

Index

Where to Find Information

A

- Academic Advising
 - Contact Information 9
 - Services 26
 - Transfer Assistance 27, 45
- Academic Calendar 23
- Academic Integrity Tutorial 205
- Academic Probation
 - Satisfactory Academic Progress 35, 63
- Acceptance 15
- Accreditation
 - Commission on Accreditation of Allied Health Education Programs (CAAHEP) 106
 - Higher Learning Commission (HLC) 5
- Adding or Dropping a Course 17
 - Financial Aid 33
- Administration and Administrative Staff 176
- Administration of Justice Studies (AJS)
 - Course Descriptions 123
 - Degree and Certificate Options 73
- Admission Information
 - Admission Classification 12
 - Admission Requirements 15
 - Admission to NPC Bachelor of Applied Management 78
 - Admission to NPC Bachelor of Applied Science in Early Childhood Education 93
 - Admission to NPC Bachelor of Arts Elementary Education 98
 - Admission to the NPC Nursing Program 111
 - Admission to the Surgical Technology Program 116
 - Incoming Credit Acceptance Policy 15
 - Residency Requirements 12
- Adult Basic Education
 - College and Career Preparation 28
 - Also see GED® Testing*
- Affirmative Action & Title IX 189
- AGEC *Arizona General Education Curriculum* 65
 - AGEC Certification of Proficiency 68
- Alerts 50
- All-USA & All-Arizona Academic Team 62
- Alternative Education Services
 - Alternative Learning (AL) 26, 64
 - Credit by Examination 27
 - Dual Enrollment 27
 - Experiential Education 28
 - Evaluation of Prior Learning Credits 26
 - Individualized Learning Contracts 27
 - Non-Accredited Transfer Credit 27
 - Vocational High School Districts 28
- American Sign Language
 - Course Descriptions 161
- Americans with Disabilities Act 207
- Annual Notification of FERPA Rights 195
- Anthropology (ANT)
 - Course Descriptions 124
- Apache County Programs
 - Tuition 19
- Appeal of Grade 198
- Applicable Catalog 59
- Application for Graduation
 - Deadlines 57
- Area Emergency Information 50
- Arizona Course Equivalency Guide (CEG) 65
- Arizona General Education
 - Curriculum (AGEC) 65
- Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
- Art (ART)
 - Course Descriptions 124
- Arts and Humanities General Education
 - Options 66
- Arts and Sciences Division 54
- Art Club 41
- Assessment 55
- Associate Degrees 56, 57
 - General Education Options 66
 - Graduation Requirements 57
 - Electives 63
- Associate of Applied Science (AAS) Degree
 - Administration of Justice (AJS) 73
 - Automotive Technology (ATO) 74
 - Behavioral Health Studies (BHS) 76
 - Business Studies (BUS)
 - Associate of Business ABUS 78
 - Entrepreneurship 81
 - Management and Leadership 82
 - Med. Office Administration Specialization 83
 - Computer Information Systems (CIS)
 - Computer Information Systems 84
 - Cybersecurity 85
 - Software and Web Development 86
 - Construction Technology (CON) 87
 - Cosmetology (COS) 92
 - Early Childhood Studies (ECD) 96
 - Elementary Education (EE) 99
 - Energy & Industrial Technician (EIT) 101
 - Film and Digital Video (FDV) 102
 - Fire Science (FRS) 104
 - Graduation Requirements 57
 - Health and Physical Education (HPE) 105
 - Industrial Technology Trades (ITT) 108
 - Medical Assistant (MDA) 109
 - Nursing Studies (NUR) 111
 - LNA to RN 112
 - LPN to RN 112
 - Paramedic to RN 112
 - Paramedicine (EMT) 114
 - Surgical Technology (SGT) 117
 - Therapeutic Massage (TMP) 118
 - Welding (WLD) 120
- Associate of Arts (AA) Degree 69
 - Degree Requirements 69
 - Graduation Requirements 57
- Associate of Arts in Early Childhood (AAEC)
 - Degree Requirements 96
 - Graduation Requirements 57
- Associate of Arts in Elementary Education (AAEE)
 - Degree Requirements 99
 - Graduation Requirements 57
- Associate of Business (ABUS) Degree
 - Degree Requirements 80
 - Graduation Requirements 57
- Associate of General Studies (AGS) Degree
 - Degree Requirements 70
 - Graduation Requirements 57
- Associate of Science (AS) Degree
 - Degree Requirements 71
 - Graduation Requirements 57
- Attendance 189
- Audit (AU) 16, 35, 36, 59
 - Financial Aid (Not Eligible) 35
 - Grades 60
- Automotive Service Operations (CP) 75
- Automotive Technology (ATO)
 - Course Descriptions 126
 - Degree and Certificate Options 57
 - Degree and Certificate Requirements 73
- AZ Constitution Course 17
- AZ SARA Out-of-State Distance Education Student Complaints 207
- AZTransfer 63

B

- Bachelor of Applied Management (BAM) 78
- Bachelor of Applied Science, Early Childhood Education (BASO-ECE) 94
- Bachelor of Arts, Elementary Education (BAEE) 96
- BankMobile Refund Options 21

