# Index...



# Where to Find Information

#### Α

Academic Advising 12-Credit Limit 17 Contact Information 10 Services 17 Transfer Assistance 26, 44 Academic Calendar 23 Academic Integrity Tutorial 186 Academic Probation Satisfactory Academic Progress 63 Financial Aid 29 Other Students 62 Veterans Students 47 Acceptance 15 Accreditation Accreditation Commission for Education in Nursing (ACEN) 99 ASE Education Foundation 71 Commission on Accreditation of Allied Health Education Programs (CAAHEP) 103 Higher Learning Commission (HLC) 7 Pharmacy Technician Training Board 151 Accounting (BUS) Course Descriptions See Business Degree and Certificate Options 56, 73 Adding or Dropping a Course 18 Financial Aid 29 Administration and Administrative Staff 160 Administration of Justice Studies (AJS) Course Descriptions 112 Admission Information Admission Classification 12 Admission Requirements 13 Admission to the NPC Nursing Program 100 Admission to the Surgical Technology Program 105 Incoming Credit Acceptance Policy 15 **Residency Requirements** 13 Adult Basic Education College and Career Preparation 28 Also see GED® Testing Affirmative Action & Title IX 171 AGEC Arizona General Education Curriculum 66 Alerts 41 All-USA & All-Arizona Academic Team 62 Alternative Education Services Alternative Learning (AL) 26, 66 Credit by Examination 27 **Dual Enrollment 27** 

Experiential Education 28 Evaluation of Prior Learning Credits 47 Individualized Learning Contracts 27 Non-Accredited Transfer Credit 27 Vocational High School Districts 28 Assessment of Military Training 47 American Sign Language **Course Descriptions** 145 Americans with Disabilities Act 187 Annual Notification of FERPA Rights 177 Anthropology (ANT) **Course Descriptions** 112 Apache **Course Descriptions** 145 Apache County Programs 19, 54 Tuition 19 Appeal of Grade 180 Applicable Catalog 58 **Application for Graduation** Deadlines 57 Area Emergency Information 49 Arizona Course Equivalency Guide (CEG) 44 Arizona General Education Curriculum (AGEC) 66 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 32 Art (ART) Course Descriptions 112 Arts and Humanities General Education Options 66 Arts and Sciences Division 54 Assessment 55 Associate Degrees 56, 57 General Education Options 66 Graduation Requirements 57 Electives 63 Associate of Applied Science (AAS) Degree Automotive Technology (ATO) 71 **Business Studies (BUS)** Accounting 73 Entrepreneurship 74 Management and Leadership 75 Medical Office Administration 76 Modern Office Technologies 77 Computer Information Systems (CIS) **Computer Information Systems** Cybersecurity 79 Software and Web Development 80 Construction Technology (CON) 82 Cosmetology (COS) 86

Early Childhood Studies (ECD) 89 Energy & Industrial Technician (EIT) 94 Film and Digital Video (FDV) 95 Fire Science (FRS) 97 Graduation Requirements 57 Medical Assistant (MDA) 98 Nursing Studies (NUR) LNA to RN 101 LPN to RN 101 Paramedic to RN 101 Paramedicine (EMT) 103 Surgical Technology (SGT) 105 Therapeutic Massage (TMP) 106 Welding (WLD) 108 Associate of Arts (AA) Degree 56 Degree Requirements 68 Graduation Requirements 57 Associate of Arts in Early Childhood (AAEC) 56 Degree Requirements 87 Graduation Requirements 59 Associate of Arts in Elementary Education (AAEE) 56 **Degree Requirements** 90 Graduation Requirements 59 Associate of Business (ABus) Degree 57 Degree Requirements 72 Graduation Requirements 59 Associate of General Studies (AGS) Degree 56 Degree Requirements 69 Graduation Requirements 57 Associate of Science (AS) Degree 56 Degree Requirements 69 Graduation Requirements 57 Attendance 171 Audit ('AU') Financial Aid (Not Eligible) 33 Grades 60 Automotive Service Operations (CP) 57, 71 Automotive Technology (ATO) ASE Education Foundation Certification 71 Course Descriptions 114 Degree and Certificate Options 57, 71 AZ Constitution Course 18 AZTransfer 44, 63

#### В

BankMobile Refund Options 21

190

**Behavioral Sciences General Education** Options 66 Biology (BIO) **Course Descriptions** 114 **Biological Sciences General Education** Options 66 Bookstore Phone Number 8 Also see Textbook Information **Business and Community Services** Community and Corporate Learning 6 Non-Credit Classes 16 Kids College 6 Learning Adventures Excursions 6 Public Access to Computers and Internet Services 7 Small Business Development Center 7 Talon Gallery 6 **Business Office** Phone Number 8 **Business Studies (BUS)** Accounting 54, 71 Associate of Business (ABus) Degree 54, 70 Course Descriptions 115 Entrepreneurship 54, 72 Management and Leadership 54, 73 Medical Office Administration 54.74 Modern Office Technologies 54, 75

