 Security and Access to Campus Facilities 177 Use, and Sale of Alcoholic Beverages and Illegal Drugs 179 Crisis Manager Application 47

D

Dates See Academic Calendar 19 See Financial Aid Calendar 30 Dean's List Honors 53 Debt Responsibility 22 **Degree Programs** Associate of Applied Science (AAS) 59, 61 Associate of Arts (AA) 59, 61 Associate of Arts in Early Childhood (AAEC) 59, 61 Associate of Arts in Elementary Education (AAEE) 59,61 Associate of Business (ABUS) 59, 61 Associate of General Studies (AGS) 59, 61 Associate of Science (AS) 59, 61 Certificate of Applied Science (CAS) 59, 61 Certificate of Completion (CRT) 59, 61 Certificate of Proficiency (CP) 59, 61 Course Equivalency Guides 61 Graduation Requirements 50 Degrees and Certificates 50, 59 Associate Degrees 50, 59 Graduation Requirements 50 Certificate of Applied Science (CAS) 50, 59 Graduation Requirements 50 Certificate of Proficiency (CP) 51, 59 Graduation Requirements 51 Degrees & Certificates Offered 59 **Disability Resouce & Access Office** Admission Requirements 15 **Disability Grievance Procedure 29 Disclosure of Required Documentation 29** Phone Number 9 Drafting (DRF) Certificate of Proficiency (CP) 59, 81 **Course Descriptions** 132

Drive Train, Suspension and Steering, HVAC (CP) See Automotive Technology (ATO) 68 Dropping and Adding a Course 35 Drug-Free Student Environment 179 Alcohol and Drug Policy and Prevention 181 Drug and Alcohol Abuse 179 Drug-Free Schools and Communities Act of 1989 179 Drug-Free Workplace 181 Drug Prevention Program 181 Health Risks 180 Substance Abuse Problems 180 Dual Enrollment 28

Ε

Eagle Club 39 Early Childhood Studies (ECD) Associate of Arts in Early Childhood (AAEC) 59.85 **Course Descriptions** 133 ECD Club 40 Early Childhood Management Associate of Applied Science (AAS) 59, 86 Career Opportunities 86 Certificate is Foundational 86 Certificate of Applied Science (CAS) 59, 86 Why study Early Childhood? 86 Family Care Associate of Applied Science (AAS) 59, 88 Career Opportunities 88 Certificate of Applied Science (CAS) 59, 88 Certificate of Proficiency (CP) 59.87 Infant/Toddler Associate of Applied Science (AAS) 59, 90 Career Opportunities 90 Certificate is Foundational 89 Certificate of Applied Science (CAS) 59, 89 Certificate of Proficiency (CP) 59, 89 Why study Infant/Toddler? 89 Preschool Associate of Applied Science (AAS) 92 Career Opportunities 92 Certificate of Applied Science (CAS) 91 Certificate of Proficiency (CP) 91 School Age Associate of Applied Science (AAS) 94 Career Opportunities 94 Certificate of Applied Science (CAS) 93 Certificate of Proficiency (CP) 93 eCashier Payment Plan 22 Economics (ECN) **Course Descriptions** 136 Education and College and Career Preparation Division 58 Education Studies (EDU) Associate of Arts in Elementary Education (AAEE) 59.95

Career Opportunities 96 Cost & Time for Completion 96 Course Descriptions 136 Education Professions (CP) 59, 96 Why become a Paraprofessional? 96 **Elective Courses** Transfer 62 Also see specific program area **Electrical and Electronics Systems** See Automotive Technology (ATO) 68 Ellie Eaglet (Kid's College Mascot) 5, 7 **Emergency Information** Area Emergency Information 48 In Case of Crisis App 47 NPC Alert (RAVE) 47 Text Alerts 47 Where To Find Emergency Information 47 Emergency Medical Technology (EMT) Also See Paramedicine 112 Course Descriptions 139 Emeriti 168 Engine Performance (CP) See Automotive Technology (ATO) 68 Engine Repair (CP) See Automotive Technology (ATO) 68 English (ENL) **Course Descriptions** 140 Entrepreneurship See Business Studies(BUS) 59, 72 Ernie Eagle (Mascot) 3, 5 Estimated Student Costs 20 Evaluation of Prior Learning 26 Excess Course Load 17 **Experiential Education 28**