Index

B (Continued)

Behavioral Health Studies (BHS)
 Course Descriptions 127
 Degree and Certificate Options 76
 Behavioral Sciences General Education
 Options 66
 Biology (BIO)
 Course Descriptions 130
 Biological Sciences General Education
 Options 66
 Bookstore
 Phone Number 9
Also see Textbook Information
 Business and Community Services
 Community and Corporate Learning 7
 Non-Credit Classes 7
 Kids College 7
 Learning Adventures Excursions 7
 Public Access to Computers and Internet
 Services 8
 Small Business Development Center 8
 Talon Gallery 7
 Business Office
 Phone Number 9
 Business Studies (BUS)
 Associate of Business (ABUS) Degree 80
 Course Descriptions 130
 Entrepreneurship 81
 Management and Leadership 82
 Medical Office Administration
 Specialization 83

C

Calendar
 Academic 23
 Financial Aid 30
 Campus Security 189
 Campus Sexual Violence Elimination
 (SaVE) Act 190
 Canceled Course
 Financial Aid 36
 Refunds 21
 Career and Technical Education Division 54
 Career Services
 Career Preparation 28
 Internships 28
 NPC Jobs Club 28
 Phone Number 9
 Certificate of Applied Science (CAS) 56
 Administration of Justice Studies 73
 Automotive Technology (ATO) 75
 Behavioral Health (BHS) 76
 Business Studies (BUS)
 Entrepreneurship 81
 Management and Leadership 82

Medical Office Administration
 Specialization 83
 Computer Information Systems (CIS)
 Computer Information Systems 84
 Cybersecurity 85
 Software Development 86
 Construction Technology (CON) 87
 Cosmetology (COS) 92
 Early Childhood Studies (ECD) 97
 Energy and Industrial Technician (EIT) 101
 Film and Digital Video (FDV) 102
 Fire Science (FRS) 103
 Health & Physical Education (HPE) 105
 Industrial Technology 107
 Graduation Requirements 57
 Medical Assistant (MDA) 109
 Paramedicine (EMT) 114
 Physical Health & Performance 105
 Practical Nursing (LPN) 112
 Therapeutic Massage (TMP) 118
 Welding (WLD) 120
 Certificate of Proficiency (CP)
 Administration of Justice Studies
 Peace Officer 73
 Criminal Justice 73
 Automotive Technology (ATO)
 Automotive Service Operations 75
 Electrical Systems and Engines 75
 Behavioral Health Studies (BHS) 76
 Business Studies (BUS)
 Entrepreneurship Fundamentals 81
 Management and Leadership
 Fundamentals 82
 Medical Office Administration
 Specialization 83
 Computer Information Systems (CIS)
 Computer Information Systems 84
 Cybersecurity 85
 Software Development 86
 Construction Technology (CON)
 Construction Technology 87
 Drafting 87
 Masonry 87
 Cosmetology (COS)
 Cosmetology 92
 Cosmetology Instructor 92
 Hairstyling 92
 Nail Technician 92
 Early Childhood Studies (ECD) 97
 Education Professions (CP) 100
 Energy and Industrial Technician (EIT)
 Industrial Plant Operations 101
 Film and Digital Video (FDV)
 Film and Digital Video 102
 Visual Communications

Fundamentals 102
 Fire Science (FRS)
 Driver/Operator 103
 Firefighter 103
 Leadership 103
 General Education (AGEC) Transfer Degree 68
 Graduation Requirements 57
 Health & Physical Education (HPE)
 Personal Training & Rehabilitation 105
 Sports Medicine 105
 Industrial Technology Trades (ITT)
 Electrical and Instrumentation 107
 Mechanical Maintenance 107
 Power and Alternative Energy 107
 Industrial Technology Trades 107
 Medical Assistant (MDA) 109
 Nursing Assistant (NAT) 113
 Paramedicine (EMT) 114
 Pharmacy Technician (PHT) 115
 Therapeutic Massage (TMP) 118
 Welding (WLD)
 Welding Level I – Entry Level
 Welder 119
 Welding Level III – Advanced
 Welder 119
 Welding Level II – Intermediate
 Welder 54, 119
 Certified Nursing Assistant (CNA)
 Certificate of Proficiency (CP)
 Requirements 113
 Chemistry (CHM)
 Course Descriptions 134
 Child and Family Studies (CFS)
 Course Descriptions 135
 Classification Criteria
 Regular Student 12
 Special Status 12
 Tuition Purposes 17
 Under 18 Years of Age 12
 Closings and Class Cancellations 50
 Collection Fees 20
 College and Career Preparation (CCP) 28
 Course Descriptions 135
 Division 52
 Opportunities Through Education 39
 Student Writing Centers 44
 Tuition 19
 College Credit in High School
 (Dual Enrollment) 27
 College District 5
 College Success Strategies Course 172
 College Visitation 5
 Colors 5
 Commission on Accreditation of Allied Health
 Education Programs (CAAHEP) 114