#### С

Calendar Academic 21 Financial Aid 28 Campus Security 170 **Campus Sexual Violence Elimination** (SaVE) Act 171 **Canceled** Course Financial Aid 19 Refunds 20 Career and Technical Education Division 52 **Career Services** Career Assessment 26 Internships 26 NPC Jobs Connection 26 **On-Campus Student Employment 26** Phone Number 8, 26 Certificate of Applied Science (CAS) Automotive Technology (ATO) 54, 69 **Business Studies (BUS)** Accounting 54, 71 Entrepreneurship 54, 72 Management and Leadership 54, 73 Medical Office Administration 54, 74 Modern Office Technologies 54, 75

Computer Information Systems (CIS) Computer Information Systems 54, 76 Cybersecurity 54, 77 Software and Web Development 54, 78 Construction Technology (CON) 54, 79 Cosmetology (COS) 54, 84 Early Childhood Studies (ECD) 54.87 Energy and Industrial Technician (EIT) 54, 91 Film and Digital Video (FDV) 54, 93 Fire Science (FRS) 54, 94 Graduation Requirements 56 Medical Assistant (MDA) 54, 96 Paramedicine (EMT) 54, 101 Practical Nursing (LPN) 54, 98 Therapeutic Massage (TMP) 54, 103 Welding (WLD) 54, 105 Certificate of Proficiency (CP) Automotive Technology (ATO) Automotive Service Operations 54, 69 Electrical Systems and Engines 54, 69 **Business Studies (BUS)** Accounting Fundamentals 54, 71 Entrepreneurship Fundamentals 54, 72 Management and Leadership Fundamentals 54,73 Medical Office Administration Fundamentals 54.74 Modern Office Technologies Fundamentals 54, 75 Computer Information Systems (CIS) Computer Information Systems 54, 76 Cybersecurity 54, 77 Software and Web Development 54, 78 Construction Technology (CON) Construction Technology 54, 79 Drafting 54, 79 Masonry 54.79 Cosmetology (COS) Cosmetology 54,84 Cosmetology Instructor 54, 84 Hairstyling 54, 84 Nail Technician 54, 84 Early Childhood Studies (ECD) 54.87 Education Professions (CP) 54, 89 Energy and Industrial Technician (EIT) Electrical and Instrumentation 54, 91 Electrical 54.91 Industrial Electrical. Motors and PLC's 54, 91 Industrial Mechanics and Fluid Power 54.91 Industrial Plant Operations 54, 91 Instrumentation 54, 91 Mechanical Maintenance 54, 91 Operations/Maintenance 54, 91

Film and Digital Video (FDV) Film and Digital Video 54, 93 **Visual Communications** Fundamentals 54, 93 Fire Science (FRS) Driver/Operator 54.94 Firefighter 54, 94 Leadership 54, 94 Graduation Requirements 54, 56 Medical Assistant (MDA) 54, 96 Nursing Assistant (NAT) 54, 100 Paramedicine (EMT) 54, 101 Therapeutic Massage (TMP) 54, 103 Welding (WLD) Welding Level I – Entry Level Welder 54, 104 Welding Level III – Advanced Welder 54, 104 Welding Level II – Intermediate Welder 54, 104 Certified Nursing Assistant (CNA) 54 Certificate of Proficiency (CP) **Requirements** 100 Chemistry (CHM) Course Descriptions 117 Child and Family Studies (CFS) Course Descriptions 118 **Classification Criteria Regular Student** 10 Special Status 10 Tuition Purposes 11 Under 18 Years of Age 10 **Closings and Class Cancellations** 48 **Collection Fees** 19 College and Career Preparation (CCP) 26 Course Descriptions 118 Division 52 **Opportunities Through Education 35** Student Writing Centers 40 Tuition 17 College Credit in High School 25 College District 5 College Success Strategies Course 15 College Visitation 5 Colors 5 Commission on Accreditation of Allied Health Education Programs (CAAHEP) 101 Communicable Diseases 170 Communication is Key at NPC 49 Communications General Education Options 66 Community and Corporate Learning 6 Non-Credit Classes 16 Kids College 6 Learning Adventures Excursions 6

#### C (Continued)

Phone Number 6.8 Complete Withdrawal From All Classes 16 Financial Aid 33 **Computer Compentency** 15 Computer Information Systems (CIS) Computer Information Systems 54, 76 Course Descriptions 119 Cybersecurity 54, 77 Software and Web Development 54, 78 Conduct Code 182 Academic Integrity Tutorial 186 Academic Misconduct Hearing 186 Procedure 185 Administration of Student Conduct Code 182 **Definitions** 182 Non-Academic Misconduct Hearings 184 Procedures 183 Prescribed Conduct 182 **Connected Course Learning** Environment (CC) 62 Construction Technology (CON) Associate of Applied Science (AAS) Degree 54, 80 Certificate of Applied Science (CAS) 54, 79 Certificate of Proficiency (CP) Construction Technology 54, 79 Drafting 54, 79 Masonry 54, 79 Course Descriptions 122 **Continuing Student Admission** Requirements 13 Corporate Training 6 Special Fees 19 Cosmetology (COS) Cosmetology Club 37 **Course Descriptions 124** Degree and Certificate Options 54 Degree and Certification Requirements 84 Program Overview 81 What's in the Required Kits 82 Cosmetology Instructor 54, 81, 84 Course Changes 16 Financial Aid 33 Refunds 20 **Course Delivery Methods** Alternative Learning 26, 66 Course Offering Limitations 62 Course Descriptions Index 108 Also see Department Listing Course Equivalency Guide 61 Also see AZ Transfer