F

Faculty 172 Family Care See Early Childhood Studies (ECD) 87 Family Educational Rights and Privacy Act (FERPA) 181 **Directory Information** 182 Federal Pell Grant 32 Limit on Eligibility 32 Federal Student Aid Programs 32 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 32 Federal Supplemental Educational Opportunity Grant (FSEOG 32 Federal Work Study (FWS) 32 Federal Supplemental Educational Opportunity Grant (FSEOG) 32 Federal Work Study (FWS) 32 Fees 21 Film and Digital Video (FDV) Associate of Applied Science (AAS) 59, 97 Career Opportunities 97

Certificate of Applied Science (CAS) 59, 97 Certificate of Proficiency (CP) 59, 97 **Course Descriptions** 142 Financial Aid 30 Additional Information 37 Appeal is Required if Placed on Financial Aid Probation 35 Assistance with Application 32 Calendar 30 Canceled Course 35 Changes Coming for 2017-18 31 Check your FAFSA status 32 Complete Withdrawal From All Classes 36 Dropping and Adding a Course 35 FAFSA results 32 FAFSA status 32 Failure to Meet Satisfactory Academic Progress **Requirements 34** Veterans 46 Federal Pell Grant Limit 32 Federal Student Aid Programs 32 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 32 Federal Pell Grant 32 Federal Supplemental Educational **Opportunity Grant (FSEOG) 32** Federal Work Study (FWS) 32 Filling out your FAFSA 32 Financial Aid Disbursement 33 Financial Aid Eligibility 33 Financial Aid Probation 34 Appeal is Required 35 Financial Aid Refunds 22 Financial Aid Rights and Responsibilities 36 Financial Aid Warning 34 Impact of Schedule Changes on Financial Aid 35 Independent Student 31 Non-Attendance or No Show 35 Noncredit and Audit Courses Ineligible 35 NPC Scholarships 33 Other Scholarships 33 Phone Number 9, 37 Priority Deadline 30 Rights and Responsibilities 36 Satisfactory Academic Progress (SAP) 33 Failure to Meet Satisfactory Academic Progress Requirements 34 Veterans 46 Schedule Change Impact Canceled Course 35 Dropping and Adding a Course 35 Non-Attendance 35 Withdrawal Before the First Day of Classes 35 Scholarships Search 33 Steps to Apply 30 Independent student 31 Verification Process 33

Looking for Something...

F (Continued)

When Dropping and Adding a Course 35 Withdrawal Before the First Day of Classes 35 Withdrawing Without "W" on Transcript 35 Financial Aid Disbursement 33 Financial Aid Eligibility 33 Financial Aid Probation 34 Appeal is Required 35 Financial Aid Rights and Responsibilities 36 Financial Aid Warning 34 Financial Statement 200 Finish Line Scholarship Deadline 10 Fire Science (FRS) Associate of Applied Science (AAS) 59, 99 Career Opportunities 99 Certificate of Applied Science (CAS) 59, 98 Certificate of Proficiency Firefighter (CP) 59, 98 Driver/Operator (CP) 59, 98 Leadership (CP) 59, 98 Cost & Time for Completion 99 **Course Descriptions** 142 **Degree Requirements** 98 First Responders 99 **Flexible Degree** Associate of General Studies (AGS) 66 For the Record Americans with Disabilities Act (ADA) 200 Catalog Not a Contract 200 Financial Statement 200 Notice of Nondiscrimination 200 Protection of Intellectual Property 200 Free Application for Federal Student Aid (FAFSA) 24 French (FRE) **Course Descriptions** 143

G

GED® Testing 38 Adult Basic Education 28 Opportunities Through Education (OTE) 38, 124 Phone Number 9, 38 **Requirements for Testing 38** General Education Course Options 64 General Education Values 60 General Studies Degree (AGS) 59, 61, 66 Geography (GEO) **Course Descriptions** 143 Geology (GLG) **Course Descriptions** 144 German (GER) **Course Descriptions** 144 Grades Appeal 55 Audit ('AU') 53 Grade Key 53