Index

C (Continued)

Communicable Diseases 189
 Communication is Key at NPC 52
 Communications General Education Options 66
 Community and Corporate Learning
 Non-Credit Classes 7
 Kids College 7
 Learning Adventures Excursions 7
 Phone Number 9
 Complete Withdrawal From All Classes 18
 Financial Aid 37
 Computer Information Systems (CIS)
 Computer Information Systems 84
 Course Descriptions 136
 Cybersecurity 85
 Software Development 86
 Conduct Code 199
 Academic Integrity Tutorial 205
 Academic Misconduct (Student Academic Code
 of Conduct 199
 Hearing 199
 Procedure 199
 Administration of Student Conduct Code 200
 Definitions 200
 Non-Academic Misconduct (Student Non
 Academic Code of Conduct) 201
 Hearings 202
 Procedures 202
 Prescribed Conduct 202
 Connected Course Learning
 Environment (CC) 64
 Construction Technology (CON)
 Associate of Applied Science (AAS)
 Degree 87-88
 Certificate of Applied Science (CAS) 87
 Certificate of Proficiency (CP)
 Construction Technology 87
 Drafting 87
 Masonry 87
 Course Descriptions 139
 Continuing Student Admission
 Requirements 15
 Corporate Learning 7
 Special Fees 20, 21
 Cosmetology (COS)
 Course Descriptions 141
 Degree and Certificate Requirements 92
 Program Overview 89
 What's in the Required Kits 90
 Cosmetology Instructor 92
 Course Changes 18
 Financial Aid 33
 Refunds 22
 Course Delivery Methods
 Alternative Learning 26, 64
 Course Offering Limitations 64

Course Descriptions Index 122
 Also see Department Listing
 Course Equivalency Guide 44, 63
 Also see AZ Transfer
 Course Fees 20
 Course Offering Limitations 64
 Credit Acceptance Policy 15
 Alternative Education Services 26
 Credit By Evaluation 26
 Non-Accredited Transfer Credits 27
 Other Credit Sources 15
 Nationally Accredited Institutions 15
 Crime Awareness and Campus Security 189
 Campus Law Enforcement 189
 Campus Sexual Violence Elimination (SaVE)
 Act 190
 Community Notification Process 50, 189
 Crime Prevention Awareness
 and Education 189
 Crime Statistics 189
 Drug-Free Environment 192
 Reporting Crimes and Emergencies 51
 Security and Access to Campus Facilities 189
 Use and Sale of Alcoholic Beverages and Illegal
 Drugs 192
 Crisis Manager Application 50
 Cybersecurity 85

D

Dates
 See Academic Calendar 23
 or Financial Aid Calendar 30
 Dean's List 62
 Definitions
 Course Descriptions 67, 122
 Degrees & Certificates Offered/Programs 56-57
 Associate of Applied Science (AAS)
 Administration of Justice Studies 74
 Automotive Technology (ATO) 75
 Bachelor of Applied Management (BAM) 78
 Bachelor of Applied Science, Early Childhood
 Education (BAS-ECE) 94-95
 Bachelor of Arts in Elementary Education
 (BAEE) 98
 Behavioral Health Studies (BHS) 76
 Business Studies 78
 Entrepreneurship (BUS) 81
 Computer Information Systems
 (CIS) 84
 Construction Technology (CON) 87-88
 Cosmetology (COS) 92
 Cybersecurity (CIS) 85
 Early Childhood Studies (ECD) 94
 Elementary Education 99
 Energy and Industrial Technician
 (EIT) 101
 Film and Digital Video (FDV) 102
 Fire Science (FRS) 104
 Health & Physical Education 105
 Industrial Technology Trades 108
 LNA to RN (NUR) 112
 LPN to RN (NUR) 112
 Management and Leadership (BUS) 80
 Medical Assistant (MDA) 109
 Medical Office Administration Specialization
 (BUS) 81
 Paramedic to RN (NUR) 112
 Paramedicine (EMT) 114
 Software and Web Development
 (CIS) 81
 Surgical Technology (SGT) 117
 Therapeutic Massage Program
 (TMP) 118
 Welding (WLD) 120
 Associate of Arts (AA) Degree 69
 Associate of Arts in Early Childhood
 (AAEC) 96
 Associate of Arts in Elementary Education
 (AAEE) 99
 Associate of Business (ABus) 80
 Associate of General Studies (AGS) 70
 Associate of Science (AS) Degree 71
 Certificate of Applied Science (CAS) 57
 Administration of Justice Studies 73
 Automotive Technology (ATO) 75
 Entrepreneurship (BUS) 81
 Computer Information Systems
 (CIS) 84
 Construction Technology (CON) 87
 Cosmetology (COS) 92
 Cybersecurity (CIS) 85
 Early Childhood Studies (ECD) 97
 Film and Digital Video (FDV) 102
 Fire Science (FRS) 103
 Management and Leadership (BUS) 80
 Medical Assistant (MDA) 109
 Medical Office Administration Specialization
 (BUS) 81
 Paramedicine (EMT) 114
 Practical Nursing (NUR) 111
 Software and Web Development
 (CIS) 84
 Therapeutic Massage Program
 (TMP) 118
 Welding (WLD) 120
 Certificate of Proficiency (CP) 57
 Automotive Service Operations (ATO) 75
 Electrical Systems and Engines (ATO) 75
 Entrepreneurship Fundamentals (BUS) 81
 Computer Information Systems (CIS) 84

