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Student Services

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

Academic Advising

Advisors' schedules vary by location to accommodate meeting with students during day and evening hours. To schedule an appointment with an advisor by location, visit ***www.npc.edu/advising***.

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

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

- Educational planning, including degree or certificate plans;
- Evaluating results of placement testing;
- Selecting and registering for classes;
- Obtaining forms, including transcript requests and graduation application;
- University transfer assistance;
- Processing petitions and appeals;
- Utilizing alternative learning options;
- Receiving VA benefits;
- Providing information about financial aid, scholarships and work study opportunities;
- Adult education and GED testing;
- Information about student activities.

Prior to registering for classes, a student should meet with an academic advisor to discuss career and educational goals. Together, you'll develop a degree plan, which lists the courses needed to reach those goals.

A degree plan is also required for federal financial aid and most scholarship applications.

You Must Declare a Degree/Major

Registration will be blocked for students who have earned 12 or more credit hours and have not declared a degree or major. The "advisement hold" gives students an opportunity to plan classes, ensuring they are on the right path toward a major(s) and allows the advisor to check student academic progress. Only after the student has met with their academic advisor will the hold be removed to register for classes.

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

Advisors Contact Information/Phone Numbers

Advisors schedules vary by location to accommodate meeting with students during day and evening hours. For a list of advisors phone numbers, or to schedule an appointment visit ***www.npc.edu/advising***,
or refer to page 9.

Alternative Education Services

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

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

- Credit by Evaluation
- National Standardized Examinations
- Departmental Credit by Examination
- Departmental Credit by Evaluation
- Articulated Equivalent Course(s)

Once awarded, the institution to which a student transfers may handle acceptance of such credits upon transfer differently.

Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program.

1. Evaluation of Prior Learning/Assessed Credits

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

Students interested in the evaluation of their prior learning should first meet with an NPC academic advisor. This is necessary to receive a general overview of the options and processes that may need to be followed for any individual student's situation. Students pay a fee of $45 for credits accepted for approved assessed credit evaluation. Assessed credits need to be paid for/applied for within the academic year they are requested to be evaluated by NPC. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits.

Alternative Education Services Continued

2. Credit By National Examination

Credits awarded through the following national examinations: College Level Examination Program (CLEP), Advanced Placement (AP), Cambridge International Exams (CIE), DANTES Standardized Tests (DSST) and International Baccalaureate (IB) may be used at NPC to count toward the student's degree program, including general education, major and elective requirements. The student does not have to take additional courses to replace the credits for which s/he qualified by national examination in order to accumulate 60 hours for graduation.

NPC establishes acceptable test scores for the awarding of credits based on recommendations from the state articulation task force for each discipline. Please see an academic advisor for minimum scores.

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

Specific information concerning test subjects, including general exams, equivalent NPC courses, acceptable scores and the number of credits that NPC awards for each test is available from the Records and Registration Office or academic advisors.

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

Students desiring to use national examination scores for satisfying requirements at institutions other than NPC are advised to check the policies of those specific institutions. The acceptance of prior learning credits or national examination credits may be handled differently by another institution upon transfer. Each institution reserves the right to set scores for passing, as well as which tests they accept as testing over the equivalents of their courses. It is possible that passing scores may be higher or lower at other institutions. National examination test scores, not necessarily courses, transfer for use between institutions and may be treated differently by the receiving institution.

No fees are assessed by the college for the credit earned through these standardized college-level exams (AP, IB, CIE, CLEP, DSST).

3. Credit By Department Examination

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

An appropriate fee must be paid for the type of credit by examination selected as stated in the fees schedule, listed on page 20, and ***www.npc.edu/tuition-fees.***

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

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

4. Non-accredited Transfer Credit

Transfer credit from non-accredited postsecondary institutions may also be awarded if NPC is satisfied that such credits represent equivalent or higher-level work and other measures of the quality of the work completed are evident. This provision applies to official transcripts from private-for-profit postsecondary institutions and postsecondary institutions operated under the auspices of an Indian tribe. Transcripts received from institutions for students who have not enrolled at NPC will only be kept on file for four (4) academic years, then destroyed if student has not enrolled at NPC. Transfer credits will NOT be applied toward the NPC Grade-Point Average.

5. Individualized Learning Contracts

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

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

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

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

6. Dual Enrollment

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for credit by all state community colleges and state universities. For further information about dual enrollment, contact an NPC Academic Advisor, ***www.npc.edu/advising***.

7. Vocational High School Districts

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

8. Experiential Education

Experiential Education may occur via different methodologies, including those defined by the Association of Experiential Education: "Non-formal education, Place-based education, Project based education, Global education, Environmental education, Student-centered education, Informal education, Active learning, Service learning, Cooperative learning and Expeditionary learning."

Northland Pioneer College offers a variety of Experiential Education opportunities, which include Clinicals, Internships and Practicums in various departments throughout the college. Students interested in pursuing Experiential Education should speak with an academic advisor.

Career Services

Career Services is your path to employment success! Career Services helps connect students and alumni with employment opportunities. Whether you need assistance discovering possible career paths, developing effective job search strategies, finding internships, or networking opportunities, Career Services is here to help. More information can be found at ***www.npc.edu/career-services***.

You can also email ***careerservices@npc.edu***. Career Services can also be contacted for the following additional services:

Career Preparation

Career assessments for undecided and career transition-seeking students allow students to explore career options, interests, values, and skills. Individual assessment, resume writing, interview preparation, and jobs search skills assistance are available through workshops, online webinars, individual appointments, and on the Career Services website at ***www.npc.edu/career-services***.

NPC Job Club

Job Club is an online platform developed and managed by NPC Career Services. The platform includes a job board, events calendar, and resources to help with your job search. You can browse and search job postings, internships, and volunteer opportunities. You can also find out about upcoming events such as job fairs, employer visits, and workshops. A curated list of resources such as assessments, career guides, articles, book recommendations, and recorded presentations are available to help you as well. NPC Job Club is also a platform that allows you to ask questions of other job-seekers, career services, and some employers. For more information visit ***www.npc.edu/career-services/students-alumni-community***

Career Fairs

Career Services hosts in-person career fairs so that students, alumni, and community members can network with employers, learn about career pathways, and apply for jobs. Career Fair events can found online on the NPC Events Calendar: ***www.npc.edu/calendar***. There are also employer information presentations available at ***www.npc.edu/career-fair.*** All career fairs are also posted on the Job Club platform (see above).

University Transfer Fairs

Career Services hosts visits from universities for students to learn about how to transfer their NPC credits to a Bachelor's degree program. University visits and transfer fairs can be found on the NPC events calendar at ***www.npc.edu/calendar.*** Recorded presentations from the universities are available at ***https://www.npc.edu/career-services/university-transfer-fairs.*** University transfer fair events and transfer representative visits are posted on the NPC Job Club platform (see above).

Internships

"Internships allow students to gain valuable applied experience and make connections in a professional field they are considering for a career path, and allow employers to guide and evaluate talent." - National Association of Colleges and Employers (NACE).

Career Services helps coordinate the Internship Program. Internships require the cooperation of the student, employer, and faculty member. Career Services can help make the necessary introductions. All internships must follow the requirements specified in the Internship Manual. The Internship Manual can be requested from Career Services at ***careerservices@npc.edu*** or downloaded at ***www.npc.edu/file/download/30996***.

College and Career Preparation

The College and Career Preparation Department matches students to the courses that best fit their learning needs and goals. Courses are offered at different instructional levels including English Language Acquisition for Adults (ELAA), basic literacy, high school equivalency (HSE) preparation, basic workforce development, and foundational skill building for college courses.

College and Career Preparation Continued

In each course, content such as reading, writing, and math are integrated into workforce skills and/or HSE preparation to provide students with meaningful application. College and Career Preparation offers students a variety of support services: placement testing, small class size, tutoring, college success coaching, and the use of the Student Writing Center. Your first steps to academic success begin here.

To assist you with these steps, a CCP Tuition Waiver is available to students who are seeking a high school equivalency diploma or to begin a workforce credential pathway. The waiver is designed to provide public access to adult basic education through College and Career Preparation (CCP) courses. The tuition waivers pay for tuition and fees for qualifying courses and are offered to students meeting eligibility criteria on a first-come, first-served basis.

Eligibility requirements include, but are not limited to, Arizona or New Mexico residency; state or federally-issued identification; and completion of the new-student orientation, CCP 055.

For more information, please contact the College and Career Preparation Department, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025; (800) 266-7845, ext. 6536.