Grading Procedure 54 Incomplete ('l') 54 Pass ('P') 54 Raising Grades 55 **Repeating Courses** 55 Reporting 55 Withdrawal ('W') 54 Graduation Applicable Catalog 51 Application Deadline 50 Degrees and Certificates 50 Grades 53 Requirements 51 Scholastic Honors 52 Transcripts 52 Graphic Design See Computer Information Systems (CIS) 79

Н

Harassment and Unlawful Discrimination 182 **Complaint Procedures** 183 Definitions 182 **Discipline** 183 Educational Programs 182 Hazing Prevention 184 Complaints and Reports 184 Intention 185 Prohibited Conduct 184 Health and Physical Education (HPE) **Course Descriptions** 144 Health Sciences (HES) **Course Descriptions** 146 Heavy Equipment Operations (HQO) **Course Descriptions** 146 Higher One See NPC Money Card 23 **High School Programs** Phone Number 9 See also Dual Enrollment 28 History (HIS) **Course Descriptions** 148 Home Crafts and Technology (HCT) **Course Descriptions** 148 Honors Colloguia (HON) **Course Descriptions** 149 Also See President's Scholars Program 40 Human Development (HDE) Course Descriptions 149 Humanities (HUM) **Course Descriptions** 150 Human Resources Office Phone Number 9 Human Services (HUS) **Course Descriptions** 149 Residential Child/Youth Care Associate of Applied Science (AAS) 59, 101 Career opportunities 100

Certificate of Applied Science (CAS) 59, 100 Certificate of Proficiency (CP) 59, 100 Why become a Residential Youth/Care Assistant? 100

I

In Case of Crisis App 47 Incoming Credit Acceptance Policy 15 Other Credit Sources 15 **Regionally Accredited Institutions** 15 Incomplete ('l') Grades 54 Individual Learning Contract 27 Industrial Arts (INA) **Course Descriptions** 150 Industrial Maintenance & Operations (IMO) Associate of Applied Science (AAS) 59, 103 Career Opportunities 102 Certificate of Applied Science (CAS) 59, 103 Certificate of Proficiency (CP) Electrical (CP) 59, 102 Industrial Plant Operations (CP) 59, 102 Instrumentation (CP) 59, 102 Mechanical Maintenance (CP) 59, 102 Operations/Maintenance (CP) 59, 102 Wastewater Collection and Treatment (CP) 59, 102 Water Supply Treatment (CP) 59, 102 Cost & Time for Completion 103 **Course Descriptions** 151 Why study IMO? 102 Industrial Plant Operations (CP) 59, 102 See Industrial Maintenance and Operations (IMO) 102 Infant/Toddler See Early Childhood Studies (ECD) 89, 90 Information and Communication Technology (ICT) **Course Descriptions** 154 Instructional Course Fees 21 Instructional Divisions and Programs 58 Apache County Programs 58 Arts and Sciences Division 58 Career and Technical Education Division 58 Education and College and Career Preparation Division 58 Nursing and Allied Health Programs 58 Instrumentation (CP) See Industrial Maintenance and Operations (IMO) 102 International Students 15 Internships 28

Κ

Keeping Informed 47 Area Emergency Information 48 Closures 48 Crisis Manager Application 47

96 Looking for something...

Northland Pioneer College 2016 – 2017 Catalog Also available online at www.npc.edu/college-catalog

RAVE Alerts 47 Reporting Emergencies 48 Text Messaging 47 Where to Find Emergency Information 47 Kid's College 7

L

Languages (LAN) Course Descriptions 154 Late Registration Fee 20 Exceptions 21 Petition to Waive Late Registration Fee 21 Library Services 39 Locations Holbrook Campus Phone Number 9 Hopi Center Phone Number 9 Kayenta Center Phone Number 9 Show Low Campus Phone Number 9 Snowflake/Taylor Campus Phone Number 9 Springerville/Eagar Center Phone Number 9 St. Johns Center Phone Number 9 Whiteriver Center Phone Number 9 Winslow Campus Phone Number 9