Index

D (Continued)

Construction Technology (CON) 87
 Cosmetology (COS) 92
 Cosmetology Instructor (COS) 92
 Cybersecurity (CIS) 85
 Drafting (CON) 87
 Driver/Operator (FRS) 103
 Early Childhood Studies (ECD) 97
 Education Professions (EDU) 100
 Electrical and Instrumentation (ITT) 107
 Film and Digital Video (FDV) 102
 Firefighter (FRS) 103
 General Education Transfer Degree (AGEC) 68
 Hairstyling (COS) 92
 HVAC 107
 Industrial Plant Operations (EIT) 101
 Industrial Technology Trades (ITT) 107
 Leadership (FRS) 98
 Management and Leadership Fundamentals (BUS) 82
 Masonry (CON) 87
 Mechanical Maintenance (ITT) 107
 Medical Office Administration Specialization (BUS) 83
 Nail Technician (COS) 92
 Nursing Assistant Training (NAT) 113
 Peace Officer 73
 Paramedicine (EMT) 114
 Power and Alternative Energy 107
 Software Development (CIS) 86
 Therapeutic Massage Program (TMP) 118
 Visual Communications Fundamentals (FDV) 102
 Welding Level I – Entry-Level Welder (WLD) 119
 Welding Level II – Intermediate Welder (WLD) 119
 Welding Level III – Advanced Welder (WLD) 119
 Definitions 67
 General Education Course Options 66
 Directory Information 196
 Drafting (DRF)
 Certificate of Proficiency (CP) 87
 Course Descriptions 143
 Driver/Operator (CP) 103
 Dropping or Adding a Course 17
 Financial Aid Requirements 36
 Drug-Free Student Environment 192
 Alcohol and Drug Policy and Prevention 192
 Drug and Alcohol Abuse 192
 Drug-Free Schools and Communities Act 192
 Drug-Free Workplace 192
 Drug Prevention Program 192
 Health Risks 192

Substance Abuse Help 192
 Dual Enrollment 27

E

Eagle Club 41
 Early Childhood Development (ECD)
 Associate of Arts in Early Childhood (AAEC) Degree 96
 Bachelor of Applied Science, Early Childhood Education 94
 Course Descriptions 143
 Degree and Certificate Options 56
 Degree and Certificate Requirements 96
 Program Overview 93
 eCashier Payment Plan 38
 Economics (ECN)
 Course Descriptions 146
 Education and College and Career Preparation Division 54
 Education Studies (EDU)
 Bachelor of Arts in Elementary Education (BAEE) 98
 Associate of Arts in Elementary Education (AAEE) Degree 96
 Course Descriptions 146
 Education Professions (CP) 100
 Elective Courses 63
 Electrical (EIT)
 Degree and Certificate Options 56
 Degree and Certificate Requirements 101
 Electrical Systems and Engines (ATO)
 Degree and Certificate Options 56
 Certificate Requirements 75
 Course Descriptions 126
 Eligibility for Financial Aid 34
 Ellie Eaglet (Kids College Mascot) 5
 Email 43
 Emergency Information
 Area Emergency Information 50
 Campus Security 189
 Class Cancellations 50
 Closures 50
 Crime Statistics 51, 189
 Crisis Manager App 50
 NPC RAVE Alerts 50
 Reporting Emergencies 51
 Where to Find Emergency Information 50
 Emergency Medical Technology (EMT)
 Course Descriptions 149
 Degree and Certificate Requirements
 See Paramedicine 114
 Emeriti 182
 Energy and Industrial Technician (EIT) 99
 Associate of Applied Science (AAS) Degree Requirements 101

Certificate of Proficiency (CP)
 Industrial Plant Operations 101
 Course Descriptions 148
 Degree and Certificate Options 56
 Degree and Certificate Requirements 101
 Program Overview 101
 Engine Repair
 See Automotive Technology (ATO)
 English (ENL)
 Course Descriptions 150
 Entrepreneurship
 Course Descriptions *See Business*
 Degree and Certificate Options 56
 Degrees and Certificate Requirements 81
 Ernie Eagle (College Mascot) 5
 Estimated Student Costs 19
 Evaluation of Prior Learning/
 Assessed Credits 26
 Military 46
 Exception
 Degree Requirements 59
 Petitions 59
 Refunds 21
 Excess Course Load 17
 Experiential Education 28