Course Fees 18 Course Offering Limitations 62 Course Selection Form 106 Credit Acceptance Policy 13 Alternative Learning 26 Credit By Examination 25 Military Training 45 Non-Accredited Transfer Credits 25 Other Credit Sources 13 **Regionally-Accredited Institutions** 13 Crime Awareness and Campus Security 170 Campus Law Enforcement 171 Campus Sexual Violence Elimination (SaVE) Act 171 Community Notification Process 173 **Crime Prevention Awareness and Education** 172 Crime Statistics 172 Drug-Free Environment 173 Reporting Crimes and Emergencies 48 Security and Access to Campus Facilities 171 Use and Sale of Alcoholic Beverages and Illegal Drugs 173 Crisis Manager Application 47 Cybersecurity 77

#### D

Dates See Academic Calendar 21 or Financial Aid Calendar 28 Dean's List 60 Definitions Course Descriptions 65, 108 Degree and Certification Programs 65 Degrees & Certificates Offered 54 Associate of Applied Science (AAS) 54 Accounting (BUS) 54, 71 Automotive Technology (ATO) 54, 69 Entrepreneurship (BUS) 54, 72 **Computer Information Systems** (CIS) 54, 76 Construction Technology (CON) 54, 80 Cosmetology (COS) 54, 84 Cybersecurity (CIS) 54, 77 Early Childhood Studies (ECD) 54, 87 Energy and Industrial Technician (EIT) 54,92 Film and Digital Video (FDV) 54, 93 Fire Science (FRS) 54, 95 LNA to RN (NUR) 54.99 LPN to RN (NUR) 54, 99 Management and Leadership (BUS) 54, 73 Medical Assistant (MDA) 54, 96

Medical Office Administration (BUS) 54.74 Modern Office Technologies (BUS) 54, 75 Paramedic to RN (NUR) 54, 99 Paramedicine (EMT) 54, 101 Software and Web Development (CIS) 54, 78 Surgical Technology (SGT) 54, 102 Therapeautic Massage Program (TMP) 54, 103 Welding (WLD) 54, 105 Associate of Arts (AA) Degree 54, 66 Associate of Arts in Early Childhood (AAEC) 54,86 Associate of Arts in Elementary Education (AAEE) 54,88 Associate of Business (ABus) 54, 70 Associate of General Studies (AGS) 54, 67 Associate of Science (AS) Degree 54, 68 Certificate of Applied Science (CAS) 54 Accounting (BUS) 54, 71 Automotive Technology (ATO) 54, 69 Entrepreneurship (BUS) 54, 72 **Computer Information Systems** (CIS) 54.76 Construction Technology (CON) 54, 79 Cosmetology (COS) 54, 84 Cybersecurity (CIS) 54, 77 Early Childhood Studies (ECD) 54, 87 Energy and Industrial Technician (EIT) 54.91 Film and Digital Video (FDV) 54, 93 Fire Science (FRS) 54, 94 Management and Leadership (BUS) 54, 73 Medical Assistant (MDA) 54, 96 Medical Office Administration (BUS) 54,74 Modern Office Technologies (BUS) 54, 75 Paramedicine (EMT) 54, 101 Practical Nursing (NUR) 54, 98 Software and Web Development (CIS) 54, 78 Therapeautic Massage Program (TMP) 54, 103 Welding (WLD) 54, 105 Certificate of Proficiency (CP) 54 Accounting Fundamentals (BUS) 54, 71 Automotive Service Operations (ATO) 54,69 Electrical Systems and Engines (ATO) 54.69 **Entrepreneurship Fundamentals** (BUS) 54.72 **Computer Information Systems** (CIS) 54.76