Student Accommodation Services

Northland Pioneer College is committed to all students who self-identify as having a disability or disabilities.. Students are provided equitable access to a quality education in compliance with all federal regulations concerning nondiscrimination of persons with disabilities. Eligible students self-reporting the need for support due to the impact of a disability(ies) will be invited to complete the Student Accommodation Services process to determine reasonable and appropriate accommodations.

Students in need of accommodations must contact Student Accommodation Services to discuss their educational concerns as they relate to their disability(ies) preferably as early in the registration process as possible to ensure that support is there starting day one of class(es). Please note, a student can self-identify at any time while attending class(es) at NPC, but must understand that accommodations are not retroactive so timing is very important. Accommodations are determined on an individual basis; no two disabilities are alike so their impact is experienced differently.

How does a student get accommodations?

Students seeking accommodations must complete the following:

- Step 1 – Complete the Make Contact form which can be found online at ***www.npc.edu/sas***.
- Step 2 – once the SAS office has received the student's completed Make Contact form, they contact the student to schedule an Intake appointment, which can be done in-person or via ZOOM.
  Note: When scheduling the Intake appointment, students are asked about supporting documentation to support the disability(ies) they are reporting. The documentation helps SAS provide the support requested by the student. *Please note* that if a student does not have supporting documentation related to their reported disability(ies), SAS would still like to meet with the student to see if support can be provided.
- Step 3 – Request Accommodations form which can be found online at ***www.npc.edu/sas***.
  Note: This step must be completed by the student each semester they attend class(es) and wish to have their accommodations in place.

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

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

Disability Grievance Process

1. Contact the Student Accommodation Services Coordinator at (800) 266-7845 ext. 6249 to try to resolve the concern.
2. Contact the Dean of Instructional Innovation at (800) 266-7845 ext. 6164 if the concern persists.
3. Request a review by the Disability Access Board through the Student Accommodation Services Coordinator.

*Please note: decisions of Disability Access Board are final and cannot be appealed further.

SAS service application forms are available on ***www.npc.edu/sas***.

Student Accommodation Services serves the entire college district from an office on the Silver Creek Campus in Snowflake. The telephone number is (800) 266-7845, ext. 6249.

Financial Aid Information

Northland Pioneer College (NPC) offers a variety of federal, state, institutional, and private financial aid programs to assist students with educational expenses. Financial aid may be available in the form of grants, scholarships, and Federal Work-Study employment.

Financial Aid Information Continued

The purpose of financial aid is to help students and their families meet the costs of higher education, including tuition, fees, books, supplies, transportation, and other educational expenses. While financial aid can assist with these costs, the primary responsibility for financing a college education remains with the student and the student's family.

Students are encouraged to apply for financial aid as early as possible. Processing times vary throughout the year, and students who apply late may be responsible for making payment arrangements until financial aid eligibility is determined.

NPC serves students enrolled in College and Career Preparation (CCP), workforce development, certificate, associate degree, and bachelor's degree programs. Financial aid eligibility varies based on a student's program of study and course enrollment. Students enrolled in CCP coursework should consult with the Financial Aid Office to determine which courses are eligible for federal financial aid funding and how those courses may affect financial aid eligibility and Satisfactory Academic Progress (SAP).

Financial aid information is available from:

Northland Pioneer College Financial Aid Office
Tawa Center, Painted Desert Campus
2251 E. Navajo Blvd.
Holbrook, AZ 86025

Mailing Address:
P.O. Box 610
Holbrook, AZ 86025
Phone: (800) 266-7845, ext. 7318
Email: ***financialaid@npc.edu***

Financial Aid Calendar

Also see, 2026-27 Academic Calendar on page 23.
For updates to Financial Aid dates, click
www.npc.edu/academic-calendar

Fall Semester 2026

Priority deadline ..... April 15
You must have a completed financial aid file to expect to have disbursements released on August 7th.
Registration deadline for initial financial aid disbursements ..... July 11
Fall Semester classes begin ..... August 24
Last day to withdraw from first eight-week classes at 100%
Financial Aid refunds available to students ..... August 28
refund and without a "W" on transcript..... August 28
Last day to withdraw from regular semester classes at 100% refund and without a "W" on transcript..... September 4
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... September 4
Last day of Fall Semester ..... December 11

Spring Semester 2026

Priority deadline ..... Oct. 15
You must have a completed financial aid file to expect to have disbursements released on January 8th.
Registration deadline for initial financial aid disbursements ..... Dec. 12
Spring Semester classes begin ..... January 19
Financial Aid refunds available to students ..... January 22
Last day to withdraw from first eight-week classes at 100% refund and without a "W" on transcript..... January 25
Last day to withdraw from regular semester classes at 100% refund and without a "W" on transcript..... February 1
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... February 1
Last day to withdraw from second eight-week classes at 100% refund and without a "W" on transcript..... March 26
Last day of Spring Semester ..... May 15

Summer Session 2026

Priority deadline ..... March 15
You must have a completed financial aid file to expect to have disbursements released on May 28th.
Registration deadline for initial financial aid disbursements ..... May 1
Summer Session begins ..... June 7
Financial Aid refunds available to students ..... June 11
Last day to withdraw from regular semester classes at 100% refund and without a "W" on transcript..... June 11
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... June 11
Last day of Summer Session ..... July 30

Financial Aid Information Continued

Priority Deadlines

Priority deadlines allow NPC's Financial Aid Office sufficient time to review financial aid applications and determine eligibility before the semester begins.

- Students should:
- Submit the FAFSA.
- Complete all requested requirements.
- Submit all required documentation through the Student Verification Portal and NPC Student Portal.

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

LAST DAY TO SUBMIT REQUIRED FINANCIAL AID DOCUMENTATION: JULY 15

Meeting priority deadlines does not guarantee eligibility or an award, but it significantly improves the likelihood that aid will be processed before classes begin.

APPLYING FOR FEDERAL STUDENT AID (FAFSA)

Students seeking federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at:

https://studentaid.gov.

Northland Pioneer College Federal School Code: 011862

Students must include NPC's Federal School Code on the FAFSA so application information can be sent to NPC.

Step 1: Create an FSA ID

Students and all required contributors must create their own FSA ID.

An FSA ID is used to:

- Complete the FAFSA
- Electronically sign federal aid documents
- Access federal student aid systems
- Manage federal student aid records

Contributors may include:

- Parents
- Spouses
- Other individuals required to provide information on the FAFSA

Each contributor must have:

- Their own email address
- Their own mobile phone number
- Their own FSA ID

Step 2: Gather Required Information

Students and contributors should have:

- Social Security Number (if applicable)
- Date of birth
- Marital status information
- Federal tax information required for the FAFSA year
- W-2 forms and income information
- Records of untaxed income
- Alien Registration Number (for eligible noncitizens)
- Asset information, if applicable

FAFSA Direct Data Exchange (FA-DDX)

The FAFSA Direct Data Exchange (FA-DDX) allows the U.S. Department of Education to securely obtain federal tax information directly from the Internal Revenue Service (IRS).

Each required contributor must:

- Create an FSA ID
- Accept the FAFSA invitation
- Provide consent for the transfer and use of federal tax information
- Complete and sign the FAFSA

Failure of a required contributor to provide consent may affect a student's federal financial aid eligibility.

Why Complete the FAFSA?

The FAFSA is used to determine eligibility for:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- State aid programs
- Institutional aid
- Many scholarship programs

Students should complete a FAFSA each academic year regardless of income level.

DEPENDENCY STATUS

For FAFSA purposes, a student is generally considered independent if they meet one or more federal dependency criteria.

Examples of independent student status include students who are:

- Married
- Veterans

Financial Aid Information Continued

- Active-duty military members
- Supporting dependents
- Graduate or professional students
- Former foster youth
- Orphans
- Wards of the court
- Emancipated minors
- In court-ordered legal guardianship
- Unaccompanied homeless youth

Legal Guardianship

A legal guardianship:

- Must be established by a court.
- Must place legal responsibility for the student with someone other than a parent or stepparent.
- Does not include informal living arrangements with relatives or family friends.

Homelessness and Provisional Independent Status

Students who are unaccompanied and homeless, or self-supporting and at risk of homelessness, may qualify for independent status.

Students who do not have documentation may identify their situation on the FAFSA and may be granted provisional independent status while the Financial Aid Office reviews the circumstances.

Students with unusual family situations should contact the Financial Aid Office for assistance.

FEDERAL, STATE, AND INSTITUTIONAL AID PROGRAMS

NPC participates in the following financial aid programs.

Federal Pell Grant

The Federal Pell Grant provides need-based grant assistance to eligible undergraduate students.