F

Faculty 178
 FAFSA (Free Application for Federal Student Aid) 29
 Also see Financial Aid
 Fall Semester
 Dates 30
 Excess Course Load 17
 Refunds 21
 Tuition 19
 Federal Pell Grant 31
 Federal Student Aid Programs 31
 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
 Federal Pell Grant 31
 Federal Supplemental Education Opportunity Grant (FSEOG) 33
 Federal Work Study (FWS) 31
 FERPA (Family Educational Rights and Privacy Act) 195
 Annual Notification of Rights 195
 Directory Information 196
 Inspection of Records 195
 Limitations on Access 195
 Film and Digital Video (FDV)
 Course Descriptions 151
 Degree and Certificate Options 56
 Degree and Certificate Requirements 102
 Financial Aid 29

Index

E (Continued)

Additional Information 39
 Application Available 30
 Calendar 30
 Complete Withdrawal from Classes 37
 Disbursement 35
 Eligibility 34
 CCP Courses 35
 Non-Credit and Audit Classes 37
 Federal Student Aid Programs 33
 Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
 Federal Pell Grant 33
 Federal Supplemental Education Opportunity Grant (FSEOG) 32
 Federal Work Study (FWS) 33
 Free Application for Federal Student Aid (FAFSA) 31
 Assistance with Application 31
 Filling Out Your FAFSA 31
 Status Results 33
 Steps to Apply 31
 Independent Student 32
 NPC and Other Scholarships 34
 Phone Number 9
 Priority Deadline 30
 Satisfactory Academic Progress 35
 Failure to Meet Requirements 35
 Financial Aid SAP Warning status 36
 Appeal 36
 Schedule Change Impact 37
 Canceled Class 37
 Dropping or Adding a Course 37
 Non-Attendance 37
 Withdrawal Before First Day of Class 37
 Withdrawal From All Classes 37
 Withdrawing Without "W" on Transcript 37
 Scholarship Search 34
 Verification Process 34
 Financial Aid Disbursement 35
 Financial Aid Information 29
 Financial Statement 197
 Finish Line Scholarship 10
 Fire Science (FRS)
 Course Descriptions 153
 Degree and Certificate Options 56
 Degree and Certificate Requirements 103
 Firefighter (CP) 103
 Flexible Degree
 See Associate of General Studies (AGS)
 Former Student Admission Requirements 15
 Free Application for Federal Student Aid (FAFSA) 31
 French (FRE)
 Course Descriptions 154

G

Gainful Employment Disclosure 207
 GED®/High School Equivalency Diploma 39
 Opportunities Through Education 39
 Phone Number 9
 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 Transfer Degree (AGEC) 68
 General Education Values 55
 Geography (GEO)
 Course Descriptions 154
 Geology (GLG)
 Course Descriptions 154
 German (GER)
 Course Descriptions 154
 Grades 60
 Appeal of Grade 198
 Audit (AU) Grades 16, 60
 Grading Procedure 61
 Grading System 60
 Incomplete (I) Grades 61
 Pass (P) Grades 60
 Raising Grades 61
 Repeating Courses 61
 Reporting of Grades 61
 Withdrawal from Classes 61
 Withdrawal (W) Grades 61
 Graduation Requirements
 Applicable Catalog 58
 Application Deadline 57
 Degrees and Certificates 57
 Exclusions and Exceptions 59
 Grades 60
 Scholastic Honors 62
 Outstanding Graduates 62
 President's and Dean's Lists 62
 Transcripts 42
 Grievance
 Disability Resource and Access 29
 Student Grievance Procedure 205
 Initiating a Grievance 205
 Investigation of Grievance 205
 Decision 205
 No Retaliation 205

H

Hairstyling
 Certificate (CP) Requirements 92
 Course Descriptions *See Cosmetology*

Program Description 89
 Harassment and Unlawful Discrimination
 Complaint Procedures 196
 Definitions 196
 Hazing Prevention
 Complaints and Reports 196
 Definitions 196
 Health and Physical Education (HPE)
 Course Descriptions 154
 Degree and Certificate Options 105
 Health Insurance (Student) 43
 Health Sciences (HES)
 Course Descriptions 156
 Helpful Telephone Numbers 9
 Higher Learning Commission (HLC) 5
 High School Equivalency Diploma
 See GED® Testing 39
 High School Programs 8
 See Dual Enrollment
 History (HIS)
 Course Descriptions 156
 Honors Colloquia (HON)
 Course Descriptions 157
 How to Keep Informed 50
 Area Emergency Information 50
 Check your RAVE information 50
 Closings and Class Cancellations 50
 Crisis Manager App 50
 Know Where To Find Emergency Information 50
 Human Development (HDE)
 Course Descriptions 157
 Humanities (HUM)
 Course Descriptions 158
 General Education Options 66
 Human Resources Office
 Phone Number 9
 Hybrid Courses (HY) 64

I

Important Notices
 Americans with Disabilities Act 207
 Catalog Not a Contract 207
 Financial Statement 207
 Notice of Nondiscrimination 207
 Protection of Intellectual Property 207
 Incoming Credit Acceptance Policy 15
 Incomplete ("I") Grades 35, 61
 Independent Student
 Financial Aid Definition 32
 Individualized Learning Contracts 27
 Industrial Arts (INA)
 Course Descriptions 158
 Industrial Plant Operations (EIT)
 Course Descriptions 148