192

Construction Technology (CON) 54, 79 Cosmetology (COS) 54, 84 Cosmetology Instructor (COS) 54, 84 Cybersecurity (CIS) 54, 77 Drafting (CON) 54, 79 Driver/Operator (FRS) 54, 94 Early Childhood Studies (ECD) 54, 87 Education Professions (EDU) 54, 89 Electrical (EIT) 54, 91 **Electrical and Instrumentation** (EIT) 54.91 Film and Digital Video (FDV) 54, 93 Firefighter (FRS) 54, 94 Hairstyling (COS) 54, 84 Industrial Electrical. Motors and PLC's (EIT) 54, 91 Industrial Mechanics and Fluid Power (EIT) 54,91 Industrial Plant Operations (EIT) 54, 91 Instrumentation (EIT) 54, 91 Leadership (FRS) 54, 94 Management and Leadership Fundamentals (BUS) 54, 73 Masonry (CON) 54, 79 Mechanical Maintenance (EIT) 54, 91 Medical Assistant (MDA) 54, 96 **Medical Office Administration** Fundamentals (BUS) 54, 74 Modern Office Technologies Fundamentals (BUS) 54.75 Nail Technician (COS) 54, 84 Nursing Assistant Training (NAT) 54, 100 Operations/Maintenance (EIT) 54, 91 Paramedicine (EMT) 54, 101 Software and Web Development (CIS) 54.78 Therapeautic Massage Program (TMP) 54, 103 **Visual Communications Fundamentals** (FDV) 54.93 Welding Level I - Entry-Level Welder (WLD) 54, 104 Welding Level II - Intermediate Welder (WLD) 54, 104 Welding Level III - Advanced Welder (WLD) 54, 104 **Definitions 65** General Education Course Options 66 **Directory Information** 176 Disability Resource and Access (DRA) Office Services Available 27 Phone Number 8, 27 Drafting (DRF)

Certificate of Proficiency (CP) 54, 79 Course Descriptions 126 Driver/Operator (CP) 54, 94 Dropping or Adding a Course 16 Financial Aid Requirements 33 Drug-Free Student Environment 173 Alcohol and Drug Policy and Prevention 176 Drug and Alcohol Abuse 174 Drug-Free Schools and Communities Act 173 Drug-Free Workplace 175 Drug Prevention Program 175 Health Risks 174 Substance Abuse Help 174 Dual Enrollment 25

#### Ε

Eagle Club 37 Early Childhood Development (ECD) Associate of Arts in Early Childhood (AAEC) Degree 54, 86 Course Descriptions 126 Degree and Certificate Requirements 87 Program Overview 85 Early Childhood Education Club 37 eCashier Payment Plan 19 Economics (ECN) Course Descriptions 129 Education and College and Career Preparation Division 52 Education Studies (EDU) Associate of Arts in Elementary Education (AAEE) Degree 54.88 **Course Decriptions** 130 Education Professions (CP) 54, 89 Elective Courses 61 Electrical (EIT) Degree and Certificate Options 54, 91 Electrical and Instrumentation (EIT) Degree and Certificate Options 54, 91 Electrical Systems and Engines (ATO) Certificate Options 54 **Requirements 69** Eligibility for Financial Aid 30 Ellie Eaglet (Kids College Mascot) 6 Email 39 **Emergency Information** Area Emergency Information 49 Campus Security 170 Class Cancellations 48 Closures 48 **Crime Statistics** Crisis Manager App 47 NPC RAVE Alerts 47 **Reporting Emergencies** 48

Where to Find Emergency Information 47 Emergency Medical Technology (EMT) Course Descriptions 131 **Degree and Certificate Requirements** See Paramedicine 89 Emeriti 163 Energy and Industrial Technician (EIT) 90, 131 Associate of Applied Science (AAS) Degree Requirements 92 Certificate of Applied Science (CAS) **Requirements 91** Certificate of Proficiency (CP) Areas of Specialization 54, 91 Electrical and Instrumentation 54, 91 Industrial Electrical. Motors and PLC's 54, 91 Industrial Mechanics and Fluid Power 54, 91 Industrial Plant Operations 54, 91 Instrumentation 54, 91 Mechanical Maintenance 54, 91 Operations/Maintenance 54, 91 Course Descriptions 131 Degree and Certificate Options 54 Program Overview 90 **Engine Repair** See Automotive Technology (ATO) English (ENL) **Course Descriptions** 134 Entrepreneurship Course Descriptions See Business Degree and Certificate Options 54 Degrees and Certificate Requirements 72 Ernie Eagle (College Mascot) 3, 5 Estimated Student Costs 18 Evaluation of Prior Learning/ Assessed Credits 24 Military 45 Exception Degree Requirements 57 Petitions 57 Refunds 20 Excess Course Load 15 **Experiential Education 26** 

#### F

Faculty 159 FAFSA (Free Application for Federal Student Aid) 22, 28 *Also see Financial Aid* Fall Semester Dates 21 Excess Course Load 15 Refunds 19

#### F (Continued)

Tuition 17 Federal Pell Grant 30 Lifetime Limit 30 Federal Student Aid Programs 30 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 32 Federal Pell Grant 30 Federal Supplemental Education Opportunity Grant (FSEOG) 30 Federal Work Study (FWS) 26, 30 FERPA (Family Educational Rights and Privacy Act) Annual Notification of Rights 177 **Directory Information** 176 Inspection of Records 176 Limitations on Access 176 Film and Digital Video (FDV) **Course Descriptions** 135 Degree and Certificate Options 54 Degree and Certificate Requirements 93 Financial Aid 8, 22 Additional Information 35 Application Available October 1 29 Calendar 28 Complete Withdrawal from Classes 33 **Disbursement 31** Eligibility 30 CCP Courses 32 Non-Credit and Audit Classes 33 Federal Student Aid Programs 30 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 30 Federal Pell Grant 30 Federal Supplemental Education **Opportunity Grant (FSEOG) 30** Federal Work Study (FWS) 26, 30 Free Application for Federal Student Aid (FAFSA) 22, 28 Assistance with Application 30 Filling Out Your FAFSA 28 Status Results 30 Steps to Apply 28 Independent Student 29 NPC and Other Scholarships 31 Phone Number 8.35 Priority Deadline 27 Satisfactory Academic Progress 31 Failure to Meet Requirements 32 Financial Aid Warning 32 Financial Aid Probation 32 Appeal Required 32 Schedule Change Impact 33 Canceled Class 33