Lifetime Eligibility Limit

Students are limited to: 600% Lifetime Eligibility Used (LEU)

This generally equals approximately twelve full-time semesters of Pell Grant eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG assists students with exceptional financial need and is awarded based on funding availability. Students must be enrolled at least half-time (6 - 8 credits).

Federal Work-Study (FWS)

Federal Work-Study provides eligible students opportunities to earn money while attending college. Students must be enrolled at least half-time (6 - 8 credits).

Arizona Leveraging Educational Assistance Partnership (AzLEAP)

AzLEAP provides need-based assistance to eligible Arizona residents enrolled at least half-time (6 - 8 credits).

Funding is contingent upon state appropriations.

Scholarships

NPC offers institutional and private scholarships.

Information regarding scholarships is available at: www.npc.edu/scholarships

Student Loans

NPC does not participate in:

- Federal Direct Loan Programs
- Federal Family Education Loan Programs (FFEL)
- Federal Perkins Loan Programs
- Private educational loan programs

STUDENT ELIGIBILITY REQUIREMENTS

Students must:

- Be enrolled in an eligible degree or certificate program of study.
- Meet citizenship or eligible noncitizen requirements.
- Complete a FAFSA annually.
- Meet Satisfactory Academic Progress requirements.
- Possess a high school diploma or official transcript, GED, or official home-schooled transcript.
- Meet all federal and institutional eligibility requirements.

College and Career Preparation (CCP) Coursework

Federal regulations limit financial aid eligibility for developmental coursework.

The following CCP courses are eligible for federal financial aid funding:

Prefix	#	Course Title
CCP	070	Reading/Writing Applications IV
CCP	080	Reading/Writing Applications V
CCP	071	Math Applications IV
CCP	081	Math Applications V
CCP/HDE	103	Workforce Readiness, ABE III+
CCP/HDE	104	Workforce Readiness, ABE III+

Financial Aid Information Continued

A current list of eligible CCP coursework is available at: www.***npc.edu/ccp***

Important: Enrollment in CCP courses does not automatically qualify a student for financial aid. Only approved CCP coursework may be included when determining financial aid eligibility, enrollment status, disbursement eligibility, and Satisfactory Academic Progress.

VERIFICATION

The U.S. Department of Education may select a student's FAFSA for verification.

Verification is the process used to confirm the accuracy of FAFSA data.

Students may be required to submit:

- Tax documents
- Income information
- Family size information
- Asset information
- Marital status documentation
- Proof of high school completion
- Government-issued photo identification
- Other documents as required

All documentation must be submitted through the Financial Aid Student Portal.

Financial aid eligibility cannot be determined until verification is complete.

FINANCIAL AID DISBURSEMENT

Eligible financial aid is disbursement date are posted on the academic calendar for each semester, refer to the NPC website at ***https://www.npc.edu/academic-calendar***, subject to change.

Students must:

- Complete all required financial aid requirements
- Register for eligible coursework
- Establish attendance in all enrolled courses
- Maintain financial aid eligibility

Refunds are processed through TouchNet Disbursements. Information about creating a TouchNet account is available at the NPC website:
https://www.npc.edu/tuition-fees/refund-policy

CCP Enrollment and Disbursement

Students enrolled in CCP coursework may have their enrollment reviewed before aid is disbursed.

Enrollment in CCP courses that are not eligible for federal financial aid may affect:

- Pell Grant eligibility
- Enrollment status calculations
- Financial aid award amounts
- Financial aid disbursements
- Satisfactory Academic Progress evaluations

Students should verify CCP course eligibility before making schedule changes.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require students receiving financial aid to make satisfactory academic progress toward completing their declared degree or certificate program.

NPC evaluates SAP using coursework applicable to a student's current declared program as documented through the student's Degree Progress Audit (DPA).

SAP Standards

Students must meet all three standards:

Grade Point Average (GPA)

Maintain a minimum cumulative GPA of 2.0.

Pace of Progression

Successfully complete at least 67% of attempted program-applicable credits.

Maximum Timeframe

Complete the program within 150% of the published program length.

Examples:

- Associate Degree (60 credits) = 90 credit maximum
- Associate Degree (64 credits) = 96 credit maximum
- Bachelor's Degree (120 credits) = 180 credit maximum

Accepted transfer credits that apply to the student's current program may be included in SAP calculations.

CCP Coursework and SAP

Eligible CCP coursework may be included in SAP evaluations as permitted under federal regulations and institutional policy.

Students should understand:

- Eligible CCP courses may count as attempted credits.
- Withdrawals and unsuccessful completion of CCP courses may affect pace calculations.
- Repeated CCP coursework may affect SAP status.
- CCP coursework may impact a student's maximum timeframe for financial aid eligibility.

Program Changes

When a student changes degree or certificate programs:

Financial Aid Information Continued

- A new Degree Progress Audit is completed.
- SAP may be recalculated using coursework applicable to the new program.
- Financial aid eligibility is reassessed.

Changing programs does not automatically restore financial aid eligibility.

SAP Statuses

SAP Met

Student meets all standards.

SAP Warning

Student fails SAP for one term but remains eligible for financial aid during the warning semester.

SAP Suspension

Student fails SAP after a warning semester or exceeds maximum timeframe.

SAP Probation

Student has an approved SAP Appeal and may be required to follow an Academic Plan.

SAP Appeals

Students on SAP Suspension may appeal if circumstances beyond their control prevented satisfactory progress.

Examples include:

- Serious illness or injury
- Death of a family member
- Significant personal hardship
- Other documented extenuating circumstances
- Program changes resulting in substantial non-applicable coursework

To appeal:

1. Download the SAP Appeal Form from the NPC Financial Aid webpage.
2. Submit a written explanation.
3. Must provide supporting documentation.
4. Submit a current Degree Progress Audit signed by an academic advisor.
5. Submit an Academic Plan, if required.

Appeal decisions may result in:

- Approval
- Approval with an Academic Plan
- Denial

Students approved under an Academic Plan must meet all plan requirements to maintain financial aid eligibility.

The complete SAP Policy, deadlines, and SAP Appeal Form are available on the NPC Financial Aid webpage.

SCHEDULE CHANGES AND WITHDRAWAL INFORMATION

Changes in enrollment may affect financial aid eligibility.

Students should consult with an academic advisor and the Financial Aid Office before:

- Dropping classes
- Adding classes
- Withdrawing from courses

Students who completely withdraw before completing 60% of the semester may be subject to a Return of Title IV Funds calculation, which could require repayment of federal aid.

Students must establish attendance in all registered courses to remain eligible for federal financial aid.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Know available financial aid programs.
- Understand eligibility requirements.
- Review financial aid policies and procedures.
- Understand SAP requirements.
- Request explanations regarding financial aid eligibility decisions.
- Request copies of Return of Title IV calculations.

Students are responsible for:

- Applying for financial aid each year.
- Submitting required documentation.
- Monitoring MyNPC Student Portal and student Outlook email.
- Reporting changes that may affect eligibility.
- Maintaining SAP.
- Attending all enrolled classes.
- Repaying any federal funds for which they become ineligible.

Financial aid records are protected under the Family Educational Rights and Privacy Act (FERPA).

ADDITIONAL INFORMATION

Additional information regarding financial aid programs, scholarships, SAP requirements, verification, and forms is available through the NPC Financial Aid Office and the NPC website.

Main Financial Aid Office: Painted Desert Campus (PDC)
Holbrook, AZ.....(928) 524-7318

- Monday-Thursday: 8:00 a.m. to 5:00 p.m.
- Friday: 8:00 a.m. to 4:00 p.m

Financial Aid Office – Little Colorado Campus (LCC)
Winslow, AZ .....(928) 289-6564

Financial Aid Information Continued

Financial aid assistance is available at the Little Colorado Campus during regular campus business hours. Financial Aid Specialist availability may vary by day and semester.

- Monday-Thursday: 8:00 a.m. to 5:00 p.m.
- Friday: 8:00 a.m. to 4:00 p.m

Financial Aid Office – Silver Creek Campus (SCC)
Snowflake, AZ..... (928) 536-6242

Financial aid assistance is available at the Silver Creek Campus during regular campus business hours. Financial Aid Specialist availability may vary by day and semester.

- Wednesday-Thursday-Friday

Financial Aid Office – White Mountain Campus (WMC)
Show Low, AZ..... (928) 532-6111

Financial aid assistance is available at the White Mountain Campus during regular campus business hours. Financial Aid

Specialist availability may vary by day and semester.

Monday-Tuesday

Main Phone Number: (800) 266-7845, ext. 7318 or 928-524-7318

Email: *financialaid@npc.edu*

Website: www.npc.edu/financial-aid-

Students are encouraged to contact the Financial Aid Office whenever they have questions regarding financial aid eligibility, application requirements, or funding opportunities.