Index

H (Continued)

See *Energy and Industrial Technician (EIT)*
Degree and Certificate Options 56
Degree and Certificate Requirements 101
Industrial Technology Trades (ITT)
Course Descriptions 159
Industrial Technology Trades General CP, CAS, AAS (ITT) 107
Information and Communication Technology (ICT)
Course Descriptions 161
In-State Residency Requirements 13
In-State Tuition 19
Instructional Course Fees 20
Instructional Divisions and Programs 54
Internships 28

K

Keeping Informed 50
Area Emergency Information 50
Check your RAVE information 50
Closings and Class Cancellations 50
Crisis Manager App 50
Know Where To Find Emergency Information 50
Kids College 7

L

Languages
Course Descriptions 161
Leadership (CP) 103
Learning Adventure Excursions 7
Library Services 40
Public Access to Computer and Internet Services 8
Licensed Nursing Assistant (LNA) 112
Limitations, Course Offering 64
LNA to RN Associate of Applied Science (AAS)
Degree (NUR)
Degree Requirements 112
Load Classification 17
Locations
Also see *Map on Back Cover*
Phone Numbers 9
LPN to RN Associate of Applied Science (AAS)
Degree (NUR)
Degree Requirements 112

M

Management and Leadership (BUS)
Course Descriptions 130
See *Business (BUS)*
Degree and Certificate Options 56
Degree and Certificate Requirements 82
Masonry (CP) 87

Course Descriptions 139
See *Construction (CON)*
Mathematics (MAT)
Course Descriptions 162
Mechanical Maintenance (ITT)
Course Descriptions 160
See *Energy and Industrial Technician (EIT)*
Degree and Certificate Options 56
Degree and Certificate Requirements 107
Media Fee 20
Medical Assistant (MDA)
Course Descriptions 164
Degree and Certificate Options 56
Degree and Certificate Requirements 109
Medical Office Administration Specialization (BUS)
Course Descriptions 130
See *Business (BUS)*
Degree and Certificate Options 56
Degree and Certificate Requirements 83
Mental Wellness Club 41
Merit Student Achievements 41
Mission 6
Music (MUS)
Course Descriptions 163

N

Nail Technician (CP)
Course Descriptions 141
See *Cosmetology (COS)*
Certificate Requirements 92
Navajo Language
Course Descriptions 161
Navajo County Community College District
Governing Board 175
New Mexico Tuition Waiver 19
New Student Admission Requirements 15
Non-Accredited Transfer Credit 27
Non-Attendance 37
Non-Credit Classes 7
Financial Aid Ineligible 37
Non-Emergency Student Text Messages 50
Non-Payment 21
Non-Resident Tuition 19
Notice of Directory Information 196
Notice of Nondiscrimination 207
NPC Jobs Club 28
NPC Scholarships 34
Nursing and Allied Health Division 54
Nursing Assistant Training (NAT)
Course Descriptions 167
Certificate Requirements 113
Fingerprint Requirement 113, 168
Nursing Studies (NUR)
Admission 111
Prerequisites 110

Requirements 110
Course Descriptions 166
Degree Requirements
General Education Requirements 110
LNA to RN (AAS) 112
LPN to RN (AAS) 112
Paramedic to RN (AAS) 112
Emphasis 110
LNA to RN 112
LPN to RN 112
Paramedic to RN Transition 112
Practical Nursing (CAS) 111
Program Overview 110
Student Nurse Guidelines 111

O

Online Courses (OL) 64
Refund 21
Open Entry Classes 18
Opportunities Through Education 39
Also see *GED® Testing*
Organizations and Activities 41
Art Club 41
Eagle Club 41
Mental Wellness Club 41
Music/Theatre/Speech 41
Phi Theta Kappa 41
President's Scholars Program 41
Student Government Association 41
Outstanding Graduates 62

P

Paramedic to RN Pathway (AAS) 112
Paramedicine (EMT)
Course Descriptions 149
Commission on Accreditation of Allied Health Education Programs (CAAHEP) 114
Degree and Certificate Options 56
Degree and Certificate Requirements 114
Entrance Requirements 114
Prerequisites 114
Pass ('P') Grades 60
Payment Plan 21
Peace Officer (CP) 71
Peer-to-Peer Distribution of Intellectual Property 189
Pell Grant 33
Personal Training & Rehabilitation (CP) 105
Pharmacy Technician (PHT)
Course Description 167
Pharmacy Technician Certification Board Certification 168
Phi Theta Kappa 42
Philosophy (PHL)

Index

P (Continued)

Course Descriptions 167
 Phone Numbers 9
 Photo and Videotape Notice 198
 Physical and Biological Sciences General
 Education Options 66
 Physical Health & Performance (CAS) (AAS) 105
 Physics (PHY)
 Course Descriptions 168
 Placement Testing 16
 Plan for Crime Awareness and
 Campus Security 189
 Political Science (POS)
 Course Descriptions 168
 Open Entry Online Courses 17
 President's and Dean's Lists 62
 President's Scholars Program 42
 Honors (HON) Course Descriptions 157
 President's Welcome 4
 Priority Deadlines – Financial Aid 30
 Priority Registration - Veterans 49
 Probation
 Academic 62
 Financial Aid (Suspension) 36
 Programs and Degrees 56, 57
 Available Degree Programs 56
 Protection of Intellectual Property 208
 Psychology (PSY)
 Course Descriptions 169
 Public Access to NPC Computers & Internet
 Services 8
 Public Notice of Nondiscrimination 207