Dropping or Adding a Course 33 Non-Attendance 33 Withdrawal Before First Day of Class 33 Withdrawl From All Classes 33 Withdrawing Without "W" on Transcript 33 Scholarship Search 31 Verification Process 31 Financial Aid Disbursement 31 Financial Aid Information 27 Financial Statement 187 Finish Line Scholarship 22 Application Deadline 50 Fire Science (FRS) **Course Descriptions** 136 Degree and Certificate Options 54 Degree and Certificate Requirements 94 Firefighter (CP) 94 **Flexible Degree** See Associate of General Studies (AGS) Former Student Admission Requirements 13 Free Application for Federal Student Aid (FAFSA) 22, 28 French (FRE) **Course Descriptions** 138

#### G

Gainful Employment Disclosure 187 GED<sup>®</sup>/High School Equivalency Diploma 35 **Opportunities Through Education** 35 Phone Number 8, 35 General Education Course Options 66 **Communications** 66 **Discipline Studies** Arts and Humanities 66 **Computer Science** 66 Physical Sciences and Biological 66 Social and Behavioral Sciences 66 Mathematics 66 General Education Values 53 Geography (GEO) **Course Descriptions** 138 Geology (GLG) **Course Descriptions** 138 German (GER) **Course Descriptions** 138 Grades 58 Appeal of Grade 181 Audit (AU) Grades 58 Grading Procedure 59 Grading System 58 Incomplete (I) Grades 59 Pass (P) Grades 58 **Raising Grades** 59 **Repeating Courses 59** 

Reporting of Grades 60 Withdrawal from Classes 59 Withdrawal (W) Grades 59 Graduation Requirements Applicable Catalog 58 Application Deadline 55 Degrees and Certificates 55 Exclusions and Exceptions 57 Grades 58 Scholastic Honors 60 Outstanding Graduates 60 President's and Dean's Lists 60 Transcripts 39 Grievance **Disability Resource and Access** 27 Student Grievance Procedure 186 Initiating a Grievance 186 Investigation of Grievance 187 Decision 187 No Reprisals 187

#### н

Hairstyling Certificate (CP) Requirements 84 Course Descriptions See Cosmetology Program Description 81 Ham Radio Club 37 Harassment and Unlawful Discrimination **Complaint Procedures** 188 Definitions 177 Discipline 188 Educational Programs 177 Hazing Prevention Complaints and Reports 179 **Definitions** 179 Intention 180 Prohibited Conduct 179 Health and Physical Education (HPE) **Course Descriptions** 138 Health Insurance (Student) 40 Health Sciences (HES) **Course Descriptions** 139 Helpful Telephone Numbers 8 Higher Learning Commission (HLC) 5 Higher One See NPC Money Card High School Equivalency Diploma See GED<sup>®</sup> Testing High School Programs 8 See Dual Enrollment History (HIS) **Course Descriptions** 139 Honors Colloguia (HON) **Course Descriptions** 140

Hopi Language **Course Descriptions** 142 Honors Colloguia (HON) Course Descriptions 140 Also see President's Scholars Housing Assistance 40 How to Keep Informed 47 Area Emergency Information 49 Check your RAVE information 47 **Closings and Class Cancellations** 48 Crisis Manager App 47 Know Where To Find Emergency Information 47 Human Development (HDE) **Course Descriptions** 140 Humanities (HUM) **Course Descriptions** 141 General Education Options 66 Human Resources Office Phone Number 8 Human Services (HUS) Course Descriptions 141 Hybrid Courses (HY) 62

#### I

Important Notices Americans with Disabilities Act 187 Catalog Not a Contract 187 Financial Statement 187 Notice of Nondiscrimination 187 Protection of Intellectual Property 187 Incoming Credit Acceptance Policy 13 Incomplete ('I') Grades 59 **Independent Student** Financial Aid Definition 29 Individualized Learning Contracts 25 Industrial Arts (INA) Course Descriptions 142 Industrial Electrical, Motors and PLC's (EIT) **Course Descriptions** See Energy and Industrial Technician (EIT) Degree and Certificate Options 54 Degree and Certificate Requirements 91 Industrial Mechanics and Fluid Power (EIT) **Course Descriptions** See Energy and Industrial Technician (EIT) Degree and Certificate Options 54 Degree and Certificate Requirements 91 Industrial Plant Operations (EIT) **Course Descriptions** See Energy and Industrial Technician (EIT) Degree and Certificate Options 54 Degree and Certificate Requirements 91 Information and Communication Technology (ICT) Course Descriptions 142 In-State Residency Requirements 11 In-State Tuition 17 Instructional Course Fees 18 Instructional Divisions and Programs 52 Instrumentation (EIT) Course Descriptions *See Energy and Industrial Technician (EIT)* Degree and Certificate Options 54 Degree and Certificate Requirements 91 Internships 26