GED®/High School Equivalency Diploma

For individuals without a high school diploma, College and Career Preparation (CCP) offers an orientation designed to improve their chances of successfully earning a High School Equivalency (HSE) diploma, such as through passing the General Education Diploma (GED®) exams. The "Opportunities Through Education (OTE)," CCP 055x, orientation discusses the advantages of continued education while providing information on Arizona's three HSE pathways, learning tips for success, time management skills, how to set and achieve goals, and an overview of different services available to support learning. During the orientation, students will complete the Test of Adult Basic Education (TABE) and prepare a writing sample to provide the program with information for accurate class placements.

Orientation sessions are generally offered twice a semester at NPC campuses to meet local demand. For available session dates and locations, contact College and Career Preparation (CCP) at any NPC location, or check the online Class Schedule for CCP 055x at ***www.npc.edu/high-school-equivalency***.

Tuition and fee waivers may be available for HSE/GED® preparation courses. The OTE is mandatory to receive continued financial assistance and is required for Adult Basic Education students (those students without a high school diploma or equivalency). The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program's purpose is to inform individuals of the state's three pathways for earning a high school equivalency diploma and complete each pathway's initial requirements.

Upon completion of the HSE/GED® orientation, students will work with the College and Career Preparation (CCP) Success Coach to determine the best pathway for them to attain their HSE Diploma. Pathways include the GED® Pathway, the 25 College Credit Pathway, and the HSE PLUS Career Readiness Pathway. The GED® Pathway requires taking and passing all of the GED® exams, including the Arizona Civics test. The 25 College Credit Pathway requires students to be enrolled in College and complete 25 specific college credits, including the Arizona Civics test. Upon completion, students submit an application and college transcripts to the ADE Representatives within the CCP department and to the Arizona Department of Education for review. Once approved, the state will issue the student a HSE diploma. The HSE PLUS Career Readiness Pathway requires students to be enrolled in a WIOA Title II Adult Education program, such as the CCP; pass the Arizona Civics test; and earn a minimum number of credits/points from specified sources that demonstrate Academic and Career Readiness. Such sources for both components include completed High School credits, College Credits, Adult Education Credits, GED® Exams, IET/BEST programs, CTE credits, Employment/Internship, or Industry Recognized Credentials. Upon completion, students will submit an application with their official transcripts and any accompanying evidence of meeting the requirements to the Representatives in the CCP department and then to the Arizona Department of Education for review and to issue the HSE Diploma.

Students can find more information about these three diploma pathways in the Arizona Adult Education Services website ***https://www.azed.gov/adultedservices/get-your-diploma***.

Disability-related accommodations for taking the "Opportunities Through Education" orientation class can be initiated by completing the Student Accommodation Services (SAS) Contact For Services Form online at ***www.npc.edu/sas***.

Disability-related accommodations for taking the online GED® test must be requested four (4) weeks in advance of registering to take the GED® test. Accommodation information and forms are

GED® High School Equivalency Diploma Continued

only available at ***www.ged.com***.

Northland Pioneer College administers GED® exams at computer testing sites located at the Show Low – White Mountain Campus and Holbrook – Painted Desert Campus. All GED® candidates must sign-up at ***www.ged.com*** for test information, scheduling, payment, and registration for the GED® test. PearsonVue maintains the computer-based testing schedule. At this time payment and test scheduling must be made through PearsonVue at ***www.ged.com*** or call (877) 392-6433.

For information on HSE/GED® orientation and preparation courses contact CCP staff at your campus or contact Dr. Tabitha Stickel, Associate Dean of Education and College and Career Preparation, (800) 266-7845, ext. 6536. For information regarding the GED® test, you must sign up at ***www.ged.com***. Direct questions to NPC's Computer-Based Test Administrator at (800) 266-7845, ext. 6142.

Requirements for Testing

- Sign up at www.ged.com for test information, scheduling, and registration for the GED® test. At this time, payment and test scheduling must be made through PearsonVue at ***www.ged.com*** or call (877) 392-6433.
- Students must meet the minimum age requirement of 16. (16- and 17-year–olds must create an account at www.ged.com before submitting the following original documentation to any NPC campus front office. The AZ Board of Education requires a NOTARIZED parental consent form AND an official withdrawal form from the last school attended. Must be provided to NPC's Computer-Based Test Administrator.
- GED® candidates are required to present a photo identification before admission to the exam room. The ID must satisfy all GEDTS requirements of identity, which include current name (ID and name on registration must match), address, date of birth, and signature. For a list of acceptable forms of ID visit ***npc.edu/ged-high-school-equivalency-diploma***. ID must be current and not expired. No refunds are given if the test taker is turned away for improper identification or if the testing reservation is not canceled 24 hours in advance.

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

Library Services

The NPC Library provides services and resources for students, faculty, staff and the community* at all campuses. To search the Library catalog, visit our subject guides, and access our databases, visit the Library website at ***www.npc.edu/library.***

Some Library services and resources available are:

- Library catalog with books, audiobooks, videos, and other material
- Databases for scholarly journal articles, eBooks, eAudiobooks, and online videos
- Subject Guides with links to research resources
- Reference services available in person, Text-a-Librarian, or Ask-a-Librarian
- Research assistance including citation help and plagiarism avoidance
- Information literacy instruction for classes and individuals
- Computers and wireless access including laptops available for student checkout
- Free printing and copies for students
- Interlibrary loan for materials not owned by NPC
- Comfortable spaces to study or relax

Submit your application for a Library account on our website.

*Services for community members are limited.

Organizations and Activities

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

NPC's student activities program invites involvement across a broad spectrum of sponsored programs to offer opportunities for cultural, social and educational enrichment for students.

Art Club

The Art Club is a student organization that provides an opportunity to express and advance student's knowledge and love of the Arts through fellowship and education. The group's mission is to give back to communities, schools, and others by using their talents and gifts in creative ways.

Students interested in learning more should contact Art Club advisor Magda Gluszek at (928) 532-6176, email ***npcartclub@gmail.com***.

Organizations and Activities Continued

Eagle Club

The Eagle Club is a student organization that promotes awareness of multiculturalism at NPC by promoting academic field trips, student socials, fundraisers and other activities that celebrate cultural awareness. Learn more at ***npc.edu/activities-clubs/eagle-club***

Students interested in learning more should contact Eagle Club advisor Shandiin Deputee at (800) 266-7845, ext. 7343, email ***shandiin.deputee@npc.edu***.

Mental Wellness Club

NPC's Mental Wellness Club is a student group that fosters an understanding of behavioral health and mental health with community, professional, and social awareness. Students interested in learning more should contact faculty advisor

Rachel Channell at (928) 536-6251

Music/Theatre/Speech

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

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

A schedule of major productions is announced throughout the year. Posters advertising events are posted at all locations and announced in local media and posted at the NPC website at ***www.npc.edu/pac-shows***. Student-produced plays and other smaller productions may be offered throughout the year.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of two-year colleges. PTK inducts students who are committed to scholarship, leadership, fellowship, and service. Eligible students are invited each semester by meeting the following criteria: have at least a 3.5 GPA, have completed at least 12 NPC credits towards a set degree intent, and are currently enrolled in at least 6.0 credits. Learn more at ***npc.edu/activities-clubs/phi-theta-kappa-ptk***
Students interested in joining Phi Theta Kappa should reach out to the PTK Advisors at ***ptkadvisors@npc.edu***.

President's Scholars Program

The President's Scholars Program provides educational enrichment opportunities and scholarship incentives for academically advanced students. This excellent opportunity includes a one-credit colloquium each semester. Scholars participate in activities to broaden intellectual horizons, to become more aware of Southwest history and culture and to explore communications skills through interaction with other students.

Participants will travel to off-campus locations throughout the Southwest to study subjects of interest and concern. Scholarships, which include tuition, books and travel, are awarded for those who are admitted.

Learn more at ***npc.edu/presidents-scholars-program***

Students may obtain an application packet for the President's Scholars program from the website or by calling faculty advisor Ryan Orr, (928) 532-6168, or email ***ryan.orr@npc.edu.***

Student Government Association

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

SGA conducts elections each year. All students are encouraged to participate in SGA and participate in the future of Northland Pioneer College.

Learn more at ***npc.edu/student-government-association*** or email ***sga@npc.edu.***

Records and Registration Admissions Office

The Records and Registration Admissions Office staff members are responsible for final grade rosters. Students may view their grades on My.NPC, utilizing their student log-in (excluding those on financial hold).

Any changes to existing grades (see Appeal of Grade, page 198) are initiated by contacting your instructor. The instructor then submits the change through their division dean, who then forwards the change to the Records and Registration Admissions Office. Once received and updated, the semester transcript shows the change.