R

Raising Grades 61
 RAVE Alerts 50
 Records and Registration Office 42
 Appeal of Grade 200
 Credit Evaluation 26, 47
 Phone Number 9
 Transcripts 42
 Recruiting Office 43
 Phone Number 9
 Refunds 21
 BankMobile Options 22
 Cancellations 22
 Course Change 21
 Eight-Week & Summer 21
 Exception Refunds 21
 Financial Aid 21
 Media Fee 21
 One- and Two-Day Workshops 21
 Online Course 21
 Other Refunds 21

Short-Term (less than 8 weeks) 21
 Tuition and Fees 21
 Registered Nursing (RN) 112
 See Nursing Studies (NUR)
 Registration Information 16
 Academic Calendar 23
 Adding or Dropping Classes 17
 Course Changes 18
 Dates 23
 Load Classification 17
 Noncredit Classes 17
 Open Entry Courses 17
 Placement Testing 16
 Short-Term Credit Classes 17
 Updating Contact Information 18
 Release of Educational Records 195
 Directory Information 196
 Family Educational Rights and Privacy Act
 (FERPA) Annual Notification 195
 Inspection of Educational Records 195
 Limitation on Right of Access 195
 Release of Educational Records
 to Other Institutions 195
 Repeating Courses 61
 Reporting Crimes and Emergencies 50
 Reporting of Grades 61
 Residency Requirements 12
 Classification for Tuition Purposes 12
 In-State Residency Requirements 13
 United States Residency Verification 12
 Responsibility for Debt 21
 Rights and Responsibilities
 Financial Aid 38
 Student 189

S

Satisfactory Academic Progress
 Failure to Meet Requirements 62
 Financial Aid 34
 Student 62
 Veterans 48
 Schedule Changes 21
 Financial Aid 37
 Scholarships
 Finish Line 10
 NPC Scholarships 34
 Scholarship Search 34
 Scholastic Honors 62
 Short-Term Credit Classes 17
 Small Business Development Center 8
 Sociology (SOC)
 Course Descriptions 169
 Software Development (CIS)
 Course Descriptions 136
 See Computer Information Systems (CIS)
 Degree and Certificate Requirements 84

Spanish (SPA)
 Course Descriptions 169
 Speech, Theatre and Film (SPT)
 Course Descriptions 169
 Sports Medicine (CP) 105
 Spring Semester
 Dates 23
 Excess Course Load 17
 Refunds 21
 Tuition 19
 Stand Alone Learning Environment (SA) 64
 Student Accommodation Services 29
 Student Appeal of Grade 198
 Student Academic Code of Conduct 199
 Academic Integrity Tutorial 205
 Academic Misconduct
 Hearing 202
 Procedure 201
 Administration of Student Conduct Code 200
 Definitions 199
 Student Non Academic Code of Conduct 201
 Definitions 202
 Hearings 202
 Procedures 202
 Student Email 43
 Student Government Association 41
 Student Grievance
 Disability Resource and Access 29
 Student Grievance Procedure 205
 Initiating a Grievance 207
 Investigation of Grievance 207
 Decision 207
 No Retaliation 207
 Student Health Insurance 43
 Student Housing 43
 Student Nurse Guidelines 111
 Student Organizations and Activities 41
 Art Club 41
 Eagle Club 41
 Mental Wellness Club 41
 Music/Theatre/Speech Groups 41
 Phi Theta Kappa 42
 President's Scholars Program 42
 Student Government Association 42
 Student Payments 20
 Collection Fees 20
 Non-Payment 21
 Payment Plan 21
 Responsibility for Debt 20
 Student Rights and Responsibilities 189
 Academic Integrity Tutorial 205
 Affirmative Action and Title IX 189
 Attendance 189
 Campus Sexual Violence Elimination (SaVE)
 Act 190
 Communicable Diseases 189
 Crime Awareness and Campus Security 189

Index

S (Continued)