#### Κ

Keeping Informed 47 Area Emergency Information 49 Check your RAVE information 47 Closings and Class Cancellations 48 Crisis Manager App 47 Know Where To Find Emergency Information 47 Kids College 6

#### L

Languages **Course Descriptions** American Sign Language 143 Apache 142 French 138 German 138 Hopi 142 Navajo 142 Spanish 150 Late Registration Fee 17 Leadership (CP) 54, 94 Learning Adventure Excursions 6 Library Services 36 Public Access to Computer and Internet Services 7 Licensed Nursing Assistant (LNA) 100 Limitations, Course Offering 62 LNA to RN Associate of Applied Science (AAS) Degree (NUR) Degree Options 54 Degree Requirements 97 Load Classification 15 Locations Also see Map on Back Cover Phone Numbers 8 LPN to RN Associate of Applied Science (AAS) Degree (NUR) Degree Options 54 Degree Requirements 97

#### Μ

Management and Leadership (BUS) **Course Descriptions** See Business (BUS) Degree and Certificate Options 54, 73 Degree and Certificate Requirements 73 Masonry (CP) 54, 79 **Course Descriptions** See Construction (CON) Mathematics (MAT) Course Descriptions 143 Mechanical Maintenance (EIT) **Course Descriptions** See Energy and Industrial Technician (EIT) Degree and Certification Options 54, 91 Degree and Certificate Requirements 91 Media Fee 18 Medical Assistant (MDA) Course Descriptions 144 Degree and Certificate Options 54, 96 Degree and Certificate Requirements 96 Medical Office Administration (BUS) **Course Descriptions** See Business (BUS) Degree and Certificate Options 54, 74 Degree and Certificate Requirements 74 Merit Student Achievements 36, 156 Mission 5 Modern Office Technologies (BUS) **Course Descriptions** See Business (BUS) Degree and Certificate Options 54, 75 Degree and Certificate Requirements 75 Multi-Course Learning Environment (MC) 62 Music (MUS) Course Descriptions 144 Music/Theatre/Speech Organization 38

#### Ν

Nail Technician (CP) Course Descriptions See Cosmetology (COS) Certificate Options 54, 81 Certificate Requirements 84 Navajo Language Course Descriptions 142 Navajo County Community College District Governing Board 157 New Mexico Tuition Waiver 17 New Student Admission Requirements 13 Non-Accredited Transfer Credit 25 Non-Attendance 33 Non-Credit Classes 16 Financial Aid Ineligible 33

#### N (Continued)

Non-Emergency Student Text Messages 47 Non-Payment 19 Non-Resident Tuition 17 Notice of Directory Information 177 Notice of Nondiscrimination 187 NPC Jobs Connection 26 NPC Scholarships 31 Nursing and Allied Health Division 52 Nursing Assistant Training (NAT) Course Descriptions 148 Certificate Options 54, 100 Certificate Requirements 100 Fingerprint Requirement 100 Nursing Studies (NUR) Admission Prerequisites 98 **Requirements 97** Selection 98 Course Descriptions 147 Degree and Certificate Options 54, 98, 99 Degree Requirements General Education Requirements 99 LNA to RN (AAS) 99 LPN to RN (AAS) 99 Paramedic to RN (AAS) 99 Emphasis 97 LNA to RN 97 LPN to RN 97 Paramedic to RN Transition 97 Locations 97 Practical Nursing (CAS) 54, 98 Program Overview 97 Student Nurse Guidelines 98

#### 0

On-Campus Student Employment 26, 30 Online Courses (OL) 62 Refund 20 **Open Entry Classes** 16 **Operations/Maintenance (EIT) Course Descriptions** See Energy and Industrial Technician (EIT) Degree and Certificate Options 54, 91 Degree and Certificate Requirements 91 **Opportunities Through Education 35** Also see GED® Testing Organizations and Activities 37 Cosmetology Club 37 Eagle Club 37 Early Childhood Education Club 37 Ham Radio Club 37 Music/Theatre/Speech 37

Outdoor Club 38 Phi Theta Kappa 38 President's Scholars Program 38 Student Ambassador Program 38 Student Government Association 38 Study Abroad Opportunity 38 Outdoor Club 38 Outstanding Graduates 60