Μ

Management and Leadership See Business Studies (BUS) 73 Mascot and Colors 5 Mathematics (MAT) Course Descriptions 154 Mechanical Maintenance (CP) 59, 102 See Industrial Maintenance and Operations (IMO) 102 Mechatronics Engineering Technology (MET) Career Opportunities 104, 105, 106 **Course Descriptions** 155 **Electrical and Instrumentation** Associate of Applied Science(AAS) 59, 106 Certificate of Applied Science (CAS) 59, 106 Certificate of Proficiency (CP) 59, 106 Industrial Electrical, Motors and PLC's Associate of Applied Science (AAS) 59, 104 Certificate of Applied Science (CAS) 59, 104 Certificate of Proficiency (CP) 59, 104 Industrial Mechanics and Fluid Power Associate of Applied Science (AAS) 59, 105 Certificate of Applied Science (CAS) 59, 105 Certificate of Proficiency (CP) 59, 105 Media Fee 21 Media Fee Refund 23 Medical Assistant (MDA) Associate of Applied Science (AAS) 59, 107 Career Opportunities 107 Certificate of Applied Science (CAS) 59, 107 Cost & Time for Completion 107 Course Descriptions 156

Medical Office Technologies See Business Studies (BUS) 74 Medical Transcription 75 See Business Studies (BUS) 75 Merit Recognition 39 Mission 6 Modern Office Technologies 76 See Business Studies (BUS) 76 Music (MUS) Course Descriptions 157 Groups 40

Ν

Nail Technician (CP) See Cosmetology Studies (COS) 83 Navajo County Community College District Governing Board 168 Network and PC Support See Computer Information Systems (CIS) 78 Non-Attendance 35 Noncredit and Audit Courses 18 Financial Aid Ineligible 35 Notice of Nondiscrimination 200 NPC Alert (RAVE) 47 **Campus Sexual Violence Elimination** (SaVE) Act 177 NPC Money Card 23 NPC RAVE 47 NPC Scholarships 33 Nursing and Allied Health Programs 58 Nursing Assistant Training (NAT) Certificate of Proficiency (CP) 59, 108 Cost & Time for Completion 108 Course Descriptions 158 Nursing Studies (NUR) Admission to the Nursing Program 110 Admission Selection: 110 Prerequisite Courses for Program Admission 110 Career Opportunities 111 Cost & Time for Completion 111 Course Descriptions 158 Emphasis 109 CNA to RN 109 Paramedic to RN Transition 109 Paramedic to RN 111 Practical Nursing (CAS) 111 Program Overview 109 Registered Nursing (RN) AAS General Education Requirements 111 Requirements 109 Student Nurse Guidelines 110 Why choose NPC's Nursing Program? 110

0

On-Campus Student Employment 28 Online Bookstore 42 See Textbook Information 42 **Online Courses** Proof of Computer Competency Required 17 Refund 23 Operations/Maintenance (CP) See Industrial Maintenance and Operations (IMO) 102 Organizations & Activities 39 Cosmetology Club 39 Eagle Club 39 Music/Theatre/Speech 40 Outdoor Club 40 Phi Theta Kappa 40 President's Scholars Program 40 Student Ambassador Program 40 Student Government Association 40 Phone Number 9 Study Abroad Opportunity 41 Orientation See SOAR 17 Outdoor Club 40

Ρ

Paramedicine (EMT) 112 Associate of Applied Science (AAS) 112 Certificate of Applied Science (CAS) 112 Certificate of Proficiency (CP) 112 Cost & Time for Completion 112 **Course Descriptions** 139 How do I start? 112 Paramedic to RN Transition 109 Prerequisites 112 Payment Plan 22 Peer-to-Peer Distribution of Intellectual Property 185 Pharmacy Technician (PHT) **Course Descriptions** 160 Philosophy (PHL) **Course Descriptions** 160 Phi Theta Kappa 40 Phone Numbers 9 Photo and Videotape Notice 185 Photography (PHO) **Course Descriptions** 160 Physics (PHY) Course Descriptions 161 Placement Testing 16 Plagiarism Traffic School 190 Political Science (POS) Course Descriptions 161 Preschool See Early Childhood Studies (ECD) 91 President's List Honors 53

Section IX Index

P (Continued)