Drug-Free Student Environment 192
 Family Educational Rights and Privacy Act (FERPA) 195
 Directory Information 196
 Harassment and Unlawful
 Discrimination 196
 Hazing Prevention 196
 Peer-to-Peer Distribution of Intellectual
 Property 198
 Photo and Videotape Notice 198
 Release of Educational Records 195
 Reporting Emergencies 51, 189
 Student Appeal of Grade 198
 Student Academic Code of Conduct 199
 Student Non Academic Code of Conduct 201
 Student Grievance 205
 Student Right-To-Know 207
 Student Services
 Academic Advising 26
 Academic Integrity Tutorial 207
 Alternative Educational Services 26
 Career Services 28
 College and Career Preparation 28
 Financial Aid 29
 GED®/High School Equivalency Diploma 39
 Library Services 40
 Merit Student Achievements 41
 Organizations and Activities 41
 Records and Registration 42
 Recruiting Office 43
 Student Accommodation Services 29
 Student Email 43
 Student Health Insurance 43
 Student Housing 43
 Student Writing Center 44
 Textbook Information 44
 Transfer Assistance 45
 Tutoring 45
 Veterans Services 45
 Voter Registration 49
 Student Topics (STU)
 Course Descriptions 171
 Student Writing Centers 44
 Summer Session
 Dates 23
 Excess Course Load 17
 Refunds 21
 Tuition 19
 SUN (Shared Unique Number) 63
 Sunset Date 67
 Support Center
 Phone Number 9
 Student Email 43
 Surgical Technology (SGT)
 Admission 116

Prerequisites 116
 Selection 116
 Course Descriptions 171
 Degree Requirements 117
 Program Guidelines 116
 Suspension 195, 203
 Financial Aid 36

T

Talon Gallery 7
 Teacher Certification Courses 17
 Teach-out plan 58, 67
 Textbook Information 44
 Phone Number 9
 Text Messages, Non-Emergency 50
 Therapeutic Massage Program (TMP)
 Course Descriptions 172
 Degree and Certificate Options 56
 Degree and Certificate Requirements 118
 Transcripts 42
 Reporting of Grades 60
 Transfer Agreements 63
 Transfer Assistance 45
 See AzTransfer
 Transfer Degrees
 Associate of Arts (AA) Degree 56, 69
 Associate of Arts in Early Childhood
 (AAEC) 56, 96
 Associate of Arts in Elementary Education
 (AAEE) 56, 99
 Associate of Business (ABus) 56, 80
 Associate of Science (AS) Degree 56, 71
 General Education Transfer Degree (AGEC) 68
 Transfer Student Admission Requirements 12
 Tuition, Fees and Payments 19
 Apache County 19
 College and Career Preparation 19
 In-State Resident Base Tuition 19
 Instructional Course Fees 20
 Media Fee 20
 New Mexico Residents 19
 Non-Resident Base Tuition 19
 Refunds 21
 Senior Citizens 19
 Special Fees 20
 Student Payments 20
 Summer Session 19
 Western Interstate Commission for Higher
 Education (WICHE) 19
 Western Undergraduate University (WUE) 19
 Tutoring, Free 45
 I Want to be a Tutor 45
 Request a Tutor 45

U

United States Residency Verification 12
 University Transfer Agreements 63
 Unlawful Discrimination 196
 Updating Contact Information 18
 US Constitution Course 18, 21
 Course Description 168

V

Verification Process for Financial Aid 34
 Veterans Services
 Assessment of Military Training 47
 Educational Benefit Eligibility 45
 Arizona National Guard 45
 Educational Programs
 Chapter 30: Montgomery GI Bill® – Active
 Duty (MGIB-AD) 46
 Chapter 31: VA Vocational
 Rehabilitation 46
 Chapter 33: Post-9/11 GI Bill® 46
 Chapter 35: Survivor's and Dependents'
 Educational Assistance 46
 Chapter 1606: Montgomery G.I. Bill® –
 Selected Reserve (MGIB-SR) 47
 Title 38 United States Code Section 3679(e) -
 Veterans Benefits and Transition
 Act of 2018 48
 Enrollment Status & Payment 47
 Overview 45
 Phone Number 9
 Priority Registration Day 48
 Prior Credit Evaluation 47
 Roles & Responsibilities 47
 Satisfactory Academic Progress 48
 VA Academic Warning, Suspension &
 Restricted Status 48
 The WAVE and IVR System 47
 Videotape Notice 198
 Visual Communications Fundamentals
 (CP) 56, 102
 Course Descriptions 151
 See Film and Digital Video
 Vocational High School Districts 28
 Voter Registration 49

W

Warning
 Academic Warning 62
 Weather Emergencies
 Area Emergency Information 50
 Process for Closing/Cancellation at a Campus/
 Center 50
 General Principles 50
 Welcome to NPC! 7
 Welding (WLD)
 Course Descriptions 173

Index

- Degree and Certificate Options 56, 119
- Degree and Certificate Requirements 119
- Western Interstate Commission
 - for Higher Education (WICHE) 19
- Western Undergraduate University (WUE) 19
- What is AGEC? 63
- Who We Are... 3, 5
 - Accreditation 5
 - College District 5
 - College Visitation 5
 - Mascot and Colors 3, 5
 - Mission 6
 - Shared Values 6
 - Shared Vision 6
 - Phone Numbers 9
 - President's Welcome 3
- Withdrawal Before the First Day of Classes 37
- Withdrawal from Class(es) 37, 61
- Withdrawal ('W') Grades 61
- Withdrawing from a Course 18
- Withdrawing Without "W" on Transcript 37
- Workshops and Special Project Courses
 - Course Descriptions 174
 - Refunds 21
- Work Study 29, 31
- Writing Centers 44