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

Students pursuing a certificate or degree need to declare a degree plan with an academic advisor. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she will submit a graduation application. After graduation requirements have been met, please allow three to six weeks after the semester ends for diplomas to be mailed.

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

- Admission and Enrollment Verification Letters
- New Mexico Waivers
- Domicile Verification

Records & Registration Admissions Office Continued

- Veterans Certification
- Student Records, including transcripts and grades
- Graduation Certification
- Western Undergraduate Exchange (WUE)
- International Students

Transcripts

The Records and Registration Admissions Office accepts orders for Official NPC transcripts through ***npc.edu/transcripts.*** The following information is needed when requesting a transcript: name, student ID (or Social Security Number), date of birth, student's mailing address, complete mailing address where mailed transcript is to be sent or an email address where the electronic transcript will be sent, contact phone number, signature, date, payment, and recipient information. Transcripts cost $5 each for an online order or $19 "on demand" for those who require expedited processing. Payment by major credit card (Discover, MasterCard or Visa) or debit card is required when ordering through the National Student Clearinghouse.

Unofficial transcripts are available at one of our campus locations via an Academic Advisor or at My.NPC, ***https://my.npc.edu/cmcportal/***.

The Records and Registration Admissions Office should be contacted if there are questions regarding NPC transcript requests, (800) 266-7845, ext. 7459, P.O. Box 610, Holbrook, AZ 86025-0610.

Recruiting Office

All new students must submit an NPC Admissions Application which is available at ***https://apply.npc.edu npc.edu***. If you have previously attended the college, but never completed an NPC Admissions Application, you are asked to do so to verify your student information. NPC has an open admission policy (see page 12). High-school-age students, 14 and above, may enroll in NPC classes. Contact NPC's Early College Program office for more information. The college also works closely with local businesses to inform adult students and the community about educational opportunities. Interested adult students and businesses should contact the Community & Corporate Learning office at (928) 532-6712 or visit with a recruiter (go to ***www.npc.edu/recruitment*** for details). Both of these offices have district-wide duties. Contact the corresponding office (high school/adult) for:

- Requests for program and admissions information
- College events/open houses
- Coordination of on-site visits/NPC campus tours
- Community/group presentations

Student Health Insurance

Many programs at Northland Pioneer College require students to carry health insurance. As a college student, you may be eligible to stay on your parent or guardian's healthcare plan if you are under the age of 26. If this does not apply to you, NPC has a referral to a major insurance company that has designed plans specifically for community colleges. For an application or more information, contact the company directly through our website ***www.npc.edu/student-insurance***, stop by an academic advising office for a brochure or the office of the Vice President for Learning and Student Services.

Student Writing Centers

Help with college writing assignments is always available free to all NPC students at the Student Writing Centers (SWC). College and Career Preparation (CCP) Learning Assistants provide guidance in research, grammar, spelling and composition. Computers and printers are available for current students working on college assignments or tasks related to financial and/or academic pursuits. SWC resources may also be used to apply for Free Application for Federal Student Aid (FAFSA) or Supplemental Nutrition Assistance Program (SNAP, formerly food stamps) benefits. Basic resume and cover letter writing assistance is also available. Student Writing Centers are located at all NPC campuses.

Note: You must complete a user agreement each academic year to use the resources of the Student Writing Center.

Textbook Information

Students can obtain information about what textbooks are required or optional for a specific course by going to

www.npc.ecampus.com.

Make a note of the ISBNs to ensure you are purchasing the correct textbooks.

NPC students can purchase their textbooks online, seven days a week, 24 hours a day through the NPC Online Bookstore that offers a variety of purchase options besides new and used textbooks. Note: Not all textbooks are available as used, e-Books, rentals, or Market Place. Ordering through NPC Online Bookstore is optional; students can purchase course items with other vendors.

Electronic Textbooks (e-Books)

The NPC Online Bookstore offers e-Books on selected textbooks. You can purchase one of two forms of e-Books depending on availability:

1. Online Version – can be accessed from any computer or electronic device with an internet connection
2. Downloadable Version – can be loaded onto your computer or electronic device, but only accessed on that device.

Textbook Information Continued

Rental Textbooks

Students can rent selected textbooks for a semester or set period. Additional days can be added to the rental period if needed. After the semester has ended, return the book to eCampus by printing a free prepaid UPS shipping label.

Market Place

Students can purchase like-new and used textbooks from third-party individuals and volume sellers at a discounted price when available. Market Place textbooks are not eligible for free shipping promotions.

How to Order Textbooks

After registering for classes, students can go to the NPC website, ***www.npc.edu/textbooks*** for a step-by-step instruction sheet.

Other ways to place an NPC Online Bookstore order:

1. Use an NPC computer at any NPC location during normal business hours.
2. Submit your order via email to ***bookstore@ecampus.com***.
3. Call the NPC Online Bookstore (859) 209-6958.

Payment Options

There are several payment options to choose from:

1. Credit/Debit Cards: Visa, Master Card, Discover or American Express;
2. Prepaid credit cards CAN be used as payment for orders;
3. PayPal or PayPal Credit: May be subject to credit approval and a minimum purchase may be required;
4. e-Cashier Payment Plan: Students can use an installment payment option. Go to the NPC website at ***www.npc.edu/textbooks*** for a step-by-step instruction sheet.

NOTE: Rental orders CAN NOT be paid for using Prepaid Credit/Debit Cards, PayPal, PayPal Credit, Check, or Money Order. If you wish to rent your books, you may use an e-Cashier or a credit/debit card. If you use an e-Cashier, you must still provide valid credit card information at checkout.

Shipping Options

Textbooks are shipped through United States Postal Service (USPS) or United Parcel Service (UPS). Shipping will take between 2 and 14 days. In stock, orders are processed for shipping in 1 to 2 business days.

NOTE: Only USPS will ship to PO boxes. NPC students receive free shipping on all orders over $35, excluding Market Place orders.

Remember: To ensure you have your textbooks on the first day of class you will need to order your textbooks at least 3–To 4 weeks before classes start!

For questions contact the NPC Bookstore at (800) 266-7845, ext. 7480.

Selling Back Textbooks (Buy-Back)

Through the NPC Online Bookstore, students can sell back their textbooks on the website during the buyback time frame (2 weeks before and after the semester ends) or anytime through the Marketplace. Click the "Sell Textbooks" button, enter the ISBN (13-digit numerical code below the bar code), from the back of the textbook and an instant quote for the textbook will appear.

1. Buyback shipping is FREE! Print a prepaid shipping label, drop the package off at a UPS drop box, and receive a check in the mail or have money directly deposited to your account. NPC Online Bookstore credit for a future purchase with eCampus is another option for selling your books.
2. Students who sell back books will receive premium buy-back prices for any textbook being reused by NPC the following semester.
3. Students can also return rentals online! For more information, visit ***www.npc.ecampus.com***.

Transfer Assistance

For students interested in transferring their credits to another Arizona public university, NPC offers online access to the Arizona Course Equivalency Guide (CEG) via AZ Transfer ***(www.aztransfer.com)***. This system offers a number of helpful features that allow you to:

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

NPC partners with other Nationally Accredited Institutions through articulation agreements to assist students in making a smooth transition from NPC to a participating four-year institution. See University Transfer Agreements, page 63 or ***https://www.npc.edu/university-transfer-degrees*** if you have any questions or need more information, contact an academic advisor. To find an advisor near you, go to ***https://www.npc.edu/advising***.

Tutoring

NPC Tutoring is available in most NPC academic areas and is provided FREE of charge to current students. NPC offers FREE online tutoring, on-demand, through Tutor.com, F2F tutoring at many locations, and tutoring via the distance system.

Students may benefit from these services if they need help in any of the following areas:

- Completing assignments,
- Understanding concepts and ideas,
- Preparing for tests and general studying skills, or
- Keeping pace with your class.

Learn more about NPC tutoring service options online at ***www.npc.edu/tutoring.***

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

EARN MONEY BY TUTORING – If you would like to be a tutor, complete the online ***I Want to be a Tutor*** form (***www.npc.edu/tutor_application***).

Veterans Services

Northland Pioneer College provides assistance to eligible students applying for educational benefits under the U.S. Department of Veterans Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code. Certain members of the Selected Reserve may also be eligible under Title 10 of the U.S. Code. The Veterans Certifying Official is responsible for certifying the enrollment status and reporting changes in enrollment to VA in accordance with federal regulations.

For questions about NPC Veterans Services, visit our website, ***www.npc.edu/veteran-services***, or contact the Veterans Certifying Official, (800) 266-7845, ext. 7469, or email ***veterans@npc.edu***.