#### Ρ

Paramedic to RN Transition (AAS) 54, 97 Paramedicine (EMT) Course Descriptions 101 Commission on Accreditation of Allied Health Education Programs (CAAHEP) 101 Degree and Certificate Options 54, 101 Degree and Certificate Requirements 101 Entrance Requirements 101 Prerequisites 101 Pass ('P') Grades 58 Payment Plan 19 Peer-to-Peer Distribution of Intellectual Property 180 Pell Grant 30 Pharmacy Technician (PHT) Course Description 148 Pharmacy Technician Certification Board Certification 148 Phi Theta Kappa 38 Philosophy (PHL) Course Descriptions 148 Phone Numbers 8 Photo and Videotape Notice 181 Physical and Biological Sciences General Education Options 66 Physics (PHY) **Course Descriptions** 149 Placement Testing 14 Plan for Crime Awareness and Campus Security 170 Political Science (POS) **Course Descriptions** 149 Open Entry Online Courses 16 Pre-Registration Course Selection Form 106 President's and Dean's Lists 60 President's Scholars Program 38 Honors (HON) Course Descriptions 140 President's Welcome 4 Priority Deadlines – Financial Aid 22 Priority Registration - Veterans 44 Prison Programs 26 Probation Academic 61 Financial Aid 32

Programs and Degrees 54, 55 Available Degree Programs 54, 55 Proof of Computer Competency 15 Protection of Intellectual Property 187 Psychology (PSY) Course Descriptions 149 Public Access to NPC Computers & Internet Services 7 Public Notice of Nondiscrimination 187

#### R

Raising Grades 59 **RAVE Alerts** 47 Records and Registration Office 39 Appeal of Grade 181 Credit Evaluation 24 Phone Number 8, 39 Transcripts 39 Recruiting Office 39 Phone Number 8 Refunds 19 BankMobile Options 20 Cancellations 20 Course Change 20 Eight-Week & Summer 20 Exception Refunds 20 Financial Aid 19 Media Fee 20 One- and Two-Day Workshops 20 Online Course 20 Other Refunds 19 Short-Term (less than 8 weeks) 20 Tuition and Fees 19 **Regionally Accredited Institutions** Credit Acceptance 13 Registered Nursing (RN) See Nursing Studies (NUR) **Registration Information** 14 Academic Calendar 21 Adding or Dropping Classes 16 **Computer Competency** 15 Course Changes 16 Dates 14.21 Load Classification 15 Noncredit Classes 16 **Open Entry Courses** 16 Placement Testing 14 Short-Term Credit Classes 16 Updating Contact Information 16 Release of Educational Records 176 **Directory Information** 177 Family Educational Rights and Privacy Act (FERPA) Annual Notification 177 Inspection of Educational Records 176

Northland Pioneer College 2020 – 2021 Catalog Also available online at www.npc.edu/college-catalog

Limitation on Right of Access 176 Release of Educational Records to Other Institutions 177 Repeating Courses 59 Reporting Crimes and Emergencies 48 Reporting of Grades 60 Residency Requirements 10 Classification for Tuition Purposes 10 In-State Residency Requirements 11 United States Residency Verification 10 Responsibility for Debt 19 Rights and Responsibilities Financial Aid 34 Student 170 Veterans 45

#### S

Satisfactory Academic Progress Failure to Meet Requirements 60 Financial Aid 31 Student 60 Veterans 46 **Schedule Changes** Financial Aid 33 Scholarships 22, 31 Finish Line 50 Deadline 50 NPC Scholarships 31 Scholarship Search 31 Scholastic Honors 60 Short-Term Credit Classes 16 Small Business Development Center 7 Sociology (SOC) **Course Descriptions** 150 Software and Web Development (CIS) **Course Descriptions** See Computer Information Systems (CIS) Degree and Certificate Options 54, 78 Degree and Certificate Requirements 78 Spanish (SPA) **Course Descriptions** 150 Speech, Theatre and Film (SPT) **Course Descriptions** 150 **Spring Semester** Dates 21 Excess Course Load 15 Refunds 19 Tuition 17 Stand Alone Learning Environment (SA) 62 Student Ambassador Program 38 Student Appeal of Grade 181 Student Conduct Code 182 Academic Integrity Tutorial 186 Academic Misconduct

Hearing 186 Procedure 185 Administration of Student Conduct Code 182 Definitions 182 Non-Academic Misconduct Hearings 184 Procedures 183 Prescribed Conduct 182 Student Email 39 Student Government Association 8, 188 Student Grievance **Disability Resource and Access** 27 Student Grievance Procedure 186 Initiating a Grievance 186 Investigation of Grievance 187 Decision 187 No Reprisals 187 Student Health Insurance 40 Student Housing 40 Student Nurse Guidelines 98 Student Organizations and Activities Cosmetology Club 37 Eagle Club 37 Early Childhood and Education Club 37 Ham Radio Club 37 Music/Theatre/Speech Groups 37 Outdoor Club 38 Phi Theta Kappa 38 President's Scholars Program 38 Student Ambassador Program 38 Student Government Association 38 Study Abroad Opportunity 38 Student Payments 19 Collection Fees 19 Non-Payment 19 Payment Plan 19 Responsibility for Debt 19 Student Rights and Responsibilities 170 Academic Integrity Tutorial 186 Affirmative Action and Title IX 170 Attendance 170 Campus Sexual Violence Elimination (SaVE) Act 171 Communicable Diseases 170 Crime Awareness and Campus Security 170 **Drug-Free Student Environment** 173 Family Educational Rights and Privacy Act (FERPA) 177 **Directory Information** 177 Harassment and Unlawful **Discrimination** 177 Hazing Prevention 179 Peer-to-Peer Distribution of Intellectual Property 180