President's Scholars Program 40 Priority Deadline (Financial Aid) 30 Programs and Degrees 57 Assessment 60 Definitions 62 Degrees & Certificates Offered 59 General Education Values 60 Graduation Requirements 50 SUN numbers 62 University Transfer Agreements 61 What is AGEC? 63 Protection of Intellectual Property 200 Psychology (PSY) Course Descriptions 161 Public Access to Computers & Network 8 Purposes 6

R

RAVE Alert System 47 Records and Registration 41 Appeal of Grade 55 Credit Evaluation 41 Phone Number 9 Transcripts 41, 52 Recruiting and Admissions Office 41 Phone Number 9 Refunds 22 Cancellations 23 Course Change Refund 23 **Exception Refunds 23** Financial Aid Refunds 22 Internet (Online) Refund 23 Media Fee Refund 23 One and Two-Day Workshops 22 Other Refunds 22 **Regular Semester Course 22** Short Term 22 Summer Sessions 22 Tuition and Fees 22 **Registration 16** Adding, Changing or Dropping Classes 18 Computer Competency 17 Placement Testing 16 **Registration Dates** 16 Updating Contact Information 18 Registration Dates 16, 19 Release of Educational Records 181 Annual Notification of FERPA Rights 181 **Directory Information** 182 Family Educational Rights and Privacy Act (FERPA) 181 Inspect Educational Records 181 Limitation on Right of Access 181 **Repeating Courses 55**

Reporting Crimes and Emergencies 48, 186 Residency Requirements 12 Classification of Students for Tuition Purposes 13 United States Residency Verification 12 Residential Child/Youth Care 100 Associate of Applied Science (AAS) 59, 101 Career Opportunities 100 Certificate of Applied Science (CAS) 59, 100 Certificate of Proficiency (CP) 59, 100 Cost & Time for Completion 101 Why become a Residential Child/Youth Assistant? 100

S

Satisfactory Academic Progress 33 Appeal is Required if Placed on Financial Aid Probation 35 Failure to Meet Satisfactory Academic Progress **Requirements 34** Financial Aid Probation 34 Financial Aid Warning 34 Veterans 46 Scholarships 33 Finish Line Deadline 10 Scholarship Search 24, 33 Scholastic Honors 52 All-USA & All-Arizona Academic Team 53 President's & Dean's Lists 53 School Age See Early Childhood Studies (ECD) 93 Shared Unique Number (SUN) 116 Shared Values 6 Shared Vision 6 Short Term Credit Classes 18 Small Business Development Center 8 Phone Number 9 SOAR (Student Orientation) 17 Sociology (SOC) Course Descriptions 162 Spanish (SPA) **Course Descriptions** 162 Special Fees 21 Speech, Theatre and Film (SPT) **Course Descriptions** 162 Student Ambassador Program 40 Student Appeal of Grade 55 Student Conduct Code Academic Misconduct, Hearing 189 Academic Misconduct, Procedure 189 Administration of Student Conduct Code 186 **Definitions** 186 Non-Academic Misconduct, Hearings 188 Plagiarism Traffic School 190 Prescribed Conduct 186 Procedures 187 Student Email 41

How do I get My Username? 42 Student Government Association 40 Phone Number 9 Student Grievance 190 Decision 190 Initiating a Grievance 190 Investigation 190 No Reprisals 190 Student Right-To-Know 190 Student Health Insurance 42 Student Housing 42 Student Load Classification 17 Excess Course Load 17 Excess Course Load for Summer Sessions 17 Student Organizations and Activities Cosmetology Club 39 Eagle Club 39 Early Childhood Education Club 40 Music/Theatre/Speech Groups 40 Outdoor Club 40 Phi Theta Kappa 40 President's Scholars Program 40 Student Ambassador Program 40 Student Government Association 40 Study Abroad Opportunity 41 Student Orientation (SOAR) 17 Student Payments 22 Collection Fees 22 Non-Payment 22 Student Responsibilities for Debt 22 Student Rights and Responsibilities Affirmative Action & Title IX 176 Attendance 176 Campus Sexual Violence Elimination (SaVE) Act 177 Communicable Diseases 176 Crime Awareness and Campus Security 176 Drug-Free Student Environment 179 Family Educational Rights and Privacy Act (FERPA 181 Harassment and Unlawful Discrimination 182 Hazing Prevention 184 Peer-to-Peer Distribution of Intellectual Property 185 Photo and Videotape Notice 185 Release of Educational Records 181 **Reporting Emergencies** 186 Student Appeal of Grade 55 Student Conduct Code 186 Student Grievance 190 Student Right-To-Know 190 Student Services 25, 26, 176 Academic Advising 26 Alternative Education Services 26 Career Services 28 College and Career Preparation 29 Disability Resource and Access Office 29 Financial Aid 30