Educational Benefit Eligibility

NPC's School Certifying Official (SCO) does not determine eligibility for VA education benefits. Only the U.S. Department of Veterans Affairs (VA) determines a student's eligibility and benefit entitlement.

Students who have not applied for VA education benefits should apply through VA.gov. After VA processes the application, the student should provide NPC with the documentation required by NPC's published Veterans Services procedures.

The VA will determine a student's payment rate based on the type of benefit for which they are eligible and the number of credit hours in which they are enrolled. For additional information on benefit comparisons and to find out the basic payment rates go to:
https://www.va.gov/education/gi-bill-comparison-tool/.

Arizona Revised Statute

§15-1808 Tuition and Fee Waivers

A member of the Arizona National Guard who received a Purple Heart citation on or after September 11, 2001 or a former member of the Arizona National Guard who was medically discharged from the Arizona National Guard due to an injury or disability suffered under conditions listed in ***A.R.S. §15-1808*** may have tuition and media fee waived for courses taken at Northland Pioneer College.

A member or former member of the United States armed forces who received a purple heart citation, who was a resident of the state of Arizona or was stationed in Arizona at the time of the injury and whose disability rating is fifty per cent or more as described in ***A.R.S. §15-1808*** may have tuition and the media fee waived for courses taken at Northland Pioneer College.

A surviving spouse or child of a peace officer, correctional officer, fire fighter, emergency paramedic, National Guard member, or member of the United States Armed Forces who was a resident of the state of Arizona or stationed in Arizona and who was killed in the line of duty or who died from injuries suffered in the line of duty while traveling to or from duty may have tuition and the media fee waived for courses taken at Northland Pioneer College.

For more information on Arizona Revised Statute §15-1808 Tuition and Fee Waivers go to ***https://dvs.az.gov/services/education/tuition-waiver-and-verification-form***.

VA Educational Programs

Chapter 30: Montgomery GI Bill® – Active Duty (MGIB-AD)

The MGIB-AD program provides up to 36 months of educational benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances.

Students using Chapter 30 (MGIB-AD) must verify their enrollment at the end of each month to continue receiving payments. Current verification methods and instructions are available at https://www.va.gov/education/verify-school-enrollment/. VA determines eligibility under the applicable MGIB-AD eligibility category; students should consult VA for the complete current eligibility requirements.

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

Veterans Services Continued

Chapter 31: Veteran Readiness and Employment (VR&E)

Veteran Readiness and Employment (VR&E), also known as Chapter 31, provides employment, education, and training services to eligible Veterans and service members with service-connected disabilities. VA determines eligibility and entitlement. For current eligibility information and application instructions, visit ***https://www.va.gov/careers-employment/vocational-rehabilitation/***.

Chapter 33: Post-9/11 GI Bill®

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

Tuition and Fees: For eligible students using the Post-9/11 GI Bill®, VA pays net in-state tuition and mandatory fees directly to public institutions of higher learning, subject to the student's eligibility percentage and applicable VA rules. Current rates and benefit information are available at ***https://www.va.gov/education/benefit-rates/post-9-11-gi-bill-rates/.***

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about VA education benefits is available at ***https://www.va.gov/education/***.

If you qualify for the maximum benefit, the VA will cover the full cost of public, in-state tuition and fees. Rates are updated annually. To view current rates, visit ***https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp***.

Money for Housing: Eligible students enrolled more than half-time may receive a Monthly Housing Allowance (MHA). For in-person training in the United States, VA bases the resident MHA on the Basic Allowance for Housing rate for an E-5 with dependents and the ZIP code where the student physically attends most classes, with payment adjusted by the student's eligibility tier and rate of pursuit. Online-only students are subject to VA's online MHA rules. See current VA rates for details. ***https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/***.

Money for Books and Supplies: Chapter 33 students may receive up to $1,000 per academic year for books and supplies, prorated based on benefit eligibility and enrollment.

How VA Calculates Your Benefits: VA determines your Post-9/11 GI Bill® eligibility percentage based on qualifying service and other eligibility factors. Students should refer to the current VA website for eligibility and benefit information.

Post-9/11 GI Bill® students who are required by VA to complete monthly enrollment verification must verify each month to continue applicable payments. Current verification methods include VA's online verification tool and other methods VA makes available. See ***https://www.va.gov/education/verify-school-enrollment/***.

- Online (recommended): Sign in with a verified Login.gov or ID.me account; identity verification is required and available during sign-in
- Text: Monthly verification by text message (opt in required)
- Email: Monthly email verification (not available for STEM Scholarship users)
- Ask VA or Phone: Submit enrollment dates online or call 888-442-4551 (TTY: 711), Monday–Friday, 8:00 a.m.–7:00 p.m. ET

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

Survivors' and Dependents' Educational Assistance (DEA) provides education and training benefits to eligible spouses and children of certain Veterans and service members. If use of DEA began before August 1, 2018, a beneficiary may receive up to 45 months of benefits; if use began on or after August 1, 2018, the maximum is generally 36 months. VA determines eligibility and entitlement.

To be eligible for Chapter 35, students must be the dependent or spouse of:

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

Enrollment Verification

Students receiving Chapter 35 (DEA) benefits are required to verify their enrollment each month to continue receiving benefit payments. Verification may be completed using VA's available online, text, email, or phone options. Visit ***VA.gov/education/verify-school-enrollment/*** for current verification methods and instructions.

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

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine

Veterans Services Continued

Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances.

Students using Chapter 1606 (MGIB-SR) must verify enrollment each month. Current VA verification options are available at ***https://www.va.gov/education/verify-school-enrollment/***. Eligibility is determined under VA and Selected Reserve requirements; students should consult VA for current eligibility criteria.

- Be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than 6 years, following the date of such action and this must be completed on or after July 1, 1985.
- Have completed secondary school diploma requirements.
- Have completed Initial Active Duty for Training (IADT), meet the applicable education requirement, and remain in good standing while serving in an active Selected Reserve unit, as required by VA/Selected Reserve eligibility rules.

IMPORTANT: Chapter 1606 students must verify their enrollment each month using a current VA-approved verification method. See ***https://www.va.gov/education/verify-school-enrollment/***.

Monthly Enrollment Verification

Students using Chapter 30 (MGIB-AD), Chapter 1606 (MGIB-SR), Chapter 33 (Post-9/11 GI Bill®), and Chapter 35 (DEA), as applicable, must complete monthly enrollment verification under current VA requirements. Verification methods vary by benefit and may include online verification, text, email, Ask VA, or telephone. For current instructions, visit ***https://www.va.gov/education/verify-school-enrollment/***.

Assessment of Military Training

The Records and Registration Office evaluates all military training and/or coursework and transcripts from JST – Joint Service Transcripts and/or Community College of the Air Force. Official transcripts from JST or Community College of the Air Force must be submitted to the Records and Registration Office for assessment. Please see an academic advisor or the Veterans Certifying Official for assistance.

Prior Credit Evaluation

NPC evaluates prior education and training in accordance with its SAA-approved prior credit policy. Appropriate credit will be applied toward the student's program when applicable, and the program length will be reduced accordingly.

Army, Coast Guard, Marine Corp, and Navy transcripts can be ordered from the Joint Service Transcripts website: ***https://jst.doded.mil***.

Air Force transcripts, can be ordered from the Air University website: ***www.airuniversity.af.mil/Barnes/CCAF/***.

Roles & Responsibilities of VA Students

- Check in with the Veterans Certifying Official at least once every semester
- Meet with an Academic Advisor to declare a Program of Study (major), file a Degree Intent and complete additional paperwork
- Follow Title IV policies as outlined in the Financial Aid section of this catalog
- Attend classes pursuant to the college attendance policy
- Inform the Veterans Certifying Official of changes in enrollment, Program of Study, changes of address, phone number, email, or other changes which may affect VA Educational Benefits.
- Formally withdraw from classes when necessary, providing any documentation (i.e. a statement of "mitigating circumstances") to the Veterans Certifying Official within one week of withdrawal

Enrollment Status & Payment

NPC allows enrolled members of the Armed Forces, including Reserve and National Guard members, to be readmitted when enrollment is interrupted by qualifying military service in accordance with applicable law and college policy. VA payment amounts and enrollment classifications vary by benefit program, term length, rate of pursuit or training time, and other VA rules. Students should consult VA's current benefit-rate pages for their specific benefit.

VA processing times vary. Students should submit all required certification requests and Veterans Services documentation to the School Certifying Official (SCO) on time before the semester begins.