Photo and Videotape Notice 181 Release of Educational Records 176 Reporting Emergencies 170 Student Appeal of Grade 181 Student Code of Conduct 182 Student Grievance 186 Student Right-To-Know 187 **Student Services** Academic Advising 24 Academic Integrity Tutorial 186 Alternative Educational Services 24 Career Services 26 College and Career Preparation 26 **Disability Resource and Access** 27 Financial Aid 27 GED®/High School Equivalency Diploma 35 Library Services 36 Merit Student Achievements 36 Organizations and Activities 37 **Records and Registration 39 Recruiting Office 39** Student Email 39 Student Health Insurance 40 Student Housing 40 Student Writing Center 40 Success Strategies for College 42 Textbook Information 41 Transfer Assistance 42 Tutoring 42 Veterans Services 42 Voter Registration 46 Student Topics (STU) **Course Descriptions** 152 Student Writing Centers 40 Study Abroad Opportunity 38 Success Strategies for College 42 Summer Session Dates 21 Excess Course Load 15 Refunds 20 Tuition 17 SUN (Shared Unique Number) 61 Support Center Phone Number 8 Student Email 39 Surgical Technology (SGT) Admission 102 Prerequisites 102 Selection 102 Course Descriptions 152 Degree Options 54 Degree Requirements 102 Program Guidelines 102

#### S (Continued)

#### Т

Talon Gallery 6 Teacher Certification Courses 16 Textbook Information 41 Phone Number 8 Text Messages, Non-Emergency 47 Therapeutic Massage Program (TMP) **Course Descriptions** 153 Degree and Certificate Options 54 Degree and Certificate Requirements 103 Transcripts 39 Reporting of Grades 60 Transfer Agreements 61 Transfer Assistance 42 See AzTransfer Transfer Degrees 55 Associate of Arts (AA) Degree 54, 66 Associate of Arts in Early Childhood (AAEC) 54,86 Associate of Arts in Elementary Education (AAEE) 54,88 Associate of Business (ABus) 54, 70 Associate of Science (AS) Degree 54, 68 Transfer Student Admission Requirements 13 Tuition, Fees and Payments 17 Apache County 17 College and Career Preparation 17 In-State Resident Base Tuition 17 Instructional Course Fees 18 Late Registration Fee 17 Media Fee 18 New Mexico Residents 17 Non-Resident Base Tuition 17 Refunds 19 Senior Citizens 17 Special Fees 18 Student Payments 19 Summer Session 17 Western Interstate Commission for Higher Education (WICHE) 17 Western Undergrate University (WUE) 17 Tutoring, Free 42 I Want to be a Tutor 42 Request a Tutor 42

#### U

United States Residency Verification 10 University Transfer Agreements 61 Unlawful Discrimination 177 Updating Contact Information 16 US Constitution Course 16 Course Description 149

#### V

Verification Process for Financial Aid 31 **Veterans Services** Assessment of Military Training 45 Educational Benefit Eligibility 43 Arizona National Guard 43 Housing Allowance 43 Post-9/11 GI Bill® 43 Educational Programs Chapter 30: Montgomery GI Bill® - Active Duty (MGIB-AD) 43 Chapter 31: VA Vocational Rehabilitation 43 Chapter 33: Post-9/11 GI Bill® 43 Chapter 35: Survivor's and Dependents' Educational Assistance 44 Chapter 1606: Montgomery G.I. Bill<sup>®</sup> – Selected Reserve (MGIB-SR) 45 Enrollment Status & Payment 45 Overview 42 Phone Number 8 Priority Registration Day 44 Prior Credit Evaluation 45 Roles & Responsibilities 45 Satisfactory Academic Progress 46 VA Academic Warning, Suspension & Restricted Status 46 The WAVE and IVR System 45 Videotape Notice 181 **Visual Communications Fundamentals** (CP) 54.93 **Course Descriptions** See Film and Digital Video Vocational High School Districts 26 Voter Registration 46

#### W

Warning Academic Warning 60 Financial Aid 32 Weather Emergencies Area Emergency Information 49 Process for Closing/Cancellation at a Campus/Center 48 General Principles 48 Web Development See Software and Web Development Welcome to NPC! 10 Welding (WLD) Course Descriptions 154 Degree and Certificate Options 54, 104 Degree and Certificate Requirements 104 Western Interstate Commission for Higher Education (WICHE) 17 Western Undergrate University (WUE) 17 What is AGEC? 63 Who We Are... 3.5 Accreditation 5 **College District** 5 **College Visitation 5** Mascot and Colors 3, 5 Mission 5 Shared Values 5 Shared Vision 5 Phone Numbers 8 President's Welcome 4 Withdrawal Before the First Day of Classes 33 Withdrawal from Class(es) 59 Withdrawal ('W') Grades 59 Withdrawing from a Course 16 Withdrawing Without "W" on Transcript 33 Workshops and Special Project Courses Course Descriptions 156 Refunds 20 Work Study 26.30 Writing Centers 40