Northland Pioneer College 2016 – 2017 Catalog Also available online at www.npc.edu/college-catalog

GED®/High School Equivalency Diploma 38 Library Services 39 Merit Recognition 39 Organizations and Activities 39 Plagiarism Traffic School 190 Records and Registration 41 Recruiting and Admissions Office 41 Student Email 41 Student Government Association 40 Student Health Insurance 42 Student Housing 42 Student Writing Centers 42 Textbook Information 42 Transfer Assistance 43 Tutoring 43 Veterans Services 44 Voter Registration 46 Student Writing Centers 42 Study Abroad Opportunity 41 Summer Sessions Dates 19 Refunds 22 SUN numbers 62 Support Center Phone Number 9

Т

Talon Art Gallery 7 Textbook Information 42 How to find required textbooks 42 Online Bookstore 42 Book Buyback 43 Electronic Textbooks 42 Payment Options 43 Rental Textbooks 42 Shipping Options 43 Text Messaging 47 Transcripts 41.52 Fees 21 Transfer Assistance 43 Arizona Course Applicability System (CAS) 43 Transfer Course Credit 27 Transfer Degrees 59, 65, 67, 70, 95 Associate of Arts (AA) 59, 65 Associate of Arts in Early Childhood (AAEC) 59,85 Associate of Arts in Elementary Education (AAEE) 59,95 Associate of Business (ABus) 59, 70 Associate of Science (AS) 59, 67 Graduation Requirements 50 Tuition and Fees 20 Apache County Tuition 20 Instructional Course Fees 21 Late Registration Fee 20 Media Fee 21 New Mexico Residents 20

Non-resident Base Tuition 20 Refunds 22 Senior Citizens 20 Student Payments 22 Special Fees 21 Summer Session 20 Western Interstate Commission for Higher Education 20 Western Undergraduate Exchange 20 Tutoring 43 I Want to be a Tutor 43 Request for a Tutor 43

U

United States Residency Verification 12 University Transfer Agreements 61 Updating Contact Information 18

V

Veterans Services 44 Academic Progress: 46 Assessment of Military Training 46 Chapter 31: VA Vocational Rehabilitation 44 Chapter 33: The Post-9/11 GI Bill 44 Chapter 35: Survivors' and Dependents Educational Assistance (DEA) 44 Chapter 1606: Montgomery G.I. Bill -Selected Reserve (MGIB-SR) 44 Educational Programs: 44 Eligibility 44 Phone Number 9 Priority Registration Day 45 Responsibility 46 **Restricted Status 46** Rules To Remember 45 Satisfactory Academic Progress 46 Status 46 VA Students must: 44 Vocational High School Districts 28 Voter Registration 46

W

Wastewater Collection and Treatment (CP) See Industrial Maintenance and Operations (IMO) 102
Water Supply Treatment (CP) See Industrial Maintenance and Operations (IMO) 102
Weather Emergencies Area Emergency Information 48 Process for Closing/Cancellation at a Center/Campus General Principles 48
Web Development See Computer Information Systems (CIS) 79 Welcome from President 4 Welding (WLD) Associate of Applied Science (AAS) 59, 114 Career Opportunities 114 Certificate of Applied Science(CAS) 59, 114 Certificates of Proficiency (CP) Level I - Entry-Level 113 Level III - Advanced 113 Level II - Intermediate 113 Cost & Time for Completion 114 Course Descriptions 164 Welding Training Centers 113 Why study Welding? 113 Western Interstate Commission for Higher Education 20 Western Undergraduate Exchange 20 What is AGEC? 63 Where to Find Emergency Information 47 Who We Are Accreditation 5 College District 5 **College Visitation** 5 Mascot and Colors 5 Mission 6 Purposes 6 Shared Values 6 Shared Vision 6 WICHE/WUE. See Western Interstate Commission for Higher Education 20 Withdrawal Before the First Day of Classes 35 **Complete Withdrawal From All Classes** Financial Aid Impact 36 Dropping or Adding Classes 35 Grades ('W') 54 Veterans 46 Withdrawing Without "W" on Transcript 35 Financial Aid Impact 35 Workshops and Special Project Courses **Course Descriptions** 166

For the Record...