- Chapters 31 and 33: Eligible tuition and fee payments are generally paid directly to NPC, subject to VA authorization and eligibility.
- Chapters 30, 35, and 1606: Benefits are generally paid directly to the student. Students are responsible for paying any outstanding balance owed to NPC and should contact the NPC Business Office regarding payment arrangements.

Important Payment Information

- If the VA recipient withdraws from their class(es) after the official drop period, the student will receive a "W" on their transcript and may have to repay any monies they have received.
- If the student is dropped from the 45th day attendance FTSE roster, the student will receive a "W" on their transcript and may owe back any monies they received.

Veterans Services Continued

- If the VA recipient makes changes to their class(es) after the official drop period, the student may receive an overpayment and may to repay any monies they have received.

Satisfactory Academic Progress

Students using VA education benefits must meet NPC's published academic progress, grading, attendance, and program requirements. VA approval requirements also require schools to enforce standards of progress and report applicable changes. Financial Aid Satisfactory Academic Progress (Title IV SAP) and VA certification requirements are distinct requirements; this section should not state that VA universally requires all beneficiaries to follow Title IV financial-aid SAP rules unless that is NPC's approved institutional policy.

- Maintain a semester and cumulative grade-point average (GPA) of 2.0 or higher. "
- Complete at least 67 percent of the courses for which they are enrolled. "D" grades are not considered passing for VA students when calculating the quantitative requirement. (See Satisfactory Academic Progress, page 33, 62).

VA Academic Warning, Suspension & Restricted Status

The Department of Veterans Affairs requires all persons using VA Educational Benefits follow Title IV policies, including making Satisfactory Academic Progress. A student who does not meet the required minimum standards will receive written notification and will be placed on Academic Warning the first semester and Academic Suspension the second continuous semester. At the end of the second unsuccessful semester, if Satisfactory Academic Progress has not been demonstrated, VA Educational Benefits will be terminated. Benefits may be reinstated once the student begins meeting the required minimum standards.

VA students that fail to meet Satisfactory Academic Progress requirements will be asked to meet with an academic advisor to develop an academic success plan, which may include seeking tutoring assistance, enrolling in HDE 105 Success Strategies for College, or adjusting their course load.

VA Academic Warning: VA students are eligible to continue to receive VA Educational Benefits while on warning status if all other eligibility requirements are met.

VA Academic Suspension: VA Educational Benefits will be discontinued for students that fail to meet the required minimum standards for two continuous semesters. A VA student who has been suspended from VA Educational Benefits may continue to enroll in classes at NPC without receiving benefits.

VA Restricted Status: Recipients of VA Educational Benefits will be placed on restricted status if all required documentation has not been submitted to the VA Certifying Official. VA students placed on VA Restricted Status will be asked to follow an academic success plan toward successful completion of a degree program. The VA student making progress and meeting Satisfactory Academic Progress will be considered an eligible student.

VA Appeal Process and Reinstatement: VA students who are placed on Suspension may appeal their eligibility status to the Satisfactory Academic Progress Appeal Committee by filing a Petition for Reinstatement with the VA Certifying Official. Appeals should be based on extenuating circumstances as documented by the VA student. Petition for Reinstatement forms are available online, by contacting an academic advisor or the VA Certifying Official. The outcome for a petition for reinstatement may include approval, warning status, restricted status or denial.

- A VA student may continue to receive VA Educational Benefits only at the result of a successful appeal.
- A VA student who attends NPC for one semester, successfully completes six (6) credit hours at their own expense and meets all Satisfactory Academic Progress requirements, could be considered an eligible student.



Veterans Services Continued

Title 38 United States Code Section 3679(e) - Veterans Benefits and Transition Act of 2018

NPC complies with Title 38 of the United States Code, section 3679 as amended.

NPC will permit a covered individual using Chapter 31 (Veteran Readiness and Employment) or Chapter 33 (Post-9/11 GI Bill®) benefits to attend or participate in a course during the period beginning when the student provides required documentation of eligibility and ending on the earlier of:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

NPC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: : For purposes of NPC's Section 3679(e) policy, a covered individual is a student entitled to educational assistance under Chapter 31 (Veteran Readiness and Employment) or Chapter 33 (Post-9/11 GI Bill®), as provided by 38 U.S.C. § 3679(e).

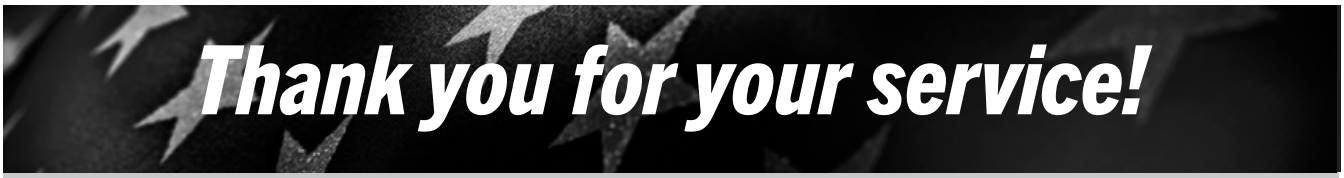
NPC may require a covered individual to provide a Certificate of Eligibility, Statement of Benefits, Chapter 31 authorization, or other documentation permitted by law and NPC policy; submit NPC's written request to use the entitlement; and provide additional information necessary for proper enrollment certification. These institutional requirements must be administered consistently with 38 U.S.C. § 3679(e) and may not be used to impose a prohibited penalty because of delayed VA payment.

- A covered individual must submit NPC's written request to use VA educational entitlement in accordance with NPC's published Veterans Services procedures. NPC will apply this requirement in a manner consistent with 38 U.S.C. § 3679(e).
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- NPC may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement

Voter Registration

For more information on voter registration please contact the Navajo County Recorder's office at (928) 524-4192. You can also register to vote online at ***https://servicearizona.com/VoterRegistration***.





Veterans Priority Registration Day

Check the Academic Calendar on page 23 for dates each semester



In appreciation for your service and sacrifice, veterans (using their educational benefits or not), their spouses and dependents are all granted priority registration, allowing you to register early for classes!

You must make sure these things are done prior to registering at a campus or by phone:

1. You must have an NPC ID#.
2. Any prerequisite overrides must be completed for all classes you want to take. (See Advisor)
3. Placement testing must be complete, if applicable.
4. There are no "holds" on your account.
5. U.S. Residency (Prop. 300) must be verified for in-state tuition rates.

To register at a campus:

- Veterans must show proof of having been in the military (DD214 or Military ID).
- Eligible spouses must have Spouses DD214 or Military ID. If last name is different, a marriage license is also needed.
- Dependents must have DD214 or Military ID from their parent, and a birth certificate showing veteran is parent.
- Take your military documents, and your registration form to the campus office and you can register early!
- Veterans, spouses, or dependents using VA education benefits must also submit the required Veterans Services documentation to the School Certifying Official (SCO) for enrollment certification.


Northland Pioneer College
Career-Ready Certificates
100% Online & on your schedule
BUSINESS STUDIES
• Entrepreneurship (CP & CAS)
• Management & Leadership (CP & CAS)
• Medical Office Administration (CP & CAS)
COMPUTER & INFORMATION SYSTEMS
• Computer Information Systems (CP & CAS)
• Cybersecurity (CP & CAS)
• Software Development (CP & CAS)
BEHAVIORAL HEALTH STUDIES
• Behavioral Health (CP)
• Behavorial Health Technician (CAS)
No commute.
No fixed class times.
Build skills that lead directly to jobs in your community. Start quickly and finish faster with focused certificate programs and flexible learning designed for real life.
ADMINISTRATION OF JUSTICE
• Criminal Justice (CP)
• Administration of Justice Studies (CAS)
HEALTH & PHYSICAL EDUCATION
PT
• Sports Medicine (CP)
MEDICAL ASSISTANT
• Clinical Assistant (CP)
START YOUR JOURNEY
1 NEW STUDENT? Apply to NPC at apply.npc.edu
2 CHECK YOUR EMAIL Follow the steps in the confirmation email.
3 REGISTER FOR CLASSES at my.npc.edu or at any campus location.

NORTHLAND PIONEER COLLEGE



HIGH SCHOOL EQUIVALENCY (GED)

It's never too late. Start any time, at your pace.

Benefits:

GET A BETTER JOB: The majority of jobs in this country require a high school diploma.

CONTINUE YOUR EDUCATION: A HSE diploma is accepted at most colleges and universities across the country as proof you have completed your high school education. Some colleges have scholarship programs specifically for (HSE) graduates.

SELF-DEVELOPMENT: Those with an HSE experience a remarkable improvement in how they feel about themselves and their lives.

INCREASE YOUR INCOME: A better job usually means better pay. Earning a HSE diploma isn't just an investment in yourself, it is also an investment in the future of your children.

EARN A BONUS: Those who pass the GED® examination at NPC are awarded a six-credit hour NPC scholarship that also covers the media fee – more than a $400 value!

THIS IS THE ONLY IN-PERSON PROGRAM IN APACHE AND NAVAJO COUNTIES AT THE MOMENT. ALL CLASSES ARE TAUGHT BY ADULT EDUCATION CERTIFIED INSTRUCTORS.

- *1 ON 1 SUPPORT*
- *FREE TUITION*
- *FEE ASSISTANCE*
- *SUCCESS COACHES*
- *CAREER PATHWAYS*

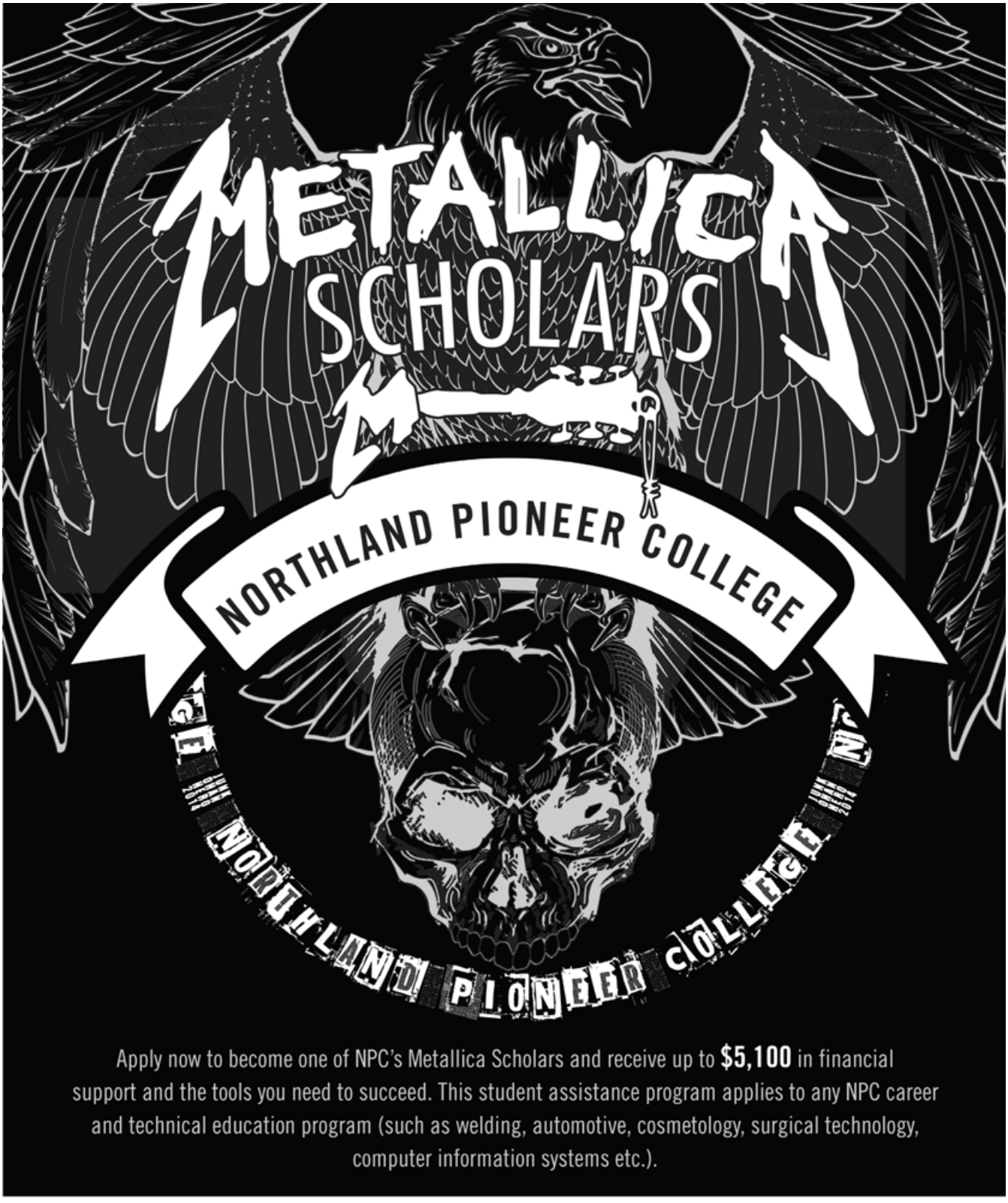
VIST WWW.NPC.EDU/GED TO GET STARTED

Northland Pioneer College



For more information, go to:
npc.edu/agec
Questions? Please contact contact an Academic Advisor @ ***npc.edu/advising***

Northland Pioneer College



Learn more and apply today at WWW.NPC.EDU/METALLICA-SCHOLARS
Questions? Contact: BRIDGET MALLAMS, (928) 536-6277 EMAIL METALLICASCHOLARS@NPC.EDU.



TO REPORT AN

EMERGENCY

Criminal Activity • Fires • Medical or Other Emergencies at NPC

CALL 9-1-1

Then inform the NPC Main Office at your location

**Please provide as many specific details of the incident as possible.
Include accurate descriptions of individuals and vehicles that may be involved;
vehicle license plate numbers are important.**

(See procedure 2555)

Northland Pioneer College

NPC RESPONSE TO REPORTS OF CRIMINAL ACTIONS OR OTHER EMERGENCIES THAT OCCUR ON CAMPUS:
An NPC official will respond to any report made of criminal activity or other emergency. When necessary, the city police department and/or fire department will respond to emergencies on campus. NPC will also respond administratively if a reported criminal offense involves an NPC student or employee as either victim or alleged offender. An alleged offender who is an NPC student or employee is subject to applicable NPC conduct policies, disciplinary procedures and sanctions. Sanctions may include suspension or expulsion for student offenders and suspension or termination of employment for employee offenders.

PUBLIC NOTICE OF NON-DISCRIMINATION: 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 Chief Human Resource Officer, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, 1611 S. Main Snowflake, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

NOTICE TO THE PUBLIC



ALCOHOL DRUGS WEAPONS

Northland Pioneer College

STRICTLY PROHIBITS

the use of alcohol, controlled substances, and weapons on all college premises and during any college-related activities.
This applies to **all** individuals to ensure a safe and productive environment for everyone.

Non-Emergency Student Text Messages

NPC sends important college information via text message to current students' cell phone numbers. Messages will include registration dates, class schedule availability, financial aid deadlines, scholarship opportunities, graduation information, college events and more. Students can sign up to receive these text messages by selecting "opt in" on their student applications, through their student online portal (***my.npc.edu***), or by texting "START" to (928) 898-1015. Students can opt-out of receiving text messages at any time by replying "STOP" to any non-emergency NPC text message. This will remove the student from the non-emergency text list. Students should note that once they use the "STOP" opt-out option, the only way to start receiving NPC student texts again is to re-sign-up by sending a new "Start" text message to the official NPC texting phone number noted above. Students who have never signed up for non-emergency text messages can opt out of receiving them by checking the opt out box on the NPC course registration form.
See ***www.npc.edu/student-texts*** for more information.

NORTHLAND PIONEER COLLEGE



GMAIL TO OUTLOOK TRANSITION

IF YOU AREN'T LOGGING INTO OUTLOOK, YOU ARE MISSING MESSAGES FROM NPC

YOU CURRENTLY HAVE TWO NPC EMAIL ACCOUNTS
@stu.npc.edu = Your NEW Outlook email
(This will become your primary NPC email.)
@mail.npc.edu = Your current Gmail account
(This account will eventually be retired.)

ACCESS YOUR NEW OUTLOOK EMAIL
Go to: outlook.com/npc.edu
Log in with:
Username: username@stu.npc.edu
Password: Your regular NPC/Blackboard password

YOUR INFORMATION WILL TRANSFER TO OUTLOOK
NPC has moved your:
- Emails
- Contacts
- Calendar events

PLEASE NOTE:
- Google Drive files will not transfer automatically. Guides and hands-on workshops will be provided to help you move files to OneDrive.

- Any new students as of Summer 2026 will only have an Outlook email address.

- Students who were actively attending before Summer 2026 should have both Outlook and Gmail email addresses.

- Students should have their emails, contacts, and calendar events migrated to Outlook, but we might have missed a few students so if that information hasn't migrated then they can **call the Support Center at 928-524-7447 for this or any other issues.**

Need Help?
NPC IT Support Center
(800) 266-7845 ext. 7447

Northland Pioneer College