Important Notices

Northland Pioneer College Catalog 2016-2017

Be aware that this catalog does not establish a contractual relationship. The general catalog sets forth the official policies, rules, and regulations that apply to every student attending the college. Such directives may be modified during the college year by digital publication of a catalog supplement update to the online catalog, *www.npc.edu/college-catalog*.

Americans with Disabilities Act

Northland Pioneer College complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against people with disabilities in any activity or service operated or funded by state or local government, similar to the Section 504 requirement for services operated or funded by the federal government. Inquiries regarding either of these Acts should be directed to the Vice President for Learning and Student Services.

Financial Statement

The Northland Pioneer College annual audit specifically titled Navajo County Community College District (Northland Pioneer College) Single Audit Reporting Package is a public record and is available at the State of Arizona Office of the Auditor General website (http://www.azauditor.gov/reports-publications/ community-colleges) or from the office of the Vice President for Administrative Services, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7440.

Public Notice of Nondiscrimination

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resource, 2251 E. Navajo Blvd., Holbrook, AZ 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Protection of Intellectual Property

Northland Pioneer College uses many software products that are registered trademarks or tradenames. Often these are used in academic programs and may include all Microsoft or Adobe products; QuickBooks, Medisoft; BASIC; Cisco; PASCAL; JAVA; COBOL; C; C++: Novell; UNIX; AutoCAD; and AutoSketch. Except as expressly written in any license agreement, all rights are reserved by the product manufacturer.

NPC COLLEGE CATALOG

OUR MISSION: NORTHLAND PIONEER COLLEGE CREATES, SUPPORTS AND PROMOTES LIFELONG LEARNING.

Kayenta Center

160



Northland Pioneer College Expanding Minds • Transforming Lives

Always speak to

an NPC academic

adviser to ensure

you're on the

right path!

To send <u>mail</u> to NPC: Please use this mailing address for all campus and center locations. P.O. Box 610, Holbrook, AZ 86025





AskNPC aims to answer <u>any</u> question <u>anyone</u> has about <u>anything</u> at NPC! The AskNPC database either gives you the answer or points you to the appropriate office to get an answer. There's even a **mobile app** for AskNPC for iPhones and Droids. Simply download it to your phone!

So just AskNPC!

<u>Campuses</u>

New

Mexico

Little Colorado Campus 1400 E. Third Street Winslow, AZ p (928) 289-6511 f (928) 289-6512

Painted Desert Campus

2251 E. Navajo Blvd. Holbrook, AZ p (928) 524-7311 f (928) 524-7312

Silver Creek Campus

1611 S. Main Street Snowflake/Taylor, AZ **p** (928) 536-6211 f (928) 536-6212

White Mountain Campus

1001 W. Deuce of Clubs Show Low, AZ **p** (928) 532-6111 f (928) 532-6112

Centers

Hopi Center

First Mesa (Adjacent to Hopi Jr/Sr. High School) Polacca, AZ **p** (928) 738-2265 f (928) 524-7608

Kayenta Center

¹⁄₄ mile north of Hwy. 160 on Hwy. 163 Kayenta, AZ **p** (928) 697-8333 f (928) 524-7652

Springerville/ Eagar Center

940 E. Maricopa St. Springerville, AZ p (928) 333-2498 f (928) 524-7641

St. Johns Center

65 South 3rd West St. Johns, AZ p (928) 337-4768 f (928) 524-7622

Whiteriver Center

720 S. Chief Whiteriver, AZ p (928) 338-5185 f (928) 524-7673

(800) 266-7845 • www.npc.edu This document available <u>online</u> at www.npc.edu/college-catalog.